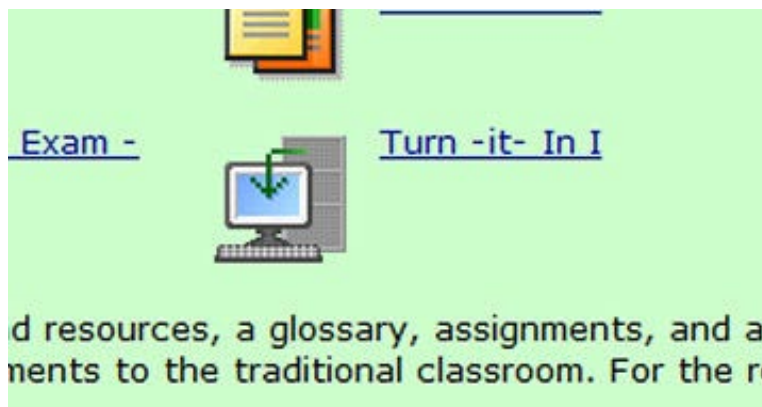
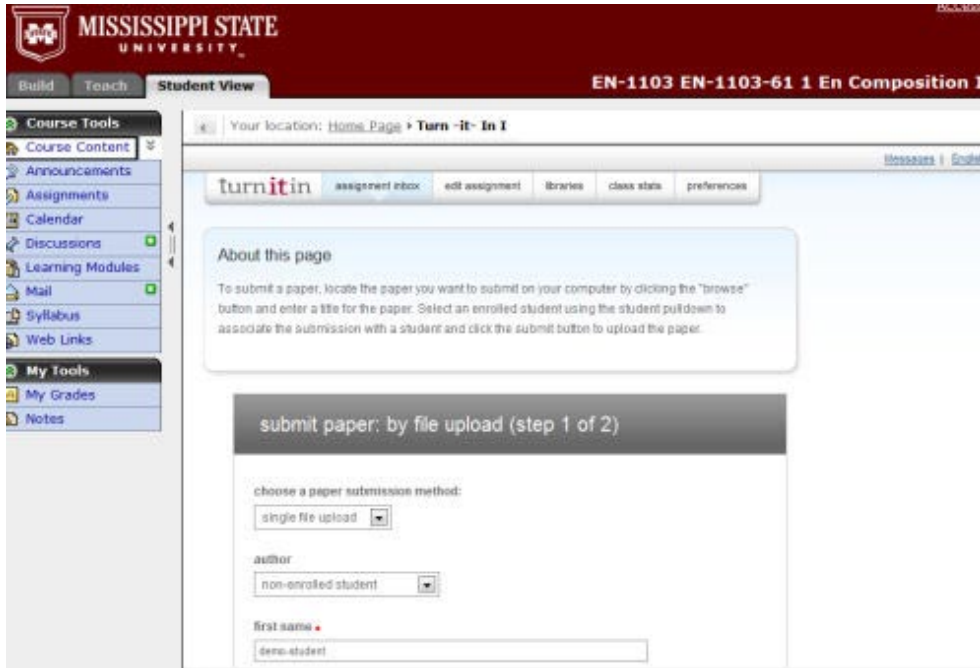


# Using Turn-It-In

In a number of your courses, including your English Composition courses, you may be asked to electronically submit your papers to a site called “Turn-It-In.” You begin this process by composing your paper on your computer, using a word processing program that meets your instructor’s requirements. Your professor will probably want you to create a Microsoft Word document. Be certain that you create a document type that is acceptable to your instructor and compatible with Turn-It-In. Save your paper to your computer. If you are instructed to use Turn-It-In, log in to your class in MyCourses. (MyCourses instructions may be found at <http://www.msstate.edu/dept/english/misc/mycourses.pdf>.) You should find an icon labeled “Turn-It-In” on the main page.



Click the icon. You will reach a page that includes a submission form. The page should look like this:



first name •  
demo-student

last name •  
demonstration upload

submission title •  
Analytic Paper

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.

