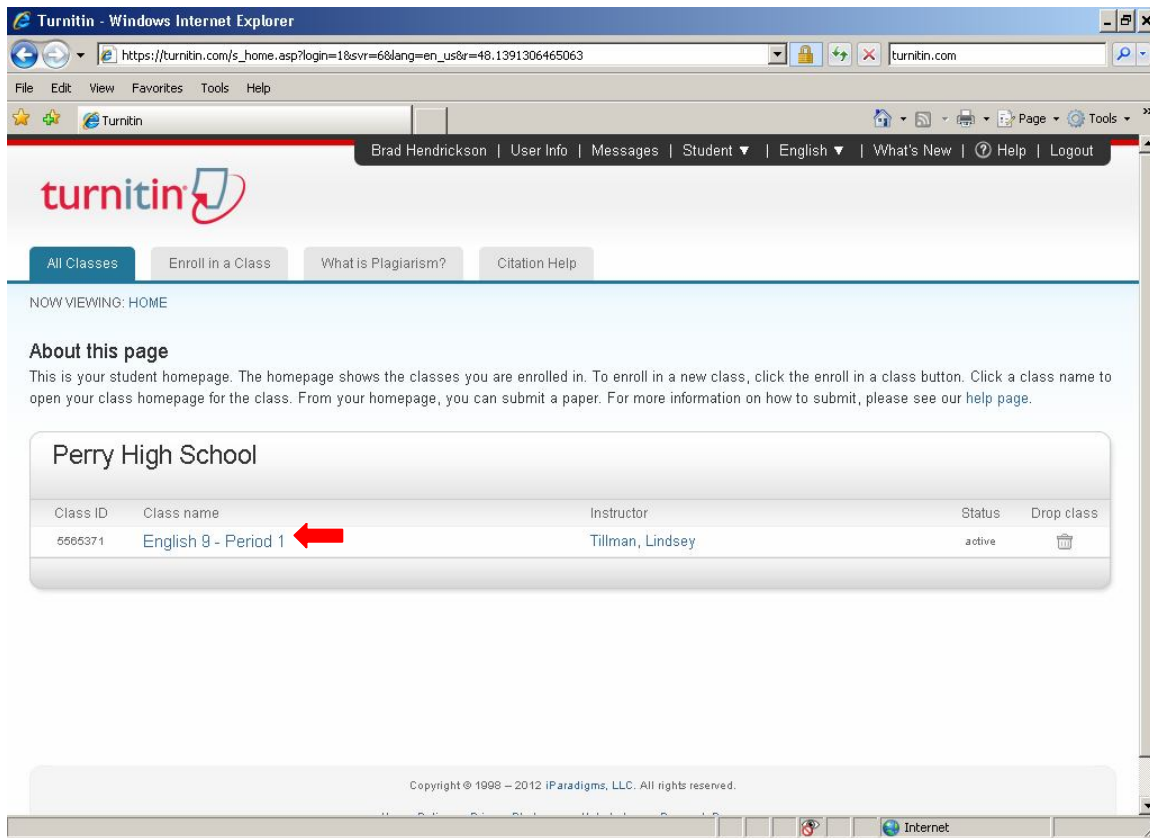
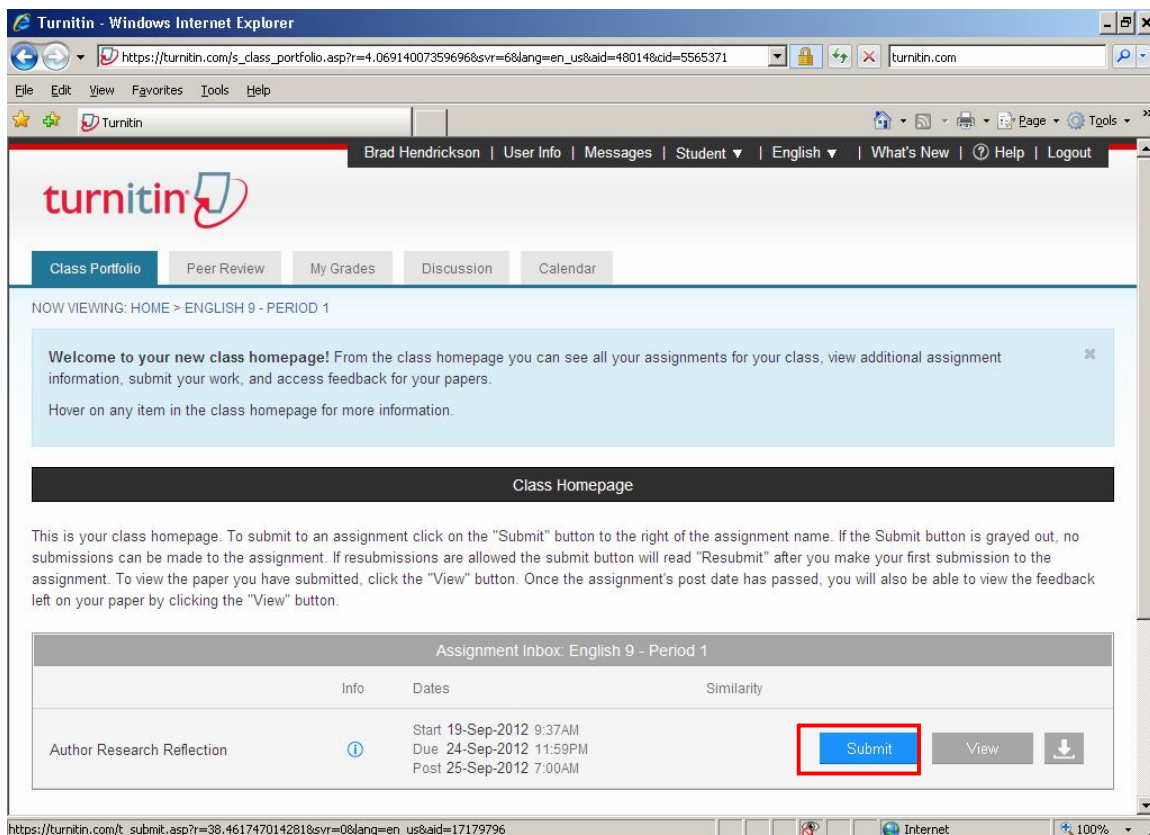


