

Instructions for Students -- Turnitin.com Service – MMW 15, 22 – Summer 2012

The final version of your paper is on the date indicated in the Writing Assignment. (Disregard any contradictory information found on the turnitin.com website about the due date of the paper). **Within 24 hours of the time the paper is due, you must also submit an exact electronic copy of your paper on-line to turnitin.com, as described below.** (Make sure the version that you upload is your final version). **Late penalty is one-third of a letter grade per day.** If you believe an extension is justified, please contact your TA. TAs will only grant extensions for good cause.

1. Go to www.turnitin.com on the internet.
2. Fill in your e-mail address and turnitin.com password. Click on “Sign in” box.

Note: If you are a *new* user of the system, click “Sign in” box and follow the instructions for new users to “Create a New Account.” After you are finished setting up your user profile, click on “I agree – create profile” tab at the bottom of the page.

If you've forgotten your password, click “password help.”

4. This will take you to the student homepage ("All classes" screen). Click "enroll in a class."
5. Enter **Class ID** and **Enrollment Password** (below) for the appropriate class and TA. Click "submit."

MMW 15 (Sowparnika Balaswaminathan)	A01	Class ID: 5378721	Enrollment Password: 748188
	A03	Class ID: 5378739	Enrollment Password: 759916
	A04	Class ID: 5378749	Enrollment Password: 762486

MMW 22 (Alex Stewart)	A01	Class ID: 5378836	Enrollment Password: 748190
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6. You will now be on your "Class Portfolio" page.
7. Click on the “Submit” button.
8. You have two choices in submitting your paper, **either single-file upload or copy and paste.** Whichever you choose, make sure you:
 - (a) Confirm that you are submitting the correct draft.
 - (b) Type in the title of your paper in the “submission title” box,
 - (c) then, either:
 - browse and select the file to upload (Works Cited is not necessary, but if it is part of the file, go ahead and upload the entire file including the Works Cited), or
 - copy and paste the file (you do not need to include your Works Cited), and
 - (d) click the “Upload” button.
9. You will now be on the page to preview your paper. Make sure that it uploaded correctly. If not, then click on “Return to upload page” button. If your paper has been uploaded, then click on the “Submit” button.
10. Wait while submission is processed.
11. You should see your paper as it has been submitted. **Print or save the receipt page** to prove that you have submitted your paper on time.
12. Log out at the top of the page.

If you are have technical difficulties, try: waiting a little while, reestablishing the connection, rebooting your computer and trying again, connecting on another computer, logging in using the codes of one of your TA’s other sections (email your TA so s/he knows what you did), asking a friend to help, and/or contacting your TA. If all else fails, or if you have any questions about how to use the turnitin.com system, please contact the MMW offices at (858) 534-4935 or Academic Coordinator Dr. Heidi Keller-Lapp at hkellerlapp@ucsd.edu or (858) 594-4935.