

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** and select the **“GSEP Writing” project site with the most recent year in the title**.
6. Click **Join**. You are now added and can skip this step for all future use.

STEP THREE: Submit a Paper for Review

1. Click the **GSEP Writing Support** tab (with most recent year) (or click **All My Sites** and click **GSEP Writing Support—most recent year**—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 with appropriate year.
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. Allow pop-ups on your browser
11. Click on the download icon next to printer icon.
12. Click **"Okay."**
13. Click **"Save."**
14. Click on the location (on left) where you wish to save the report. (Note: for the older version of Turnitin, you will not have this option) .
15. Click **"Save."**
16. For the older version of Turnitin, you will need to locate the "downloads" folder on your C drive to find your report.
17. Right click on the downloaded report and select "Convert to Adobe pdf." You can now e-mail the report as an attachment.
18. Based on the report, you may then revise your document and resubmit it to Turnitin as often as you wish.
19. To view more detailed instructions for interpreting the report, please click the following link:
http://www.turnitin.com/en_us/training/student-training/viewing-originality-reports

LEARN MORE:

http://www.turnitin.com/en_us/training/student-training/submitted-a-paper
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