Quick Reference – Turnitin Direct Submit Option for Faculty

This document will explain how to set-up your Turnitin account at OSU so that you can submit a student paper directly to Turnitin.

Setup the direct submit option

1. Go to https://www.turnitin.com.
2. Click 'Log in' in the upper-right corner.
3. Click the 'Forgot your password?' link.
4. Use the email address that you have set up as your default address in Canvas. (This can be found by looking under Account->Settings link in Canvas.) Also enter your last name and then click 'Next'.

If you receive an error "the email/name combination you entered is not in our system", contact canvas.support@oregonstate.edu and ask them to assist.
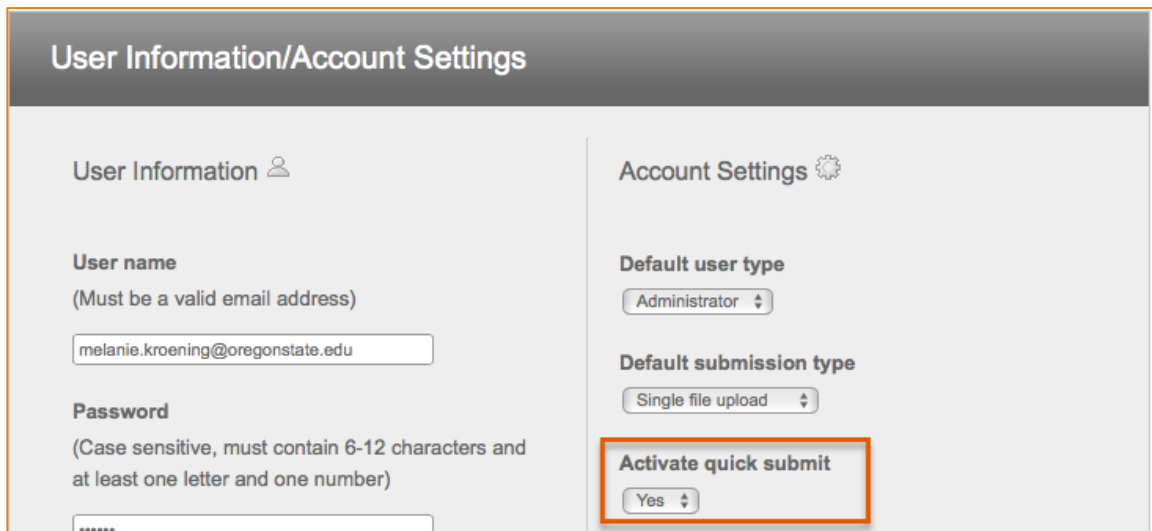
5. An email will be sent to your address with a link to reset the password. Reset the password by clicking on the link and following the instructions. You may also be prompted to choose a secret question for your account.

6. Return to https://www.turnitin.com and log-in with your email address and new password.

7. Click on the User Info tab at the top and check to see if your account type is 'instructor'. If not, use the drop-down arrow to change it to 'instructor'. Then refresh the page (or log-out and log back in).

8. Click on the User Info tab.

9. Under Account Settings, find 'Activate quick submit'. Select Yes. Then scroll to the bottom of the page and click Submit.

User Information/Account Settings

User Information

User name
(Must be a valid email address)

melanie.kroening@oregonstate.edu

Password
(Case sensitive, must contain 6-12 characters and at least one letter and one number)
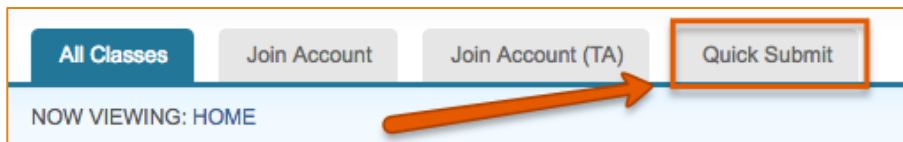
......

Account Settings
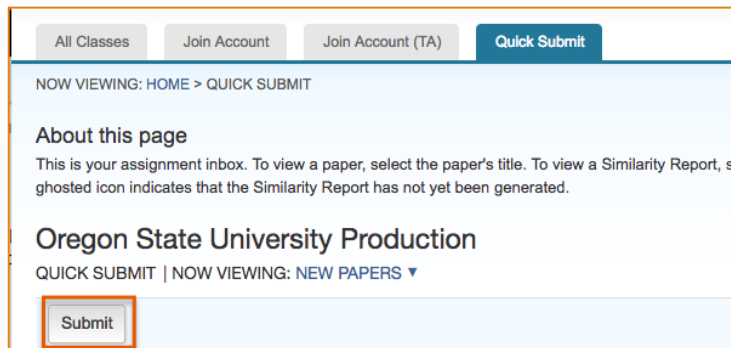
Default user type

Administrator

Default submission type

Single file upload

Activate quick submit

Yes

10. You should now see a Quick Submit tab on your Turnitin page which can be used to submit individual papers.

11. Select Submit to submit a paper directly to Turnitin.

Support

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact EcampusFacultySupport@oregonstate.edu.

Additional tutorials about Canvas can be found at http://learn.oregonstate.edu.