# Turnitin.com Uploading Directions

Follow the directions below to properly upload your file to turnitin.com. These directions assume you already have an account and are logged in.

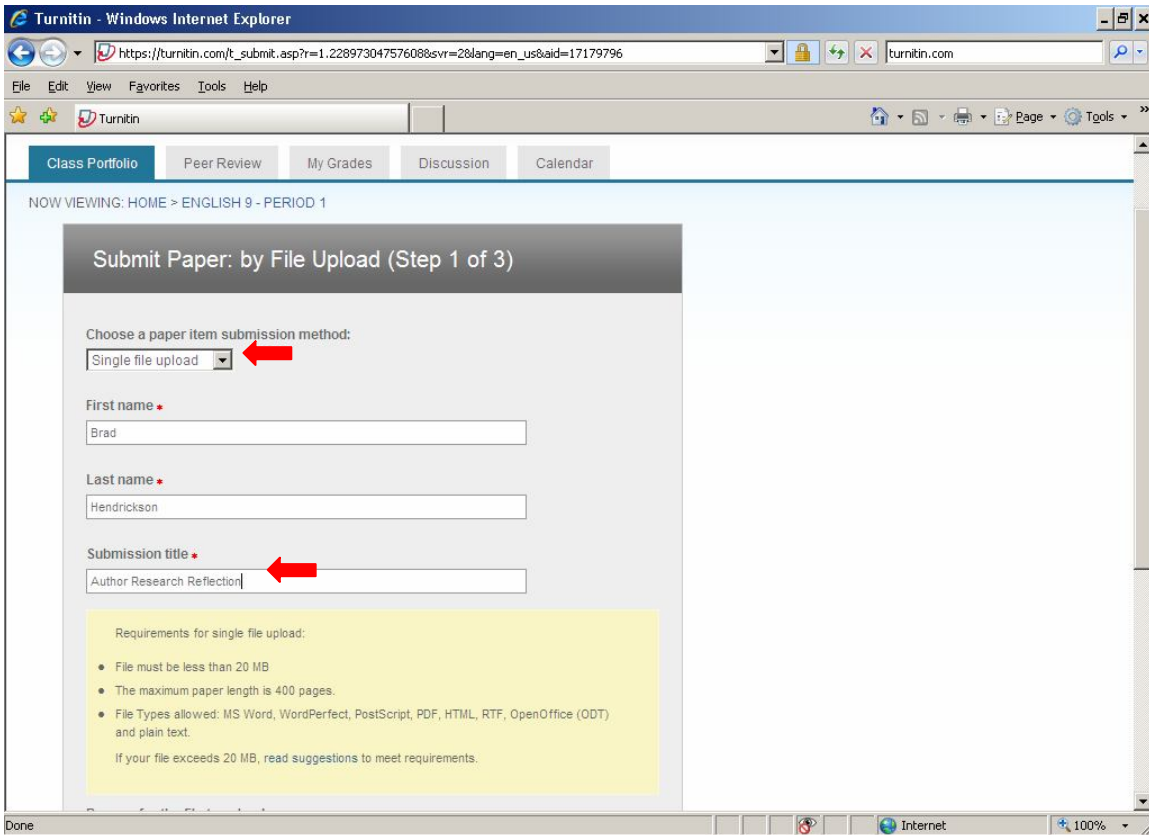


1. Select the class you want to upload the paper to.



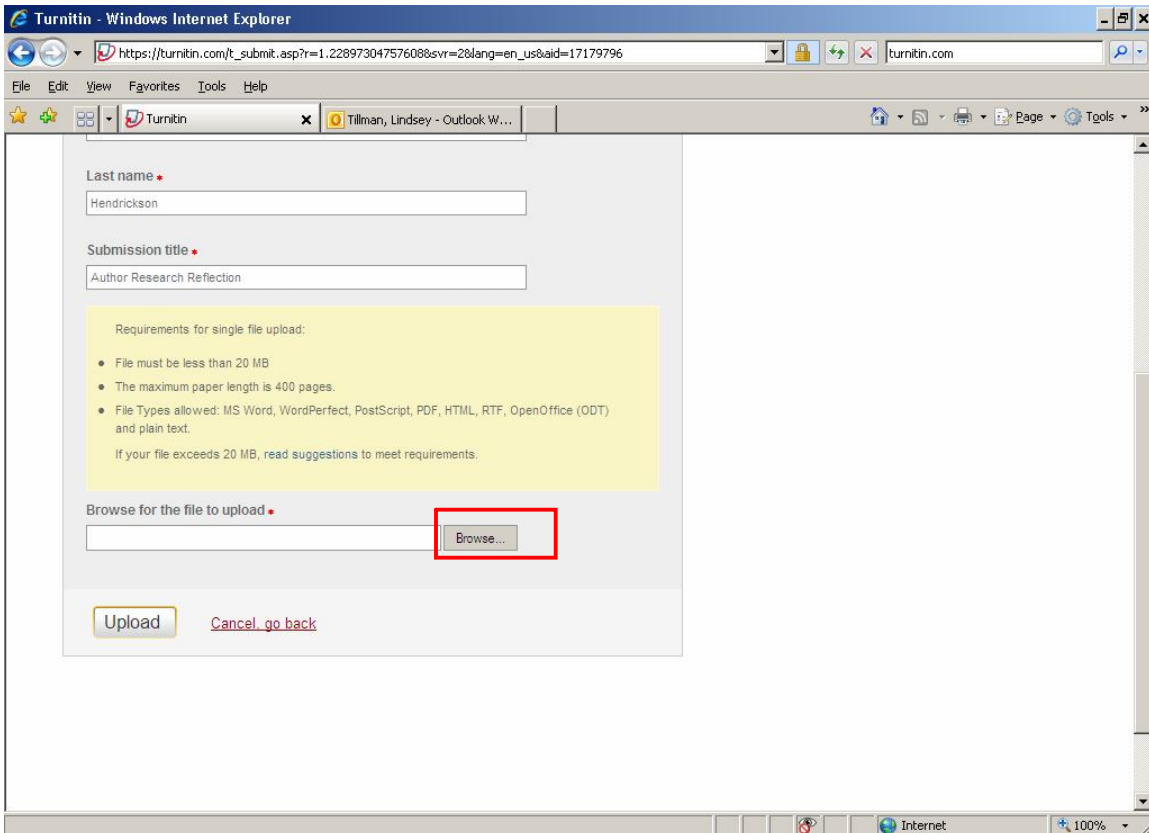
2. Find the assignment you are trying to submit.  
**\*Note** if it is already past the due date, you might not be able to submit it.

