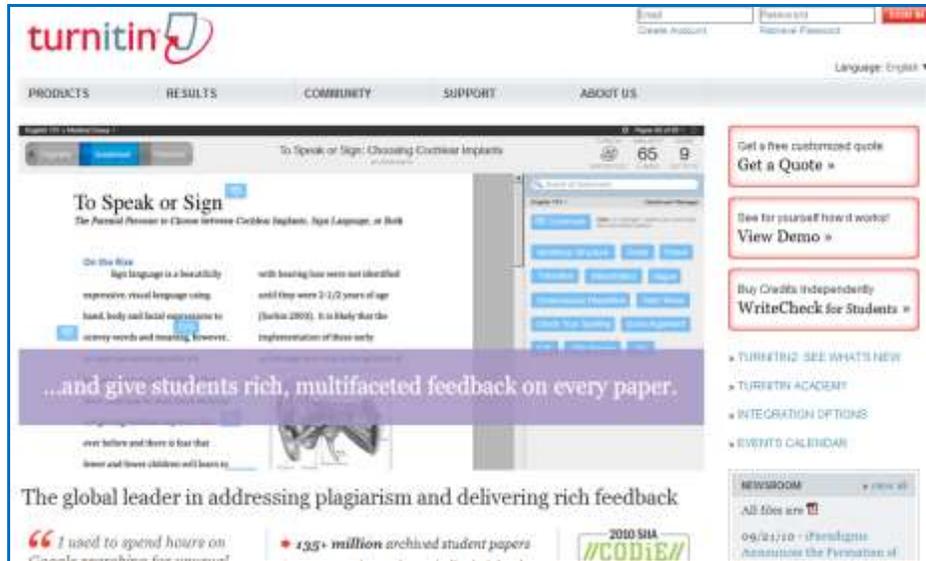
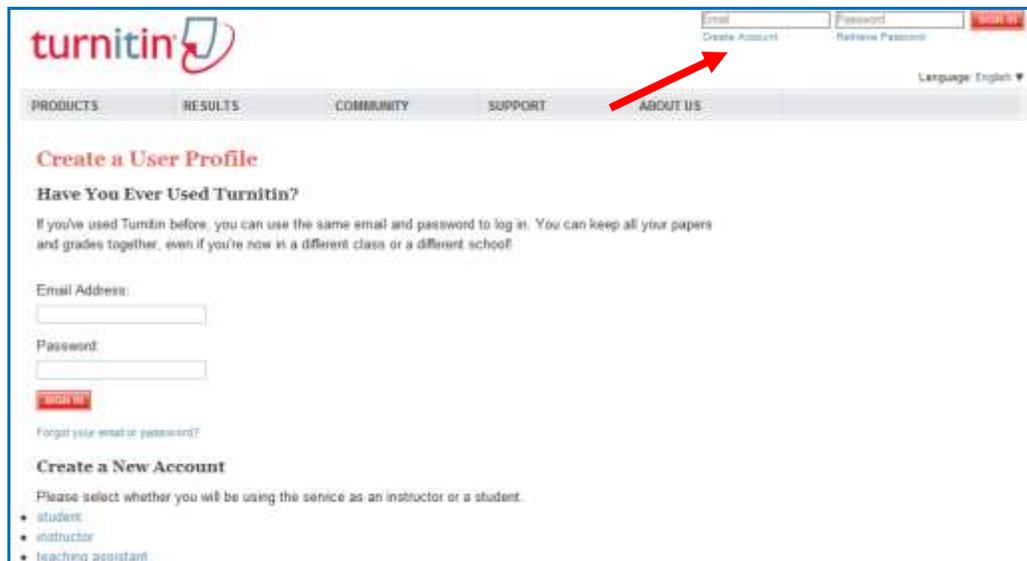


Turnitin @ NCC

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.**

Create a New Student Account

class ID

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment password that you were given by your instructor.

Please note that the password and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

class ID

class enrollment password

user information

your first name

Enter the class ID and enrollment password given to you by your professor.

user information

your first name

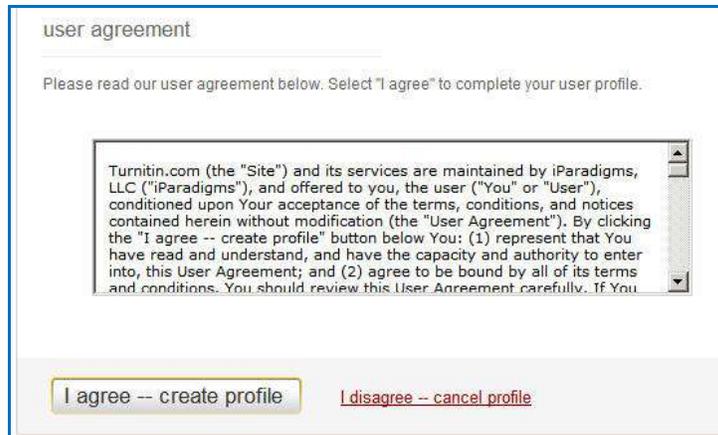
your last name

email address

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.

