**How do I upload my Reflection from Office365 to Turnitin.com?**

**STEP 1: MAKE SURE YOUR DOCUMENT IS NOT OVER A PAGE!!!!!**

* **Lines:** Count and make sure there are only 20 Lines (not counting Heading/Title).
* **Word Count:** Look at the bottom Left of the screen. Do not go over 420 Words.

**STEP 2:Make sure you saved your Reflection on Office 365!**

1. Click “File” (Upper Left Corner)
2. Click “Save”

**STEP 3: Download the document to a flash drive or the desktop.**

1. Click “File” (Upper Left Corner)
2. Click “Save As”
3. Click “Download”
4. In the Dialog Box, click “Open with Microsoft Word” then “Ok”
5. When your document downloads, Click:
   1. “Save As”,
   2. Choose your Flashdrive **OR** Desktop
   3. Click “Save”.

**STEP 4:**

1. Log into Turnitin.com.
2. Click on the class **[Honors World Literatuers]**,
3. Go to the correct assignment **[Reflection 1]**,
4. Click on the **Submit** button
5. Make sure “Choose a Paper Item Submission Method” says **“Single File Upload”**
6. Enter a Submission Title **[Title of your Reflection]**
7. Attach the file like you would to an email.
8. Click Browse
9. Find the file and double click.
10. Click “Upload” ***[DO NOT STOP HERE! YOU ARE NOT FINISHED]***
11. Click Submit

**STEP 4: Print the WORD version of your Reflection (not the Turnitin.com receipt).**

***In Office 365…***

1. Click “File” (Upper Left Corner)
2. Click “Print”
3. In the Dialog Box “Microsoft Word Web App”, Click: “Click here to view the PDF of your Document”
4. A “Print” Dialog Box will appear. Click “Print”.

**\*\*You can also print from Microsoft Word if you downloaded the**

**document when you saved.\*\***