



Turnitin/Write Source Online District/School Administrator Manual_v1.1

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Turnitin/Write Source Online

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1. Email Notification of Turnitin Access

- A. You will receive an order confirmation email from Write Source Online notifying you of entitlements to Turnitin.
- B. You can now allocate Turnitin to your classes, but you will need to set up your Turnitin account credentials before Turnitin is available for use.

From: your_wrs_order@hmhpub.com [mailto:your_wrs_order@hmhpub.com]
Sent: Thursday, November 10, 2011 4:06 PM
To: Customer
Cc: Customer; WRS Order Notification
Subject: Order Confirmation

Welcome to Write Source Online, a personalized learning environment for language arts, with customizable dashboards, profiles, and avatars.

Write Source Online is a highly engaging product to help students master key writing and grammar skills, using a highly visual, user-friendly interface and current technology, supported by robust learning design.

Summary for Order #001X3X67Y

Institution/Individual Information:

Organization,
 Address,
 City,
 STATE.

Please review the order information below. For questions or concerns regarding products ordered, please call Houghton Mifflin Harcourt Customer Experience at 1-800-225-5425.

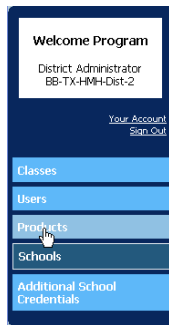
Line Item	ISBN	Title	Product Types	Quantity	Access Expiry Date
20	9780547597331	GS WRTSRC TRN IT IN SW OL TCHR RES 1Y (6-12)	Third Party Services	7	09-Nov-2012
10	9780547597430	GS WRTSRC TRN IT IN SW OL STU RES 1Y (6-12)	Third Party Services	14	09-Nov-2012

To begin building your Write Source community, please click your unique passkey: <https://ws.hmhpub.com/writesource/register/code/ccccccc-yyyy-zzzz-qqq-52b023268f45c>

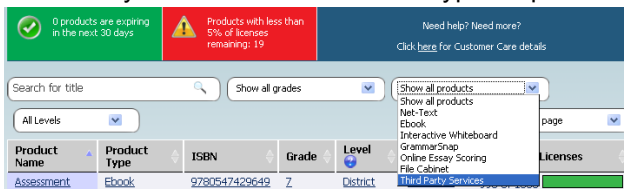
2. Confirm Turnitin Service Entitlements

- A. Log into Write Source Online as an administrator
 - a. <https://ws.hmhpub.com/writesource/login>
- B. Click the Products tab from the Administrator Panel

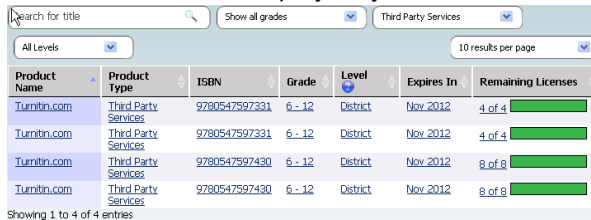
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C. Click on Third Party Services in the Product Type dropdown list.



D. The Products list will filter to display only Turnitin.



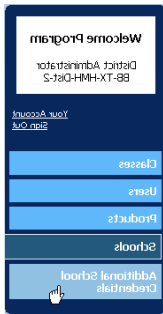
E. After you have allocated Turnitin to classes, you can view license usage details by clicking on Turnitin product titles from the products list.

3. View or Enter Turnitin Account Credentials

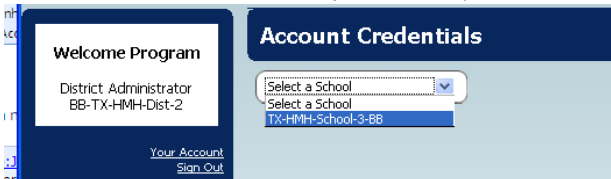
- A. If the user's organization purchased Write Source Online prior to Nov 21, 2011, the user should "View" the Turnitin account credentials. If the organization purchased Write Source Online after Nov 21, 2011, the user should "Enter" the Turnitin account credentials.
- B. Log into Write Source Online as an administrator.
 - a. <https://ws.hmhpublish.com/writesource/login>

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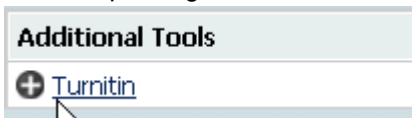
C. Click the Additional Credentials tab from the Administrator Panel.



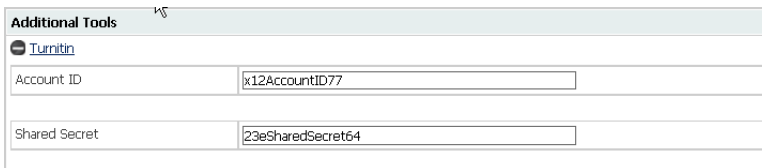
D. Select a school from the dropdown list (District Administrators only).



