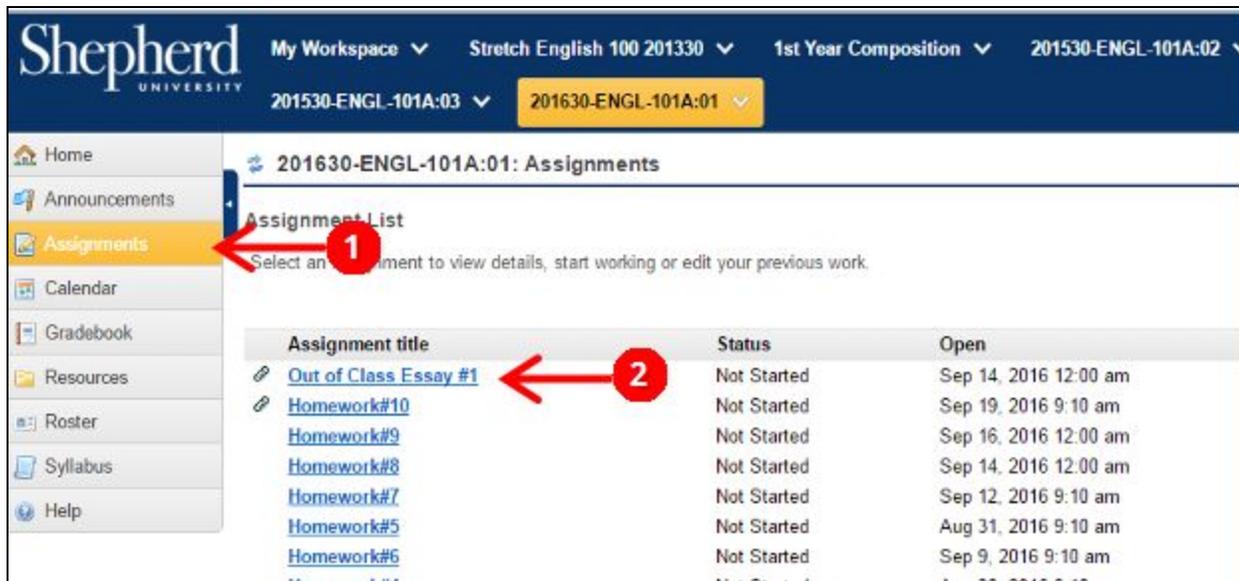


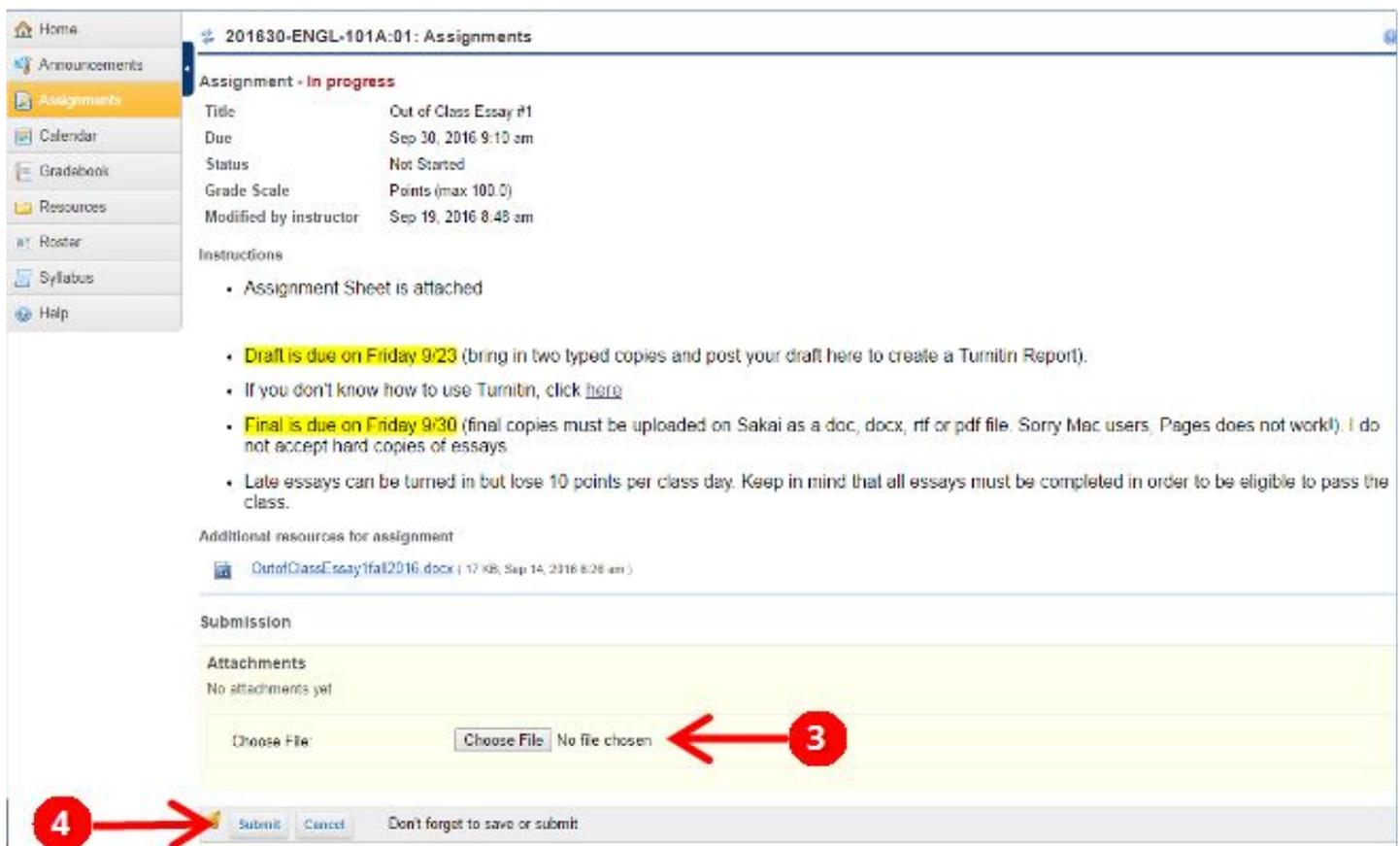
How to Access and Submit on Turnitin

Your professor must turn on the "Turnitin" feature for assignments on Sakai in order for you to access it. Talk to your professor about this feature if you don't see it on Sakai. If it is turned on, follow these steps:

1. Log onto sakai, go to your class page, and **click on Assignments**.
2. Click on the specific **Assignment** you're working on



3. Upload your document by clicking on **Choose File**. Make sure the file is either a doc, docx, rtf, or pdf
4. Then, don't forget to click on **Submit**



5. Next, log out of Sakai and check your **Shepherd email** to ensure that your submission went through.

From: Turnitin No Reply <noreply@turnitin.com>
Organization: Turnitin
Reply-To: Turnitin Helpdesk <helpdesk@turnitin.com>
Date: Thursday, September 22, 2016 at 8:35 PM
To: Emily Gross <egross@shepherd.edu>
Subject: This is your Turnitin Digital Receipt

Dear Emily Gross,

You have successfully submitted the file "egross:ICE_BREAKER_-_FYEX_16.docx" to the assignment "Thursday, September 22, 2016" in the class "b1b020cf0c00-49afb6d5-cbbc072a8f24" on 22-Sep-2016 08:35PM. Your submission id is 709526658. Your full digital receipt can be downloaded from the download button in your class assignment list in Turnitin or from the print/download button in the document viewer.

Thank you for using Turnitin,

The Turnitin Team



6. Log back into Sakai, click on Assignments, go to the assignment you submitted and look for **View Report**. If there is a box that says your submission is pending, your report is not yet ready. Reports can sometimes take hours to generate.

