**UPLOADING A PAPER TO TURNITIN.COM THROUGH BLACKBOARD**

First, log in to your Blackboard account by going to the following link and using the same PeopleSoft ID and PASSWORD that you use for every other City Colleges account:

<http://ccc.blackboard.com>

If you do not know your login ID/PASSWORD or you are unable to login for any reason, please use your CCC student email account to send your draft to me as an attachment at [bortiz@ccc.edu](mailto:bortiz@ccc.edu), or if you cannot use your CCC email account, then use a personal email account. Then **immediately** go to Room #3921 (third floor) for technical help so that you can use Blackboard and your email accounts regularly after today.

For those of you who can log in, click on your specific ENGLISH 102 section under “MY COURSES.” Then, in the upper left hand corner of the screen, click on “Assignments.” You will then see a link in the middle of the screen for “In-class Writing Exercise (WEEK ONE),” where you will click on “View/Complete.” Fill in the “Submission Title” with “First Writing Exercise.”

You will then be able to submit a file by clicking on “CHOOSE FROM THIS COMPUTER” and finding your document to upload. Let me know if you have any questions.

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