TURNITIN: SUBMITTING WORK TO TURNITIN

CONTENTS

Turnitin: Submitting work to Turnitin 1
Check before you submit: 2
Do you know how Turnitin is set-up? 2
Submitting Your Work to Turnitin 3
What to do if you submit the wrong file 7
Help! 8
Supplier Guidance 8
Contact the i-Zone: 8

CHECK BEFORE YOU SUBMIT:

Are you familiar with the Academic Integrity policy?
The Academic Integrity Policy requires word-processed coursework is submitted to Turnitin. Turnitin itself does not make any decisions about plagiarism, rather it produces a 'Similarity report' indicating where text in your work matches other sources. Markers will look at the report in detail, considering whether your writing is fairly attributed and referenced, before making any judgement. You will have an opportunity to submit at least one draft and view the Similarity report for each piece of coursework or assignment you are asked to submit to Turnitin to help you develop good academic writing. Your programme should provide an early educational focus on the use of Turnitin early to help you with this. Turnitin may also be used to provide feedback on your work. Check with your tutor.

DO YOU KNOW HOW TURNITIN IS SET-UP?

The consistent University-wide Turnitin set up was revised and requires that;

- All Turnitin Assignments (submission points) must be created within module Blackboard sites in a central Assessments area.
- There must be at least two draft Turnitin Assignments per module for students to use.
- There must be a separate folder for final submissions for each assessment using Turnitin, within which there must be separate submission points for on time and after deadline submissions.
- There must be a separate folder for reassessment, within which there are sub-folders for each assessment, again each containing separate submission points for on time and after deadline submissions. This should appear beneath the initial assessment folders.

When will my Similarity report be available?

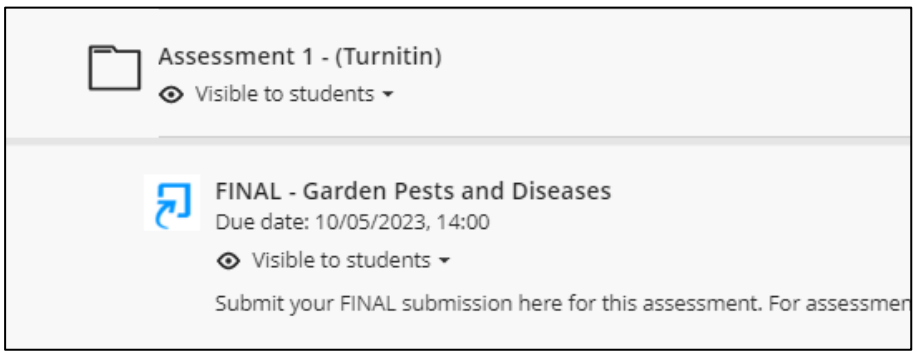
Turnitin Assignment	When you see your Similarity Report
Draft	Shortly after submission for the first 3 submissions; Note: there is a built-in delay of 24 hrs for each subsequent submission
Final (on time)	Shortly after the deadline (Turnitin Due date and time)
Final (after deadline)	Shortly after submission.

SUBMITTING YOUR WORK TO TURNITIN

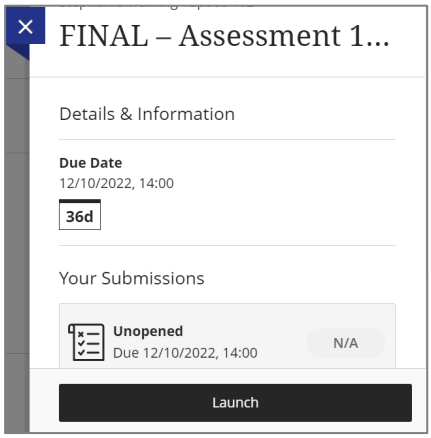
Find the *Turnitin Assignment* that you need to submit to and click on the name of the Assignment:

In an **ORIGINAL** Blackboard it may look like this:

In an **ULTRA** Blackboard it may look like this:

