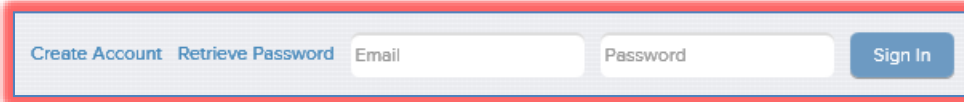


SUBMIT A PAPER

Papers can be submitted in two different formats; by file upload or by cut and paste. When a paper is submitted, only the text will display. All formatting will be removed from the paper.

- ✦ If you just created a new account, you will be logged into Turnitin
- ✦ If you already have an account, log into Turnitin when the site opens.
- ✦ The Login area appears in the upper-right corner of the window (see illustration below).



The screenshot shows a login interface with a light blue header. On the left, there are two links: 'Create Account' and 'Retrieve Password'. To the right of these links are two input fields labeled 'Email' and 'Password'. Further right is a blue button labeled 'Sign In'.

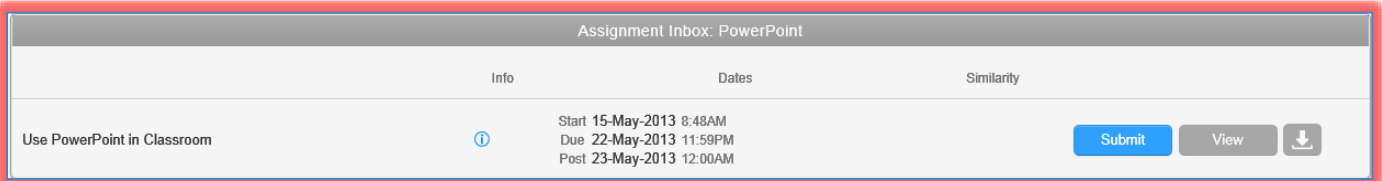
- ✦ A link to your course will appear in the window (see illustration below).



The screenshot shows a table titled 'Siena Heights University'. The table has five columns: 'Class ID', 'Class name', 'Instructor', 'Status', and 'Drop class'. There are two rows of data.

Class ID	Class name	Instructor	Status	Drop class
6422387	PowerPoint	Wanda House	Active	
5306767	Software for Educators	Wanda House	Active	

- ✦ If a link doesn't appear, you might need to Enroll in a Course. To do this:
 - Click the **Enroll in a Course** link.
 - Input the **Class ID** and **Password**.
 - Click **Submit**.
- ✦ Click the link to the class to open the class portfolio.
- ✦ The **Assignment Inbox and Portfolio** window will appear (see illustration below).



The screenshot shows a window titled 'Assignment Inbox: PowerPoint'. It has a table with three columns: 'Info', 'Dates', and 'Similarity'. The 'Info' column contains the text 'Use PowerPoint in Classroom' and a blue information icon. The 'Dates' column contains the dates: 'Start 15-May-2013 8:48AM', 'Due 22-May-2013 11:59PM', and 'Post 23-May-2013 12:00AM'. The 'Similarity' column is empty. To the right of the table are three buttons: 'Submit', 'View', and a download icon.

Info	Dates	Similarity
Use PowerPoint in Classroom	Start 15-May-2013 8:48AM Due 22-May-2013 11:59PM Post 23-May-2013 12:00AM	

- ✦ Move the mouse pointer over the **Info** button to view **Instructions** about the assignment.
- ✦ Click the **Submit** button next to the **Assignment** for which the paper is to be submitted.

Single File Upload

Papers should be submitted using this format if a paper is created in the formats specified by Turnitin.

- ✦ The **Submit Paper: by File Upload (Step 1 of 3)** window will display (see illustration on next page).
- ✦ Your first and last name will appear in the proper boxes.
- ✦ Input the name of the paper into the **Submission Title** box.
- ✦ Click the **Browse** button to open the **Choose File** window. Acceptable formats for submitting papers are:
 - MS Word
 - WordPerfect
 - PostScript
 - Portable Document Format (PDF)
 - Hangul (HWP)
 - Hypertext Markup Language (HTML)
 - Rich Text Format (RTF)
 - Open Office (ODT)
 - Plain Text (.txt)

Submit Paper: by File Upload (Step 1 of 3)

Choose a paper item submission method:
 Single file upload ▼

First name *
 Michael

Last name *
 Milosh

Submission title *

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP) and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements.

Browse for the file to upload *

[Cancel, go back](#)

- ✦ Locate the paper that is to be uploaded to Turnitin.
- ✦ Do one of the following:
 - Click on the paper and then click **Open**.
 - Double-click on the paper.
- ✦ The path where the paper was stored and the name of the paper will appear in the **Browse for the File to Upload** box.
- ✦ Click the **Upload** button.
- ✦ The **Submit Paper: Step 2 of 2** window will display (see illustration on next page).
- ✦ An unformatted preview of the paper will appear in the **Preview Paper** window.
- ✦ To complete the submission process, click the **Submit** button.
- ✦ To return to the previous window, click the **Return to Upload Page** link.
- ✦ After the submission is confirmed, a digital receipt will be shown (see illustration on next page).
- ✦ This receipt will be emailed to you.
- ✦ To return to your portfolio and view your submission, click the **Go to Portfolio** link.

NOTE: Some instructors do not allow students to see the Originality Report. If you want to see the report, you need to check with your instructor.

Submit Paper: Step 2 of 3

Author Michael Milosh

Title PowerPoint Ideas

Preview Paper


EDU 421 Software for Educators
 Article Summary Grading Rubric
 ___/24
 Summary
 Student provided a summary of the article.
 Student responded to the questions posed in the assignment.
 Student expressed his/her opinion about using this technology in the classroom.
 The summary was written in well

[Return to upload page](#)

Paper title: **PowerPoint Ideas**

Paper ID: 330264329

Author: **Michael Milosh**

 **Go to Portfolio**

Cut and Paste

This feature can be used when the paper has been created in a format that is not one of the acceptable formats for submission to Turnitin.

- ✦ Select **Cut and Paste** from the **Submit Paper** by list.
- ✦ The **Submit Paper: by Cut & Paste** window will display (see illustration on next page).
- ✦ Your first and last name will be displayed in the **First Name** and **Last Name** boxes.
- ✦ In the **Submission Title** box, input the name of the paper.
- ✦ Open up the program where the paper was created.
- ✦ Select the contents of the paper.
- ✦ Copy the papers contents.
- ✦ Paste the contents into the **Cut and Paste Your Paper** box.
- ✦ Click the **Submit** button.

- + A window will display saying the paper has been successfully submitted (see illustration below).
- + Click the **Go to Portfolio** button to return to your portfolio.

Submit Paper: by Cut & Paste

Submit paper by:
Cut & paste upload ▾

First name *
Michael

Last name *
Milosh

Submission title *


Cut and paste your paper *

Upload

Paper title: Course Descriptions

Paper ID: 330270204

Author: **Michael Milosh**

 **Go to Portfolio**