

# ***Student Guidelines for Turnitin.com***

**Class ID: 1899621**

**Enrolment password: usahistory**

## **What is Turnitin.com?**

Turnitin.com is an electronic plagiarism detection service that is used by dozens of universities world-wide. When a student's assignment is turned in to the system it is matched against millions of Internet pages, databases and a constantly increasing database of all previously and concurrently submitted assignments. Teaching-staff receive a report from Turnitin that can be used as a resource to assist staff in making a judgment as to whether a student's work is plagiarised.

## **Understanding the Issues Surrounding Plagiarism**

Before you submit your assignment to Turnitin you will want to ensure that you have not plagiarised any text in your assignment. The best way to do this is to know what plagiarism is, know how to cite and reference correctly and how to paraphrase. There are many avenues for you to approach to learn correct referencing techniques.

1. Your first port of call is your lecturer, course co-ordinator and/or your tutor
2. Consult the University's 'Guidelines: Conduct of Coursework' at <http://www2.auckland.ac.nz/teachingandlearning/> (see the Students/Plagiarism and Cheating section)
3. The Student Learning Centre (SLC) located in the Kate Edger Information Commons and at [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz) has both hard copies and on-line resources outlining correct referencing and offers various workshops on referencing
4. <http://www.plagiarism.org/> provides a definition of plagiarism and numerous self-help tips on correctly citing and quoting work, paraphrasing and referencing

## **Using Turnitin**

Turnitin.com is an on-line resource so you will need an Internet connection to use it. It can be used from any location, on- or off-campus. There are many computer labs around the University from which you can access the Internet. To access University computers you will need your Net ID (UPI) and Net password. You obtain these simply by swiping your student ID card at any print station and you will receive a printed document containing your Net password while your Net ID is displayed on the stations screen. Alternatively you can go to the IC Helpdesk at the Information Commons on the City Campus. It should take you less than five minutes to submit an assignment to Turnitin.

## **Creating a User Profile**

1. go to [www.Turnitin.com](http://www.Turnitin.com)
2. click on the text that says 'create a user profile' under the login box in the top right of the screen.
3. enter your email address
4. click 'next'

5. enter a password of your choice. Your password needs to be 6-12 characters long and include at least 1 number and 1 letter. Your password is also case sensitive i.e. shadow is a different password to Shadow
6. click 'next'
7. you are prompted to enter personal information, of which the only compulsory field is your name
8. click 'next'
9. select 'student' as your 'user type'
10. click 'next'
11. you are asked to read the user agreement. If you disagree with the agreement this will cancel your user profile. If you agree, click 'I agree --- continue with profile' you have created your user profile
12. the next page gives you 2 options: you can either return to the log in page or you can follow the 'start class enrolment wizard'. The 'start class enrolment wizard' enables you to quickly enroll into your first class (to do so follow the next 3 steps)
13. click on 'start class enrolment wizard'
14. enter your class ID and enrolment password that you have been given by your lecturer/tutor (see above)
15. click 'next'
16. you are now enrolled in your class

## Logging in

1. go to [www.turnitin.com](http://www.turnitin.com)
2. enter your email address and password
3. click 'login'

### Submitting an Assignment/Essay

**Note: for each assignment you are asked to submit, you are only able to submit your work once**

Your first step is to enroll in the class (you may have already done this using the 'start class enrolment wizard' when you created your user profile)

1. once you have logged in you will be taken to your homepage. In the menu bar click 'enroll in a class'
2. enter the class ID and enrolment password that you have been given by your lecturer/tutor
3. click 'submit'

Follow these same steps for every course you are in that uses Turnitin.

Note: each course/staff member has their own specific class ID and enrolment password

**Now you can submit your assignment to Turnitin. Assignments can be submitted in MS Word, WordPerfect, rich text format, PDF, Postscript, HTML or plain text format.**

1. on your homepage (the first page you come to from logging in) is your class list (all the classes you have enrolled in): click on the class name for which you are submitting an assignment. You are now on the 'class portfolio' page
2. click the 'submit' icon alongside the assignment name for which you wish to make a submission

3. **there are two methods you can use to submit your assignment: file upload or cut and paste. Select your submission method from the drop down menu alongside the text 'Submit a paper by:'**

**The file upload method:**

4. enter a title and student ID for your submission
5. click the 'browse' icon
6. navigate to your assignment file in the same way you would when opening a file in Word
7. double click on your assignment file
8. click 'submit' and the text from the document you selected will appear. Check it is the correct document, if so, click 'yes submit' to confirm your submission
9. you will receive an electronic receipt (via e-mail) of your submission
10. you have successfully turned in your assignment

**The cut and paste method:**

4. enter a title and student ID for your submission
5. cut and paste your assignment into the text box
6. click 'submit'
7. you will receive an electronic receipt (via e-mail) of your submission
8. you have successfully turned in your assignment

**Help With Using the Turnitin System**

If you come across problems when trying to submit your assignment to Turnitin, there are several avenues of help available to you.

1. if you are working in a University computer lab, talk to the IT assistant
2. go to [www.Turnitin.com](http://www.Turnitin.com), near the top of the screen on the right hand side click on 'Training Materials'. Here you can take the 'Student quickstart' or the 'Student tutorial'. These offer you step-by-step instructions and detailed explanations of what each pages' function is
3. SLC provides individual consultations for students experiencing difficulties submitting their assignments (students must first be registered with the SLC at a cost of \$10 for the calendar year)
4. if you are still having problems with Turnitin, talk to your lecturer/tutor