Shepherd UNIVERSITY

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201630-ENGL-999:01: Assignments

Thursday, September 22, 2016 - Submitted

Title	Thursday, September 22, 2016
Student	Emily Gross
Submitted Date	Sep 22, 2016 8:34 pm
Grade Scale	Ungraded
Turnitin Report	 View Report



Instructions

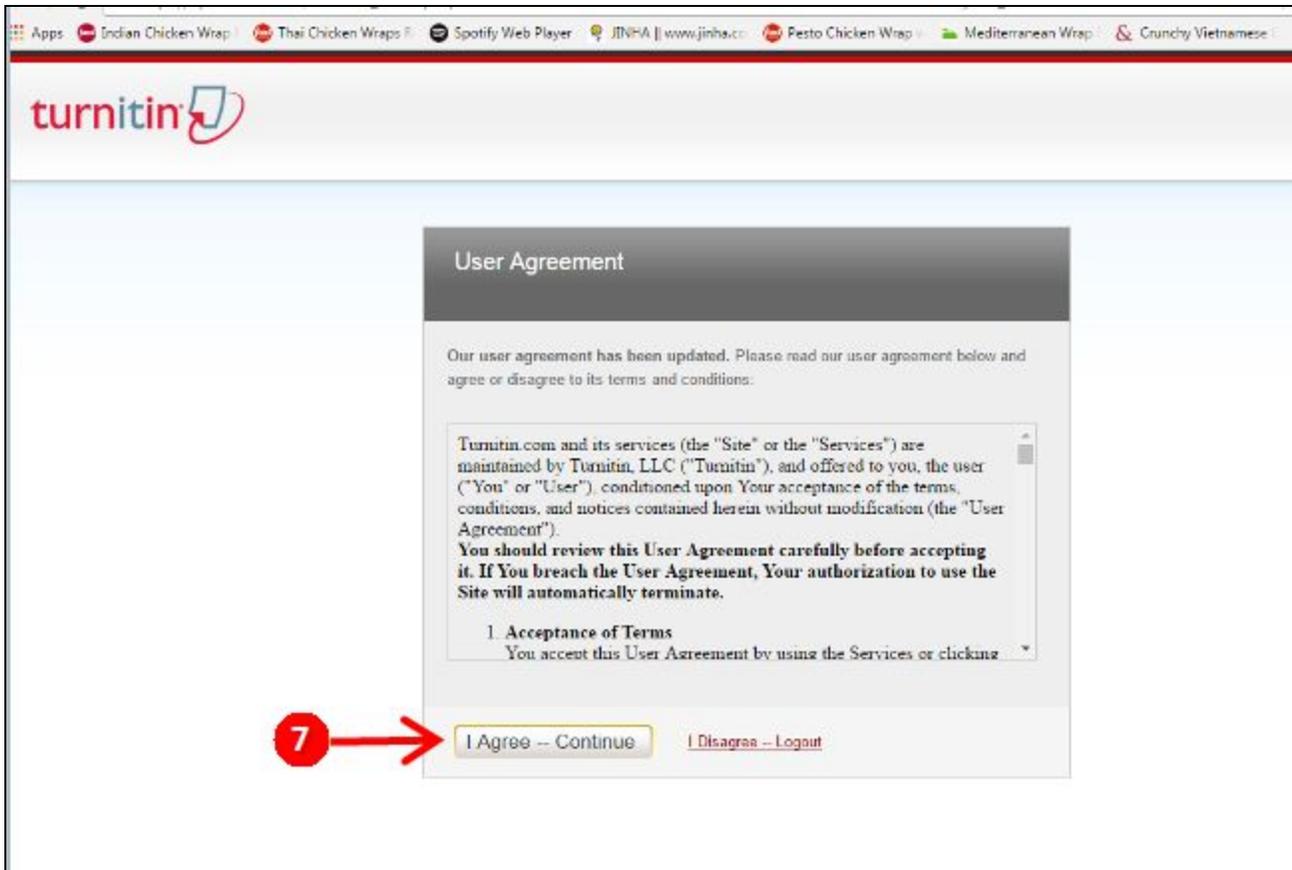
- Assignment Sheet is attached
- **Draft is due on Friday 9/23** (bring in two typed copies and post your draft here to create a Turnitin Report).
- If you don't know how to use Turnitin, click [here](#)
- **Final is due on Friday 9/30** (final copies must be uploaded on Sakai as a doc, docx, rtf or pdf file. Sorry Mac users, Pages does not work!). I do not accept hard copies of essays.
- Late essays can be turned in but lose 10 points per class day. Keep in mind that all essays must be completed in order to be eligible to pass the class.

