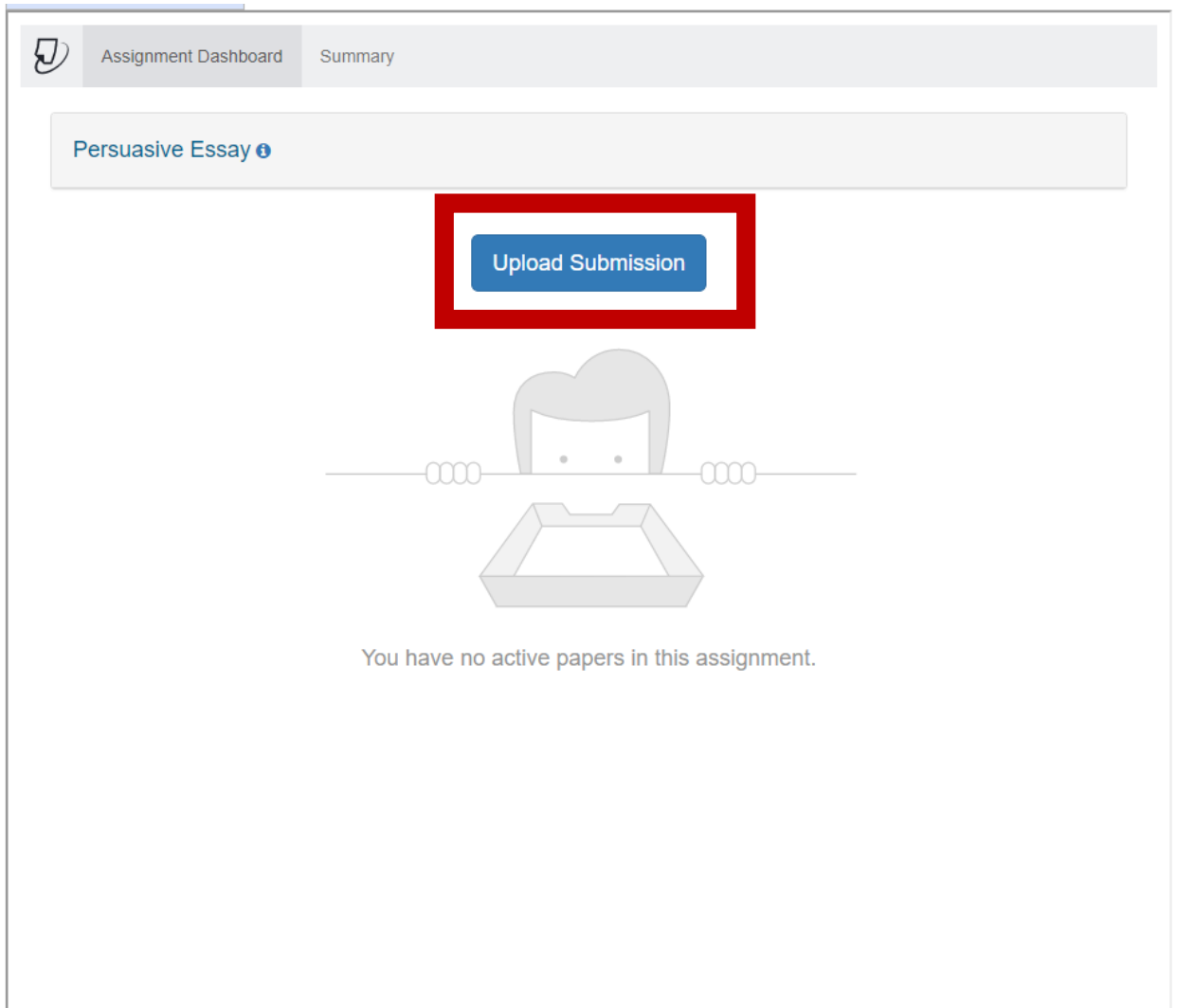


TurnItIn: Submitting your paper

1. Log in to eSpire
2. Go to the course for which you need to submit a paper
3. Go to coursework, and locate the appropriate assignment
4. You should see the screen below; click 'Launch the Tool'

The screenshot shows a TurnItIn assignment page. At the top, there is a header with a book icon, the text 'Persuasive Essay Paper in unit 2', and navigation links: '◀ Previous', 'Your assignments', and 'Next ▶'. Below this is a green notification box with a calendar icon, stating 'This assignment is open' and 'It is due on Tuesday, December 31 at 12:00 AM'. Underneath is a blue link 'Add a comment' with a speech bubble icon. A note reads: 'This paper is included in your final grade and is scored out of 10 points.' Below that is the section 'Persuasive Essay Description'. Under 'Instructions:', there is a sub-section 'Persuasive Essay Instructions' which contains a blue button labeled 'Launch the tool'. This button is highlighted with a red rectangular border. At the bottom of the page, there is a footer with a book icon, the text 'Persuasive Essay Paper in unit 2', and navigation links: '◀ Previous', 'Your assignments', and 'Next ▶'.

5. You should see the screen below; click the 'Upload Submission button'



6. The dialog box below show appear; select how you would like to submit your paper: **Upload Submission** allows you to upload a word document. **Text Input** will have you copy your paper from a document then paste it into a textbox. **Cloud Submission** will allow you to grab a document that you have saved in Google Drive, Dropbox, or OneDrive.

Submit File



Upload

Review

Complete



Upload Submission

Text Input

Cloud Submission

Drag the file you would like to submit into this box to begin or fill out the form below.

Submission Title:

Submission File:

Supported file types:
Any file type

7. Once you have uploaded your paper, you can click on the paper title in the Assignment Dashboard to view the paper, see a similarity report, and view instructor feedback (this is only if the instructor has utilized this part of the TurnItIn tool).

Assignment Dashboard Summary

Persuasive Essay ⓘ

Paper Title	Uploaded	Grade	%	
Lorem Ipsum	13 Nov 2017 13:30 CST	--	🕒	📄 ⬆️ ⬇️

8. The image below is what you should see when you open the feedback studio. The top icon on the right (Active Layers) will allow you to toggle

which layers show (Instructor feedback and similarity report information). The blue icon underneath the Active Layers icon will toggle instructor feedback. The red icons under the Instructor feedback icon are all for the similarity report – you can view how many sentences have been matched to another paper, show the sources of those matches, and apply filters/modify settings of the similarity report.

The screenshot displays a document viewer interface. The main content area shows a text document with several paragraphs of placeholder text. A sidebar on the right, titled "Active Layers", contains two items: "Grading" (checked) and "Similarity" (unchecked). A vertical toolbar is highlighted with a red box, containing icons for layers, a blue speech bubble (instructor feedback), a red "8" (similarity report), a red funnel (filters), a download icon, and an information icon. The footer shows "Page: 1 of 4" and "Word Count: 1839".