

TURNITIN.COM STUDENT USER MANUAL




Turnitin.com is formatted as both an informational site for those interested in learning more about plagiarism prevention technology – and other digital tools promoting education – and a functional site by which academics actively use the service. To navigate to the functional pages of the site discussed in this manual, simply click on the  button on the right side of the Turnitin.com home page (<http://Turnitin.com>) or any of its other informational pages.

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24 hour turn-around time

fast track report turn-around

I. Setting Up Your Personal Home Page

LOGGING IN

All users must have a *personal user profile* in order to log in to Turnitin.com. A personal user profile is comprised of account information – an email address and user password – and personal information. For the Turnitin.com system to recognize your personal user profile, you must register as a new user.

To register as a new user:

- 1) Click 'User Log In'
- 2) At the top of the following *user login page*, click on the New User link: [Click here to get started!](#)
- 3) Type in your e-mail address and *user password*; click 'Next' to go to the personal information page.
- 4) Complete the required fields at the personal information page.
- 5) Verify all entered information. Once submitted, your personal user profile will also be e-mailed to you.

Welcome! Please follow the on-screen instructions to get started. 

new user registration

! Your password must contain at least one alpha (a-z,A-Z) and at least one numeric (0-9) character for security purposes.
Your two passwords do not match.

Please enter your user ID information:

email address Please enter a valid email address. This will be your user name for Turnitin.com.

password Please enter your password. Your password is **case sensitive** and must be 6-12 characters long.

re-enter password Please enter your password again.

next 

Your personal user profile can now be used at the user log in page to enter your *personal home page*.

To log in to your personal home page from the log in page:

- 1) Select 'student' as your user type.
- 2) Enter your e-mail address and user password.
- 3) Click on the 'submit' button.

• New User? [Click here to get started.](#)

turnitin.com

user type: student
 faculty
 administrator

email address:

password:

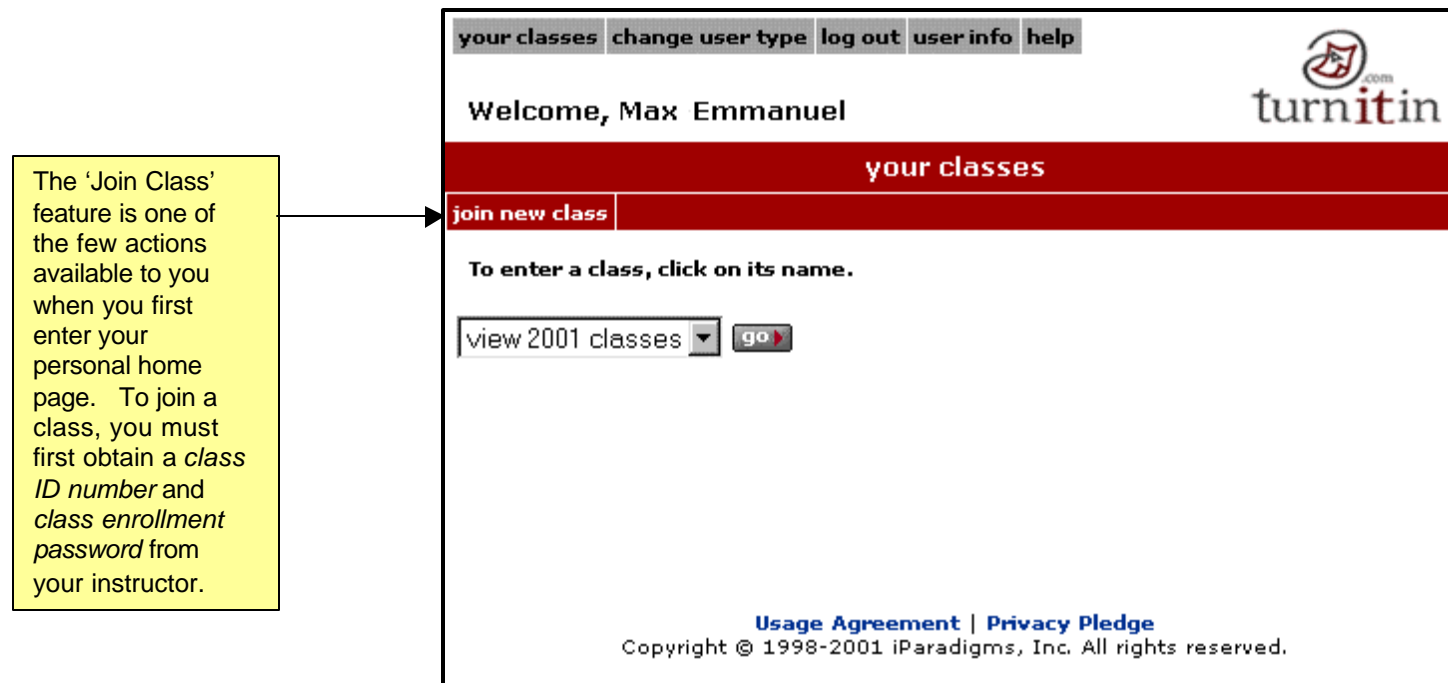
submit

• Forget your password? [Click here.](#)
• Problems signing in? [Click here.](#)

Having established a user profile, you may log in as any of the three user types. However, only information that you are authorized to view will be available to you.

