



Submitting Papers as a Student

Only instructors and students can submit papers to classes in Turnitin. Students can submit papers through either the file upload or cut and paste method.

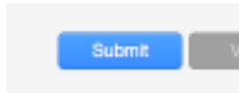
If the student has the file he or she would like to submit in an accepted file format on his or her computer, he or she can use the single file upload method.

How to use the single file upload submission method

1. Click on the class name



2. Click on the Submit button to the right of the assignment name



3. Select "single file upload" from the "choose a paper submission method:" pull down menu



4. Enter the paper title for the submission in the appropriate field



5. If your instructor has provided you with the option to select which repository you would like your paper stored in the "add to" option will appear within the submission screen. There are two options: either to add your paper to the standard paper repository or to the institution paper repository. Select which repository you would like your paper added to



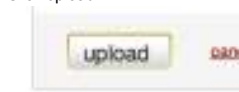
6. Click browse to find the file on your computer



7. Find the file on your computer and click open



8. Click upload



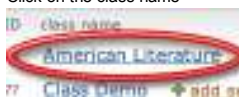
9. Review the file and click on the "Submit" button to finalize the submission



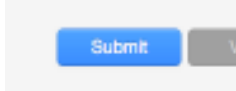
If the student would like to submit only a section of text from a file, only has the file in an unaccepted file type or only has a hard copy of the paper he or she would like to submit, the student should use the cut and paste method of submission.

How to use the cut and paste method of submission as a student

1. Click on the class name



- Click on the Submit button to the right of the assignment name



- Select "cut & paste" from the "choose a paper submission method:" pull down menu



- Enter the paper title for the submission in the appropriate field

submission title *

- Either select the text you would like to submit from the source file on your computer, or type the text you would like to submit in the large "cut and paste" field

cut and paste your paper: *

- If your instructor has provided you with the option to select which repository you would like your paper stored in the "add to" option will appear within the submission screen. There are two options: either to add your paper to the standard paper repository or to the institution paper repository. Select which repository you would like your paper added to



- Click submit to finalize the submission



Additional Information

- The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.
- Text only files may not exceed 2 MB.
- Students will receive a digital receipt containing a paper id both on screen and in e-mail for every successful submission. If the student does not receive a digital receipt for a submission, the submission was not successful.
- In the file upload method of submission step 8 is critical. If the student does not click the final "submit" the file will not be submitted.
- Turnitin currently accepts the following file types for submission: MS Word (.doc), WordPerfect (.wpd), PostScript (.eps), Portable Document Format (.pdf), HTML (.htm), Rich Text (.rtf) and Plain Text (.txt). All files submitted to Turnitin must be text based. Papers which have been scanned must be sent through Optical Character Recognition (OCR) software before they can be submitted to Turnitin.
- Turnitin will automatically exclude papers submitted to the class under the same author's name from the Originality Report for a paper. This automatic exclusion is based first on the author's e-mail address then on the author's name. This means even if the authors' of two papers in the class have the same name (i.e. John Doe and John Doe) the system will not exclude the papers from one another's Originality Reports if different e-mail addresses are used (i.e. JDoe@turnitin.com and JDoe@iparadigms.com).
- Only one file per student can exist for each assignment. Students who would like to submit multiple papers will need to either submit to multiple assignments or combine the papers into one file for submission.

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