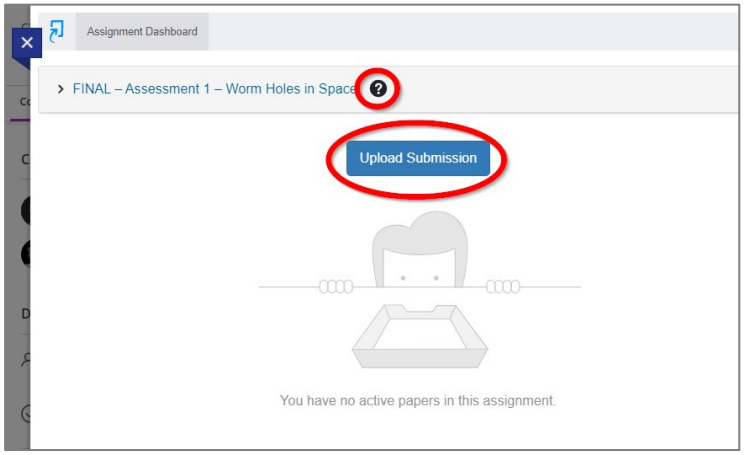


In an **ORIGINAL** Blackboard you will be taken directly to the Assignment Dashboard. With an **ULTRA** Blackboard from the right-hand panel that opens check that the due date hasn't passed and that you have left enough time to complete all steps to submit your work.



Select Launch. Wait for the Assignment Dashboard to open:

Selecting the **?** next to the Assignment title will display any instructions as well as information such as when the feedback will be released.

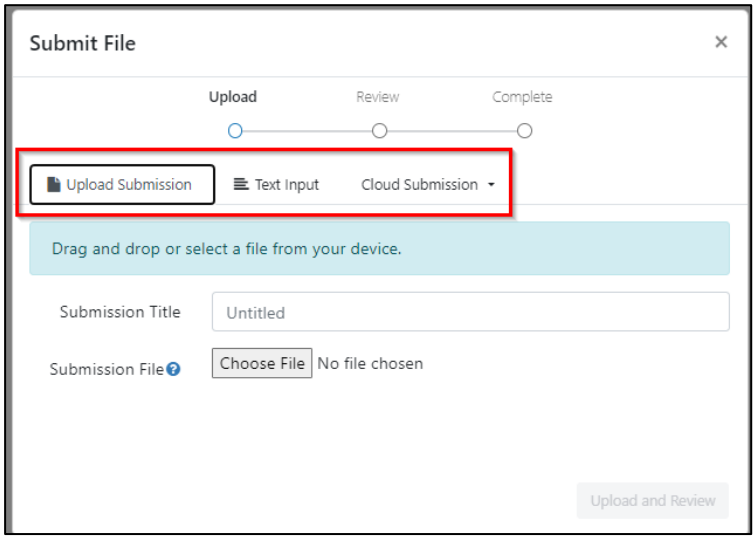


Select **Upload Submission** from the Assignment Dashboard:

You have three options for making submission to Turnitin:

- Upload Submission [recommended] – add a file from your computer to submit such as Word or PDF.
- Text Input – submit **only** text, copied and pasted into Turnitin with no formatting or images.
- Cloud Submission – add a file from cloud storage such as OneDrive or Google Drive.

NOTE: you can only use **one** of these options to make your submission. For example, adding a file to 'Upload Submission' and then adding text 'Text Input' will only submit the 'Text Input' and not the file.

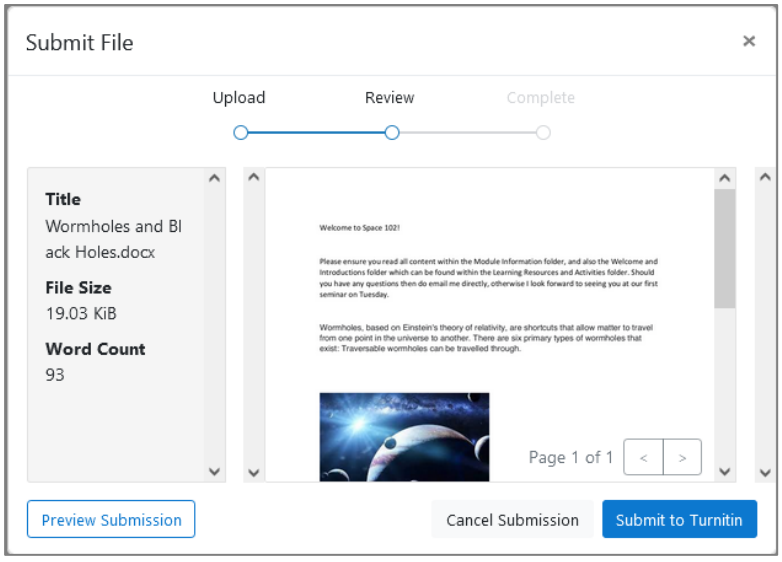


From the Submit File window that opens either drag and drop or select choose file to navigate and select your file.

