

## Turnitin Website Access


<b>Overview</b> .....	<b>1</b>
<b>Accessing your account on the Turnitin website</b> .....	<b>1</b>
<b>Option A:</b> Submitting a paper on a student's behalf .....	<b>2</b>
<b>Option B:</b> Using the 'Quick Submit' option .....	<b>4</b>

### 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.

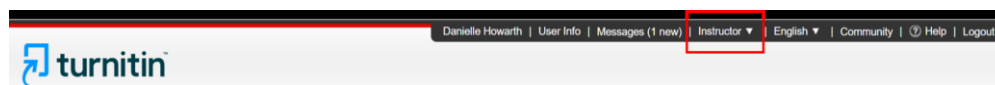


5. Enter your Ramapo email address as your username and the password you just created. Click the **Log In** button.

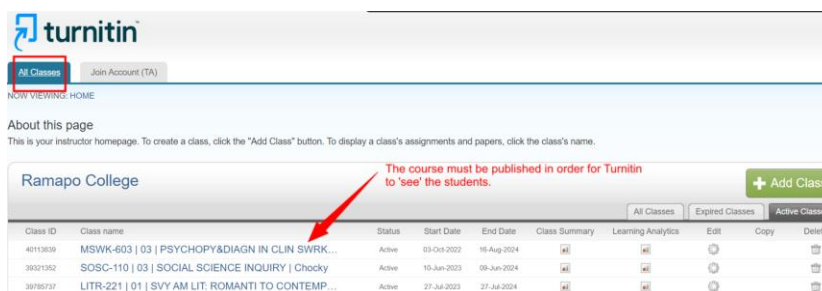
You will now be able to use your username and password to access your Turnitin drop boxes outside of Canvas.

## Option A: Submitting a paper on a student's behalf

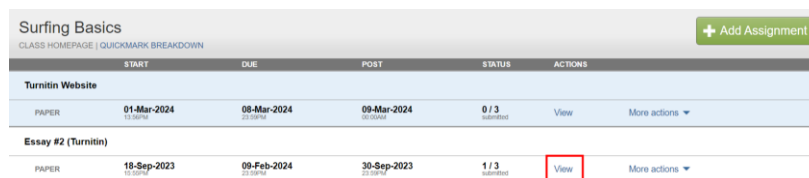
After you log into the [Turnitin website](#), you will see your class page. Make sure you are logged into the Instructor view. If needed, click on Instructor in the drop-down menu as seen below.



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**.



	START	DUE	POST	STATUS	ACTIONS
<b>Turnitin Website</b>					
PAPER	01-Mar-2024 13:58 PM	08-Mar-2024 23:58 PM	09-Mar-2024 00:00 AM	0 / 3 submitted	View More actions
<b>Essay #2 (Turnitin)</b>					
PAPER	18-Sep-2023 10:26 AM	09-Feb-2024 00:00 AM	30-Sep-2023 23:59 PM	1 / 3 submitted	View More actions

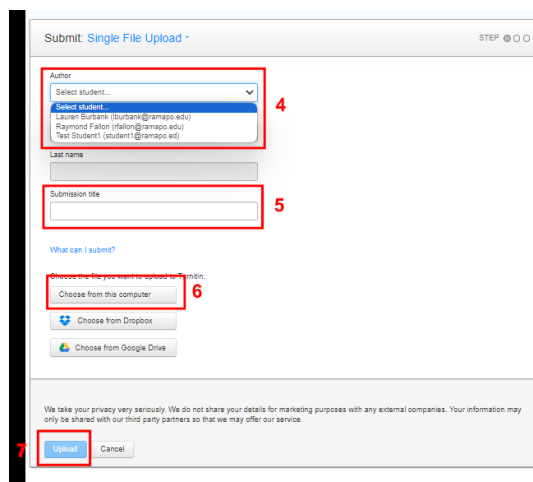
3. Click **Submit**.



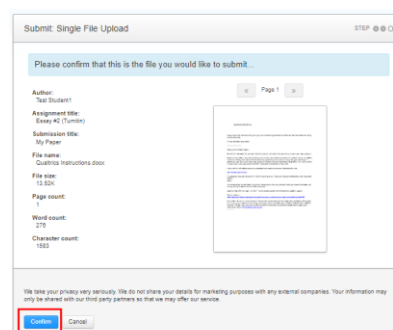
Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/> Lauren Burbank	My file	2288768389	Feb 7th 2024, 10:34 AM			29%		
<input type="checkbox"/> Test Student1	Not yet submitted	-- --				--	--	
<input type="checkbox"/> Raymond Fallon	Not yet submitted	-- --				--	--	

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.

