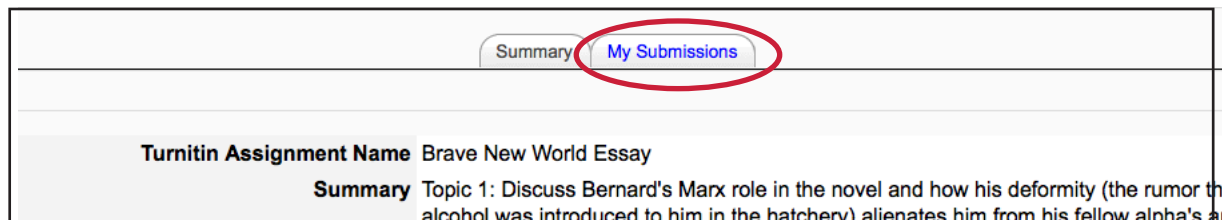

TSD Student Quick Guide to Turnitin in Moodle

1. Submitting a Paper

Students submit papers from the Turnitin assignment inbox.

To access the assignment inbox, first click on an assignment from the course homepage.

A new window will open displaying the start, due date, and post date of the assignment. Click on the My Submissions tab to submit to the Turnitin assignment.



File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

 Note: Text only files may not exceed 2 MB.

 Further details on document types may be found in the full Student User Manual in the Help for Students Area on Moodle

How to Check the Turnitin Assignment Dates

To check the start date and due date information, click on the Turnitin assignment name on the course homepage.

Assignment Part	Start Date	Due Date	Post Date	Max Mark
Part 1	16/03/10, 17:10	23/03/10, 17:10	23/03/10, 17:10	100

Students must upload a file to an existing assignment.

Turnitin assignments cannot accept student submissions until the assignment start date and time has passed.

Assignments may also reject submissions after the due date and time set by the instructor.

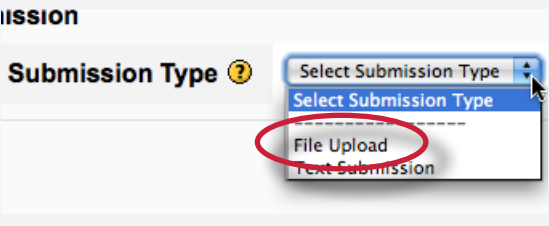
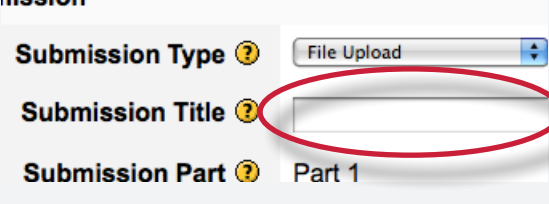
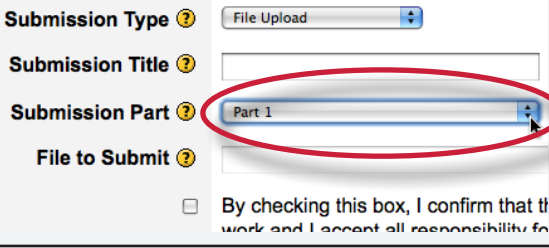
Submission Types

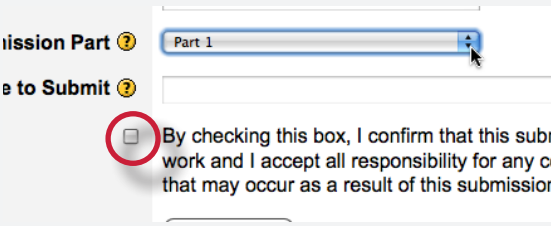
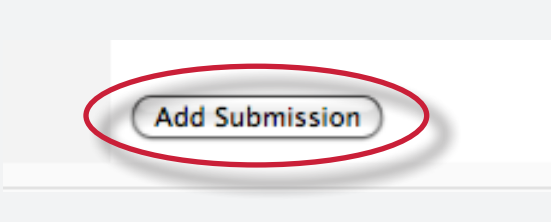
There are two submission types a student may use to submit a paper: File Upload or Text Submission.

An instructor may set up the assignment to require the student to submit in one of the two submission types or let their students decide which submission type they would like to use.

File Upload

The file upload allows students to submit to the assignment by directly loading the file from their computer.

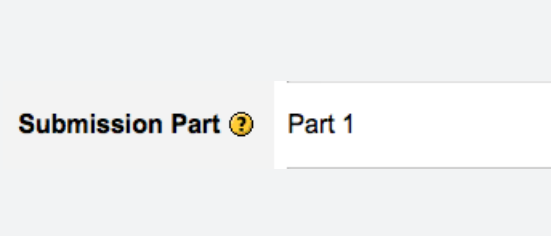
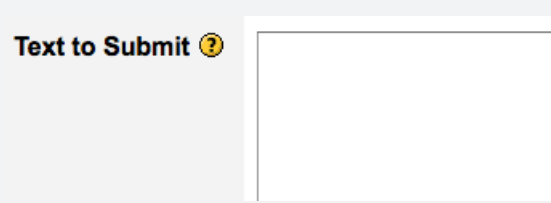
Submitting a paper by file upload:	
1. Click on the Turnitin assignment from the course homepage. This will open up a new window, click on the <i>My Submissions</i> tab to open up the Turnitin assignment submission page	
2. If you are given a choice of which submission type to use to submit to the assignment, you will need to select <i>File Upload</i> . If the assignment requires you to submit by <i>File Upload</i> go to the next step	
3. Enter the submission title	
4. If there is more than one part for the assignment you will need to select which part you are submitting to from the <i>Submission Part</i> pull down menu	
5. Click on the <i>Browse...</i> button to select the file you would like to submit	