3. Select **Submit**.



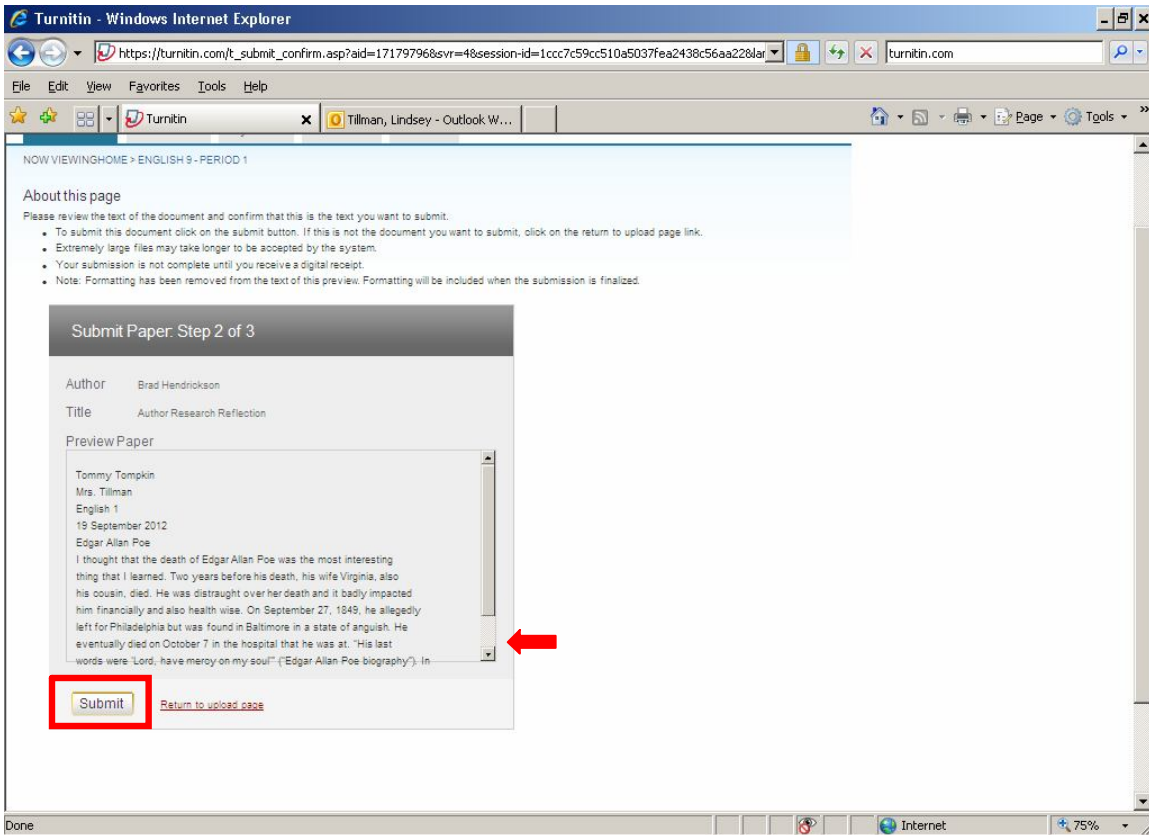
4. Make sure the **Single file upload** is selected for the submission method or all formatting will be lost.

