

Instructions for Submitting DOC 3 Papers Online to TURNITIN.COM

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

The first assignment is due Monday, May 1. Due dates for subsequent assignments will be announced.

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 KEY** 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 3 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/SECTION ID and ENROLLMENT KEY 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, the “submission title” does not need to match your file name exactly, 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. Please 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.

CONTINUED ON NEXT PAGE

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/section ID"	"Enrollment key"
A01	Jana Peale	WF	8:00	15235857	896193
A02	Jana Peale	WF	9:00	15235861	896194
A03	Tim Ridlen	WF	11:00	15235867	896195
A04	Jana Peale	WF	12:00	15235874	896196
A05	Ekhlas Fajardo	WF	11:00	15235903	896197
A06	Ekhlas Fajardo	WF	12:00	15235904	896198
A07	Ekhlas Fajardo	WF	1:00	15235912	896199
A08	Ekhlas Fajardo	WF	2:00	15235918	896200
A09	Jazmin Martinez	WF	2:00	15235923	896201
A10	Jazmin Martinez	WF	3:00	15235929	896202
A11	Kara Raphaeli	WF	4:00	15235937	896203
A12	Kara Raphaeli	WF	5:00	15235942	896204
A13	Edmundo Ortiz	WF	4:00	15235947	896205
A14	Edmundo Ortiz	WF	5:00	15235955	896206
A15	Edmond Hare	TuTh	10:00	15235959	896207
A16	Edmond Hare	TuTh	11:00	15235963	896208
A17	Luis Cortes	TuTh	12:00	15235968	896209
A18	Luis Cortes	TuTh	1:00	15235977	896210
A19	Tim Ridlen	TuTh	2:00	15235985	896211
A20	Tim Ridlen	TuTh	3:00	15235991	896212
B01	Bayan Abusneineh	WF	9:00	15241962	896214
B02	Bayan Abusneineh	WF	10:00	15241968	896215
B03	Aundrey Jones	WF	9:00	15241976	896216
B04	Aundrey Jones	WF	10:00	15241983	896217
B05	Xach Williams	WF	12:00	15241991	896218
B06	Xach Williams	WF	1:00	15241998	896219
B07	Shannon Welch	WF	12:00	15242002	896220
B08	Shannon Welch	WF	1:00	15242009	896221
B09	Katrin Pesch	WF	1:00	15242056	896222
B10	Katrin Pesch	WF	2:00	15242063	896223
B11	Katrin Pesch	WF	3:00	15242067	896224
B12	Katrin Pesch	WF	4:00	15242078	896225
B13	Nancy Madrid	TuTh	10:00	15242085	896226
B14	Nancy Madrid	TuTh	11:00	15242092	896227
B15	Nancy Madrid	TuTh	12:00	15242143	896228
B16	Nancy Madrid	TuTh	1:00	15242145	896229
B17	Laura Dorwart	TuTh	2:00	15242148	896230
B18	Laura Dorwart	TuTh	3:00	15242156	896231
C01	Eden White	WF	8:00	15242877	896233
C02	Eden White	WF	9:00	15242888	896234
C03	Sherry Boulter	WF	10:00	15242892	896235
C04	Sherry Boulter	WF	11:00	15242904	896236
C05	Stacey Livingstone	WF	10:00	15242907	896237
C06	Stacey Livingstone	WF	11:00	15242909	896238
C07	Sherry Boulter	WF	2:00	15242919	896239
C08	Sherry Boulter	WF	3:00	15242927	896240
C09	Joshua Bingham	WF	3:00	15242939	896241
C10	James Deavenport	WF	4:00	15242941	896242
C11	James Deavenport	WF	5:00	15242944	896243
C12	James Deavenport	WF	6:00	15242946	896244
C13	Inga Diederich	TuTh	10:00	15242950	896245
C14	Inga Diederich	TuTh	11:00	15242951	896246
C15	Joshua Bingham	TuTh	12:00	15242955	896247
C16	Teresa Zimmerman-Liu	TuTh	1:00	15242983	896248
C17	Teresa Zimmerman-Liu	TuTh	2:00	15242985	896249
C18	Teresa Zimmerman-Liu	TuTh	3:00	15242988	896250

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.