

**READ!**

If you are new to turnitin.com, the company has a youtube channel with “how to videos” for just about everything. You might want to learn about the following topics:

How to create a new account and enroll a class

How to enroll in a class if you already have an account

How to submit a document to turnitin

How to view teacher’s comments on a paper

**If you need help, ask me or the class TA!**

How to check grades

**Complete this form and submit to turnitin.com by the end of week 1**

Note: “I” and “my” refer to the student completing the form below.

**I have been informed that:**

* it is my responsibility to submit quizzes, assignments, papers to turnitin.com
* it is my responsibility to verify that the submission went through okay by making sure I receive an email confirmation from turnitin.com
* it is my responsibility to track my grades regularly on turnitin.com

**I understand that:**

* When something is submitted successfully to the program, I will receive a digital confirmation receipt AND an email from turnitin.com. If I do not receive these, it means the submission failed and I will need to try again. If it still won’t go through, I am to email the instructor immediately and attach a copy of the paper/quiz/assignment.
* If my instructor has not received my submission on turnitin.com by the due date, I may receive no or fewer points at her discretion unless I can provide the official digital receipt or email sent to me from turnitin.com showing that it was submitted on time.

Student’s printed signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_