5. Type in a **Submission title**. This should be something creative that relates to the assignment or project.



6. Next, find the file you would like to submit by clicking **Browse...**

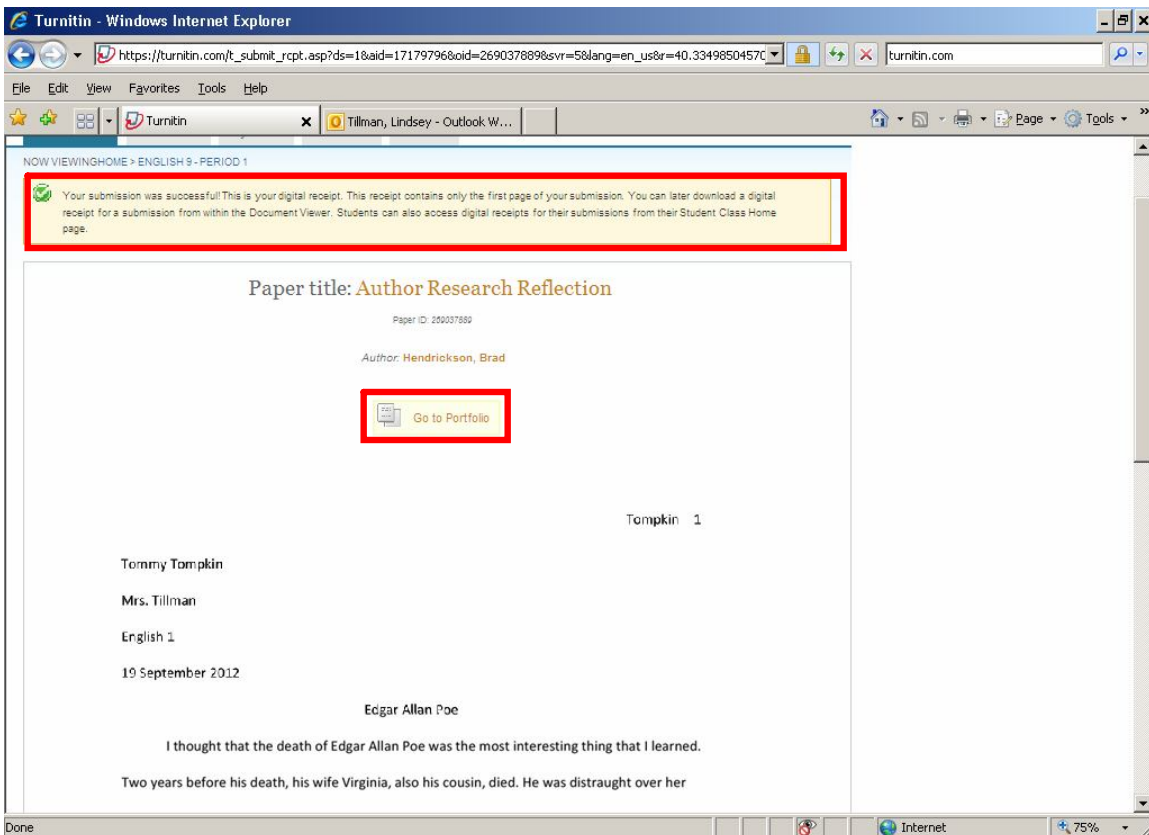




9. A document preview will appear. **\*Note** that this document preview does not show formatting.

10. Scroll through the document to make sure everything is there.

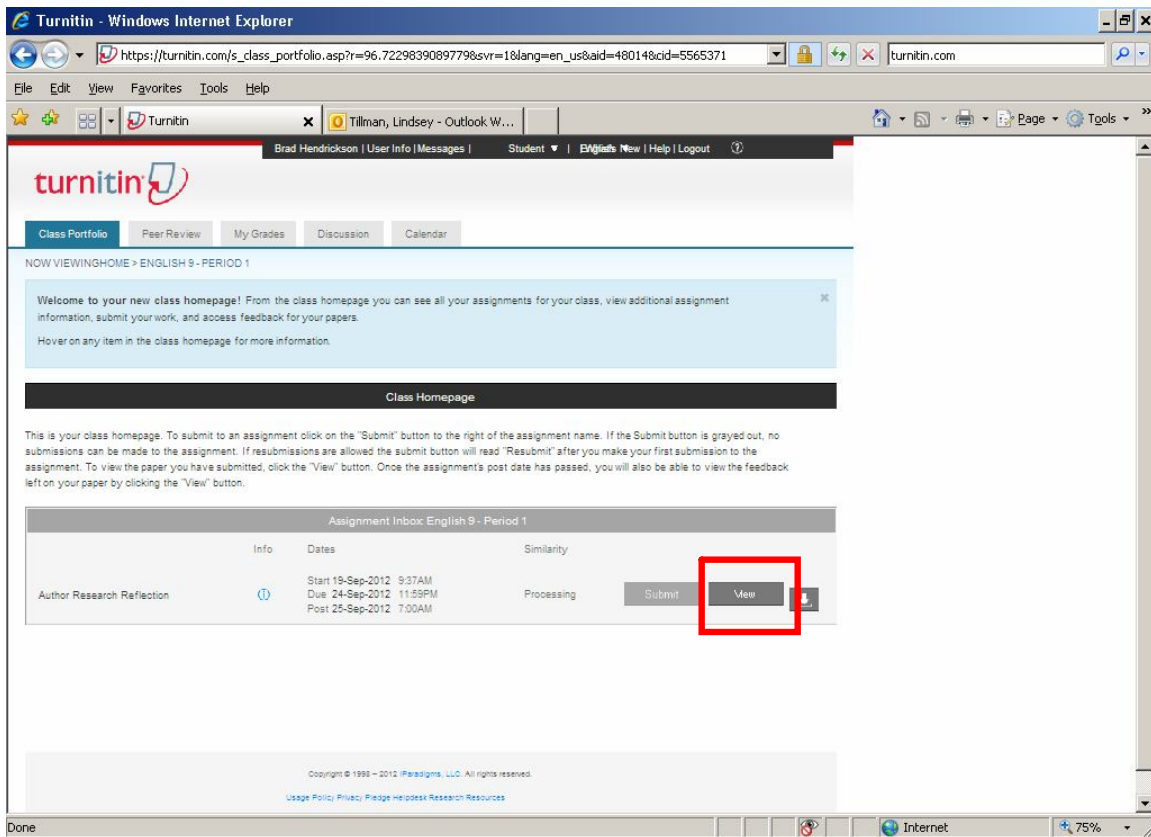
11. Once satisfied click **Submit**.