JOINING CLASSES

Your personal home page is the hub of Turnitin.com usage activity. From a student personal home page, you can join new classes, obtain class assignments and instructions, submit papers and view your *class history* information. However, when you first log in, none of these functions will be available to you, as your new personal user profile and home page have not been linked to an active Turnitin.com class account. In order to enable any other Turnitin.com features, you will need to *join a class*.



The 'Join Class' feature is one of the few actions available to you when you first enter your personal home page. To join a class, you must first obtain a *class ID number* and *class enrollment password* from your instructor.

The screenshot shows the Turnitin.com interface. At the top, there are navigation links: **your classes**, **change user type**, **log out**, **user info**, and **help**. The user is greeted with "Welcome, Max Emmanuel" and the Turnitin logo. Below this is a red header with the text "your classes" and a sub-header "join new class". The main content area contains the instruction "To enter a class, click on its name." and a search bar with the text "view 2001 classes" and a "go" button. At the bottom, there are links for "Usage Agreement" and "Privacy Pledge", and a copyright notice: "Copyright © 1998-2001 iParadigms, Inc. All rights reserved."

To join a new class:

- 1) Click on 'join new class' at the middle navigation bar of your personal home page.
- 2) Enter the class ID and class enrollment password.
- 3) Click 'submit'.

The account that you have just enrolled in will now be listed on your home page. You may now begin to submit papers to this class.

join new class

Please enter the **class ID** and **enrollment password** for the class you would like to join. (Both are available from your instructor or teaching assistant.) Once you click on the submit button, the class will automatically be added to your class list.

class ID	<input type="text" value="17320"/>
enrollment password	<input type="text" value="darwin"/>

II. Using Your Personal Home Page

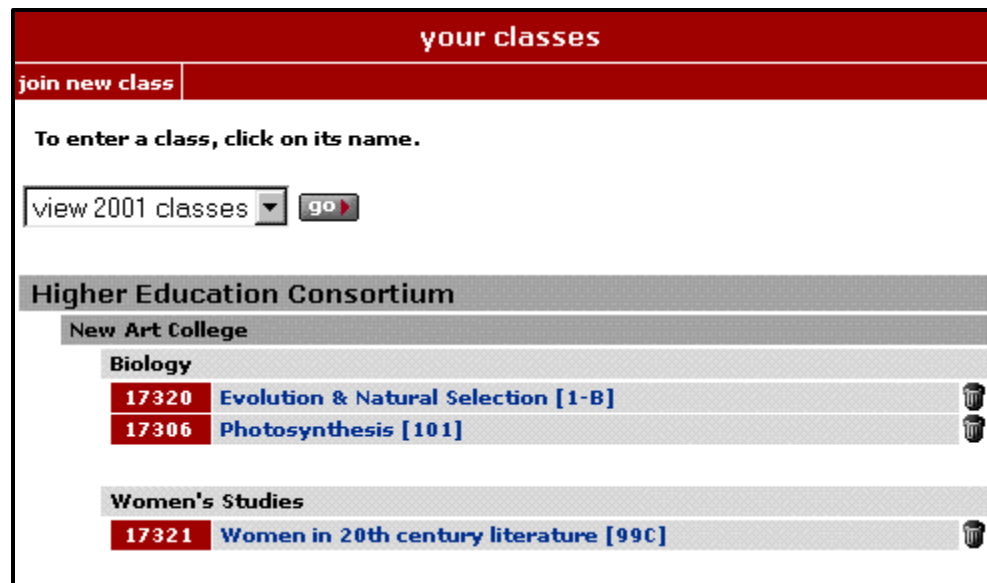
MAINTAINING YOUR CLASS LIST

Your personal home page will evolve into a dynamic list of the classes that you have added to one or more Turnitin.com accounts. The class title, number (specific to your instructor or school curriculum) and Turnitin.com class ID number appear as soon as they are enrolled in. Your *class list* is your entry point to Turnitin.com usage.

You can view classes based on calendar year.


To sort classes:

- 1) Select the year.
- 2) Click 'Go'.



The screenshot shows a web interface titled "your classes" with a red header. Below the header is a "join new class" button. A message states "To enter a class, click on its name." Below this is a search bar with a dropdown menu set to "view 2001 classes" and a "go" button. The main content area is divided into sections: "Higher Education Consortium", "New Art College", "Biology", and "Women's Studies". Each section lists classes with their IDs and titles, and a trash can icon (drop icon) is visible to the right of each class entry.


Higher Education Consortium	
New Art College	
Biology	
17320	Evolution & Natural Selection [1-B]
17306	Photosynthesis [101]
Women's Studies	
17321	Women in 20th century literature [99C]

Use the *drop icon*  to delete a class that you no longer are enrolled in. You **cannot** delete a class to which you have already submitted a paper.

