

# TURNITIN.COM instructions

## **To setup a new account:**

1. Go to [www.turnitin.com](http://www.turnitin.com)
2. Scroll down a bit, click **create account**
3. Click **student**
4. Fill out form [Class ID=16846365 enrollment key=67579]
5. Do the captcha stuff

## **HOW TO TURN IN ESSAY:**

*\*Please don't upload a messy file! Proofread, run spell check & grammar check (REVIEW>spelling and grammar). Capitalize. Make sure your short story title is in quotes (novel is underlined). Check for grammar and mechanics details. Check that your quotes are integrated using language frames. Check your citations.*

6. Go to [www.turnitin.com](http://www.turnitin.com). Login using your email and password. Do the retrieval steps if you forgot login.
7. Click **CSI Eng 9 1718**
8. In the list of assignments, locate the assignment you are turning in. Click the blue **SUBMIT** button for that assignment.
9. Click on the blue text that reads **Cut and Paste** to open up the drop down menu and select **Single File Upload**.
10. Locate your file and upload it. (If you have been saving to your school Outlook/email account, you might have to save file to the desktop and then upload it from there.)
11. Click **Confirm**.  
If you do not get the "Congratulations" message and a confirmation ID, something is wrong. Try again.

## **HOW TO SEE GRADE, RUBRIC, FEEDBACK**

12. Go to [www.turnitin.com](http://www.turnitin.com). Login using your email and password. Do the retrieval steps if you forgot login.
13. Click **CSI Eng 9 1718**
14. In the list of assignments, locate the assignment you want to see feedback for. Click the blue **VIEW** button for that assignment.
15. Click the blue **VIEW RUBRIC**.  
*You should see the rubric and any comments I wrote. Each of the four sections of the rubric has a description of what is required. If there are no written comments, look at the criteria and your essay and figure out where you missed points. If you still don't know, let me know.*  
*On the essay itself, you should also see some purple "automated" feedback. Sometimes that is correct, sometimes not. You should also see any comments I wrote (click on the word bubble) and frequently used comments (in rectangles near your errors).*

## **HOW TO REVISE AND RESUBMIT (CONTINUING FROM ABOVE):**

16. Click on the button with the vertical arrow over horizontal line. The download icon.
17. Open your paper. (You can also revise from anywhere you saved it, of course.)
18. Revise, using rubric and feedback to help. Save with the word "revision" in title so that you know the difference between your two files.  
*Tip: perhaps nothing is more irritating for a teacher than to have a student submit a revised essay that still has major errors or one in which a student has fixed a few grammatical errors but has ignored major content issues (such as a poor thesis, lack of quotes as support, etc.). Fixing minor errors while ignoring others will likely not result in an improved score.*
19. When finished (including proofreading and running spell check and grammar check) follow steps 2-6 above. Note: I will post a REVISION assignment for each assignment; this is what you look for.

