

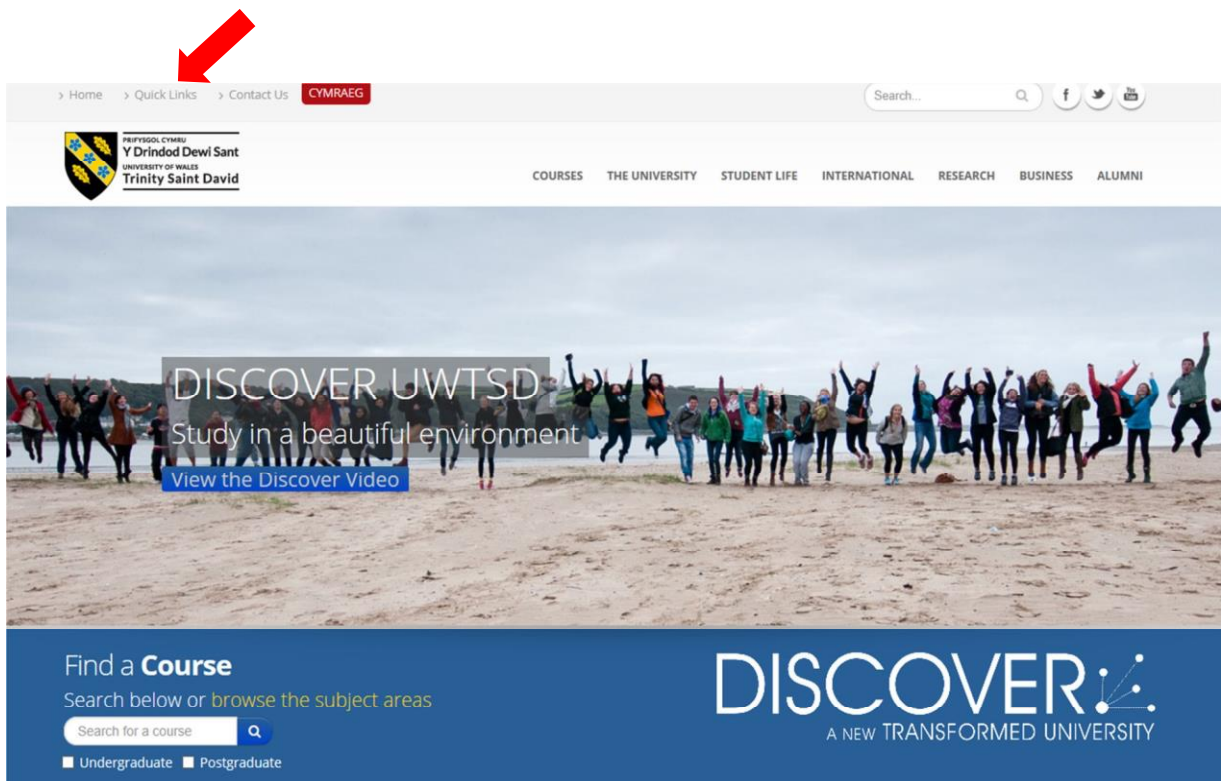
HOW TO UPLOAD ASSIGNMENTS TO MOODLE

****You need to activate your IT account in order to use Moodle****

Go to the University's Website and log in to your account on Moodle:

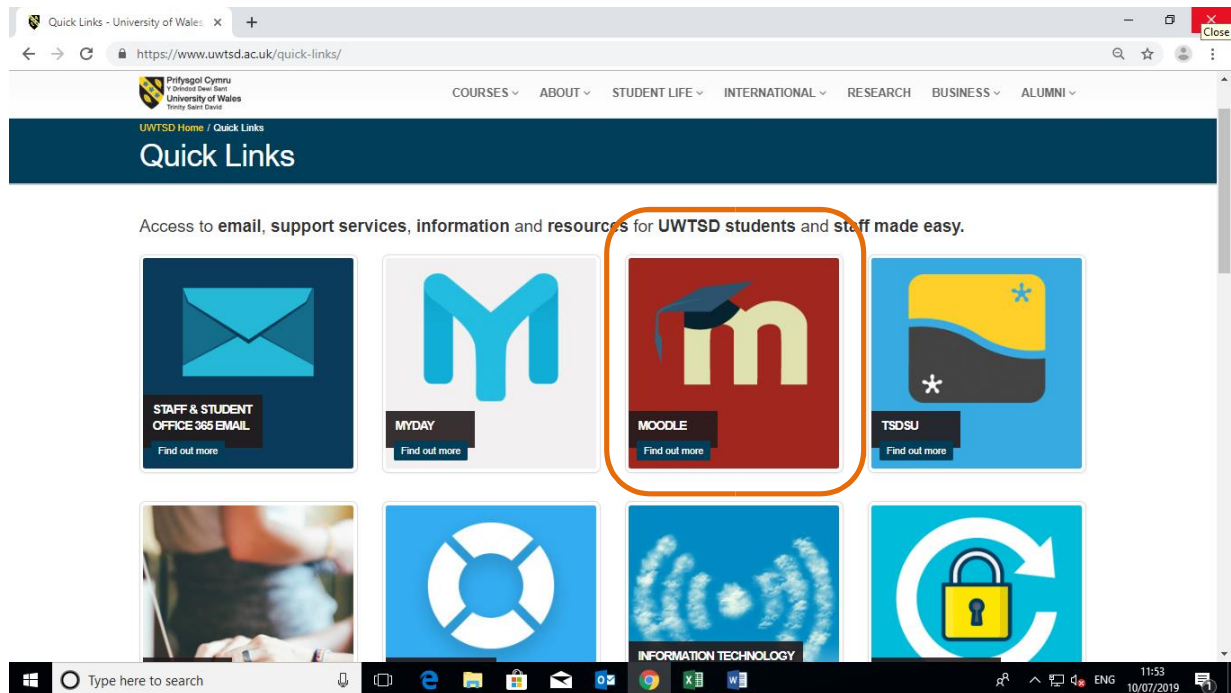
<https://moodle.uwtsd.ac.uk/login/index.php>

