Submitting Assignments to Turnitin

By Nathan Ragland,
Distance Education Librarian

Your classes at Sullivan University use software called Turnitin to collect the various papers and assignments you hand in. Turnitin is used to preserve academic honesty and combat cheating and plagiarism. Turnitin may look intimidating at first, but don’t worry. It’s easy to use once you get signed up and start submitting your assignments to it. In this article, I’ll explain how to sign up for Turnitin, submit your assignments, and view the results of the plagiarism report.

Signing up for Turnitin

In every class that uses Turnitin, your instructor will give you two pieces of information that you will use to enroll: a “Class ID” and an enrollment password. Write them down, as they are very important and you can’t submit assignments without them. Once you have your Class ID and enrollment password, visit the Turnitin site at http://www.turnitin.com with your web browser.

The first step to signing up for Turnitin is to click on the “Create Account” button at the top of the website, shown in the photo below.
Once you click the “Create Account” button, you’ll be taken to the following screen. If you have never used Turnitin before, do not enter your email address and password. Under “Create a New Account,” click the “Student” button.

Once you click the “Student” button, you will be taken to the “Create a New Student Account” page. This is where you will enter your Class ID, enrollment password, name, Sullivan University student e-mail account, and other important information. The page will look like this:
Create a New Student Account

class ID information
All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment password that you were given by your instructor. Please note that the password and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.
class ID

class enrollment password

user information
your first name

your last name

email address

password and security
Please keep in mind that your password is case sensitive (for example, pa88123 would be different than pass123), must be 6-12 characters long, and contain at least one letter and one number (for added security).
Enter an email address and password you can easily remember. Please write down your email address and password for future reference.
enter your password

confirm your password

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.
secret question
Please select a secret question.

question answer

user agreement
Please read our user agreement below. Select "I agree" to complete your user profile.

Turnitin.com and its services (the "Site" or the "Services") are maintained by iParadigms, LLC ("iParadigms"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). You should review this User Agreement carefully before accepting it. If You breach the User Agreement, Your authorization to use the Site will

I agree -- create profile  I disagree -- cancel profile
On the “Create a New Student Account” page, you will need to enter the “Class ID” and “Class Enrollment Password” that your instructor gives you. Then, enter your name and your Sullivan University email address. When you enter your password, be sure to make it something that will be easy for you to remember. You’ll be using your Turnitin account for the entire time you are enrolled at Sullivan University, so be sure not to forget your password or email address! Finally, enter a “Secret Question,” which will allow you to access your Turnitin account in the future if you forget your password.

After you have entered all of the necessary information, click the button at the bottom of the page. Congratulations! You are now signed up for Turnitin. When you log into Turnitin in the future, you will use your email address as your user name. Once you finish this step, or whenever you log into Turnitin in the future, you will be taken to the following screen:
If you are taking other classes that use Turnitin, click the “Enroll in a Class” button at the top of the page. You will see the following screen, where you will enter the Class IDs and enrollment passwords for your other classes:

Simply type in the class ID and enrollment password for the class you would like to add to your account, then click the Submit button. You will need to repeat the process for each class you would like to add.

Following these steps, you will be enrolled in Turnitin and will have signed up for all of your classes. You will use your Turnitin account the entire time that you are a student at Sullivan University, so be sure to remember your password!
Submitting an Assignment to Turnitin

To view the assignments that you can turn in, at the main Turnitin page click on the name of the class that you want to see.

After clicking the class name, you will see the following. Please note that you may have more than one assignment listed in a class.
If you want to know more about an assignment, point your mouse at the Info (i) button. The details of the assignment will appear:

**Assignment Instructions**

This paper must be five pages long, use three scholarly sources, and be written in APA format.

*Late paper submissions are allowed for this assignment.*

*Resubmissions are not allowed for this assignment.*
If you wish to turn in this assignment, click the **Submit** button at the right of the screen. This will begin the submission process. After clicking the submit button, you will see the following screen.

Enter the name of your assignment in the “Submission title” box, then click the **Choose from this computer** button at the bottom of the screen to select your assignment from your computer’s hard drive. Click **Upload** once you have selected your assignment.
You will now see the following screen:

This screen will show you a view of the assignment you selected. It allows you to make sure that you selected the correct assignment. Don’t worry if the paper looks strange – the paper that you submitted will look fine when your instructor sees it. Your If the assignment you uploaded is the correct one, click the Confirm button.
Congratulations! You have finished submitting your assignment. You will receive a digital receipt in your email stating that the assignment was submitted. Don’t delete it until you receive your grade for the assignment. You will also see the following screen, which will confirm that the assignment was submitted. You may wish to print it out as further proof that you turned in the assignment.

When you return to the main page for your class, you will see the status of your assignment. If it was submitted correctly, the button will turn gray or change to say “Resubmit,” and a percentage may appear under “Similarity.” But if the percentage doesn’t appear, don’t worry about it; your instructor may have set it up so that it does not appear.
If you would like to see the report for your paper, click on the percentage for the assignment. In the example picture above, it looks like this: 98% If you would like to see your assignment, click on the button. If you would like to download a copy of your assignment in the format that you uploaded it (for example, Microsoft Word or PDF), click on the button. To return to your homepage, the screen listing all of your classes, click here:

Questions?

If you need further assistance with Turnitin, you can find more information on its many features by going to http://turnitin.com/en_us/training/student-training. The Sullivan University librarians are also available to assist you if you need help. You can submit a question through email to them at http://library.sullivan.edu/ask_a_librarian.asp, call the library at (502) 456-6773, or talk to them through online chat on the library’s homepage, http://library.sullivan.edu.