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1. **Log into Web-CT.** The URL is webct.ucsd.edu. If you've never signed into Web-CT before, it's simple. For your username it's your email minus the @ucsd.edu. If your email is beststudentever@ucsd.edu, your username for Web-CT is beststudentever. Your password should be the same as your official UCSD email password.
2. **Once you sign in, you will need to find your DOC discussion section (not your DOC Lecture) and click on that link.** Even if you have never used Web-CT for your section before, your section will have a page.



DOC 1 Paper

- a. You must turn in a hardcopy at the BEGINNING of lecture on November 17.
- b. You must submit your electronic copy here before 4:00PM on the same day.

3. **On your DOC section Web-CT page, you will need to click the icon that looks like the one to the left.**



4. **Under "author" scroll to find your name.**

5. **Type in the title of your paper under "submission title."**

6. **Browse for your saved paper under "browse for the file to upload." For consistency, please make sure your document is a Microsoft Word Document. Click "Submit."**
7. **You will see a preview of your work. This step allows you to be sure that you are submitting the correct document since you can only submit ONCE. If it is the correct document click "YES, SUBMIT." If not click "cancel, go back." If you were successful you should see a message that reads:**

You have successfully submitted this paper. Below is a copy of your Turnitin Digital Receipt.

Remember, you must submit your hardcopy at the BEGINNING of lecture on November 17 AND submit it on Web-CT the same day by 4:00 PM. Anything later will result in points taken off your grade.

If you have any questions about turning your paper in, please contact Lester O'Connor @ loconnor@ucsd.edu. If he can't answer your questions, he will direct you to the appropriate department that will.