

## Short introduction on how to submit cases using Turnitin

1. Create a user profile: [http://www.turnitin.com/newuser\\_type.asp](http://www.turnitin.com/newuser_type.asp) (there is a wizard which will guide you through the steps)

**Note:** ClassID and Password, which you need in order to register, will be given to you in class.

2. Submitting a paper – General rules:

i) If you work in a group, only *one* student of the group should upload the document. The document needs to be uploaded only *once*. Please indicate the names and “Matrikelnummer” of the group members in your document. Members not indicated will receive no points for the case.

ii) **Format:** We **require** you to upload your document as a Word file. Please do also embed your Excel-Spreadsheets in your documents.

iii) **Filename:** The name of each file must consist of the name of the case study as written on the course web page and the last names of all group members. For example a valid file name for the first case study would be:

"Medion Schulz Mueller Albrecht.doc"

It is very important to follow this convention. Submissions with other file names will not be accepted.

3. Submitting a paper using Turnitin:

i) Log in to Turnitin

ii) Select your class, e.g. “Corporate Finance 1”

iii) Push the submit button for the assignment you want to submit

iv) Submit your paper by file upload

v) You should receive a receipt which confirms you have uploaded your file by email shortly after submission.

If you find out *before* the due date that you would like to update an already uploaded paper, simply load up the new version as described here.

**You will not be able to submit work, or make any changes after the due date.**

**Note:** Please make sure that you upload your paper in time. We will not accept any excuses whatsoever for late submissions and failure to upload your work will result in zero points for the case. If you work in groups, it is your responsibility to ensure that one person from the group submits the paper as described here.

4. For a very comprehensive guide to Turnitin, please consult the students guide:  
[http://www.turnitin.com/static/pdf/tii\\_student\\_guide.pdf](http://www.turnitin.com/static/pdf/tii_student_guide.pdf)

5. Just to make sure: Please remember that you still have to hand in a hardcopy version of your case assignment. This must be identical to the version you upload to Turnitin.