



# Submitting Papers to TurnItIn.com

Class Name	
Turnitin class enrollment password	
Turnitin Class ID	
Assignment Name	

The information in the shaded boxes is given to you, be sure to confirm this information.

1. Navigate to [www.turnitin.com](http://www.turnitin.com)
2. Sign in with your school email and the password you chose
  - ✍ If you have not used TurnItIn before, click on the New User link

email:

password:

[Forgot Password?](#)

[New User](#)

#### New instructors start here

1. Either you or your institution [purchase a license](#) for Turnitin.
2. The administrator of your account (either you or someone designated by your institution) receives an account ID number and creates an account password.
3. [Create a user profile](#). You'll need an **account ID** and **account password** to join.
4. For more information, watch the "[creating an instructor user profile](#)" video.

3. Under the heading "New instructors start here" click the Create a user profile link
4. Select student from the user type
5. Enter the class ID and the class enrollment password

class ID

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment password that you were given by your instructor.

Please note that the password and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

class ID

class enrollment password

#### Create a New Turnitin Account

Please select whether you will be using the service as an instructor or a student.

[student](#)

[instructor](#)

[teaching assistant](#)

6. Scroll down to enter user information (name and school email address)
  - ✍ school email: #####@students.oregon.k12.wi.us
  - ✍ the ##### represents your school ID

7. Under the password and security information, enter your desired password (at least 6 characters with at least one number)

8. Select a security question and provide the answer

9. Click I agree – create profile

10. The Finish dialog box will appear, click on the Log in to Turnitin button

11. At your student page, click on the name of the course to submit your work

Oregon High School				
class ID	enter a class	instructor	status	drop class
2638483	<a href="#">Honors English 11 - 1st Hour</a>	<a href="#">Davies, H.</a>	active	

I agree -- create profile

### Finish

Welcome! You have just enrolled in the class: Honors English 11 - 1st Hour

You are now ready to submit a paper.

To submit a paper, please login and click on the name of your class. You will be taken to your class portfolio page, which will look much like this:

#	assignment	submit
1	<a href="#">Assignment 1</a>	
	start: 09-04-09	
	due: 09-11-09	

Next to the name of your first assignment will be a submit button. Click the submit button to submit your first paper.

[Log in to Turnitin](#)

12. The Assignment list window is displayed, click on the submit icon (green arrow on a sheet of paper)



13. Choose how you will submit your paper (file upload will be the most common)

14. Your first and last name should be filled in, enter a title for your work under submission title

15. Click the browse button to locate your file

Please note your file extension **MUST** be one on of the following types:

MS Word, WordPerfect, PostScript, Adobe pdf, html, rich text rtf, or plain text

**If** your file does not have one of these extensions, please submit your paper by using the cut and paste feature (use the dropdown arrow at the top to change the “submit a paper by” to cut & paste)

A text box will appear, copy and paste your paper into the text box

16. Click the submit button

17. Confirm you are submitting the correct paper and then click the “yes, submit” button

### submit paper: by file upload

submit a paper by:

first name \*

last name \*

submission title \*

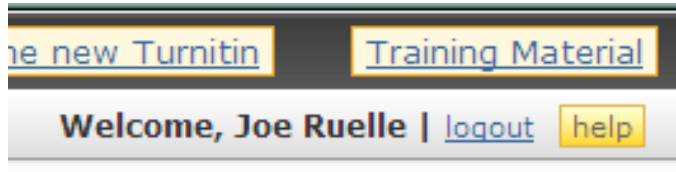
browse for the file to upload \*  
 [Browse...](#)

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB

[submit](#)

yes, submit

18. You will have a copy of the digital receipt emailed to you, this is your proof the paper has been submitted (please do not delete this email until your paper has been graded)
19. Click logout when done



Write your Confirmation number  
from TurnItIn here: