Turnitin Website Access

Overview

Why might you use Turnitin website instead of the external tool within Canvas to check for plagiarism in student papers?

There may be circumstances where you need to check only individual student papers instead of all the papers. At other times, you might need to submit a paper on a student's behalf. To accomplish either of these tasks, you will need to login directly to the Turnitin website and access the drop box or the Quick Submit option on your Turnitin class page.

> 💡 **If you are a Canvas instructor**, you already have an account on the Turnitin website. if you have created *at least one Turnitin assignment*. If you have never created a Turnitin assignment in Canvas, please do so before proceeding with the steps below. The course containing the Turnitin assignment must be published before you will be able to submit a student paper via the Turnitin website.
>
> **If you are not a Canvas user**, submit a ticket for assistance with accessing the Turnitin website.

Accessing your account on the Turnitin website

Canvas does not share your Ramapo password with any outside provider. Once your Turnitin profile has been created through Canvas, you will need to reset your password in order to access your newly created account on the Turnitin website.

Follow these steps to perform a password reset:

1. Log into the Turnitin website and select the **Forgot your password?** link towards the bottom of the Login screen.
2. You will be prompted to enter your default email address with your Canvas account (your @ramapo.edu address). You might also be asked to enter your last name. Click **Next** to proceed.
3. A password reset link will be sent to your email. 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). You might also be asked to set up a security question. Click **Next** to proceed.
4. A message will pop up: **Reset Password Complete.** Click on the '**Log in'** link.

5. Enter your Ramapo email address as your username and the password you just created. Click the **Log In** button.
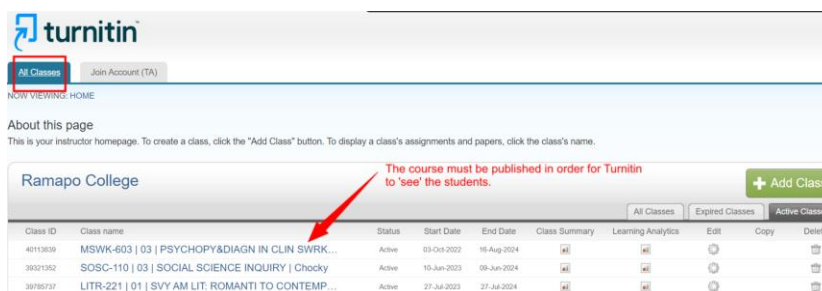
You will now be able to use your username and password to access your Turnitin drop boxes outside of Canvas.
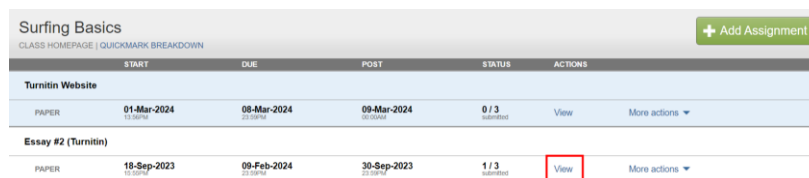
Option A: Submitting a paper on a student's behalf

After you log into the Turnitin website, 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.
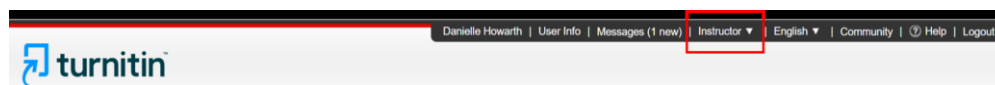
1. Find your course on the **All Classes** page and click on the class name to enter the course.

