

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 the **most recent** *GSEP Writing Support* course/site.

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** and **select the “GSEP Writing Support” project site with the current year in the title.**
6. Click **Join**. You are now added for the **current calendar year**. **Once this year has ended, you will need to join the “GSEP Writing Support” project site each calendar year (e.g., GSEP Writing Support 2015 GSEP Writing Support 2025, etc.).**

STEP THREE: Submit a Paper for Review

1. Click the **GSEP Writing Support tab (with current year)** (or click **All My Sites** and click **GSEP Writing Support—current year**—under the **Projects** heading).
2. Click **Assignments** in the left menu.
3. Click the first available assignment for the appropriate term (e.g., **“Spring 2014 Turnitin Paper 1”**; you can only submit one paper per assignment). Be sure that your paper has a **valid file extension (.doc, .docx, .pdf, etc.—attention Mac users!)**. **Do NOT submit documents with Track Changes or comments.**
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 with appropriate year.
3. Click **Assignments** in the left menu.
4. Click paper number assignment that you used (e.g., **“Spring 2014 Turnitin Paper 1”**).
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 the funnel icon at the bottom right of the screen and then select **“Exclude Quoted”** and **“Exclude Bibliography”** so that properly quoted material and references are not included in your report. **OR:** Select **“Exclude Quoted”** and **“Exclude Bibliography”** at top right of page.
Note: This step is already completed for you on the Writing Support site.
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. As long as they are not excessive, a small number of block quotes in your paper are acceptable but must be properly introduced and cited.

STEP FIVE: Downloading the report to your computer

10. While your report is open, click **“File”** at the top of the page.
11. Select **“Print.”**
12. Click on **“PDF”** option. This will prepare a readable PDF version of the Originality Report.
13. Select **“Save as PDF”** at the prompt and select computer location (e.g., desktop).
14. You can now print or send the report as an attachment.

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