PRIFYSGOL CYMRU
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UNIVERSITY OF WALES
Trinity Saint David

Submitting work to Turnitin: Student Quick Guide

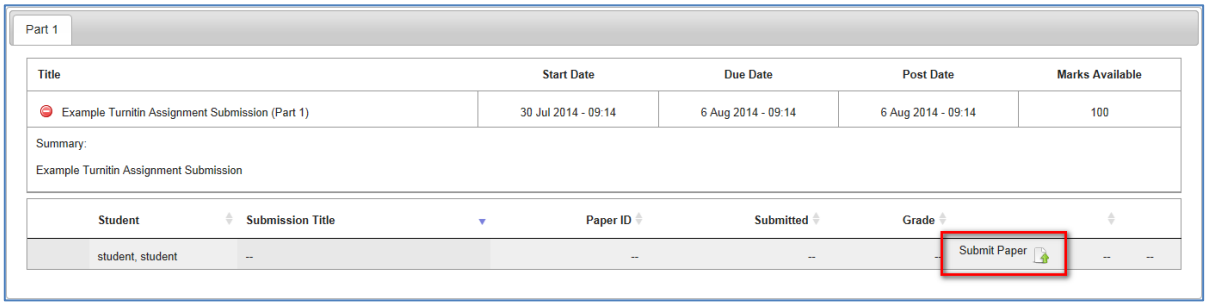
V1.0 (01/08/14) Author: Simon Gibbon

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.

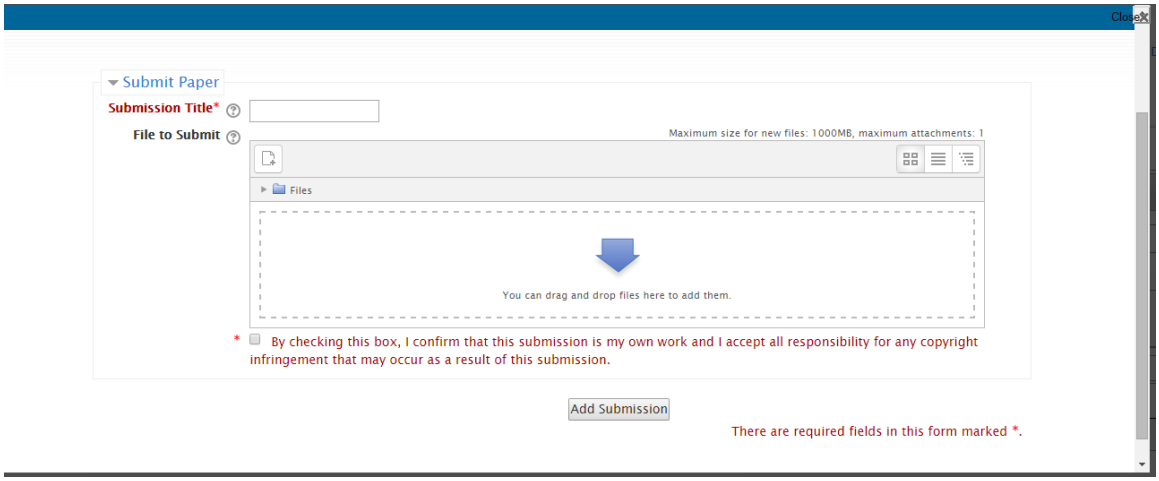
When you have located the Turnitin Assignment follow these steps:

1. Click on the **assignment title**, which will have the Turnitin logo beside it

2. A new page will open displaying the start and due dates of the assignment. Click **Submit Paper**



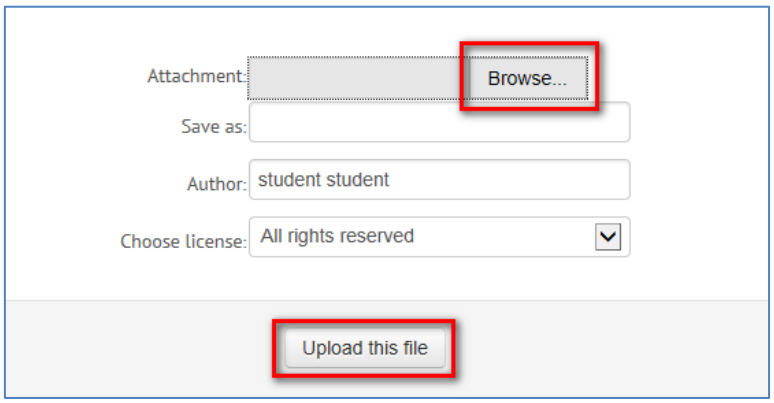
The **Submit Paper** page will open



3. Enter the **Submission Title** (following any naming conventions instructed by your lecturers)

4. If your browser allows, you will be able to drag and drop your assignment file into the upload area. If you do not see the blue arrow click on the **Add file** icon located on the left side of the screen:

