



Block 4: Instructions for Turnitin

First: Open your P Drive and make sure that your *Odyssey* essay is listed. NOW OPEN to THE INTERNET.

To enroll in Turnitin/ Set up user profile:

Go to <http://www.turnitin.com>

On first screen → Click on “create account” (under Login space)

On next screen → click on create a user profile under “New Students Start Here.”

On next screen → Click on “Student” under “Create a New Account”

On next screen → Fill in all information:

Class ID = 3767572

Class enrollment password – allegory4 - all lower case with no space between the y and the 4

All other information is supplied by you. Use your correct email! Make sure it’s accurate. Keep a record of the password you pick.

Your Password = _____

When finished, click “I agree.”

To submit a document:

- *In the future*, every time you log in using your email and password, you will open to your home page that lists all classes in which you have completed a turnitin enrollment.
- *For today*, if you have just clicked “I agree,” you will go right to your home page.

Once you are on your home page, you should see “Scott Block 4” as a class.

Click on **Scott Block 4**

On next screen → you should see 1 assignment listed – *Odyssey* essay.

Click on the **submit** button under the listed assignment, “*Odyssey* essay”

On next screen → you will see the heading “submit paper: by file upload.” Your name should already be filled in.

Fill in “submission title” by typing the title of your essay (or creating a new title if you didn’t give it one at first)

Click **Browse** to open to your P Drive, then click on the icon for the *Odyssey* essay that you have saved on the P Drive, then click “**open**” to insert the *Odyssey* essay title to the upload space box.

Now click the **upload** button.

On next screen → you should see “submit paper: Step 2 of 2” with the text of the journal you uploaded.

Now click **submit** again.

The next screen confirms that the document (your practice submission) has been submitted.

To find the results/ how much your document matched other materials, click on the **go to portfolio** button.

The portfolio page should show that “submission for this assignment is complete.”

After a few minutes, you can check your *originality report* by clicking on the **show details** button next to the assignment. If you click on the originality report percentage **box**, you’ll be able to see the matches if there are any.