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1. Go to www.turnitin.com
2. Create a user profile. Click on **new user** link, then provide the required information: an e-mail address, a password (your teacher will supply this), your name, address and phone number. If you do not have an e-mail account, you may use: FirstnameLastname@SchoolName.turnitin.com
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3. Submit the information. You will receive an e-mail message verifying your profile.
4. Once you have created a user profile, you may log in to the system to access the tutorials or submit documents. Go to www.turnitin.com and click on **user login**.
5. To login, enter your e-mail address and password and select student as your user type.
6. You will need to enroll in a class to use the service. Click on **join new class**. Enter the class ID and class enrollment password (provided by your teacher). Then click on **submit**.
7. To submit a paper, click on **turn it in!** to open the paper submission screen. Fill in your paper title and select the assignment title provided by your teacher.
8. Select **upload a file**. This is the preferred method over the copy and paste option.
9. To upload a file, click on **Browse** to find your document (from a flash drive, hard drive, etc.).
10. Once you have located your document, click on the **submit** button to upload it.
11. The next screen will show your document. Click **next** if this is the correct document. If not, go back and select the correct document.
12. Immediately after the paper is submitted, you will receive a digital confirmation, which you may print. .

These steps will get you started. There are more complete instructions and options at the turnitin website. Please feel free to ask your classroom teacher or librarian for help.