

LCHS4001 Academic and Employability Skills

Video Transcript

Week 2 – How to upload your assignment to Turnitin

(Please access the video through the Week 2 module Moodle page)

Turnitin is the platform you use to submit your work online.

Firstly, make sure you have **saved your work**. You have access to free storage on OneDrive as a UWTSD student and it's always best to back up your work to cloud storage.

Where is Turnitin? When you are ready to submit, go to the **Moodle page for your course**. You will see the **Turnitin logo**. You will see two options: **draft** (this allows you to check your similarity score before submission) and **final** (where you submit the final version of your assignment).

Time: 0.38

When you are ready to submit, click the relevant link. You will see some details about your assignment. Click **“submit paper”**. You will be asked for “submission type” – unless you have been told otherwise, this will be **“file upload”**. Then, **give the assignment a title**. You can either **drag and drop** the file, **or click the “add” button** and just select your file. There is an option to change the license terms, but, unless you have been told to, you can leave this.

Just click **“upload this file”**. When you see a document in the box, click the confirmation that it is your own work and then click **“add submission”**.

When you have submitted, you will get a **receipt** like this. Take a screenshot or note the submission ID. Click “close”, and your assignment will appear as submitted. Access your digital receipt and save it.

Any problems with Turnitin, raise a ticket with the IT service desk.