

INTG Portfolio - Turn It in Account Setup

1. Go to www.turnitin.com
2. Under the email box in the upper right corner, click on the link "Create Account".
3. On the next window, where it says "Create a New Account" choose "Student" link.
4. Follow the directions on the New User page.
5. Once you have created your account, click on the enroll in a class link. Next you will need to enter the Class ID# and class enrollment.

Class ID# 8738958 Password Classof2016

6. Once enrolled, your class will show on your homepage.
7. Click on the class name and you will see the assignments and submissions for Reflections and the other INTG classes that you will take over the course of your Monmouth College career.

INTG Portfolio - Turn It in Assignment Uploading Instructions

Students can submit papers to assignments which have been created by an instructor.

To submit a paper using file upload, please do the following:

1. Log into your account.
2. Click on the title of the class you wish to submit to.
3. Click on the blue "Submit" button for the assignment you wish to submit to. If there is a grey "Submit" button, submissions are not allowed for this assignment. Please check the assignment start and due dates and the assignment info icon*.
4. Choose Single File Upload.
5. Enter the title of your assignment. **You need to title the assignment with your instructor's name appearing first, such as "Ott-Reflection paper."**
6. Click on "browse" to locate the assignment saved to your computer.
7. Click on the file and click "open".
8. Click the "upload" button at the bottom.
9. **STOP, and WAIT** for the next page to appear.
10. Click "submit" to confirm your submission.

Important: after your assignment is successfully submitted, your digital receipt will be displayed on screen. The digital receipt has a paper ID number, which is confirmation that Turnitin has received your submission. If you do not see a digital receipt with a paper ID number, then your paper was not successfully received by Turnitin. The digital receipt is also emailed to you.

For a video on how to submit a paper, please visit the following web page:

http://www.turnitin.com/en_us/training/student-training/submitting-a-paper