12. A green checkmark with a message will appear if the file has been successfully uploaded.

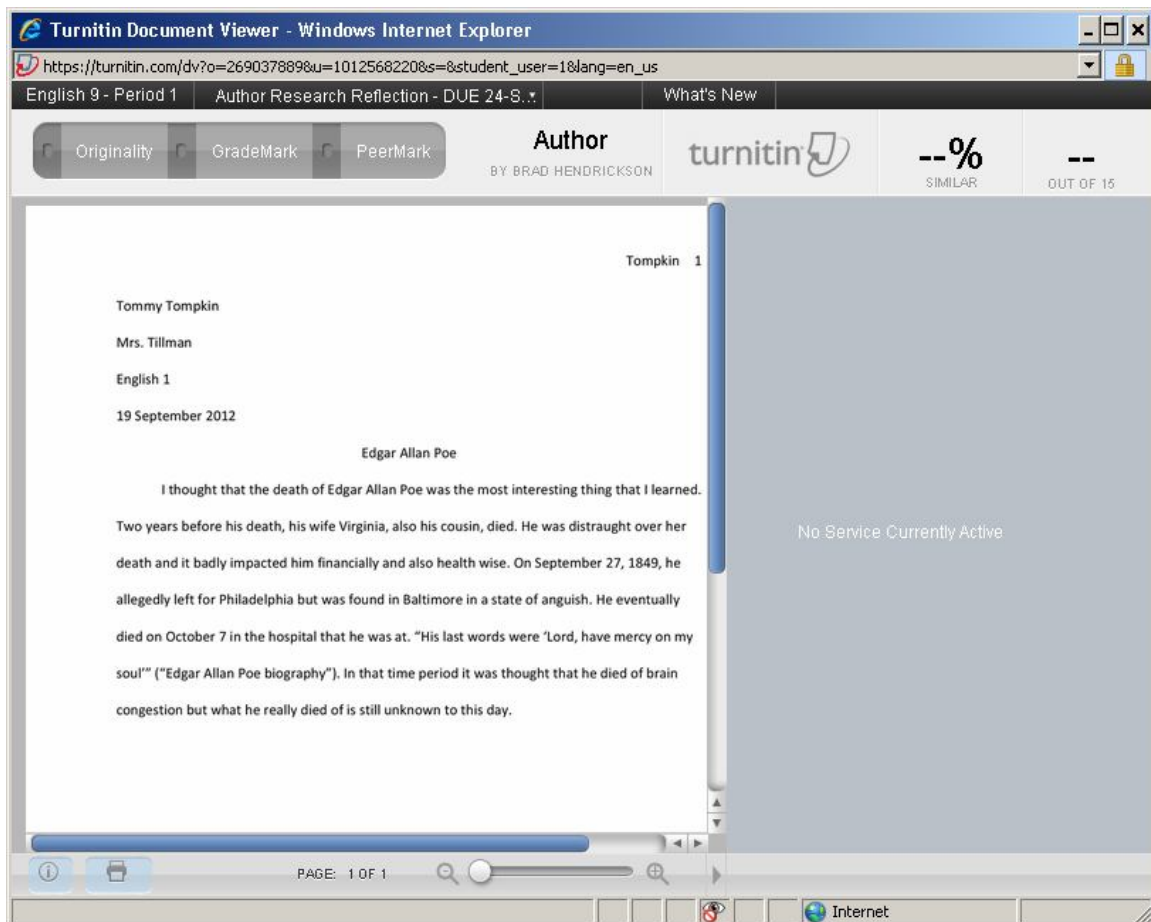
13. Scroll through to make sure everything looks correct. **\*Note** that this preview has proper formatting. This will be what your instructor will see when grading.