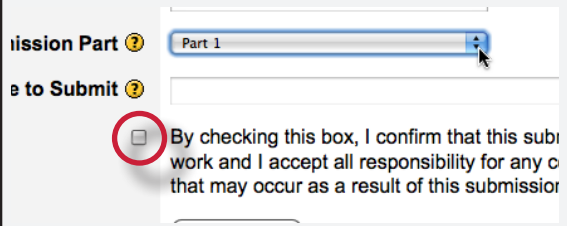
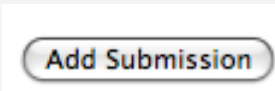
Submitting a paper by file upload:	
6. Before submitting you will need to check the box next to the agreement your institution has provided	 Submission Part ? Part 1 Text to Submit ? ☐ By checking this box, I confirm that this submission is my original work and I accept all responsibility for any consequences that may occur as a result of this submission.
7. Click the Add Submission button to submit your paper	 Add Submission

Text Submissions

The cut and paste submission option allows users to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

Submitting a text submission to a Turnitin assignment:	
1. Enter the submission title	 Submission Title ?
2. If there is more than one part for the assignment you will need to select which part you are submitting to from the <i>Submission Part</i> pull down menu	 Submission Part ? Part 1
3. Copy the text you want to submit and paste it within the text box	 Text to Submit ?

Submitting a text submission to a Turnitin assignment:	
Tip: To cut and paste text, highlight the text of a paper in a word processing or text editing program and select <i>copy</i> from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select <i>paste</i> from your browser's edit menu	
4. Before submitting you will need to check the box next to the agreement your institution has provided	 Submission Part ? Part 1 Agree to Submit ? ☒ By checking this box, I confirm that this submission is my original work and I accept all responsibility for any consequences that may occur as a result of this submission.
5. Click on the <i>Add Submission</i> button to submit the text to Turnitin	 Add Submission

Submissions Inbox

1. Once a submission has been made to a Turnitin assignment, the submission inbox will contain the submitted paper.
2. If the instructor has allowed students to view the Originality Report for their paper, a percentage icon will appear once the report has been generated.
3. If the instructor used GradeMark to grade the paper, then once the post date passes, students will see an apple icon that will open GradeMark when clicked.

Summary My Submissions						
Refresh Submissions						
Submission	Submitted	Similarity	Grade	Feedback		
Bernard Marx Status: Submission successfully uploaded to Turnitin.	18/03/10, 16:38	56%	80/100 🍏	(0)	⌵	-

The **My Submissions** tab contains the following columns:

Submission: contains the title of the paper submitted and the status of the submission

Submitted: contains the date and time of the submission

Similarity: contains the Originality Report icon for the submission which displays the percentage of text within the paper that matches content in the Turnitin databases

Grade: contains the grade received for the paper and the GradeMark icon. Clicking on the GradeMark icon opens up the graded paper in GradeMark. After the post date of the assignment both the grade for the paper and GradeMark will be available to view.

Feedback: if the instructor has left feedback for your paper, the blue number link will show the number of comments an instructor has made. Click on the blue number to view the instructor's comment(s).

Opening Originality Reports

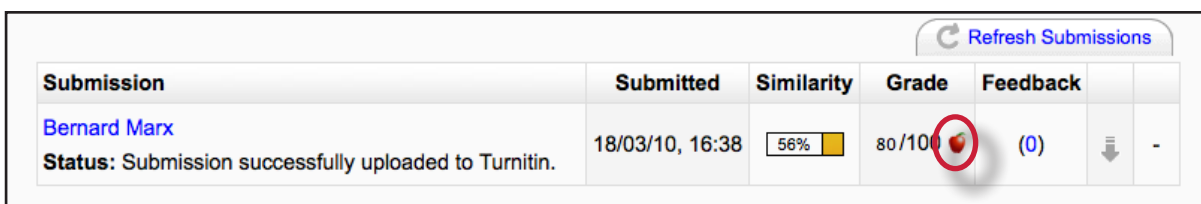
Instructors can choose for each Turnitin assignment whether or not to allow students to view Originality Reports. If a student has been given access to Originality Reports, they can view their report by clicking on an assignment from the homepage. Click on the My Submissions tab. In this screen the student can click on the Originality Report icon to view their Originality Report.



Submission	Submitted	Similarity	Grade	Feedback		
Bernard Marx Status: Submission successfully uploaded to Turnitin.	18/03/10, 16:38	56% 	80/100 	(0)		-

GradeMark®

To access GradeMark, click on the red apple icon in the Grade column.



Submission	Submitted	Similarity	Grade	Feedback		
Bernard Marx Status: Submission successfully uploaded to Turnitin.	18/03/10, 16:38	56% 	80/100 	(0)		-

For more detailed information about Originality Reports and Grademark, please refer to the full Turnitin student manual which is available in the Help for Students area of Moodle.