



## TurnItIn student tipsheet: Submitting a Paper

### Log into Blackboard and go to your course site

1. Open a web browser and go to <https://eaglebb.coppin.edu>
2. Login to Blackboard, and go to the course site for your class.

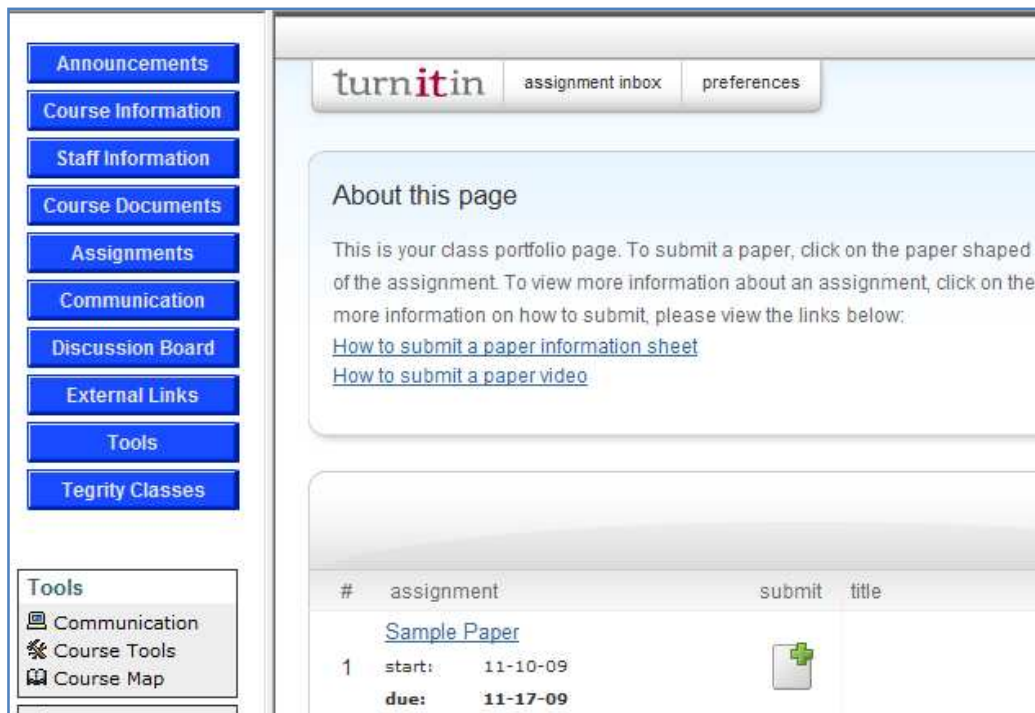
### Go to the Assignment

3. In your Blackboard course site, click the **Assignments** link in the left panel.



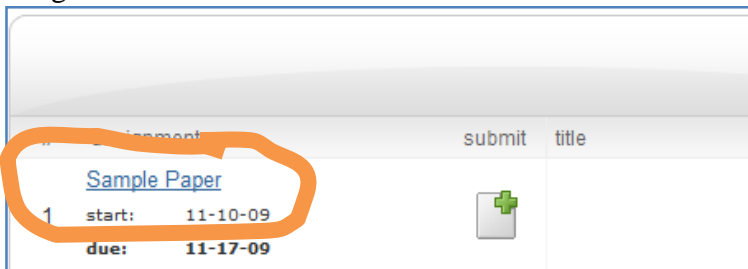
4. Click the **View/Complete** link for the Assignment.

**NOTE:** if this is the first time you are submitting a paper using TurnItIn, you will need to agree to their student license agreement.

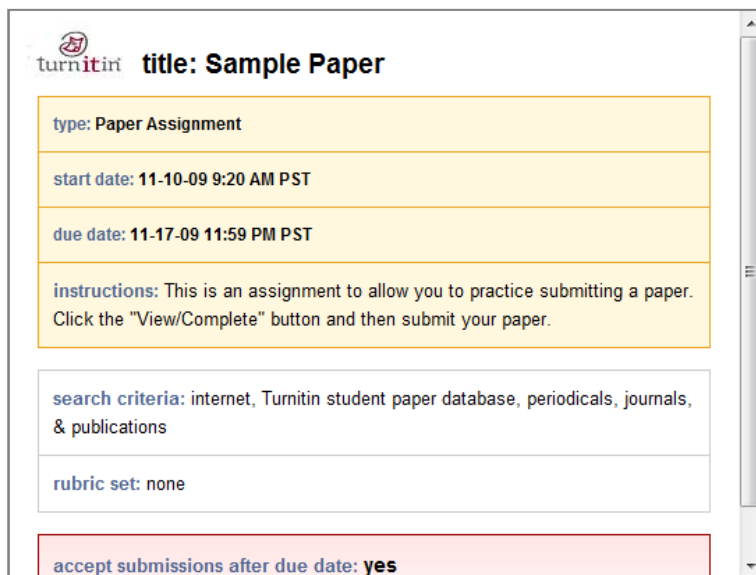


You will see the assignment name (in this case, "Sample Paper"), and the start date and due date.