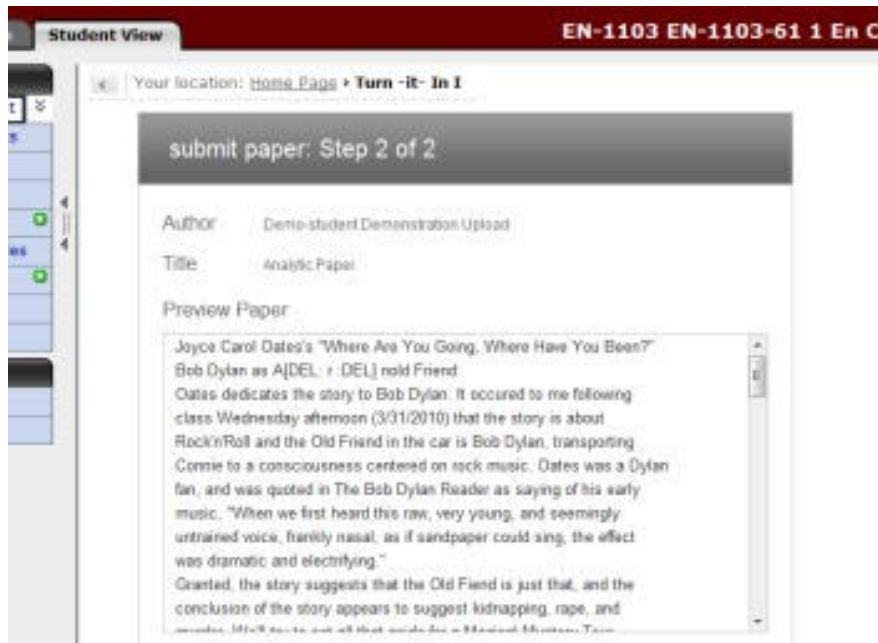
If your file exceeds 20 MB, [read suggestions](#) to meet requirements

browse for the file to upload •  
C:\Users\Marty\Docum Browse...

upload cancel go back

Check to be certain you are submitting to the correct assignment, as your professor could have more than one assignment open. Fill out the form, which asks for your name and the title of the paper. Browse your computer for the file you wish to upload.. Be certain you have composed your work in an acceptable document type, Microsoft Word or whatever type is required by your

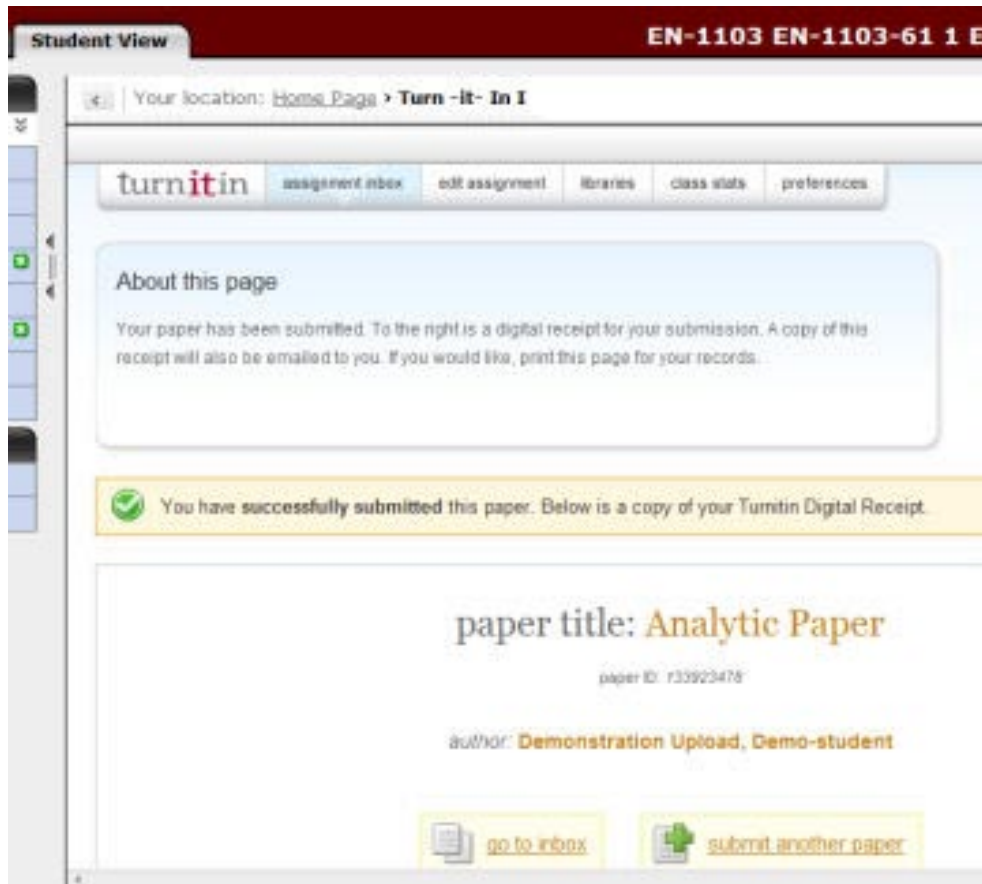
professor. Then click 'upload.' The paper will upload and you will reach a page that allows you to preview your submission.



Examine your submission to make certain you are submitting the final draft of the correct paper. When you are satisfied that you are ready to submit the paper, click the 'submit' button at the bottom of the page:



If you have submitted the paper properly, Turn-It-In will take you to a page that includes a receipt for your submission. Find the receipt number in small print below the paper title. You should record your receipt number as proof that you have submitted the paper. You may find it highly desirable to print the receipt page or to copy the page and save it to your computer:



Once you have copied or printed your receipt page, you are finished. Your professor should now be able to access your paper on Turn-It-In.