Click **Browse** to locate and select the file you need to submit then click **Upload this file**

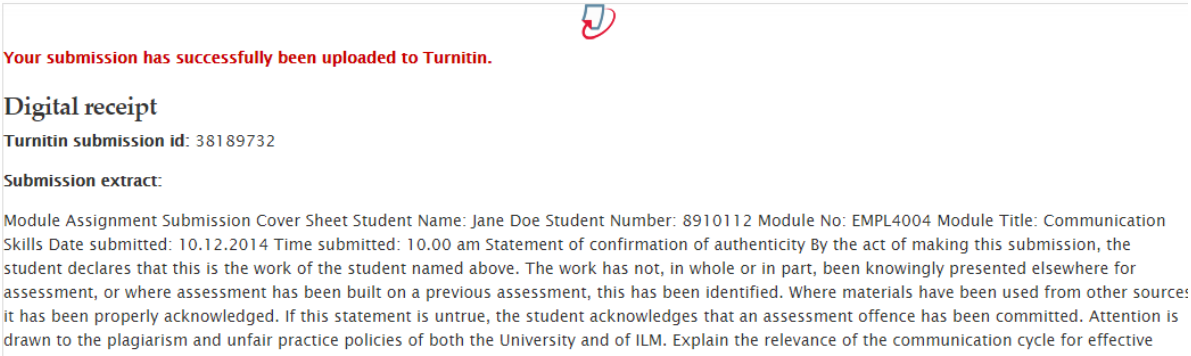


Note: Most file types are now accepted.
Typically the file size limit is set at a maximum of 20MB, unless changed by your lecturer

6. Check the statement box

7. Click **Add Submission**

Once the file has been uploaded to Turnitin you will see confirmation on screen, which will include a **Turnitin submission id.** The confirmation will also be sent to your student email account. You should keep this email/Turnitin submission id as proof of submission.



Your submission has successfully been uploaded to Turnitin.

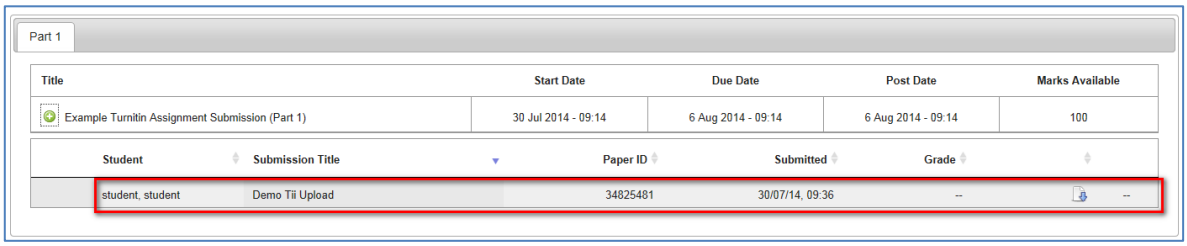
Digital receipt

Turnitin submission id: 38189732

Submission extract:

Module Assignment Submission Cover Sheet Student Name: Jane Doe Student Number: 8910112 Module No: EMPL4004 Module Title: Communication Skills Date submitted: 10.12.2014 Time submitted: 10.00 am Statement of confirmation of authenticity By the act of making this submission, the student declares that this is the work of the student named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the student acknowledges that an assessment offence has been committed. Attention is drawn to the plagiarism and unfair practice policies of both the University and of ILM. Explain the relevance of the communication cycle for effective

You can then close the pop out screen by using the small x on the top right hand corner. This may be partially obscured by the pop-out box.



Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Example Turnitin Assignment Submission (Part 1)	30 Jul 2014 - 09:14	6 Aug 2014 - 09:14	6 Aug 2014 - 09:14	100

Student	Submission Title	Paper ID	Submitted	Grade	
student, student	Demo Tii Upload	34825481	30/07/14, 09:36	--	--

When you return to Moodle, refresh the screen, and the details will update.

*If you upload the wrong file you must contact your **tutor** and ask them to delete your submission.*