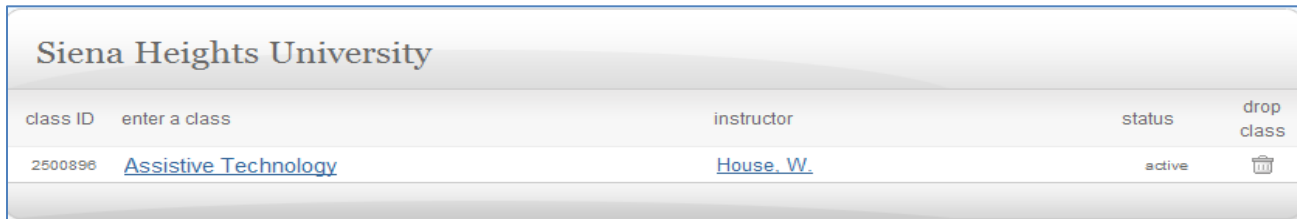


SUBMIT A PAPER

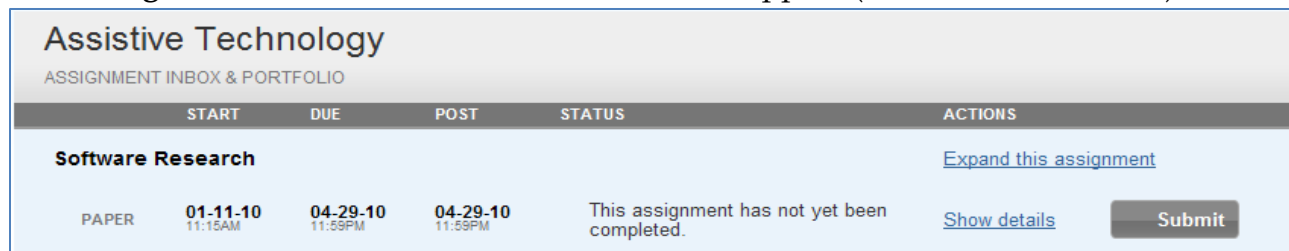
Papers can be submitted in two different formats; by file upload or by cut and paste. When a paper is submitted, only the text will display. All formatting will be removed from the paper.

- ✦ If you just created a new account, in the **Finish** window, click the **Log into Turnitin** button.
- ✦ If you already have an account, log into Turnitin when the site opens.
- ✦ A link to your class will appear in the window (see illustration below).



Siena Heights University				
class ID	enter a class	instructor	status	drop class
2500896	Assistive Technology	House, W.	active	

- ✦ Click the link to the class to open the class portfolio.
- ✦ The **Assignment Inbox and Portfolio** window will appear (see illustration below).



Assistive Technology					
ASSIGNMENT INBOX & PORTFOLIO					
	START	DUE	POST	STATUS	ACTIONS
Software Research					Expand this assignment
PAPER	01-11-10 11:15AM	04-29-10 11:59PM	04-29-10 11:59PM	This assignment has not yet been completed.	Show details <input type="button" value="Submit"/>

- ✦ 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 2)** 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)
 - Hypertext Text Markup Language (HTML)
 - Rich Text Format (RTF)
 - Plain Text (.txt)
- ✦ 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).
- ✦ A 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.

The image displays two side-by-side screenshots of the Turnitin submission process. The left screenshot, titled "submit paper: by file upload (step 1 of 2)", shows a form for entering submission details. It includes a dropdown menu for "choose a paper submission method:" set to "single file upload". Below are input fields for "first name" (Wanda), "last name" (House), and "submission title". A yellow box contains requirements for single file upload: "File must be less than 20 MB" and "File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text." A "browse for the file to upload" button is present. At the bottom are "upload" and "cancel, go back" buttons. The right screenshot, titled "submit paper: Step 2 of 2", shows a confirmation screen. It lists "Author: Wanda House" and "Title: Practice". A "Preview Paper" section shows the text of the submitted document, including the title "Computer Viruses" and the author "Anna L. Porter". At the bottom are "submit" and "return to upload page" buttons.

- ✦ After the submission is confirmed, a digital receipt will be shown.
- ✦ This receipt will be emailed to you.
- ✦ To return to your portfolio and view your submission, click the **Go to Portfolio** link.

NOTE: By default, students are not able to see the Originality Report that is generated by Turnitin. If you want to see the Originality Report, check with the course instructor.

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 is stored.
- ✦ 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.
- ✦ Click the **Go to Portfolio** button to return to your portfolio.

submit paper: by cut & paste

submit paper by:

cut & paste ▼

first name: *

Karrie

last name: *

Sunderman

submission title: *

cut and paste your paper: *

submit