

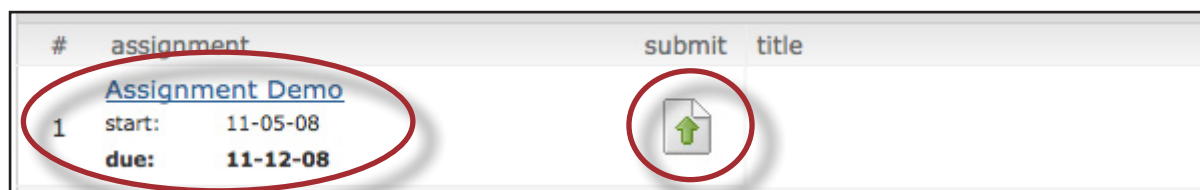
## Submitting a Paper as a Student

To submit a paper to an assignment on Turnitin, you must log in and upload a file to an existing assignment. Assignments on Turnitin cannot accept student submissions until the assignment start date and time has passed. Assignments may also reject submissions after the due date and time set by the instructor.

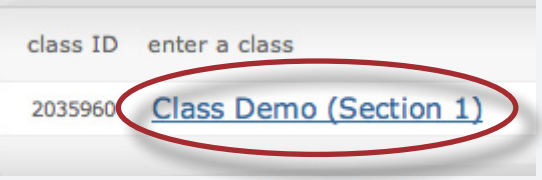
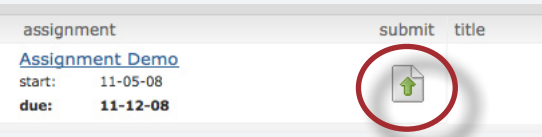

To view class assignments, click on the class name you would like to view. This will open up the class portfolio page that lists assignments created by the instructor for students to submit to.

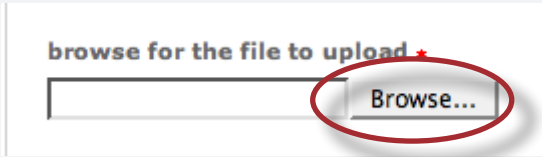
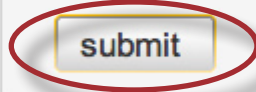
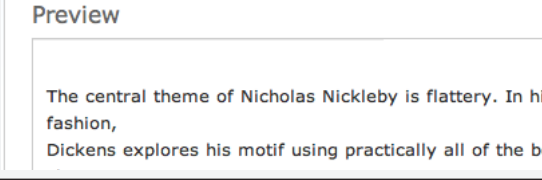
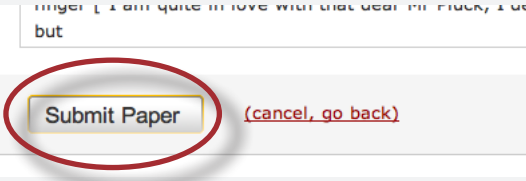


All the assignments your instructor has created will be listed with the start date and due date displayed underneath the assignment's name. To submit a paper to an assignment click on the submit icon.



The submit paper screen will open. Students have two options for submitting papers: *file upload* or *cut & paste*. The default is file upload. Turnitin currently accepts document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB. If you use a word processor that is not listed above use the cut & paste option to submit your paper.

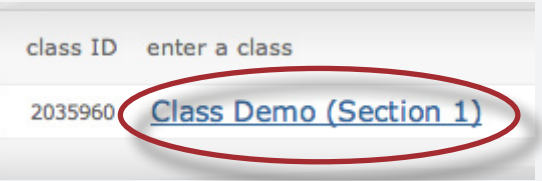
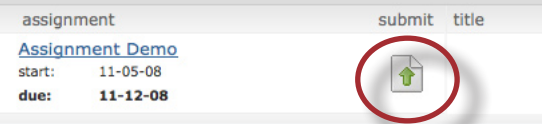
Submitting a paper by file upload:	
1. Start by clicking on the class name you would like to submit to after logging in to Turnitin	
2. Click on the <i>submit</i> icon to the right of the assignment name	
3. Select <i>file upload</i> from the <i>submit a paper by:</i> pull down menu	


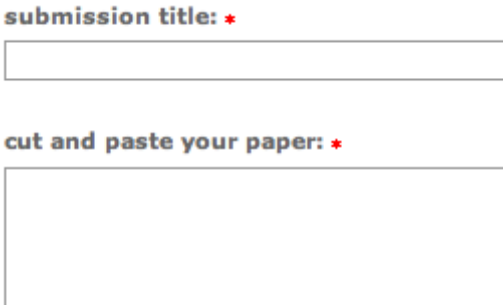
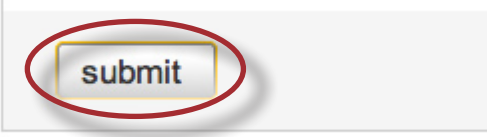
<b>Submitting a paper by file upload:</b>	
4. Click the <i>Browse</i> button and select the file you want to upload. Fill in the <i>submission title</i> field with the paper's name	
5. Click <i>Submit</i> to upload the file	
6. Review the preview panel. This is a text only version of the paper being uploaded. Confirm it is the correct version of the file to send	
7. Click <i>Submit Paper</i> at the bottom of the page	
<b>Warning:</b> This step must be completed, or the submission is not finished. The paper will not be available to the student or the instructor	

After the submission has been completed on step 7 a digital receipt is displayed on screen. A copy is also sent to the e-mail address associated with your account. Save the receipt and the paper ID it contains, as this is proof of a completed submission.

The digital receipt contains a unique paper ID number, the name of the user profile submitting, the paper title given by the submitting party, the assignment title, and the e-mail address for the user submitting, as well as the body text of the file submitted.

**Note:** If the *add to:* pull-down menu appears within the submit paper screen, select whether to store your paper in the standard paper repository or in the institution paper repository.

<b>Submitting a paper by copy and paste:</b>	
1. Start by clicking on the class name you would like to submit to after logging in to Turnitin	
2. Click on the <i>submit</i> icon to the right of the assignment name	

<p><b>Submitting a paper by copy and paste:</b></p>	
<p>3. Select <i>cut &amp; paste</i> from the <i>Submit a paper by</i>: pull down menu</p>	
<p>4. Fill in the submission title field and copy the text from your paper. Paste it into the text box titled <i>cut and paste your paper</i>. Do <b>not</b> manually type an entire paper in the copy/paste field, which could cause the user login to time-out, losing all the entered data</p>	
<p><b>Tip:</b> To cut and paste text, highlight the text of a paper in a word processing or text editing program and select <i>copy</i> from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select <i>paste</i> from your browser's edit menu</p>	
<p>5. Click <i>submit</i> to complete the cut and paste submission of the text pasted into the content box</p>	

After the submission has been completed on step 5 a digital receipt is displayed on screen. A copy is also sent to the e-mail address associated with your account. Save the receipt and the paper ID it contains, as this is proof of a completed submission.

The digital receipt contains a unique paper ID number, the name of the user profile submitting, the paper title given by the submitting party, the assignment title, and the e-mail address for the user submitting, as well as the body text of the file submitted.