Frequently Asked Questions - My file is too large to submit, what can I do?

The maximum file size for upload to Turnitin is 100 MB. If your file exceeds this try reducing the resolution of any images, particularly those that are scanned, and removing any large appendices (send these to your tutor / programme team by email).

Enter a **Submission Title** (this may pre-populate as you upload your file).
Select **Upload and Review**:



Turnitin will process your paper and show you a preview of your file.
YOU MUST CHECK THIS IS THE CORRECT VERSION YOU INTEND TO SUBMIT.

If it is the incorrect file, select Cancel Submission and repeat the earlier steps, if it is the correct file select Submit to Turnitin.

Frequently Asked Questions

Will I get a preview for every submission?

Yes, Turnitin will always show you this preview regardless of whether it is being used for Similarity Checking, e-Feedback or both.

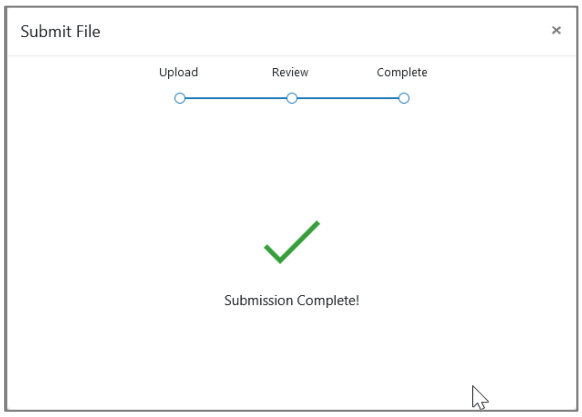
Why might the formatting on the paper look different in the preview?

If the formatting of your file on the preview does not match the original document, please consider submitting your assignment in PDF format. However, certain formatting (such as music annotation) may be lost if the PDF was created through 'Save As' (most commonly used); to get around this we recommend creating through 'Print' instead by opening the original document (in Word or PDF) and using the following method:
File > **Print** > **choose 'Printer' as 'Adobe PDF'** > **click 'Print'**
Finalise by saving the newly created PDF document and then submitting this to Turnitin.

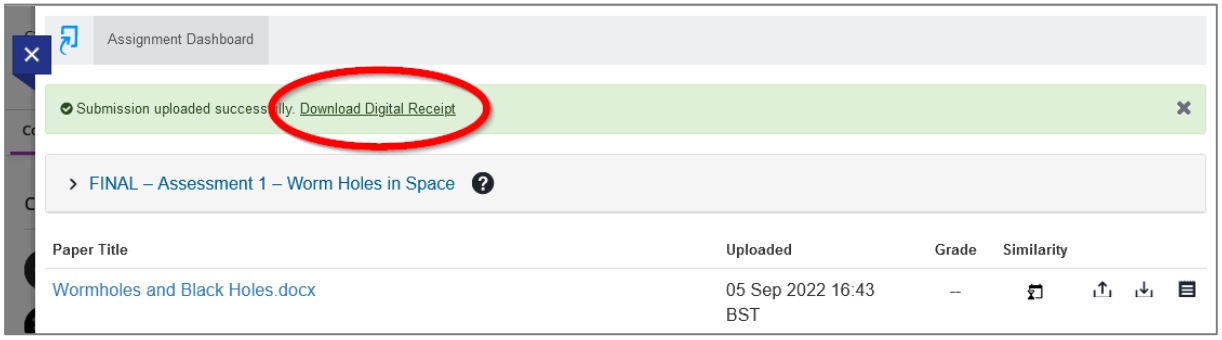
It's taking a long time to upload my paper, what can I do?

If for any reason the uploading and processing step takes two minutes or longer (for example if the internet connection is running slowly), you will be offered the option to opt out of waiting for the process to complete. You can try closing other internet applications to improve your connection and start again.

