

HOW TO SUBMIT A PAPER TO TURNITIN

1. Go to www.turnitin.com and log in using your webapps email address and personally created password.
2. Click on the name of your English class.
3. Click on the *Submit* button to the right of the assignment name.
4. Fill in your first name and last name.
5. Fill in the submission title field with the title you gave your paper.
6. Choose the file you want to upload.
7. Click *Upload* to transfer the file. A status bar may appear displaying the upload progress.
8. Review the preview panel. Check that it is the correct file to send.
9. Click *Confirm* at the bottom of the page.

PLEASE NOTE: This step must be completed, or the submission is not finished.

10. After the submission has been completed, a digital receipt is displayed on screen. Your submission ID is also sent via e-mail to the address for your user login. Print the receipt and the paper ID it contains, as this is proof of a completed submission. (You may print from this screen or from your e-mail.)

PLEASE NOTE: If the digital receipt is not shown on screen after submission, return to the class homepage and view the assignment to ensure the paper submission completed correctly.

IF REQUIRED BY YOUR TEACHER, DON'T FORGET TO ATTACH YOUR RECEIPT BEHIND YOUR ESSAY.



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