14. Click **Go to Portfolio**.

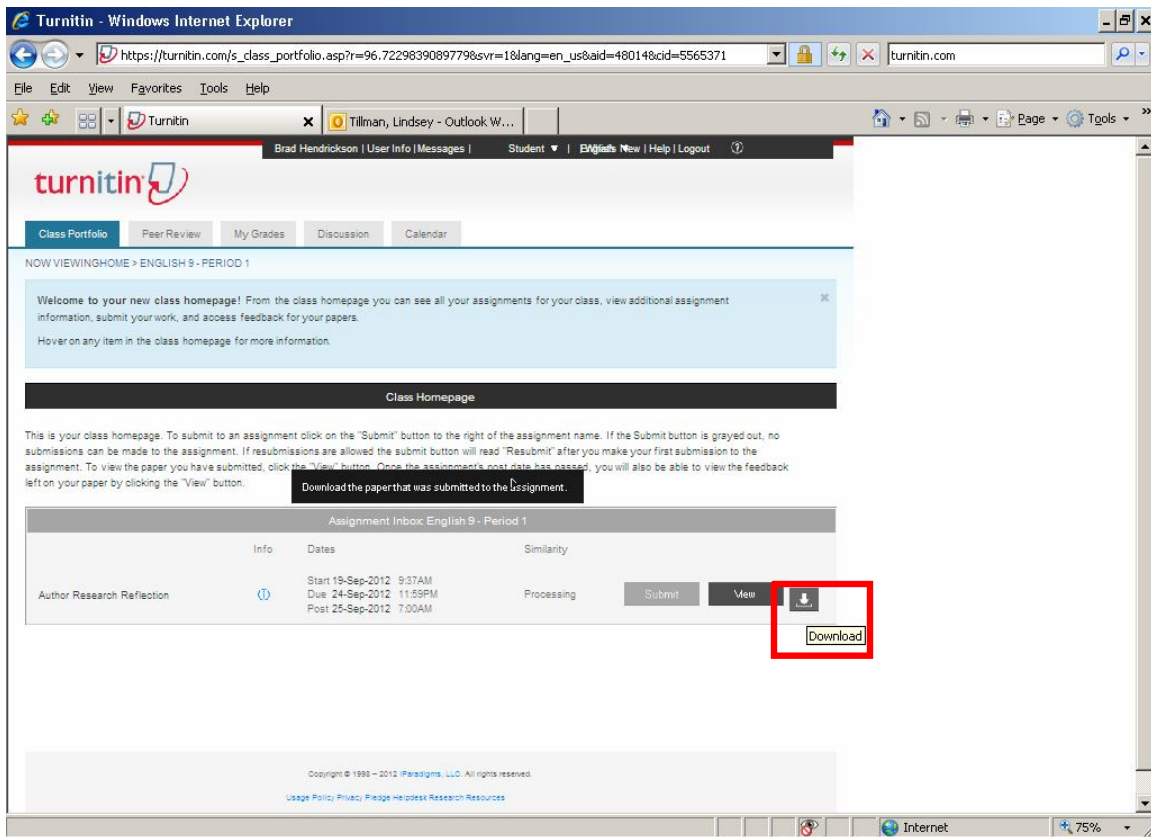


15. Once submitted you can now view or download your submitted assignment. If the instructor allows, you may also resubmit the document if you need to change anything.

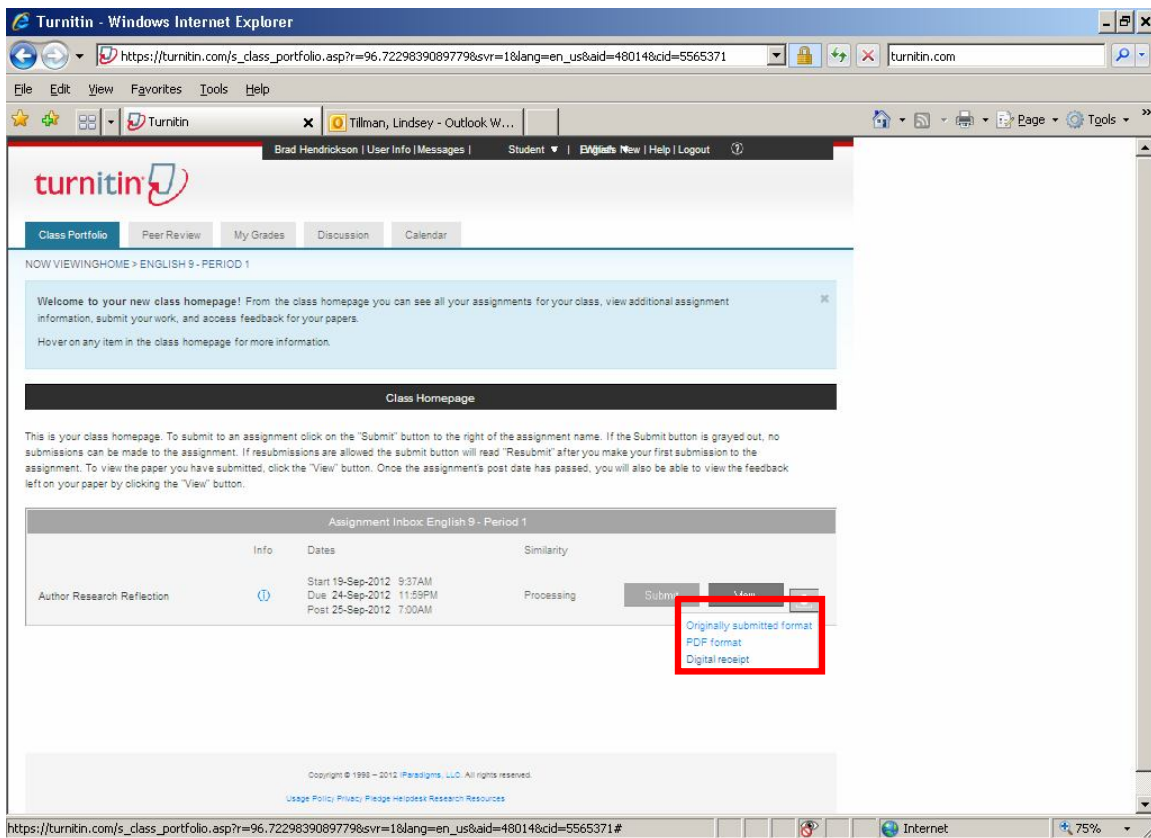
16. Click **View** to see your document.  
**\*Note** View allows you to view your grade and comments on an assignment once it has been graded.



