

## Instructions for Submitting DOC 1 Writing Assignments Online to TURNITIN.COM

Papers must be submitted online **before 4:00 p.m.** on the due dates to avoid late penalties.

1. Print the final copy of your writing assignment that you will give to your TA in lecture. Save your paper electronically, and don't make any changes to your file. (What you submit online must be the same exact version that you give your TA in hard copy.)
2. Open your internet browser and go to: <http://www.turnitin.com> [**> IF** you have previously submitted a **UCSD** paper to this website, login in the upper right corner, and then **SKIP** to step 8 below instead of creating a user profile.]
3. Click on "**Create Account**" in the upper right corner of the screen to create a user profile.
4. Type in your **e-mail address** where indicated. Turnitin will send a confirmation to this address later, so use an account that you will be able to access later. It is okay to use an off-campus email address if Turnitin says that they already have an account with your @ucsd address, but you know that YOU didn't create it. (UCSD re-issues some email addresses that were used by students who've graduated.) Enter a **password** of your own choosing (6-12 characters long, with at least one letter and at least one number). Keep this password in a safe place. Under Create a New Account, choose "**student.**"
5. Turnitin.com has assigned a **CLASS ID** number (**eight** digits, starting with 1) to each DOC section. The **ENROLLMENT PASSWORD** is that class' UCSD section ID number (**six** digits, starting with 8). These numbers are listed on the next page of this sheet. Be sure you enter the correct information for YOUR section on the website. (Check your class list on TritonLink if you are not absolutely sure of your DOC 1 section number!)
6. Enter **your name**. (In order for your TA to give you credit for your paper, he/she must be able to recognize your name here – please use both your first and last names, not initials.) Confirm your password, and choose one "secret question" for which you will be able to remember your exact answer if you need to use it later.
7. After the legal agreement (which you are welcome to read if you like), click on "**I agree – create profile.**" **SKIP to step 9** below.
8. **IF you have skipped here from step 2, click on the gray "enroll in a class" tab and use the CLASS ID and ENROLLMENT PASSWORD numbers on the next page of this sheet next to your DOC 1 section, then click the "submit" button.**
9. Now on your Home page you'll see your name in a black tab at the top of the screen. In the middle, you will see the class you just entered listed. (Please note that the Turnitin.com website is NOT connected to UCSD or TritonLink. **IF** you made a mistake entering the numbers above, you could click on the "drop class" icon here, and try again. This will not affect your enrollment status in the real-world DOC class.) Click on the blue class name (starting with "DOC").
10. On the "class homepage" screen, click on the blue "**submit**" box for the appropriate assignment.
11. On the next screen, you can choose either "**single file upload**" OR "**cut & paste upload.**" With either method, the "submission title" does not need to match your file name, but please include your last name in the "title" for this assignment. For the single file upload method, click on "browse" to choose the file from your computer. Be careful that you don't submit a rough draft by mistake! You may need to click "open" to insert the file, then click "upload." You will then see the text of the file you chose – confirm it's the correct file by clicking "submit." If you choose the cut & paste method, you need to wait while the page refreshes before you can paste your paper in the white box. Then click on the "upload" button.
12. You will then see your "paper ID number" on a "digital receipt." Print this out as proof of your successful submission. (Don't worry if only the first part of your paper shows on this screen.) Click on the black "**Logout**" button at the top, and you're done! Turnitin.com will also send you **a receipt by e-mail, which you should save.** If you make a mistake and submit your paper to the wrong section, **DO NOT RE-SUBMIT IT!** If you submitted it to your own TA's other section in error, please email him/her to report that. Contact Sue at the DOC office (docinfo@ucsd.edu) if you accidentally submit your paper to a section not taught by your TA.

If you have trouble getting in to the site, or it seems exceedingly slow, wait a while and try again.

If you *forget* to submit your paper before 4:00 PM, go ahead and do it as soon as you remember! The site will still accept submissions 24/7 after the deadline. Your TA will be able to tell exactly what time you submitted it online, and will adjust your grade accordingly. If there are unforeseen problems with the Turnitin website, UCSD computer servers, natural disasters, etc., students won't be penalized for submitting papers after the deadline, providing the papers are submitted as soon as the problem is resolved.

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Find the row below for YOUR discussion section. Check your class list on TritonLink if necessary, because it's important that you submit your paper under the correct section in order for your TA to give you credit for the assignment.