Submitted Attachments

 ICE_BREAKER - FYEX_16.docx (150 KB, Sep 22, 2016 8:35 pm)

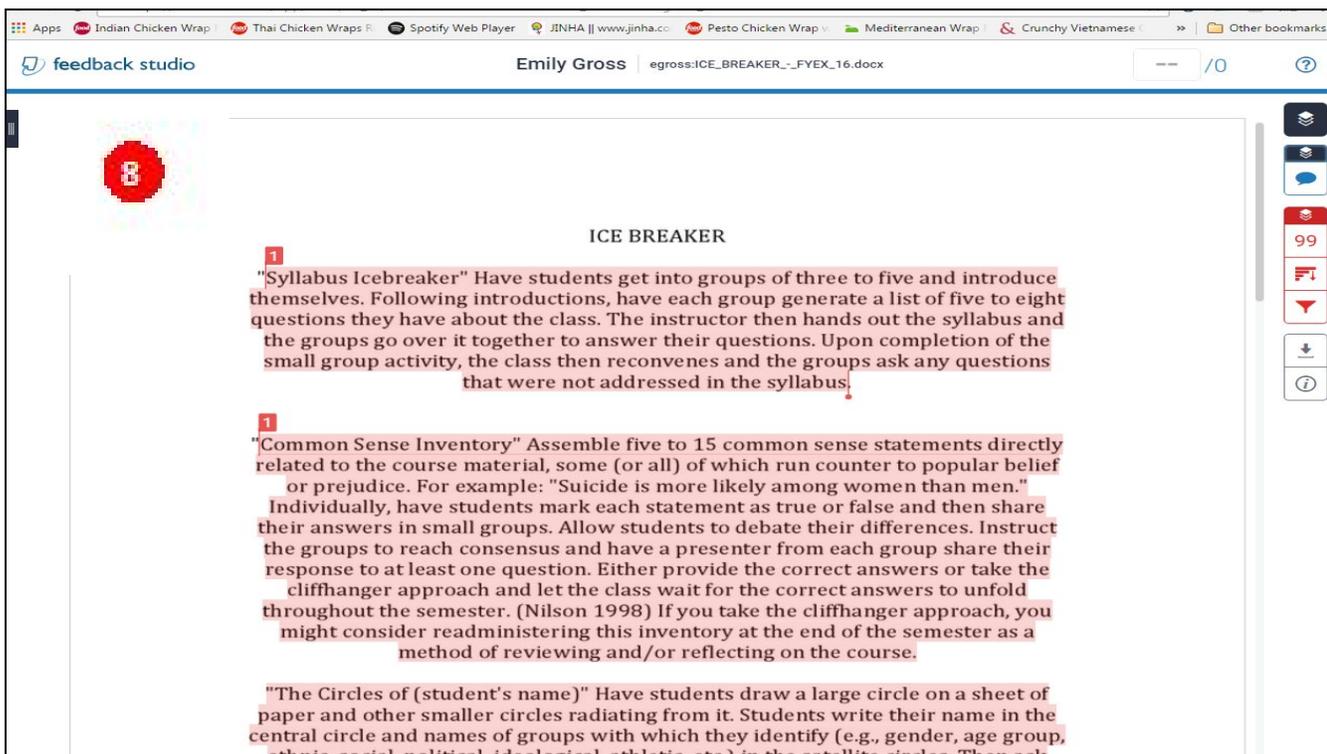
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7. Once you click on View Report, it will automatically take you to a new page where it will prompt you to **Agree** with the User Agreement.

