Turnitin @ NCC

A student guide for submitting work to Turnitin.com

To begin using Turnitin, please start by going to www.turnitin.com

If this is the first time you are using Turnitin.com, click on create account.

*If you have used Turnitin before (at NCC), please sign in with your email address and password and skip to page 4.
Enter the class ID and enrollment password given to you by your professor.
On this same page, you will enter your name and **NCC email address**. You will also create a password for your account. Please write down your password for future reference.

At the bottom of the page, read the user agreement. Click *I agree - create profile*. You have now successfully created a user profile and enrolled in your class.
The image above is an example of how your homepage will look.

There are several tabs at the top of the page. The tabs for what is plagiarism? and citation help will take you to www.plagiarism.org. This is an educational website that can help with questions you may have. It also provides examples of correct citations, paraphrasing, etc.

Your homepage is where your classes will be displayed. Click on the title of your class to proceed.
Your class portfolio page will open.

This page allows you to view assignments, start dates and due dates. To view more information about an assignment, click on *show details (see image on previous page)*. The portfolio page is also where you will submit your work. Simply click on 

**There are 2 ways to submit work to Turnitin.com:**

**Option #1**
The first way to submit a paper is to upload a file. You will need to enter your name and the title of your document. Then, select the file you wish to upload.

You can choose a file from: your computer or flashdrive, Dropbox, or from Google Drive.

Click *submit* at the bottom of the page when you are finished.

You now have a chance to preview your work. After you have reviewed your work and have double-checked that you are submitting the correct paper, click yes, *submit*. 
Option #2:

Use the pull down menu under submit a paper by: and select cut & paste upload. The submit page will change and you will see an area to cut & paste your work. Click submit when you are finished.

You have now successfully submitted a paper to Turnitin.com!
A receipt will appear on the page with a paper ID number. A copy of this receipt will be emailed to you. Students should not delete this email. Keeping this receipt is proof that you have submitted your work correctly.

**Additional Help**

If you have questions regarding Turnitin.com, you can go to [http://ncc.libguides.com/turnitin](http://ncc.libguides.com/turnitin) or email me at [Christine.Faraday@ncc.edu](mailto:Christine.Faraday@ncc.edu).

I will try to respond as quickly as possible, but please do not wait until the last minute to contact me if you need help submitting a paper.