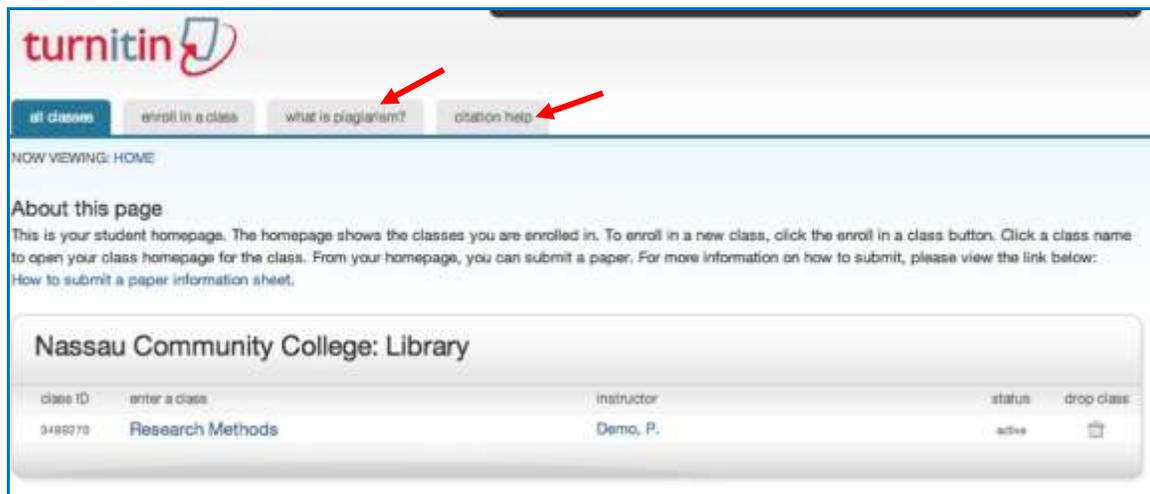
Students can access MyNCC student email by going to www.ncc.edu and entering myNCC
The student email link appears on the right side of the page.





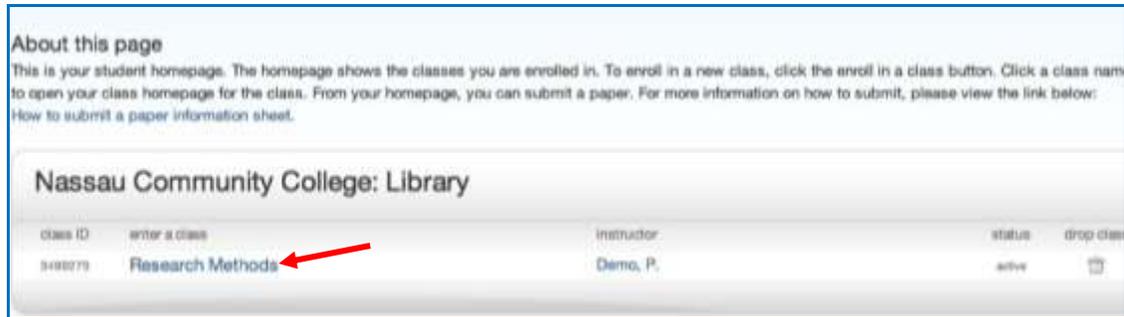
At the bottom of the page, read the user agreement. Click *I agree- create profile*.

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* (see above) 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.



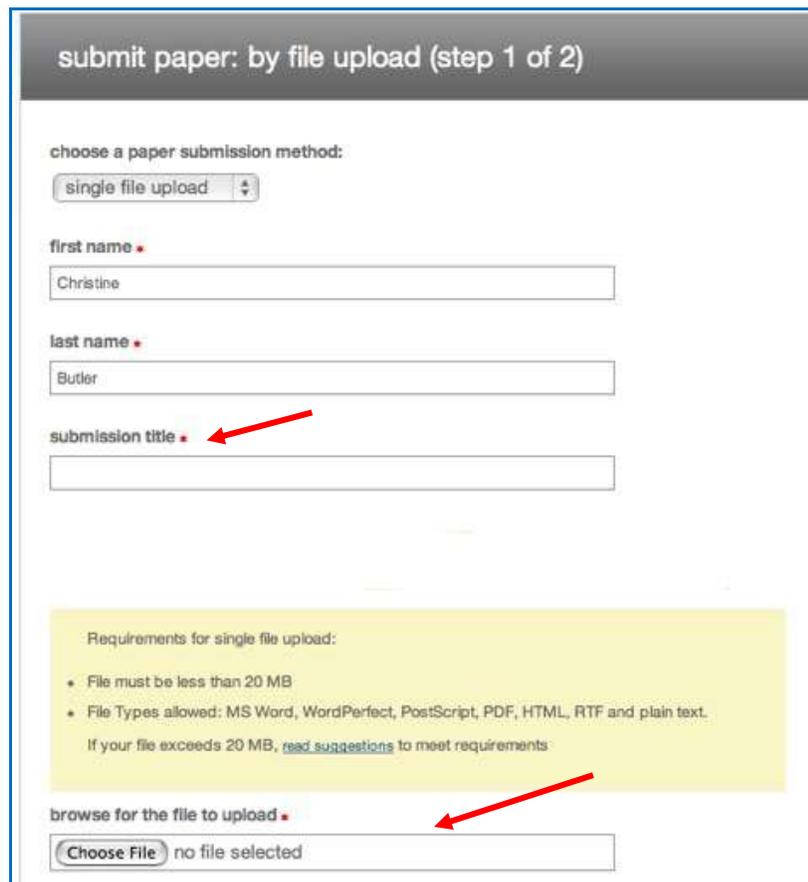
Your class portfolio page will open.

