

TECHNOLOGY EMPOWERING LEARNING

## **Turnitin Quick Submit Option**

If you have not used Turnitin before at CWU, you will need to create a Turnitin assignment in Canvas in order to activate your account.

Faculty can use the Quick Submit feature to check a student submission that wasn't part of a Turnitin Canvas assignment by logging into Turnitin.com directly.

Follow these steps to use the Quick Submit feature:

- 1. Create a password at Turnitin.com using your CWU <u>first.last@cwu.edu</u> email address as the username.
- 2. Update User Info Settings by activating the Quick Submit feature
- 3. Submit document for plagiarism detection

Here are some screenshots of the step-by-step process.

1. Go to <u>https://turnitin.com</u> and click on the 'Log In' option in upper right-hand corner.



2. Select the 'Reset Password' option

Log In					
Email					
Password					
Log In					
Create Account					

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- 3. Enter <u>first.last@cwu.edu</u> email address
- 4. Enter Last name
- 5. Click 'Next'

You will receive an email with instructions on how to create a password. Once you have created a password, use the CWU email (<u>first.last@cwu.edu</u>) and the new password you created to login to <u>https://turnitin.com</u>

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If you do not k Ask your instructor address.	now the email address for your account (or Turnitin administrator, if you are an instructor) to look up your email
NOTE: Due to priva You MUST get this	oy agreements, Turnitin CANNOT release your email address - even to you.
Next	

- 6. Select 'Instructor' view from the drop-down menu
- 7. Click on 'User Info'
- 8. Select 'Yes' from the Activate Quick Submit drop-down menu
- 9. Click 'Submit'

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- 10. Click the 'Quick Submit' tab
- 11. Click the 'Submit' button and follow the instructions for uploading the document.

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