2. Find the applicable assignment and click on **View**.
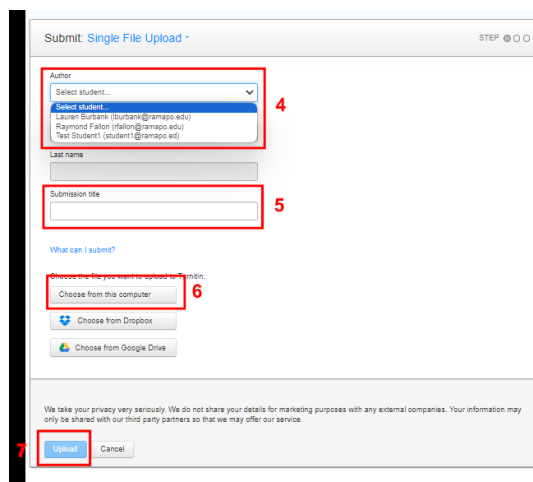
3. Click **Submit**.
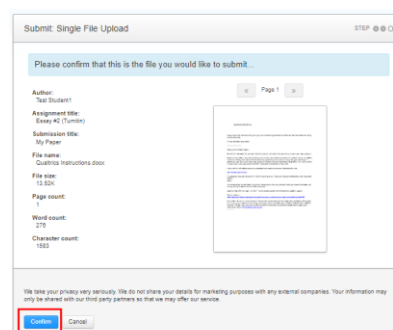
4. Click on the drop-down menu below **Author** and select the student's name. (if you do not see the student's name, refer to the **Quick Submit** section).
5. Enter a **Submission Title**.
6. Click on **Choose from this computer**. Navigate to the file on your computer.
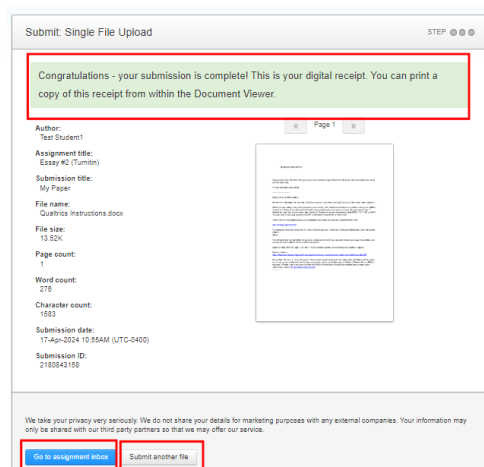7. Click the **Upload** button.

8. In the next window you will see a preview of the paper you are about to submit. Click on **Confirm.**

9. You'll receive confirmation of the submission. *The submission should be listed on the Turnitin website as a well as on Canvas on the Turnitin assignment page below the student's name.* Click on **Go to assignment inbox** (on Turnitin website) or **Submit another file**.
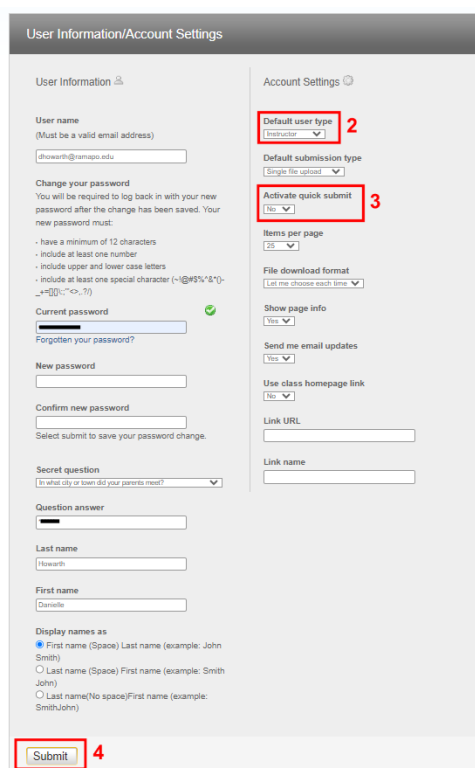
Option B: Using the 'Quick Submit' option

After you log into the Turnitin website, you will see your class page. Make sure you are logged into the **Instructor** view and the **Quick Submit** feature has been enabled in your account.

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 it to submit a paper.
6. Next, click on the **Submit** button.
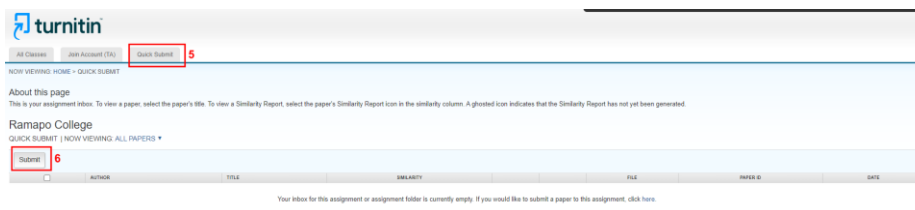
7. Check all boxes to enable all search targets and click on the **Submit** button.

8. 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 the **Upload** button.

11. In the next window you will see a preview of the paper you are about to submit. Click on **Confirm.**

12. You'll receive confirmation of the submission. The submission will not appear in Canvas. It will only be available on the Turnitin website. Click on **Go to assignment inbox** (on Turnitin website) or **Submit another file**.

13. 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.