TURNITIN – ACCESS OUTSIDE OF CANVAS

Turnitin can be enabled as an external tool in Canvas assignments to check for plagiarism in student papers. There are circumstances where an instructor needs to check only individual student papers instead of all student papers. At other times an instructor might need to submit a paper on a student’s behalf. To accomplish these tasks, instructors will need to login directly to the Turnitin website (http://turnitin.com/en_us/login) and access the drop box or the Quick Submit option on their Turnitin class page.

**NOTE:** at least one assignment in Canvas will need to have Turnitin enabled before you will be able to follow the steps below to access your account on the Turnitin website. If you have not used Turnitin in any of your courses, you can create a Turnitin enabled assignment in one of your development shells. The course containing the Turnitin assignment must be published before you will be able to submit a student paper via the Turnitin website.

**STEPS TO ACCESS YOUR ACCOUNT ON THE TURNITIN WEBSITE**

**Follow the steps below if you have not setup your Turnitin account using your college email as your username yet.**

1. Go to the Turnitin website (http://turnitin.com) and click on ‘Log In’ at the upper right or go directly to the Turnitin login page (http://turnitin.com/en_us/login) and click on the ‘Forgot your Password? Click here’ link.
2. Enter your EFSC email address and your last name. Click **Next**.

3. A password reset link will be sent to your email (you will not receive the email if you changed your password at some point in the past and you setup your secret password change question – in that case you will be taken to a window to answer your security question). Click the link in the email. The password reset window will open in your browser. Enter a new password (type the new password in the second field again to confirm) and click **Next**. A message will pop up: **Reset Password Complete**.

4. Click on **Return to the homepage and log in** link.

5. Click the **Log In** link at the upper right corner on the Turnitin homepage.

6. Enter your EFSC email address as your username and the password you just created. Click the **Log In** button. If applicable, enter a secret password and an answer combination and click **Submit**.

You will now be able to use your username and password to access your Turnitin drop boxes outside of Canvas plus you will be able to use the Quick Submit feature to check individual student papers.

Follow the steps below to find out how to submit a paper on a student’s behalf to a Turnitin enabled Canvas assignment (by accessing the drop box you created in Canvas directly on the Turnitin website) and how to use Quick Submit.

### SUBMIT A PAPER ON A STUDENT’S BEHALF

After you log into the [Turnitin website](https://www.turnitin.com), you will see your class page.

Make sure you are logged into the **Instructor** view. If needed, click on **Instructor** in the drop down menu as seen below.
1. Find your course on the **All Classes** page (or **Active Classes**) and click on the class name to enter the course.

2. If you created multiple drop boxes in your Canvas course, find the applicable assignment and click on **View**.

3. Click on **Submit File**.
4. Click on the drop down menu below Author and select the student’s name.
5. Enter a Submission Title.
6. Click on Choose from this computer. Navigate to the file on your computer and
7. Click on the Upload button (if you do not see the student’s name, use Quick Submit option – see page 5).
8. In the next window you will see a preview of the paper you are about to submit. Click on **Confirm**.

9. You will receive a confirmation for the submission (digital receipt). Click on **Go to assignment inbox** (in Turnitin) or **Submit another file**.

The submission should be listed in Canvas on the Turnitin assignment page below the student’s name.

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**CHECK ORIGINALITY FOR INDIVIDUAL PAPERS BY USING ‘QUICK SUBMIT’**

After you log into the [Turnitin website](https://www.turnitin.com), you will see your class page.

Make sure you are logged into the **Instructor** view. If needed, click on **Instructor** in the drop down menu *(see page 2)*.

In order to use the **Quick Submit feature** you will first need to enable it.

1. Click on **User Info** at the upper right next to your name.
2. If you have to change your view to instructor every time you log into Turnitin, change the Default user type to ‘Instructor’.
3. Change the Activate quick submit setting to ‘Yes’.
4. Scroll down and click on Submit.

5. You will now see the Quick Submit tab on your class page. Click on the Quick Submit tab.
6. On the next page click on the **Submit** button.

7. Check all boxes to enable all search targets and click on the **Submit** button.
8. Next, enter a **Name** and a **Submission Title**.
9. Click on **Choose from this computer** and navigate to the student’s paper on your computer.
10. Click on the **Upload** button.

The paper will be listed on the **Quick Submit** page. You will need to refresh the page to see the **Similarity** icon appear along with the percentage (during peak times this might take more time).