Instructions for Submitting DOC Papers Online to TURNITIN.COM

Papers must be submitted online **before** 4:00 p.m. on Monday, May 2, to avoid late penalties.

1. Print the final copy of your paper that you will give to your TA in lecture on May 2. 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 it is important that you carefully enter a legitimate address that you will be able to access later. We recommend that you use your @ucsd email address. Then 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. *On the underlined next page of **this** sheet*, locate your DOC 3 section. (Check your enrollment on TritonLink if you are not absolutely sure of your DOC 3 section number!) Turnitin.com 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). Be sure you enter the correct information for YOUR section in these fields.

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 don't use 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 3 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, type in the **title** of *your own* paper for "submission title" – it doesn't need to match the file name that you're uploading. (You can shorten it if you need to, but it should resemble the actual title that you chose to write for your paper – do not use something generic like "DOC Paper" as your title!) For the single file upload method, click on "browse" to choose the file from your computer (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.

It is a requirement of DOC that you submit 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.

Find the row below for YOUR section. Check your class list on TritonLink if necessary, because it's important that you know exactly which section you're in! Use the numbers in the two columns on the right to "enroll in a class" on Turnitin.

section	Teaching Assistant	days	TIME	"Class ID"	"Enrollment Password"
A01	Matt Dewey	Tu & Th	10:00	12604868	868430
A02	Matt Dewey	Tu & Th	11:00	12604873	868431
A03	Marie Barlow	Tu & Th	12:00	12604883	868432
A04	Marie Barlow	Tu & Th	1:00	12604887	868433
A05	Marie Barlow	Tu & Th	2:00	12604892	868434
A07	Ekhlas Fajardo	Wed & Fri	11:00	12604895	868436
A08	Ekhlas Fajardo	Wed & Fri	12:00	12604897	868437
A09	Niall Twohig	Wed & Fri	11:00	12604901	868438
A10	Niall Twohig	Wed & Fri	12:00	12604908	868439
A11	Ashvin Kini	Wed & Fri	1:00	12604916	868440
A12	Ashvin Kini	Wed & Fri	2:00	12604918	868441
A13	Ekhlas Fajardo	Wed & Fri	2:00	12604923	868442
A14	Ekhlas Fajardo	Wed & Fri	3:00	12604943	868443
A15	Vineeta Singh	Wed & Fri	4:00	12604950	868444
A16	Vineeta Singh	Wed & Fri	5:00	12604955	868445
A17	Edmundo Ortiz	Wed & Fri	4:00	12604964	868446
A18	Edmundo Ortiz	Wed & Fri	5:00	12604968	868447
A19	Xach Williams	Wed & Fri	9:00	12604970	879193
A20	Xach Williams	Wed & Fri	5:00	12604973	879194
A21	Xach Williams	Wed & Fri	6:00	12604977	879195
B01	Luis Cortes	Tu & Th	10:00	12604983	868449
B02	Luis Cortes	Tu & Th	11:00	12604990	868450
B03	Laura Dorwart	Tu & Th	12:00	12604993	868451
B04	Laura Dorwart	Tu & Th	1:00	12604995	868452
B05	Omar Padilla	Tu & Th	2:00	12604996	868453
B06	Omar Padilla	Tu & Th	3:00	12605001	868454
B07	Theodora Dryer	Wed & Fri	9:00	12605007	868455
B08	Nancy Madrid	Wed & Fri	10:00	12605009	868456
B09	Anthony Kim	Wed & Fri	9:00	12605020	868457
B10	Anthony Kim	Wed & Fri	10:00	12605025	868458
B11	Theodora Dryer	Wed & Fri	12:00	12605030	868459
B12	Theodora Dryer	Wed & Fri	1:00	12605034	868460
B13	Nancy Madrid	Wed & Fri	12:00	12605038	868461
B14	Nancy Madrid	Wed & Fri	1:00	12605042	868462
B15	James Deavenport	Wed & Fri	1:00	12605046	868463
B16	Nancy Madrid	Wed & Fri	2:00	12605049	868464
B17	James Deavenport	Wed & Fri	3:00	12605053	868465
B18	James Deavenport	Wed & Fri	4:00	12605087	868466
C01	Teresa Zimmerman-Liu	Tu & Th	10:00	12605100	868468
C02	Teresa Zimmerman-Liu	Tu & Th	11:00	12605106	868469
C03	Chanda Carey	Tu & Th	12:00	12605107	868470
C04	Chanda Carey	Tu & Th	1:00	12605110	868471
C05	Megan Turner	Tu & Th	2:00	12605116	868472
C06	Megan Turner	Tu & Th	3:00	12605121	868473
C07	Courtney Tarrant	Wed & Fri	10:00	12605124	868474
C08	Courtney Tarrant	Wed & Fri	11:00	12605127	868475
C09	Megan Strom	Wed & Fri	10:00	12605131	868476
C10	Megan Strom	Wed & Fri	11:00	12605136	868477
C11	Megan Strom	Wed & Fri	2:00	12605140	868478
C12	Megan Strom	Wed & Fri	3:00	12605147	868479
C13	Lisa Ho	Wed & Fri	3:00	12605154	868480
C14	Lisa Ho	Wed & Fri	4:00	12605159	868481