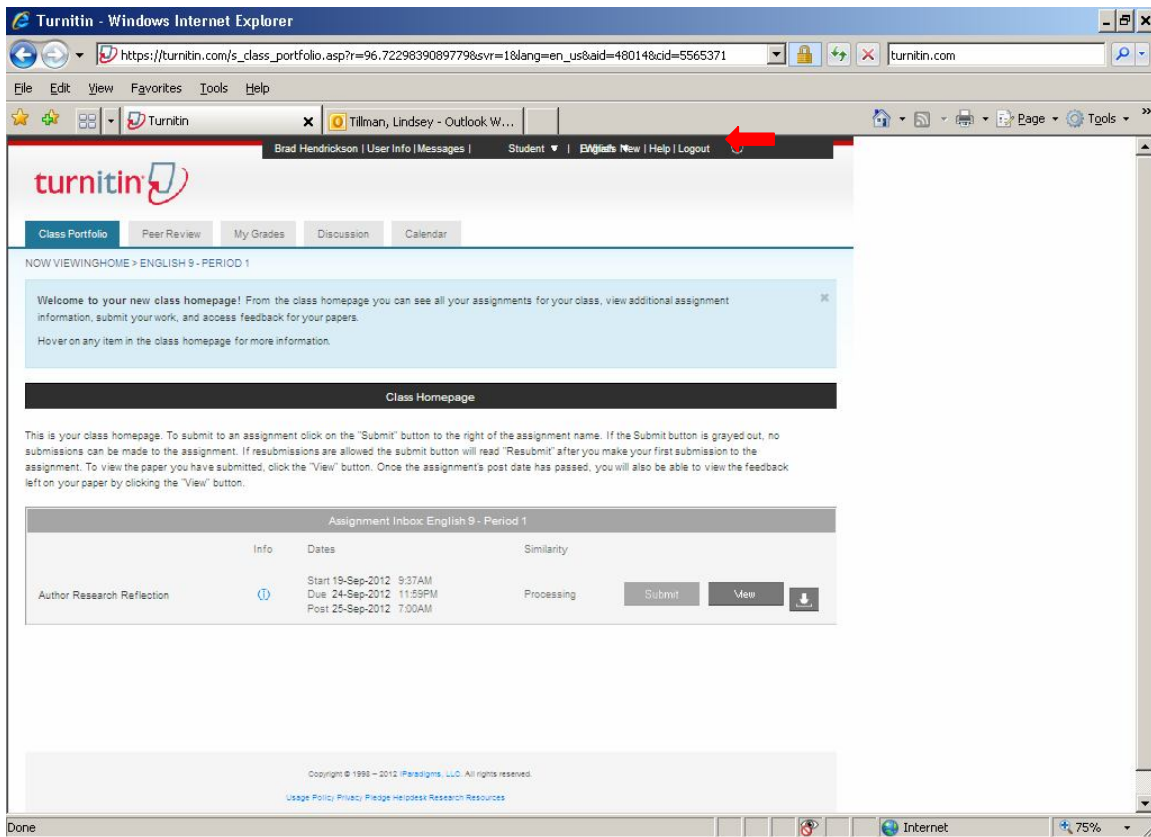
17. A new window will open so you can view your submitted assignment. Once finished close the window.



18. You can also download the assignment by clicking on the **Download Icon**.



19. You can download your document in a number of file formats. **\*Note** this gives you the ability to upload your writing at school and download it at home to finish it.



20. When you are finished click **Logout**.