**Turnitin.com Instructions**

All students must use the website [www.turnitin.com](http://www.turnitin.com) for submission of course work and assignments as directed by the instructor. Turnitin.com is a plagiarism identification service that can also assist students with term paper reference methodology. The Turnitin.com tool compares your writing against all published sources and also checks against previous classes’ written work(s).

**You must cite all your sources including direct quotations, paraphrasing, and statements of fact.** If you need assistance in this area, please consult the SLU library website at [http://www.saintleo.edu/library](http://www.saintleo.edu/library). Look for the link to “Reading and Writing Help.”

Each student will need the following information to use [www.turnitin.com](http://www.turnitin.com):

- Your personal email address and password
- Course
  1. Class ID#
  2. Class enrollment password.

The class ID number and password will be different for every class. The class ID and class enrollment password will be provided by the teaching professor.

You are encouraged to access [www.turnitin.com](http://www.turnitin.com) and complete the Student QuickStart or Training Video. If this is your first time using the tool, click on **New Users** to register.

When you go to [www.turnitin.com](http://www.turnitin.com) you will see a “Training” tab. In that section are instructions (both pdf and video) for all parts of the website. The **Student Quick Start** will guide you through the process. You will need the Class ID# and Enrollment Password for your particular class in order to submit your paper.

Once into the class on the Turnitin.com website, you will see each available assignment (or course work item) with the times and dates that submissions are accepted. Normally this will be a 48-hour period ending on the due date and time.

Students are encouraged to view their originality reports in Turnitin.com to ensure that all matches to alternate sources are properly cited on their paper. To view an originality report, click on the icon under **Report**. The originality report will be available approximately five minutes after a submission. Once scored, please review your paper and, in addition to looking for missing citations, note the amount of original wording. If a significant portion of the wording seems to be essentially the same as other sources (even if cited), then there could be some question as to whether you internalized the material and presented your personal understanding, interpreted in your own words. Your Turnitin.com score will not be raised unnecessarily if you number or label your answers, but do not repeat case questions verbatim.

You must submit course work no later than the dates indicated in the course. Any possible plagiarism cases will be referred to the Academic Standards Committee for a resolution. Please be aware of the Academic Honor code in place at SLU by referring to the course syllabus or the COL website.