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ACADEMIC TECHNOLOGY



### UPLOAD A PAPER INTO TURNITIN

1. Before you can upload papers to be scanned by the Turnitin anti-plagiarism, you must first create a class (see the "Create a Class" tipsheet).

2. Click on the name of the class you have created to enter it. Now you must create an assignment that will serve as the "folder" for uploaded papers.

3. Click on the "create a new assignment" link.



4. Name your assignment and assign a start date and due date. Decide also whether or not you wish to allow late submissions.

5. If you wish to grade the assignment using a rubric and wish to present that rubric to your students, you can create the rubric online by clicking on the libraries link.

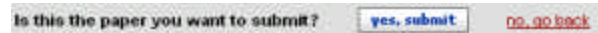


6. If students are uploading papers, you will find them in the **inbox**. If you are uploading the paper, click on the **submit** link.

7. On the following screen, click the browse button to access you hard drive and select the document for upload. Finally, click the **submit** button.



8. The next screen will display the document and ask you to confirm that it is the correct paper.



9. A digital receipt will be presented. This gives you or your students documentation of the submission.

10. You can now return to the **Inbox** where the Originality Report will be available: click on report to view the evaluation.



11. Remember that the Turnitin anti-plagiarism service does not determine whether or not a paper is plagiarized. It quickly and efficiently gives you the information to make that judgment yourself.

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