






# Lab Report Turn In Info

- ❖ When you turn in your digital lab reports, you will turn them in to TWO different places. Here's an overview of your workflow as you write up labs:

- Step 1:  First, you'll write your lab in Word or Google Docs - be sure to CAREFULLY follow the Digital Lab Manuscript Form guidelines
- Step 2:  Convert your Word document or Google Doc to a PDF – check the Tech 101 Info Sheet for instructions
- Step 3:  Upload the PDF to Google Drive in your Class Shared Folder
- Step 4:  AND upload the PDF to [turnitin.com](https://turnitin.com)
- Step 5:  I'll grade your labs and then send them back to you in Evernote where you can see your grades and read comments that I've written to you.

## Turnitin.com

- Follow these instructions for using [turnitin.com](https://turnitin.com). If you already have an account you can use it. If you don't have a Turn It In account, you will need to set up a new one.
  - Go to [www.turnitin.com](https://www.turnitin.com)
  - Click on the "Log In" button located toward the top right hand corner
  - Log into your account by typing the email address and password\* you used previously OR set up a new account.
  - Once logged into your account, click on the "Enroll in a Class" tab to the upper left of the screen. Type the numeric class ID# . The enrollment key/password for your class is **trojans**
    - CLASS CODES are listed in on the class website under the Turn It In tab and on Canvas on the Turn It In page. Be sure and use the correct code for your class period!!
  - Your class will show on your homepage, after being added to your account.
  - Click on the class name and you will see the assignments and submissions for that class.
  - Follow the instructions online to upload your lab.
  - Make sure you get a receipt for your submission. If you don't, your upload didn't work.

## Evernote

Create an Evernote account using your @ncstrojans.com email

- Go to [www.evernote.com](https://www.evernote.com) and **use your @ncstrojans.com email** to sign up for the FREE Evernote Basic
- Be sure and create the account on your phone or your own laptop.** The free version of Evernote only supports two devices.
- I'll share a folder in Evernote for you that will be your graded lab "journal". You'll need to check it often to see your graded labs and read my comments. **IMPORTANT:** When you first log in to Evernote to see your graded labs, it will take them a second to load

