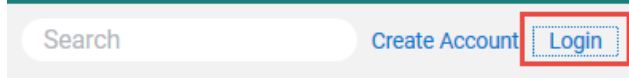


How to Submit a Paper to Turnitin Outside of eLearning(D2L)


Faculty can submit papers directly to Turnitin using the following steps:

-Navigate to the Turnitin.com website at: <https://www.turnitin.com/>

-Click the “Login” link located at the top right side of the screen:




-Click the “Forgot your password? [Click here](#)” link:

The Turnitin logo, featuring the word "turnitin" in red and blue lowercase letters, followed by a red circular icon containing a white document symbol.

Log in to Turnitin

Email address

Password

Forgot your password? [Click here.](#) 

Need more help? [Click here.](#)

New user? [Click here.](#)

[Privacy Policy](#)

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

-Input your UNG email address using your UNG network username credentials before the “@ung.edu” portion of the address. For example: jmann@ung.edu

DO NOT use the **firstname.lastname@ung.edu** for the email address with Turnitin as this will not be processed as a valid email address.

-Next, a “Reset User Password” screen will appear. Input your UNG email address as entered previously and your Last Name, then click “Next”:



Reset User Password

Please enter the email address you used to create your user profile. Click "next" when you are done.

Email Address

Last Name or Family Name

If you do not know the email address for your account...

Ask your instructor (or Turnitin administrator, if you are an instructor) to look up your email address.

NOTE: Due to privacy agreements, Turnitin CANNOT release your email address - even to you. You MUST get this information from your institution.

-Answer the secret question prompt or click the “Forgot your answer?” link and click Next:



Reset User Password

If you remember the answer to your secret question, please enter it below. Click "Next" when you are done.

If you selected your secret question in a language other than the one you are reading this in, please select your language from the list:

English 

Secret Question:

What is your mother's maiden name?

Answer:



[Forgot your answer?](#)

Please note that all passwords are case-sensitive. Please check your spam, bulk or junk folder for the password reset email, as it is sometimes filtered as spam. The email will come from noreply@turnitin.com. You may need to whitelist this address with your spam blocker or administrator.

[Next](#)



[Previous](#)

-Reset your User Password using the next screen:



Reset User Password

Thank you! Please enter your new password, and then confirm your new password. Your password must be at least eight characters long. Click "next" when you are done.

Password

Confirm Password

Next

[Cancel](#)

-Log in to Turnitin using the next screen:



Reset Password Complete

Thank you! Your password has been successfully reset. Please note your password for future use.

Log in

You are now ready to submit a paper to Turnitin directly.

If no class listed on your instructor homepage, you will need to create a class by clicking the “Add Class” button located on the right side of the screen:



-Complete the “Create a new class” form and then click “Submit”:

Create a new class

To create a class, enter a class name and a class enrollment key. Click “Submit” to add the class to your homepage.

Class settings

* Class type


* Class name

* Enrollment key

* Subject area(s)

* Student level(s)

Class start date

* Class end date 

Cancel

Submit

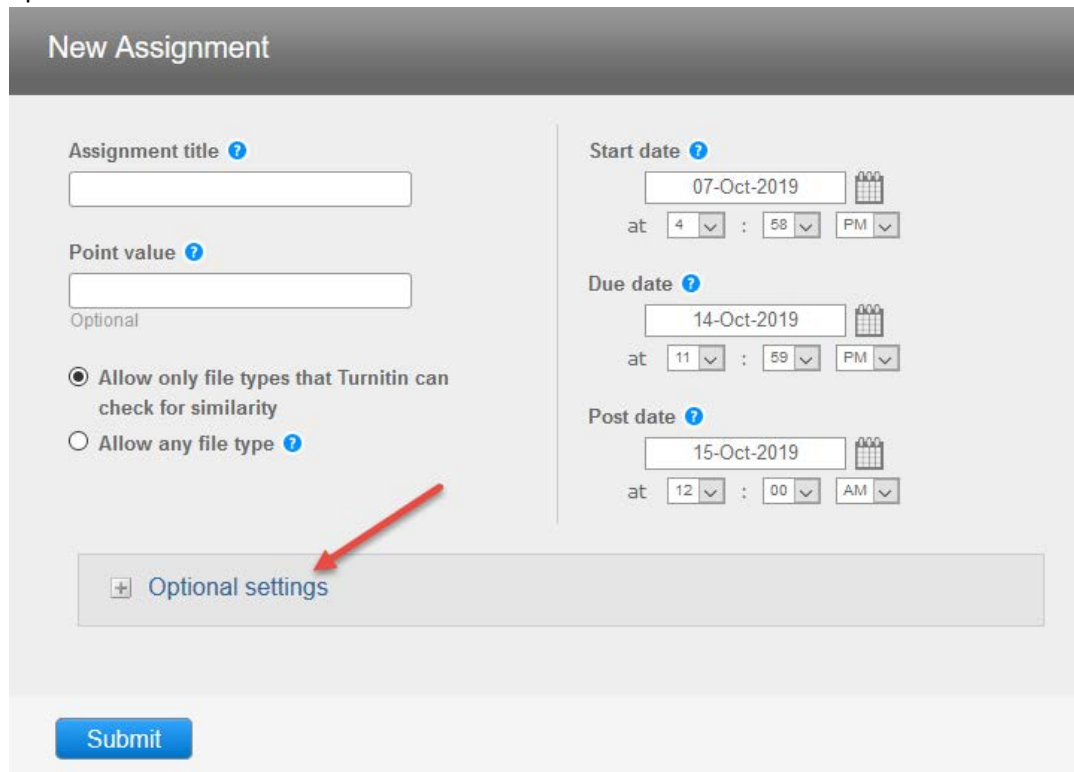
-Click “Continue” when the class created acknowledgment displays with the course details.

-Click the newly created course to enter the course.

-Click the “Add Assignment” button to add an assignment to your class homepage:

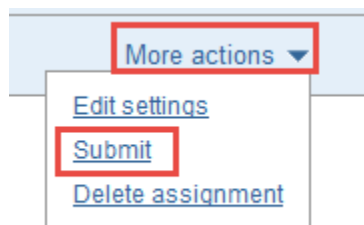


To create an assignment, enter an assignment title and choose the start and due dates for the assignment. By default, papers submitted to this assignment will be checked against all of Turnitin's databases. Click the "Optional settings" link if you would like to edit or view other advanced assignment options. Click "Submit" when finished:



The screenshot shows the 'New Assignment' form. It has a dark grey header with the text 'New Assignment'. Below the header, there are two main columns. The left column contains 'Assignment title' and 'Point value' text boxes, each with a help icon. Below these is an 'Optional' section with two radio buttons: 'Allow only file types that Turnitin can check for similarity' (selected) and 'Allow any file type'. The right column contains 'Start date', 'Due date', and 'Post date' sections, each with a date picker and a time selector. At the bottom of the form is a blue 'Submit' button. A red arrow points to the '+ Optional settings' link at the bottom of the form.

- Submit papers to the assignment folder by clicking on the "More Actions" menu and then clicking "Submit":



-Click an assignment's "View" button to view the assignment inbox and any submissions that have been submitted to the assignment:

