

Turnitin Instructions Using Courses (powered by Sakai)

STEP ONE: Access Courses (powered by Sakai)

1. Visit <http://courses.pepperdine.edu>.
2. Click **Pepperdine Login**.
3. Enter your Pepperdine **NetworkID** and **password**.
4. Click **Login**.

STEP TWO: Sign up for *GSEP Writing Support*

1. Click the **My Workspace** tab.
2. Click **Membership** in the left menu.
3. Click **Joinable Sites** in the gray toolbar.
4. Enter **GSEP Writing** in the search box on the right.
5. Click **Search**.
6. Click **Join**. You are now added.

STEP THREE: Submit a Paper for Review

1. Click the **GSEP Writing Support** tab (or click My Active Sites and click GSEP Writing Support under the Projects heading).
2. Click **Assignments** in the left menu.
3. Click "**Submit for Turnitin - Paper 1**" or any available assignment (you can only submit one paper per assignment). Be sure that your paper has a valid file extension (.doc, .docx, .pdf, etc.) .
4. Click **Add Attachments**.
5. Click **Browse**.
6. **Select your file** and click **Open**.
7. Click **Continue**.
8. Click **Submit**.
9. Review the confirmation page.
10. Check your Pepperdine email. You should receive two email submission receipts: one from Courses and one from Turnitin.

STEP FOUR: Review your Originality Report

1. Reports are usually available within 1 hour. Turnitin does say that reports can take up to 24 hours or possibly longer for large documents.
2. Return to the **GSEP Writing Support** tab.
3. Click **Assignments** in the left menu.
4. Click **Submit for Turnitin - Paper 1** or the assignment you used.
5. Click **View Report** next to Turnitin Report.
6. If the report is completed, you'll see a box with a percentage figure (e.g., 5%) in the "Contents" column.
7. Click this box to view the report.
8. Click "**Exclude Quoted**" and "**Exclude Bibliography**" at top right of page so that properly quoted material and references are not included in your report. **OR:** Click the funnel icon at the bottom right of the screen and then select these exclusions.
9. **All highlighted text indicates word-for-word matches.** Certain wording is common and will therefore not require paraphrases including names of organizations, common phrases, etc.

Excluding these highlights, you will want to sufficiently paraphrase or quote and properly cite other highlighted material. Please note that Turnitin will highlight block quotes because there are no quotation marks around them. Block quotes in your paper are acceptable as long as they're properly introduced and cited and are not excessive.

STEP FIVE: Downloading the report to your computer

10. Click on the icon at top right (paper with blue arrow).
11. Click **"Okay."**
12. Click **"Save."**
13. Click on the location (on left) where you wish to save the report. (Tip: create a download folder on your desktop).
14. Click **"Save."**
15. Based on the report, you may then revise your document and resubmit it to Turnitin as often as you wish.
16. To view more detailed instructions for interpreting the report, please click the following link (skip forward by 40 seconds):

- http://www.turnitin.com/static/videos/student_viewingor.html

LEARN MORE:

- http://www.turnitin.com/static/support_video_gallery_student_viewingor.html

Created: October 22, 2010

Last Update: January 5, 2011