**Use the numbers in the two columns on the right to "enroll in a class" on Turnitin.**

section	Your Teaching Assistant	Your section day	Your start time	"Class ID"	"Enrollment Password"
A01	Katrin Pesch	Thursday	10:00	13788667	875175
A02	Katrin Pesch	Thursday	11:00	13788681	875176
A03	Katrin Pesch	Thursday	12:00	13788685	875177
A04	Katrin Pesch	Thursday	1:00	13788691	875178
A05	Kara Raphaeli	Thursday	2:00	13788703	875179
A06	Kara Raphaeli	Thursday	3:00	13788707	875180
A07	Stacey Livingstone	Wednesday	9:00	13788711	875181
A08	Stacey Livingstone	Wednesday	10:00	13788716	875182
A09	Eden White	Wednesday	9:00	13788720	875183
A10	Eden White	Wednesday	10:00	13788724	875184
A11	Tim Ridlen	Wednesday	1:00	13788729	875185
A12	Xach Williams	Wednesday	2:00	13788755	875186
A13	Aundrey Jones	Wednesday	1:00	13788797	875187
A14	Aundrey Jones	Wednesday	2:00	13788804	875188
A15	Bayan Abusneineh	Wednesday	1:00	13788850	875189
A16	Bayan Abusneineh	Wednesday	2:00	13788858	875190
A17	Tim Ridlen	Wednesday	2:00	13788740	875191
A18	Tim Ridlen	Wednesday	3:00	13788748	875192
A19	Xach Williams	Wednesday	5:00	13788764	875193
A20	Xach Williams	Wednesday	6:00	13788772	875194
B01	Luis Cortes	Thursday	10:00	13789880	875196
B02	Luis Cortes	Thursday	11:00	13789885	875197
B03	Luis Cortes	Thursday	12:00	13789891	875198
B04	Teresa Zimmerman-Liu	Thursday	1:00	13789895	875199
B05	Teresa Zimmerman-Liu	Thursday	2:00	13789898	875200
B06	Teresa Zimmerman-Liu	Thursday	3:00	13789902	875201
B07	Theo Dryer	Wednesday	10:00	13789905	875202
B08	Theo Dryer	Wednesday	11:00	13789919	875203
B09	Shannon Welch	Wednesday	11:00	13789924	875204
B10	Shannon Welch	Wednesday	12:00	13789930	875205
B11	Jazmin Martinez	Wednesday	11:00	13789935	875206
B12	Jazmin Martinez	Wednesday	12:00	13789943	875207
B13	Lisa Ho	Wednesday	11:00	13789954	875208
B14	Lisa Ho	Wednesday	12:00	13789959	875209
B15	Lisa Ho	Wednesday	3:00	13789963	875210
B16	Theo Dryer	Wednesday	4:00	13789913	875211
B17	Edmundo Ortiz	Wednesday	5:00	13789970	875212
B18	Edmundo Ortiz	Wednesday	6:00	13789973	875213
C01	David Searle	Thursday	10:00	13789991	875215
C02	David Searle	Thursday	11:00	13789996	875216
C03	Joshua Bingham	Thursday	12:00	13790003	875217
C04	Joshua Bingham	Thursday	1:00	13790011	875218
C05	Marie Barlow	Thursday	2:00	13790021	875219
C06	Marie Barlow	Thursday	3:00	13790023	875220
C07	Inga Diederich	Wednesday	9:00	13790027	875221
C08	Inga Diederich	Wednesday	10:00	13790028	875222
C09	Nancy Madrid	Wednesday	12:00	13790034	875223
C10	Nancy Madrid	Wednesday	1:00	13790037	875224
C11	Nancy Madrid	Wednesday	3:00	13790042	875225
C12	Nancy Madrid	Wednesday	4:00	13790057	875226
C13	Ekhlas Fajardo	Wednesday	3:00	13790066	875227
C14	Ekhlas Fajardo	Wednesday	4:00	13790070	875228
C15	Laura Dorwart	Wednesday	4:00	13790080	875229
C16	Laura Dorwart	Wednesday	5:00	13790084	875230
C17	Ekhlas Fajardo	Wednesday	5:00	13790073	875231
C18	Ekhlas Fajardo	Wednesday	6:00	13790075	875232

**It is a requirement of DOC that you submit all papers to Turnitin.com.**

If you have questions, please contact Sue at the DOC office: [docinfo@ucsd.edu](mailto:docinfo@ucsd.edu) or (858) 534-2742 during business hours.