E. Click the plus sign next to Turnitin.



F. To View: The Account ID and Shared Secret fields should be pre-populated for each school.
To Enter: Enter the Account ID and Shared Secret in the fields.



G. Account IDs and Shared Secrets ensure that your schools are properly setup within Turnitin and are required to use Turnitin functionality. Organizations that are entitled to Turnitin services will not be able to use Turnitin via Net-Text until they have Account IDs and Shared Secrets.

H. If you do not see Account IDs and Shared Secrets for your schools, please contact Turnitin for assistance.

- Phone: 1.866.816.5046 Ext. 241 (For Administrators and Instructors only. Students should not be given the phone number)
- eMail Address: tiisupport@turnitin.com
- Support Form: <https://www.turnitin.com/help/helpdesk.asp>

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4. Allocate Turnitin to a Class

- A. Log into Write Source Online as an administrator.
 - a. <https://ws.hmhpublish.com/writesource/login>
- B. Click the Classes tab from the Administrator Panel.



- C. Select a school from the dropdown list (District Administrators only).

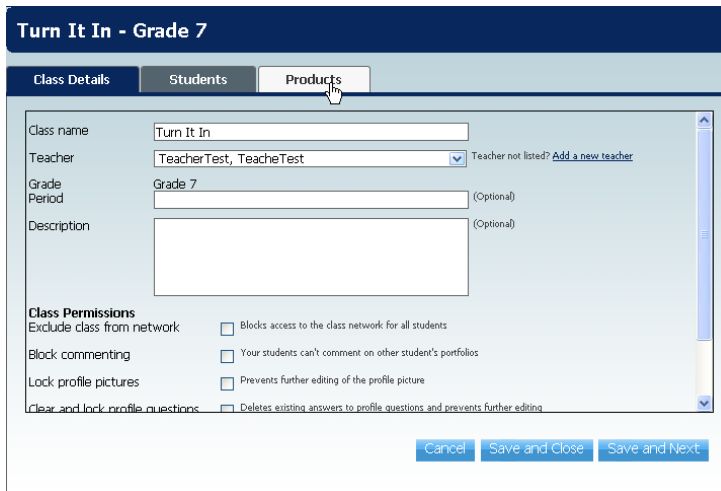


- D. Find the class to which you want to allocate Turnitin and click the class name.

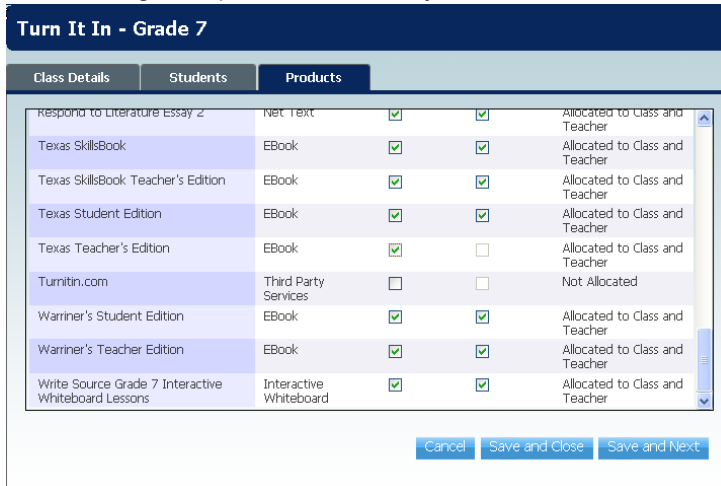
Class name	Grade	Teacher	Students	Products
Turn It In	Grade 7	TeacherTest, TeacheTest	3	view products

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E. Click the Products tab on the Edit Class screen.



F. Scroll through the products list until you see Turnitin.



Product Name	Type	Teacher	Student	Allocation
Respond to Literature Essay 2	Net Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class and Teacher
Texas SkillsBook	EBook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class and Teacher
Texas SkillsBook Teacher's Edition	EBook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class and Teacher
Texas Student Edition	EBook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class and Teacher
Texas Teacher's Edition	EBook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allocated to Class and Teacher
Turnitin.com	Third Party Services	<input type="checkbox"/>	<input type="checkbox"/>	Not Allocated
Warriner's Student Edition	EBook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class and Teacher
Warriner's Teacher Edition	EBook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class and Teacher
Write Source Grade 7 Interactive Whiteboard Lessons	Interactive Whiteboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated to Class and Teacher

G. Click the checkboxes in the Teacher and Student columns for Turnitin.



Turnitin.com	Third Party Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Allocated
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H. Click Save and Close.