III. Using Your Class History Page

UNDERSTANDING A CLASS HISTORY PAGE LAYOUT

Clicking on a class title from your personal home page brings you to its class history page. A class history page contains both the features specific to each class (found in the red, *middle navigation* bar) and a list of the documents that you have uploaded to the class.


To view a document, click on the paper icon  at the left of the paper title. Documents can be sorted by clicking on the header category.

To e-mail your instructor, click on the e-mail link above your document list.



The screenshot shows a red navigation bar with the following tabs: class history, submit, assignments, peer review. Below the navigation bar, there is a search area with a dropdown menu set to "view all types" and a "go" button. To the right of the search area is a link that says "Email your instructor, [David](#)". Below this is a table with the following columns: type, word #, #, date, R, P, title. The first row of data shows: paper, 6699, 1, 08/16/2001, , , chan.

1 The ability to view all *document types* depends on what supplementary features have been enabled by your instructor.

2 The report icon  allows you to view originality reports generated for your paper. However, your instructor must also enable this feature.



The screenshot shows a dropdown menu with the following options: view review, view all types, view papers, view review (highlighted), view portfolio. A "go" button is located to the right of the dropdown menu.

VIEWING ASSIGNMENTS

Your instructor must enter *assignments* into the Turnitin.com system in order to accept paper submissions.

To view an assignment:

- 1) Click 'assignments' in the class history middle navigation bar.
- 2) Click on the assignment title from the following *assignment page*.



An assignment page contains detailed information pertaining to your instructor's assignment requirements. Make note of the assignment #; this must be specified when submitting a paper.

assignment info
assignment # 1
title Biography
due date 2001-12-01

assignment information
Discuss one of the four individuals that we have studied in light of their contributions to the last century.

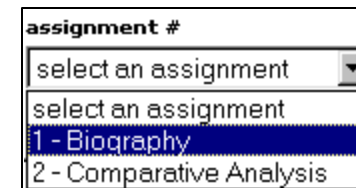
assignment instructions
15 pages total; turn hard copy in to office 'in box' and Turnitin.com web site no later than 5 PM December 1, 2001.

SUBMITTING PAPERS

Submitting a paper to an assignment is a simple process that entails copying text from a word-processed document (Microsoft Word, WordPerfect) and pasting the text into an online text box. It is important to note that a basic Turnitin.com account will allow you to submit revisions to an assignment for a 24-hour period after your initial upload. (Your class history document list will only show the latest submission per assignment number). However, if your instructor has enabled a 'fast track report turnaround' this ability will be deactivated, so you should be certain to inquire prior to your first upload to a class.

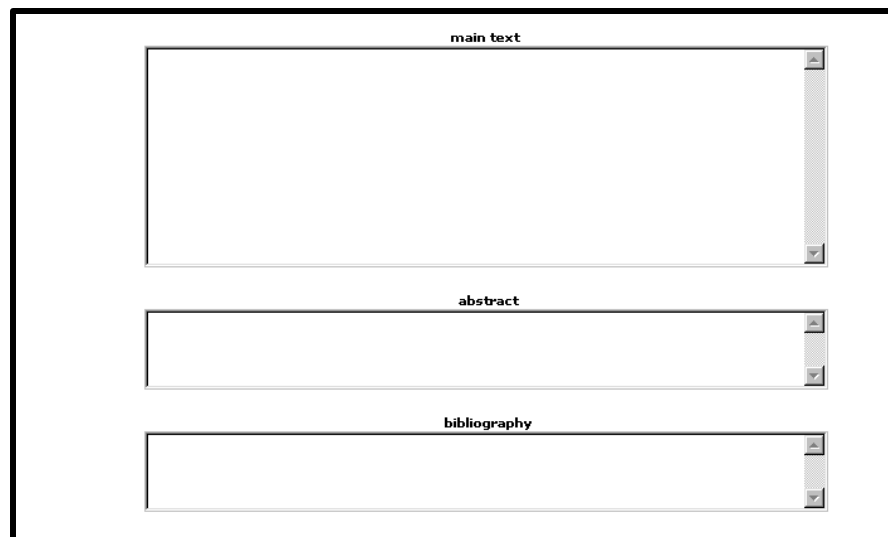
To upload papers:

- 1) Click the 'submit' button from a class history page's middle navigation.
- 2) Enter your paper title and select the *accurate* assignment number from the pull down menu.
- 3) Paste the main text, abstract (if any) and bibliography (if any) of your paper into the applicable text boxes.
- 4) Click 'submit'.



The image shows a dropdown menu titled "assignment #". The menu is open, showing three options: "select an assignment" (at the top), "1 - Biography" (highlighted in blue), and "2 - Comparative Analysis" (at the bottom).

DO NOT PLACE IDENTIFICATION INFORMATION IN ANY SECTION OF YOUR SUBMISSION. Your unique identification is established by your user profile and assignment #.



The image shows a submission form with three text boxes. The top box is labeled "main text", the middle box is labeled "abstract", and the bottom box is labeled "bibliography". Each box has a vertical scrollbar on the right side.