

Instructions for Submitting DOC 2 Papers Online to TURNITIN.COM

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

Paper 1 is due Friday, February 10. Paper 2 is due Monday, March 6.

1. Print the final copy of your paper that you will give to your TA in lecture. Save it 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. Do NOT upload rough drafts or any of the other material in your packet to Turnitin – just the final copy of your paper itself.
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 2 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. **Do not submit your paper in pdf format.** Keep it in the format of your word processor (e.g., .doc, .wpd, .rtf). 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 “submission 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. Use the numbers in the two right-hand columns for Turnitin.

Your Section	Your TA	days	start time	"Class ID"	"Enrollment Password"
A01	Luis Cortes	TuTh	10:00	14686473	887654
A02	Luis Cortes	TuTh	11:00	14686480	887655
A03	Karen Raphaeli	TuTh	12:00	14686486	887656
A04	Karen Raphaeli	TuTh	1:00	14686509	887657
A05	Marie Barlow	TuTh	2:00	14686517	887658
A06	Marie Barlow	TuTh	3:00	14686521	887659
A07	Luis Cortes	WF	11:00	14686530	887660
A08	James Deavenport	WF	12:00	14686544	887661
A09	Eden White	WF	11:00	14686556	887662
A10	Eden White	WF	12:00	14686569	887663
A11	Joshua Bingham	WF	1:00	14686581	887664
A12	Joshua Bingham	WF	2:00	14686590	887665
A13	Edmond Hare	WF	2:00	14687370	887666
A14	Edmond Hare	WF	3:00	14687378	887667
A15	James Deavenport	WF	4:00	14687388	887668
A16	James Deavenport	WF	5:00	14687398	887669
A17	Aundrey Jones	WF	5:00	14687407	887670
A18	Aundrey Jones	WF	6:00	14687413	887671
B01	Shannon Welch	TuTh	10:00	14687856	887673
B02	Shannon Welch	TuTh	11:00	14687865	887674
B03	Katrin Pesch	TuTh	12:00	14688731	887675
B04	Katrin Pesch	TuTh	1:00	14688738	887676
B05	Katrin Pesch	TuTh	2:00	14688746	887677
B06	Katrin Pesch	TuTh	3:00	14688754	887678
B07	Inga Diederich	WF	9:00	14688769	887679
B08	Inga Diederich	WF	10:00	14688775	887680
B09	Nancy Madrid	WF	9:00	14688787	887681
B10	Nancy Madrid	WF	10:00	14688792	887682
B11	Ekhlas Fajardo	WF	1:00	14688807	887683
B12	Ekhlas Fajardo	WF	2:00	14688813	887684
B13	Nancy Madrid	WF	1:00	14688824	887685
B14	Nancy Madrid	WF	2:00	14688830	887686
B15	Ekhlas Fajardo	WF	3:00	14688840	887687
B16	Ekhlas Fajardo	WF	4:00	14688845	887688
B17	Edmundo Ortiz	WF	5:00	14688857	887689
B18	Edmundo Ortiz	WF	6:00	14688861	887690
C01	Tim Ridlen	TuTh	10:00	14688901	887692
C02	Tim Ridlen	TuTh	11:00	14688906	887693
C03	Tim Ridlen	TuTh	12:00	14688912	887694
C04	Teresa Zimmerman-Liu	TuTh	1:00	14688916	887695
C05	Teresa Zimmerman-Liu	TuTh	2:00	14688943	887696
C06	Teresa Zimmerman-Liu	TuTh	3:00	14688961	887697
C07	Laura Oseland Dorwart	WF	9:00	14688970	887698
C08	Laura Oseland Dorwart	WF	10:00	14688978	887699
C09	Sherry Boulter	WF	10:00	14688986	887700
C10	Sherry Boulter	WF	11:00	14688991	887701
C11	Lisa Ho	WF	11:00	14689004	887702
C12	Sherry Boulter	WF	12:00	14689009	887703
C13	Stacey Livingstone	WF	12:00	14689011	887704
C14	Stacey Livingstone	WF	1:00	14689017	887705
C15	Bayan Abusneineh	WF	3:00	14689022	887706
C16	Bayan Abusneineh	WF	4:00	14689028	887707
C17	Lisa Ho	WF	3:00	14689032	887708
C18	Lisa Ho	WF	4:00	14689035	887709
C19	Jazmin Martinez	WF	5:00	14689043	887710
C20	Jazmin Martinez	WF	6:00	14689050	887711

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 or (858) 534-2742 during business hours.