

Submitting work to Turnitin

To submit work to a **Turnitin** assignment go to the module or course site on Moodle and look for the Turnitin assignment title that you need to submit. If you cannot find the assignment please check with your lecturer where it is located in the course or module site.

When you have located the Turnitin Assignment follow these steps:

1. Click on the **assignment title**
2. A new window will open displaying the start and due dates of the assignment. Click **SUBMIT** underneath the dates to open the assignment inbox
3. The Turnitin submission page will open (Note this is an external site to Moodle and may not load as quickly as a normal Moodle page)

ASSIGNMENT INBOX & PORTFOLIO					
	START	DUE	POST	STATUS	ACTIONS
Turnitin UK Assignment example			1	3	Expand this assignment
PAPER	10-03-10 9:49AM	17-03-10 11:59PM	18-03-10 12:00AM	This assignment has not yet been completed.	Show details Submit 2

- (1)** Check that the assignment is the correct one
- (2)** Click on the **Submit** icon to open the submission box (see next illustration)
- (3)** If anything appears under the status column it means you have already submitted a paper, or the assignment has not started yet. If you have wrongly submitted your work you will need to contact your lecturer to remove it before you will be able to submit another. You can only submit **ONE document file** per assignment entry.

(1) Always leave this as single file upload (unless you have been asked to change it by your lecturer)

(2) This should be pre-populated with your first and last names

(3) You must enter a submission title, the title of your assignment (unless your lecturer has asked you to put something different here)

(4) Click **Browse** to find the file on your disk in the normal way (note the acceptable file types in the yellow box - also be aware that very large files may not be accepted)

(5) Clicking the **upload** button will open up a text only preview of your file (no formatting, images, accents or footnotes will be displayed as the purpose of this is simply to verify that you have selected the right paper)

submit paper: by file upload (step 1 of 2)

choose a paper item submission method:

single file upload **1**

author

non-enrolled student

first name *

Joe **2**

last name *

Bloggs

submission title *

3

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements.

browse for the file to upload *

4

5

upload [cancel, go back](#)

submit paper: Step 2 of 2

Preview

The file for item W357 held a single sheet of paper and a plastic bag holding an item tag from Sotheby's. According to the sheet, Henry Wellcome purchased the headrest at a Sotheby's auction on 12 November, 1928. The tag number for this item was 169228, and it seemed that Wellcome had purchased the item from an individual or company named 'Stowe.'

I both emailed and called Sotheby's in an attempt to get information on this file. As customer information is confidential, I could not get any information on the individual or company that put this item up for auction. In an attempt to gather any sort of information, I came into contact with Emily Davis at the Sotheby's library in New York. She did find a reference to a London auctioneer only, titled Robert, but that was all the...

yes, submit [cancel, go back](#)

If you are not sure this is the right document click the **cancel go back** option - otherwise click **submit** to make your final submission

You can normally only make **ONE** submission so once you click the confirmation you will not be allowed to make another. If Turnitin tells you that you cannot submit another paper, or that the submission date has passed, you will need to contact your lecturer.

You should receive an email confirming receipt (in your student email inbox) but if you don't you can, at any time, confirm that you submitted the paper by opening the assignment again and the inbox should look like the illustration below.

ASSIGNMENT INBOX & PORTFOLIO					
	START	DUE	POST	STATUS	ACTIONS
Demo Turnitin Assignment					
PAPER	10-03-10 9:08AM	17-03-10 11:59PM	18-03-10 12:00AM	1  Submission for this assignment is complete.	Expand this assignment 3 Show details 2 Resubmit

(1) This column confirms that your assignment has been submitted

(2) Click **Show details** to view and download the assignment you submitted

(3) You can use the **Resubmit** icon to upload another assignment if your tutor allows multiple submissions before the due date

If you do not see any entries in columns 1-3 it means that your assignment has not been received by Turnitin and you should submit it immediately

You will not see the Originality report unless a possible problem is identified

To return to your Moodle site click on the site code (M1X1234 etc)

	Library Links	Email
SMU	Turnitin	Assignments