This page allows you to view assignments, start dates and due dates. To view more information about an assignment, click on *show details (see above)*. 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 to Submit Work



submit paper: by file upload (step 1 of 2)

choose a paper submission method:
single file upload

first name *
Christine

last name *
Butler

submission title * 

Requirements for single file upload:

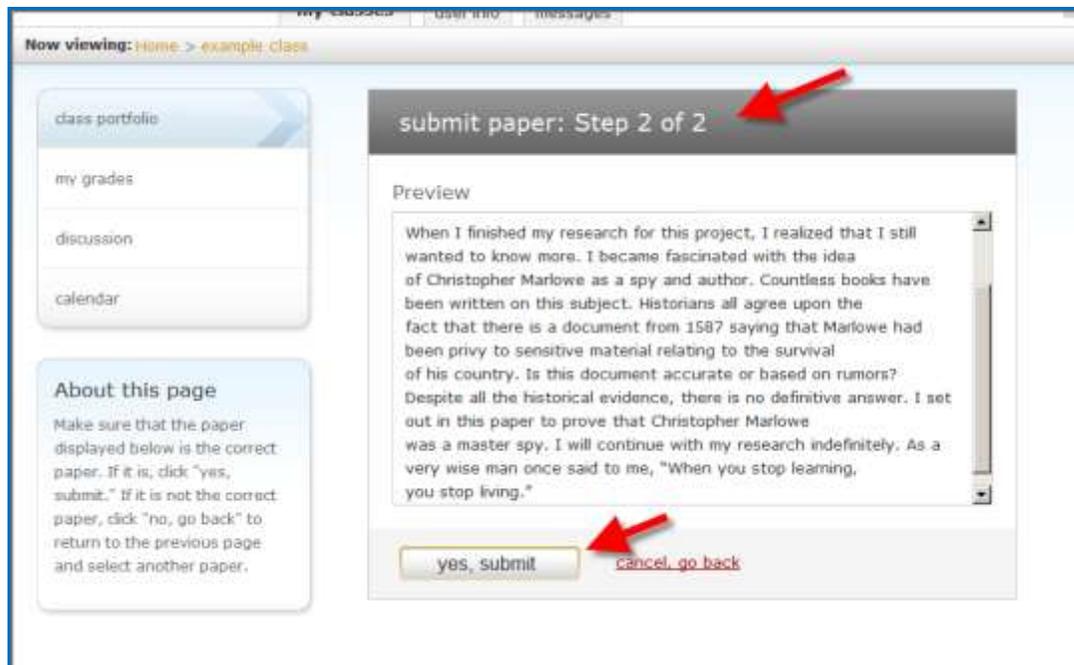
- File must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements:

browse for the file to upload * 

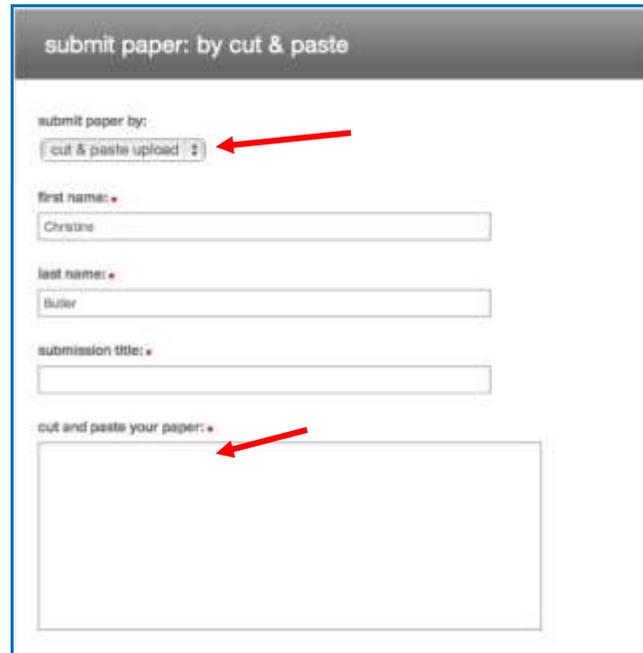
Choose File no file selected

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

Option #2 to Submit Work



The screenshot shows a web form titled "submit paper: by cut & paste". It includes a dropdown menu for "submit paper by:" with "cut & paste upload" selected, indicated by a red arrow. Below are input fields for "first name:" (Christine), "last name:" (Butler), and "submission title:". At the bottom is a large text area labeled "cut and paste your paper:" with a red arrow pointing to it.

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 email me at Christine.Butler@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.