

Turnitin.com Student Instructions

You will upload major assignments to this program, so it is important that you carefully follow these instructions to be enrolled in the correct course.

1. Go to www.turnitin.com
2. Click “create account” and type in your email address and your choice for a password. Be sure not to lose your password, as you are the only person who will have access to it. Email: _____ Password:_____
3. Click “Students”; save the email address you used and password here:
 4. Fill in the information based on the class you are in:

1st hour:	Class ID – <u>10703370</u>	Password – <u>Helton</u>
2nd hour:	Class ID – <u>10703383</u>	Password – <u>Helton</u>
4th hour:	Class ID – <u>10703394</u>	Password – <u>Helton</u>
5th hour:	Class ID – <u>10703406</u>	Password – <u>Helton</u>
6th hour:	Class ID – <u>10703416</u>	Password – <u>Helton</u>
5. Fill in the remaining information as prompted, and then click “I agree – create profile.” After clicking, you should see the course you are enrolled in

To Upload an Assignment

1. Click the link that says the name of your class. The next page will list assignments due.
2. Click “Submit”
3. Your name should automatically fill in, but be sure to title your submission. Then click “browse” and locate your document.
4. Click “upload” and a copy of your submission will appear on your screen. Click “submit” to turn in the copy.
5. If you have any error messages or issues, be sure to email the teacher a copy of your document (in Microsoft Word format) BEFORE the due date. You are strongly advised to finish and upload your work early to avoid any technical issues. If the teacher receives the document before the due date, he or she can upload the essay for you.

Norman Public Schools uses Turnitin.com as an opportunity for students to become aware of how and where to cite sources in their informative or argument writing. If upon completion of the process of utilizing Turnitin.com a student’s essay is still lacking appropriate citation of sources, this will be considered plagiarism, and dealt with on an individual basis.