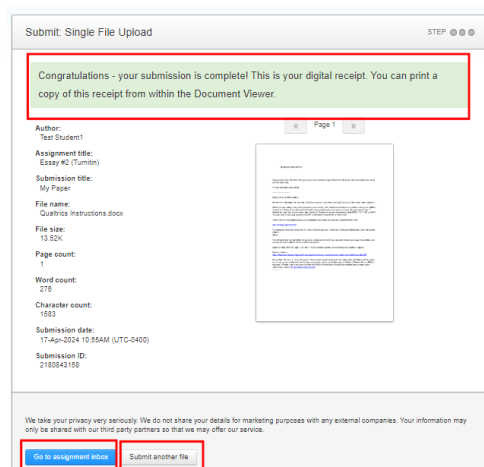




8. In the next window you will see a preview of the paper you are about to submit. Click on **Confirm**.



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**.



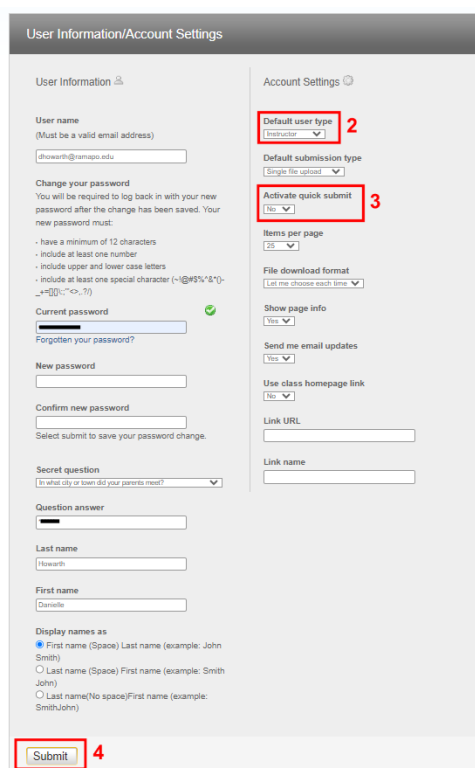

## Option B: Using the 'Quick Submit' option

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.

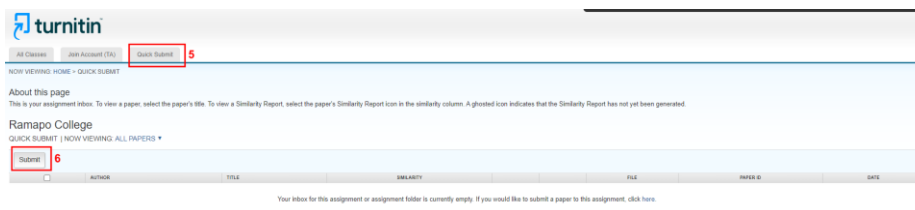
1. Click on User Info at the upper right next to your name.



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.

About this page  
To customize your search, select from the available databases below.

**Customize Your Search**

To customize your search targets, select the databases you would like to include when comparing papers submitted to this assignment. Click submit to add the assignment to your class homepage.

Search the internet  
Includes the current content of relevant internet sources, and also contains content no longer available on the live internet that we have stored in our proprietary database.

Search student papers  
Includes papers submitted to Turnitin. This database contains millions of documents.

Search periodicals, journals, & publications  
Includes content contained within licensed commercial databases; includes many popular periodicals, publications, and academic journals.

Submit papers to: standard paper repository

**Submit**

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.

Submit: Single File Upload

STEP 1

First name

Last name

Submission title

What can I submit?

Choose the file you want to upload to Turnitin

Choose from this computer

Choose from Dropbox

Choose from Google Drive

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

**Upload** Cancel

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

Submit: Single File Upload

STEP 2

Please confirm that this is the file you would like to submit...

Author: Bob Smith

Assignment title: Quick Submit

Submission title: QuiaTrics Intro

File name: QuiaTrics instructions.docx

File size: 13.53K

Page count: 1

Word count: 276

Character count: 1963

**Confirm** Cancel

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**.



Submit: Single File Upload STEP 1 2 3 4

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author:  
Bob Smith

Assignment title:  
Quick Submit

Submission title:  
Quahtics Info

File name:  
Quahtics Instructions.docx

File size:  
13.52K

Page count:  
1

Word count:  
276

Character count:  
1583

Submission date:  
17-Apr-2024 11:44AM (UTC-0400)



Submission ID:  
2352822011

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

[Go to assignment Index](#) [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.

Ramapo College  
QUICK SUBMIT | NOW VIEWING ALL PAPERS \*

Submit	Author	Title	Similarity	File	Score	Date
<input type="checkbox"/>	Bob Smith	Quahtics Info	100% 		2352822011	17-Apr-2024