- a. To get more information about the assignment, including the instructions, click the name of the assignment.



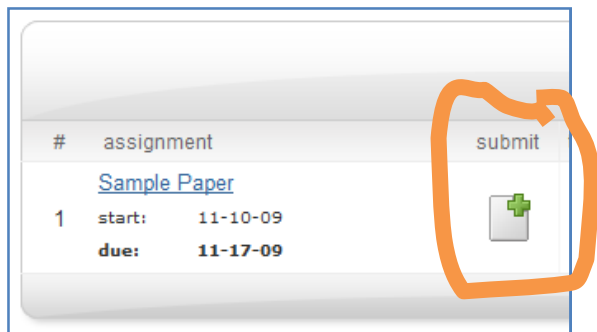
You can see that the due date is 11-17-2009 at 11:59pm PST (Pacific Time).  
*(Add three hours to get Eastern time.)*



- b. Click the red X in the upper corner of the window to close this pop-up window.

## Submit the Assignment

5. Click the  submit button.



6. In the **submission title** field, type a title for your paper.

submit paper: by file upload (step 1 of 2)

choose a paper submission method:  
single file upload

first name \*  
Abby

last name \*  
Byrnes

6 submission title \*

Requirements for single file upload:

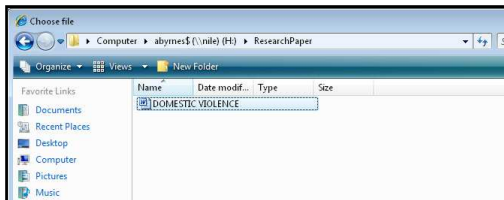
- File must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements

browse for the file to upload \*  
Browse... 7

8 upload cancel go back

7. Click the **Browse** button to locate your paper to upload.



8. Double-click the file to select it.

9. Click the **upload** button.

You will see a preview of the paper, so that you can confirm that you selected the right one to submit.

submit paper: Step 2 of 2

Author Abby Byrnes

Title Reflection Essay

Preview Paper

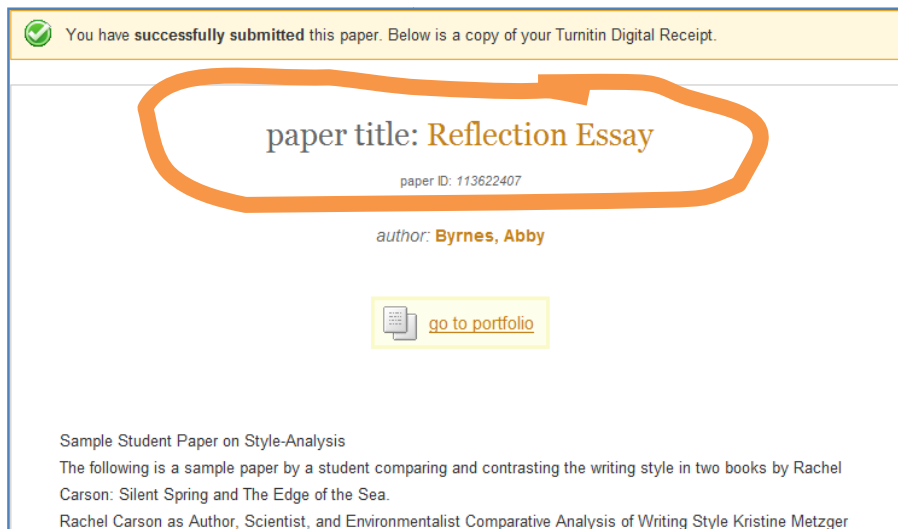
Sample Student Paper on Style-Analysis  
The following is a sample paper by a student comparing and contrasting the writing style in two books by Rachel Carson: Silent Spring and The Edge of the Sea.  
Rachel Carson as Author, Scientist, and Environmentalist Comparative Analysis of Writing Style Kristine Metzger  
Think globally act locally. This familiar saying is used by environmentalists and grass-roots activists in an attempt to change the minds of persons who act in a nonloving manner toward the earth. Thinking globally is letting one's mind wander outside of the suburbs and into the macrocosm of the universe. Acting locally is using what one knows about the macrocosm and applying it to the suburban microcosm. Rachel Carson was concerned about the macrocosm within the microcosm. She was one of the very few writers who could connect with ordinary...

submit return to upload page

10. If this is the paper you want to submit, click the **submit** button.

11. **IMPORTANT!** Be sure to wait until you see the paper ID!

12. When you see the **paper ID** your paper has been successfully submitted.

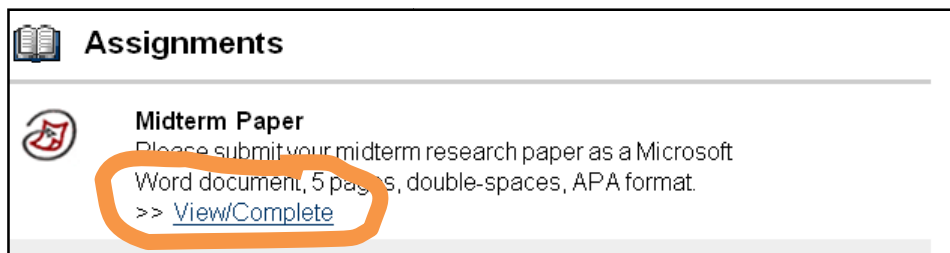


### OPTIONAL: View your Originality Report

Your instructor has the option to allow you to see the Originality Report for your paper. This will show how much and what parts of your paper match other sources. If your instructor has made this available, you can view the Originality Report within about an hour of submitting your paper.

13. In the Blackboard course site, click the **Assignments** link.

14. Click the **View/Complete** link for your assignment.



If your instructor has allowed you to see the Originality Report for your paper, you will see a box to the right of the Submitted date that has a color {green, blue, yellow, orange, red} and a percent. The percent indicates the amount of content that matches other papers and sources in the database. The higher the percent, the larger the amount of duplicate material.

#	assignment	submit	title	submitted	contents
	<a href="#">Sample Paper</a>				33%
1	start: 11-10-09 due: 11-17-09		<a href="#">Reflection Essay</a>	11-10-09	

If your instructor has NOT allowed you to see the Originality Report for your paper, you will see a circle-with-slash icon instead.

15. Click the percent box (like this: ) to see the Originality Report.

turnitin Originality Report

Processed on: 11-10-09 9:51 AM PST  
ID: 113622407  
Word Count: 2286  
Submitted: 1

Reflection Essay  
By Abby Byrnes

Similarity Index  
**33%**  
[What's this?](#)

Similarity by Source  
Internet Sources: 29%  
Publications: 26%  
Student Papers: 26%

exclude quoted exclude bibliography exclude small matches mode: show highest matches together

Sample Student Paper on Style-Analysis The following is a sample paper by a student comparing and contrasting the writing style in two books by

**Rachel Carson: Silent Spring and The Edge of the** 10

Sea. Rachel Carson as Author, Scientist, and Environmentalist Comparative Analysis of Writing Style Kristine Metzger Think globally act locally. This familiar saying is used by environmentalists and grass-roots activists in an attempt to change the minds of persons who act in a nonloving manner toward the earth. Thinking globally is letting one's mind wander outside of the suburbs and into the macrocosm of the universe. Acting locally is using what one knows about the macrocosm and applying it to the suburban microcosm. Rachel Carson was concerned about the macrocosm within the microcosm. She was one of the very few writers who could connect with ordinary people in a way that convinced them to think globally and act locally. Rachel Carson was a marine biologist and writer who was in love with nature. Her passion for the seas was intense, as was her passion for wildlife, particularly birds. It was Carson's love for birds that prompted her to write her controversial book Silent Spring, and her love for the waters of the earth that prompted her to write

**The Edge of the Sea and other books** 8

about marine biology.

**The Edge of the Sea** came before **Silent Spring**. This paper is 8


- 1 9% match (Internet from 03/19/09) <http://ebooks.du.ac.in>
- 2 6% match (Internet from 12/17/05) <http://smithsonianmag.si.edu>
- 3 4% match (student papers from 04/23/08) Submitted to West Valley College
- 4 4% match (Internet from 05/11/09) <http://www.jpkc.tzc.edu.cn>
- 5 3% match (Internet from 09/06/05) <http://www.spiritualsisters.com>
- 6 2% match (Internet from 06/28/03) <http://mlui.org>
- 7 1% match (student papers from 04/01/09) Submitted to Peters Township High School
- 8 1% match (student papers from 06/21/09) Submitted to Governor Livingston High School
- 9 1% match (student papers from 04/10/06) Submitted to Stonington High School
- 10 1% match (Internet from 03/24/09)

## View your instructor's comments (GradeMark) for your paper

Your instructor can use a feature called GradeMark to make comments on your paper online, within Blackboard.

16. In the Blackboard course site, click the **Assignments** link.

17. Click the **View/Complete** link for the assignment.

18. Click the  icon to see the instructor's comments.

## Additional Resources

- 24 x 7 HelpDesk for students, faculty and staff who need help with Blackboard, Tegrity and TurnItIn:

**866-886-4911**

- On campus HelpDesk for students, located in Grace Jacobs MC 16:

**410-951-3872**