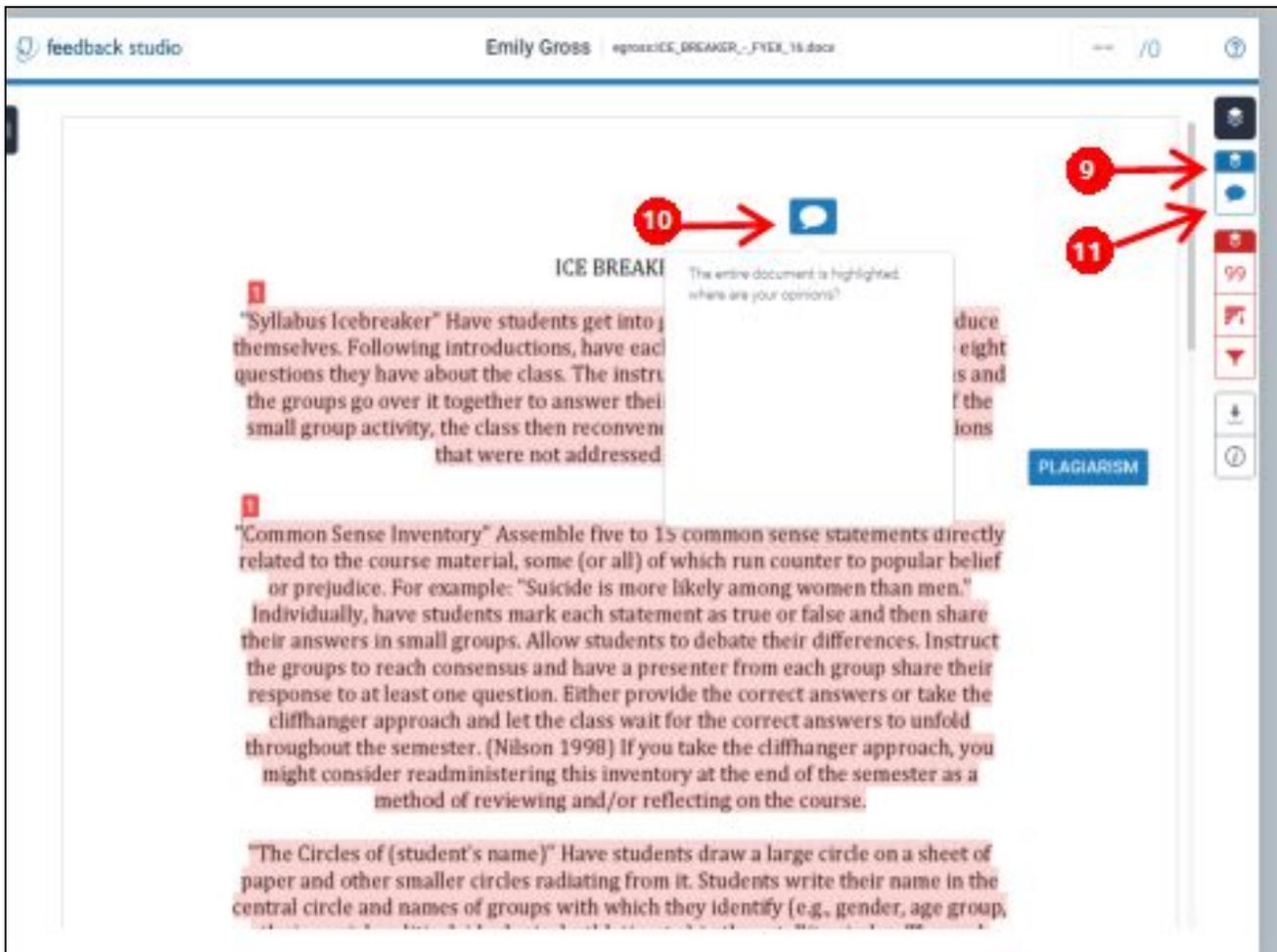


How to View Commentary on your Report

8. Next, you will see your report with **highlighted portions** if there are matches. Make sure the matches have quotation marks and in-text citations to avoid plagiarism.



9. In order to **view commentary** left by an instructor or tutor, click on the second button on the top right hand corner until it turns blue.
10. Click on the **text balloons and blue boxes** to view the comments.
11. Click on the speech bubble (third button) on the top right hand corner to access **feedback summary** in the form of **voice comments** or **text comments**



Downloading and Printing a Turnitin Report

12. To **download** and **print** your Turnitin Report, click on the Download button

13. Click on **Current View** to save, open, and **print** your file.

