

## 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** Turnitin GSEP WS course/site.

1. Click on the **Home** button at the top left of the screen.
2. Click **Membership** in the left menu.
3. Click **Joinable Sites** in the gray toolbar.
4. Enter **Turnitin GSEP** in the search box on the right.
5. Click **Search** and **select the "Turnitin GSEP WS" 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 current year's project site (e.g., Turnitin GSEP WS 2025, etc.).**

### STEP THREE: Submit a Paper for Review

1. Click the **Turnitin GSEP WS tab (with current year)** (or click **All My Sites** and click **Turnitin GSEP WS—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 2025 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 or with many images, tables, or figures.**
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:

**Please note that you will *not* be notified when the report is available; you will need to check for it as follows:**

1. Reports are usually available within several hours. However, longer documents such as comprehensive exams can take up to 48 hours.
2. Return to the **Turnitin GSEP WS** tab with appropriate year.
3. Click **Assignments** in the left menu.
4. Click the assignment number that you used when submitting your paper (e.g., "Spring 2025 Turnitin Paper 1").
5. If the report is completed, you'll see a **small colored flag icon** beside the words "Turnitin Report."
6. **Click this flag to view the report.**
7. Please note that your references and quoted material are already excluded from the report.

8. Scroll down your paper until you see the set of squares to the right of your report. **The number in the third square indicates the percentage of matching text.**
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 “Share” on the lower left side of the screen.
11. Click “Print.”
12. At the bottom of the settings, click “Open pdf in Preview.” (You may need to click on “More Settings” first)
13. Once the document has converted to a pdf, right click on the pdf, select “Save As,” and save to your desktop.
14. You can now print or send the report as an attachment.

#### **TO LEARN MORE, COPY AND PASTE THE FOLLOWING LINK TO YOUR BROWSER:**

<https://help.turnitin.com/feedback-studio/turnitin-website/student/the-similarity-report/interpreting-the-similarity-report.htm>

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