1. Go to Turnitin.springbranchisd.com
2. Log on using your SBISD username and password. REGULAR SBISD username and password. You DO NOT need to add @mysbisd.com to the username or sb in front of your password. That’s just for Google Docs.
3. If you’ve never logged in to turnitin.com before, it will ask you to click the “User Agreement.”
4. After the User Agreement, click on “Enroll in a Class”
5. Use the Class ID and Enrollment Password

Class ID: **16393651** Password: **HTF17-18**

1. Click on “History Through Film”
2. Click on “Submit” when you are ready to turn in your essay.
3. Go back to your google doc – click “File” -> “download as” -> “Microsoft word (.doc)”
4. Open the downloaded document (should be at the bottom left of your internet browser)
5. If a message pops up that says this computer doesn’t have Microsoft word, click the bubble that says “select another from a list of programs”… it will suggest Word Pad – this is fine!
6. Once opened, go to “File” and click “Save As”
7. Save it to the “desktop” and name it “Unit \_\_\_ Essay”
8. Go back to your turnitin.springbranchisd.com account and submit your essay using the first option “submit from this computer”
9. Make sure it uploads, then submit.

This is how you will submit essays for the rest of the school year.

**Plagiarism:** the practice of taking someone else's work or ideas and passing them off as one's own.

If student is caught plagiarizing more than **10%** of their essay according to www.Turnitin.com, the student will be asked to rewrite the essay by hand in the hallway during class until completed for a max grade of a 70. Second time offenders will be given a **“0”** on the essay grade, and a day in ISS **(lose exemptions).** You will have only the day of ISS to rewrite the essay by hand for a maximum grade of a 50. In summary… **Don’t cheat! Use your own words! Summarize what you have researched!**