**Turn It In**

* After you have created an account, you will need to enroll in a class. Your instructor will provide you with a class/section ID as well as a password.
	+ Your class/section ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* To submit an assignment:
	+ Click on the class the assignment was given in.
	+ Once you have done this, you will see the following screen. On this screen you will see all of the assignments that the instructor has given for Turn It In submission. For this particular example, the assignment name is Paper 1. To upload your paper to this site, all you have to do is click on the green arrow.



* + When you get to the next screen, you have the option of either uploading your paper using the single file method or the cut and paste method. Either option is fine.
	+ After you submit your paper, the site will have you preview your paper. The preview does not keep the original format of the document, so do not panic if it looks like you did not use indentations throughout your paper.
	+ Once you preview your paper, click the submit option at the bottom of the screen.
	+ Clicking on the “go to your portfolio” option brings you back to the class screen.



* + At this screen, you should see the file you uploaded as well as the date.
	+ The gray apple icon is the icon that will allow you to see how original your work is.
		- **It will take anywhere between 10 minutes and 24 hours for this site to read your paper. Plan accordingly!**
		- After the site has read you paper, it will display a yellow box with a percentage in it.
		- Clicking on this icon will allow you to see what portions of your paper appear to be unoriginal.



* + When the instructor informs you that the paper is due by 11:59 on a given day, this is when the final draft should be submitted—the program is set up so that you cannot submit your paper late. It is not possible for you to resubmit your paper after the due date has passed.
	+ You can and should submit your papers in advance. This should be a learning tool, and it is important that you use it as such.

**Things To Note:**

* + - You may submit your paper as many times as you want. The instructor will only see the final draft that was submitted.
		- When resubmitting a paper, your originality report will not be accessible until the next day because your original report is already in the system. Plan accordingly!
		- You will receive an email from noreply@turnitin.com informing you that your paper has been submitted. If you do not get this email, you have not submitted your paper.