Once you have selected **Submit to Turnitin** the submission will process. Wait for confirmation:

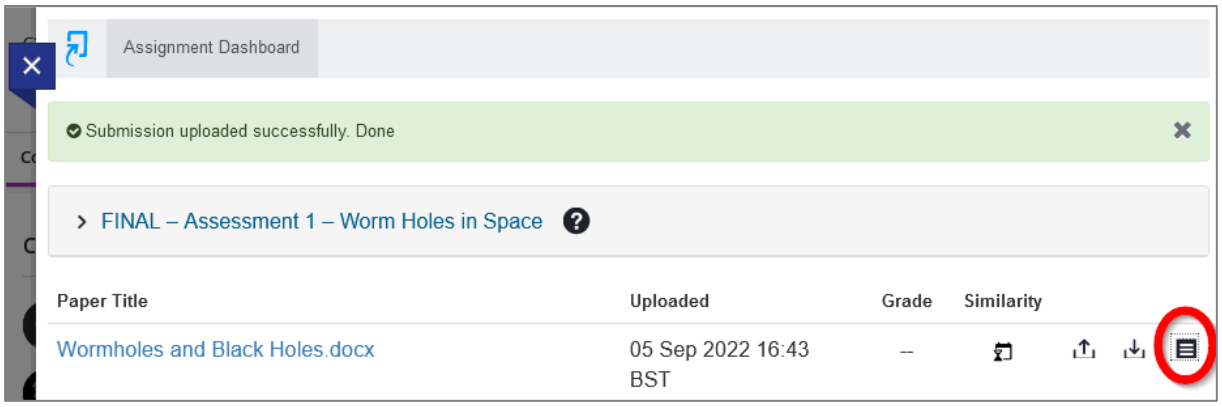


Once confirmed you will be returned to the Assignment Dashboard, at the top a green banner will appear to confirm successful submission.



Ensure to **Download and save your Digital Receipt**.

A full receipt, including an image of the first page of your work and information about your submission, is available for you to download at any time from the Assignment Dashboard by clicking the *Download icon* on the right and selecting *Digital Receipt*.



Frequently Asked Questions

Should I always download a copy of my Digital Receipt?

Yes, we highly recommend downloading a copy for your own records and in case of queries about your submission.

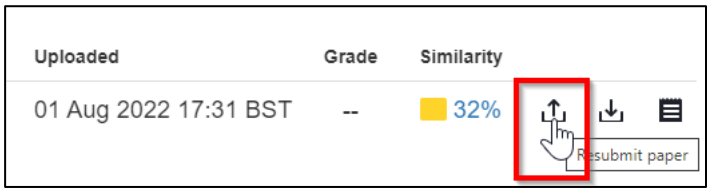
How long can I access my Digital Receipt for?

You can access your full receipt online for as long as you have access to the Blackboard site you submitted your through.

WHAT TO DO IF YOU SUBMIT THE WRONG FILE

If your submission was made to a FINAL Turnitin submission point and the due date and time has **not passed**, then you can simply re-submit following the above steps which will overwrite the wrong submission.

1) Select the name of the Turnitin Assignment and from the right-hand panel select **Launch.**
2) From the Assignment Dashboard that opens select the **Resubmit paper** icon.



3) Follow the same steps as previously to re-submit your assignment.

If your submission was made to an AFTER DEADLINE Turnitin submission point then you will need to contact your course or module team who can clear your original submission for you, which will then allow you to resubmit.

HELP!

SUPPLIER GUIDANCE

Turnitin's own online help and guidance can be accessed opening your paper (find the Assignment, click *View/Complete*, and then *View*) and clicking on the *(?)* symbol in the top right corner.

Contact your tutor or programme/module team:
If you're not sure what, where and when to submit to Turnitin, for training on using Turnitin or if you accidentally submit the wrong file or to the wrong Turnitin Assignment, contact your tutor or programme/module team.

CONTACT THE I-ZONE:

If Turnitin is not working properly, please log a call with the i-zone (i-zone@canterbury.ac.uk; 01227 782222) and include the following information:

- *Full name of Blackboard Course* (as it appears at the top of the course menu on the left of the screen
- *Full name of Turnitin Assignment* (i.e. the name of the submission point that you are having difficulty with)
- *Details of issue* (including screenshot of any error messages)