Technology Help Sheet Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You have two numbers that identify you as a PHS student. Both can be found on your schedule or in Aeries.**

Your student number is a five digit number that starts with a 1.

Your permanent ID is a 7-9 digit number that usually starts with an 8, 9, or 3.

**Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permanent ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Program** | **Username** | **Password** |
| **Online Textbook****my.hrw.com** |  |  |
| **turnitin.com\***(See back of page) | Email address you provided | Password you create |
| **Google** **(Chromebooks)** | first four letters of last name+last four numbers of your student number @eduhsd.k12.ca.us(Example: shmo2345@eduhsd.k12.ca.us) | Last four digits of permanent ID |
| **Google Classroom** | **Class Enrollment Codes:**2nd- dzji3q3rd- t74jpdf4th- pmlxbuc6th- jaiwmak7th- gr9skk0 |  |
| **PHS Databases**For research- see PHS Website; library tab | ponderosa | bruins |
| **No Red Ink** | Class Codes:2nd-**young wire 34**3rd-**soft iron 51**4th-**green game 55**6th-**misty week 98**7th-**last lake 49** |  |
| **Other:** |  |  |
| **Other:** |  |  |

**turnitin.com Procedures**

Turnitin.com is a program that our district has purchased to help teachers and students effectively improve writing. Turnitin.com checks for plagiarism and offers tools for teachers to grade writing in an efficient manner. Turnitin.com does not grade or score your writing; your teacher does. Your teacher can give you online feedback as well as check that you understand the correct techniques for citing other sources in your writing.

You can use turnitin.com anywhere that you have internet access. Even if you change schools or change classes, your writing is stored on your account, so you are creating a portfolio of your written work.

**Step 1: Go to** [**www.turnitin.com**](http://www.turnitin.com)

**Step 2: Choose “Create Account” in upper right hand corner, and select “Student.”**

 Use the table below to fill in information for your class.

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Period** | **Code** | **Enrollment Key** |
| Advanced English 2 | 2 | **21837455** | Hedegard |
| Career Composition | 3 | **21837460** | Hedegard |
| English 2 | 4 | **21837808** | Hedegard |
| Advanced English 2 | 6 | **21837818** | Hedegard |
| English 2 | 7 | **21837825** | Hedegard |

Display names as First name (space) last name (example: Joe Shmoe)

Fill in all required fields.

 Submit

**Step 3: Prepare your document**

Type your document in a word processing program like Word or Google Docs.

Edit your document using spell check, your eyes, and your ears.

Save your document when you are satisfied.

**Step 4: Submit your document**

Your teacher has determined a period of time in which you can submit your assignment. Some teachers allow you to submit documents late, but he/she can see that it was not submitted on time. Other teachers will close the assignment due date window, and you will not be able to submit a document after that time.

 Click on Class Portfolio. You will be able to see all assignments and the dates/times they are due.

Click on Submit and upload your document. Confirm your file. You will get a congratulations response saying that you have, in fact, submitted your assignment. You can print digital proof if you would like.

When you return to Assignments, you will see what percentage of your paper has been found to be similar to others in the databank. Do not panic. If you are citing other sources, a percentage of your paper will show up as plagiarized. Your teacher knows how to determine an appropriate percentage of cited work for your assignment.