turnitin®

* STUDENT *

Some of the classwork, essays, and projects we complete will need to be submitted to your teacher via Internet, so we will be using a program the school purchased for us called Turn It In. Follow the instructions below for signing up and accessing this site. **Signing up for this website is a REQUIREMENT for the class.**

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DEADLINE TO SIGN UP:_____

1. Go to www.turnitin.com

2. Click on "**Create an Account**" in the top-right corner of the screen.

3. Scroll down to the "Create a New Account" option and click on **STUDENT**.

4. Locate your class period below, and type in the corresponding **CLASS ID** and **CLASS ENROLLMENT PASSWORD**:

> *a. TEACHER:*   *PERIOD:*
>
> i. *Class ID* = _____
>
> ii. *Password* = _____

5. Fill in the User Information; click on **LAST Name-FIRST Name** as the order of your display name (the *second* bullet).

6. Enter a valid **EMAIL** address...
   a. **IMPORTANT**: <u>The email address you use for TurnItIn MUST be an email you will check often</u> and *preferably* have access to from your mobile phone (though this latter part is *not* a requirement). I will email important updates and reminders to you via TurnItIn, so it is crucial that you receive these emails in a timely fashion in case a deadline or requirement changes for submitting an assignment!!!

7. Create a **PASSWORD** you will remember but that others will not guess; store this password somewhere safe, as you will use it often!

8. Click on the User Agreement to confirm and "Create Profile."

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9. Once you're logged in, you should see your high school displayed at the top of your page, and you should see the course that you just enrolled in. **Be sure that the name of your class includes the proper class period.** If you're not enrolled in the proper section, please email me right away.

10. Click on the class and you'll see a listing of assignments that we will be turning in during this quarter. Take a moment to familiarize yourself with the icons and buttons available.

→   a. **INFO**: Any specific **notes** or information regarding an assignment will appear in the first column where it says 'Info'...hover over the letter 'i' to see what I may have written.

→   b. **INFO**: Assignment **RUBRICS** will also be viewable here; hover over the boxy-graph-like icon in the 'info' column to see these, so you know what is expected of you for a high-scoring assignment grade!

→   c. **DATES**: Start Dates/Due Dates/and Post Dates are listed for your reference, but these may change, depending on class progress, so always keep an eye on these.

→   d. **SIMILARITY**: The Similarity Index will let you know if your paper is worded too closely to the sources you used or if it sounds too similar to another student's work; if the Similarity Index is too high, it is flagging you for Plagiarism, beware! We will learn all about this during the course of the year, but... *as a GENERAL RULE...the Similarity Index should never be higher than roughly 12%.* Click on the percentage to view a **Match Breakdown** of which parts of your paper are too similar to the work of other writers (both professional and student).

→   e. **BUTTONS**:
       i. *SUBMIT*: This allows you to submit a document to the Assignment Post by either uploading it from your computer/flash drive or Google Drive.

      1. You will be asked to name the file...please use the **FILE NAME** your teacher will provide you for each assignment.

      2. You will be asked to **CONFIRM** the document you're submitting...to avoid any technical difficulties or late penalties, please be sure it is the correct file before submitting.

      3. You should always print a CONFIRMATION OF your SUBMISSION. Store it in your binders just in case technology fails you and your grade is ever in question!

         a. To do this:

           i. Go back to the **Class Homepage** where the assignments are listed; click on the icon all the way to the right of the assignment (looks like a **download-arrow**); a drop-down menu will appear; click on "**Digital Receipt**" and print.

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4. DO NOT wait until the last minute to submit an assignment (*i.e. the deadline is 6pm and you're trying to submit at 5:59pm*)...this website is infamous for refusing to submit your paper during those final moments.

5. *ENSURING* ON-TIME SUBMISSIONS VS. *RISKING* LATE SUBMISSIONS...

Leave yourself time to troubleshoot; make it part of your process to submit assignments an *hour* ahead of the deadline in case something goes wrong.

If the TurnItIn system absolutely WON'T let you submit prior to the deadline, you must have enough time before the deadline to:
   a. **EMAIL ME that you're having technical difficulties.**
   b. In that SAME EMAIL (which should reflect a time prior to the deadline), ATTACH your assignment for proof of completing it
   c. on time. Share your document with me via Google Drive or bring it on a flashdrive to class the following day and SEE ME to ensure that we get your paper into the TurnItIn system.

TO CONFIRM YOUR UNDERSTANDING OF THIS ON-TIME/LATE POLICY, PLEASE HAVE PARENT/GUARDIAN <u>SIGN THE STATEMENT</u> AT THE END OF THIS PACKET.

ii. VIEW
   1. This button lets you view the document you sent to me. Always double-check that you submitted the right one before logging out!
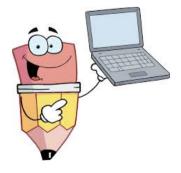
iii. (DOWNLOAD ARROW ICON)
   1. By clicking on this icon, a drop-down menu will appear, which allows access to a copy of:
      a. The original file you submitted
      b. A PDF version of the file you submitted
      c. A **Digital Receipt** of your submission