

Mr. Eisenberg's Handy-Dandy Guide to Using Turnitin.com.

(Or, how I stopped worrying, and learned to love electronic submission of papers.)

Although it may seem daunting at first, turnitin.com uses the conventions established on the web by sites that require logging in and use of passwords. If you use this guide as you complete the process of creating an account and submitting a paper, you should have fewer problems. You may not need this guide at all, beyond the Class ID and Password information provided, but it is provided as a reference in case you find yourself lost.

Creating a user profile:

This process is where you create a user name and password that will allow you to log on to the site. The **class** ID and passwords have already been created by me, and will be required as part of the process.

1. Point your browser to <http://www.turnitin.com/>.
2. In the upper-right hand corner, you will see a link for a “new user.”
Click on this link.
3. The next page will ask you to “Please select whether you will be using the service as an instructor or a student.” Click on the link to indicate you are a student.
4. The next screen will prompt you to enter the Class ID and Class Enrollment Password for your class. The following ID and password info applies to everybody on a class-by-class basis. **Passwords are case-sensitive.** After entering the information below, click “next.”

Class Period	Class ID #	Class Enrollment Password
Period 1	2434955	Washington
Period 2	2434961	Adams
Period 4	2434962	Madison
Period 5	2434965	Monroe
Period 9	2434968	Harrison

5. After accurately enter this information, **including capitalizing the first letter of the enrollment password**, further down the screen you will be prompted to enter your name, e-mail address. You will also be asked to create a personal password. Be sure to enter a valid address, for two reasons; it will be your user name for purposes of logging on to this site, and if you make something up, your chances of remembering it will be slim, and inability to log on in the future will not generate much sympathy. Secondly, confirmation of submission and other important communications (not spam) from the folks at turnitin.com will be sent to this address.

Having created a user name with your e-mail address, you will need to create a password for purposes of logging in to the site. This is different from the enrollment password given above, which is needed once you have, in fact,

enrolled. Fill in whatever you wish to be your log-on password in both fields on this page, within the parameters set by the site. It too is case-sensitive, so be careful about the CAPS LOCK and Shift keys. The site will tell you that your password “must be 6-12 characters long, and contain at least one letter and one number.”

Note that this page will ask for your name. Giving your real name will provide you with the benefit of getting credit for your work, and not failing every assignment you ever try to submit.

6. You will then be asked to agree to the user agreement. Read it, so that you are aware of the rules involved in using this site, and then click on “I agree--create profile.” This is the final step, and you will be ready to submit work!

Submitting an assignment:

1. Point your browser to <http://www.turnitin.com/>, and use the boxes in the upper-right hand corner to log in, using your e-mail address, and the **password that YOU created.**
2. The next screen will list this class (and perhaps others that may require you to use this site), click on the link for this class.
3. You will then see a list of assignments, (this list will grow as the year proceeds) click on the paper icon under the word “submit.”
4. The next screen will first ask for your method of submission. If you choose “cut and paste,” you must simply do that; paste your text into the box provided. If you choose “upload,” you then must use the “Choose File” button under the text that says, “Browse for the file you want to upload.” The site will then prompt you to browse your computer for the file that you have created. If you can save in Microsoft Word, WordPerfect, PDF, or RTF (Rich Text Format), then please do use the upload method. However, there is no problem with plain-text submission, and it is vastly preferable to the failing grade you will receive if you fail to submit BOTH an electronic edition and a hard copy.

This process is straightforward, and this guide may not even be necessary for many of you. If you encounter problems, see me as soon as possible. For this reason amongst many others, doing your work in advance is strongly recommended. I wish you the best of luck with your work this year. I look forward to reading the results of your research and analysis!

-Mr. E.