

Turnitin.com Student Information (Biology)

Getting Started

Welcome to Turnitin! This document will guide you through the process for submitting papers to your instructor's class and give you a complete introduction to the Turnitin suite of services. All of Turnitin's services are accessible online at www.turnitin.com.

Creating Your User Profile

All Turnitin users have a unique user profile, which consists of an email address, user password, personal user information, and user preferences.

If your instructor has added you to his or her class, you will already have a user profile. All other users need to create a user profile to get started.

To create a user profile:

1. Go to www.turnitin.com.
2. Click *create a user profile* on the Turnitin homepage. (1)



1 The new user link on the Turnitin homepage.

3. Follow the on-screen instructions. When you are done creating your profile, you will be asked if you want to use the student class enrollment wizard. We recommend that all new users use the wizard to enroll in their class.

If you use the student class enrollment wizard, you can bypass the next two steps for your first session with Turnitin and proceed to the *Submitting a Paper* section on the next page.

Logging In

To login to Turnitin:

1. Go to www.turnitin.com.
2. At the top right, enter your email address and user password.
3. Click *Log In* to open your Turnitin homepage. (2)



2 The login button on the Turnitin homepage.

Enrolling in a Class

Your student homepage lists your enrolled classes. If you are a new user, your homepage will be empty.

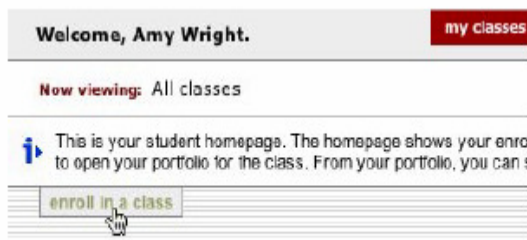
To enroll in a class:

1. Click the *enroll in a class* tab on your homepage. (1)
2. On the next screen, enter the class ID and enrollment password for your class.

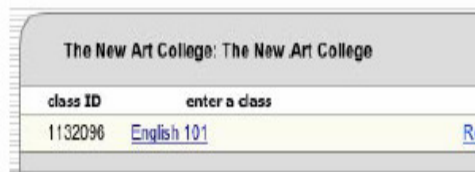
Class ID:

Password:

3. Click *submit* to enroll in the class and add it to your homepage. (2)



1 Opens the enroll in a class page.



2 A newly added class on the student homepage.

If you do not have a class ID and enrollment password, please contact your instructor.

Submitting a Paper

You will submit papers to your class from your class portfolio. To open your class portfolio, click a class name on your homepage. (3)



3 Click a class name to open its portfolio.

The class portfolio lists the assignments your instructor has created and your submissions to these assignments.

If there are no assignments in your portfolio, your instructor has not yet created class assignments. Until your instructor creates an assignment, you will not be able to submit a paper.

You can submit a paper in two ways:

- by **file upload** (used to submit a paper as a computer file; we currently accept submissions in Microsoft Word, WordPerfect, RTF, PDF, PostScript, and HTML formats)
- by **cut and paste** (used to submit a paper in a file format we do not accept, by cutting and pasting the text into a text box)

To submit by file upload:

1. Click the submit icon next to the desired assignment in your class portfolio. (4)
2. Select *file upload* from the submission pulldown menu. (5)



4 Click to submit a paper to an assignment.



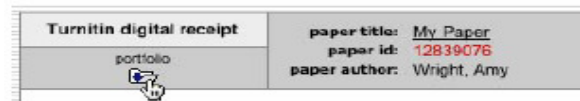
5 Select a submission type using the pulldown.

3. Enter a title for your submission and an ID (optional).
4. Click the *Browse* button and locate the paper you want to submit.
5. Click *submit*. On the following page you will be asked to confirm the text of your submission. If the text checks out, click *yes, submit* to finalize your submission. (1)

After submitting a paper, you will receive a digital receipt. From this screen you can proceed to your class portfolio to view the submission. (2)



1 Click to confirm your submission.



2 Click to open your class portfolio.

To submit by cut and paste:

1. Click the submit icon next to the desired assignment in your class portfolio.
2. Select *cut and paste* from the submission pulldown menu.
3. Enter a title for your submission and an optional student ID.
4. Cut and paste your paper into the text box.
To cut and paste text, highlight the text of a paper in a word processing or text editing program and select *copy* from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select *paste* from your browser's edit menu.
5. Click *submit*. After submitting your paper you will receive a digital receipt.
 From this screen, you can resubmit your paper, or proceed to your class portfolio to view the submission.
 Click the portfolio icon to return to your class portfolio and view your submission.

Viewing Your Submissions

After you submit a paper, it will appear in your class portfolio next to its assignment. Every paper you submit can be viewed online by clicking on its title in your portfolio. (3) If the paper was originally submitted as a file, you can download that file to your computer by clicking on the file icon. (4)

your portfolio		
submit	title	submitted
	My Paper	03-12-04

3 Click a paper title to view it online.

your portfolio			
title	submitted	contents	reviews
	03-12-04	 .doc	0

4 Downloads a paper in file format.