Click on QUICK LINKS

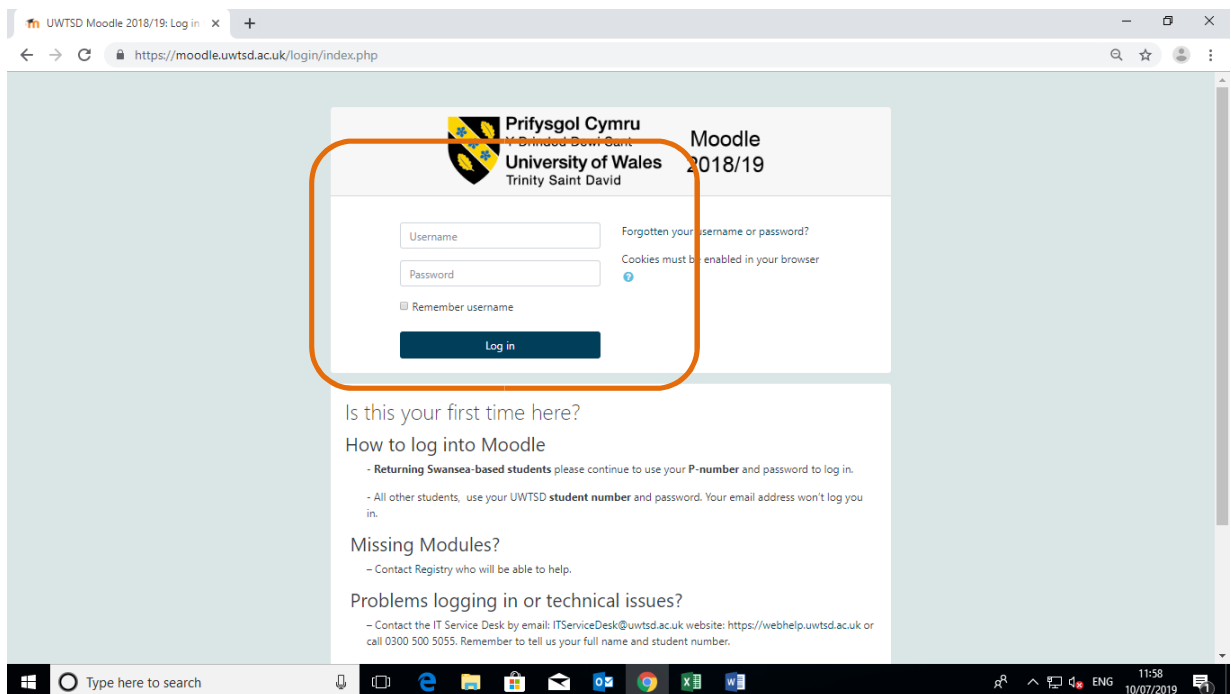


The screenshot shows the University of Wales Trinity Saint David website. A red arrow points to the 'Quick Links' menu item in the top navigation bar. The website features a header with the university's name in Welsh and English, a search bar, and social media icons. Below the header is a main banner image of a group of people jumping on a beach, with the text 'DISCOVER UWTSD' and 'Study in a beautiful environment'. A blue button labeled 'View the Discover Video' is overlaid on the banner. At the bottom, there is a 'Find a Course' section with a search bar and filters for 'Undergraduate' and 'Postgraduate'.

Click the Moodle icon



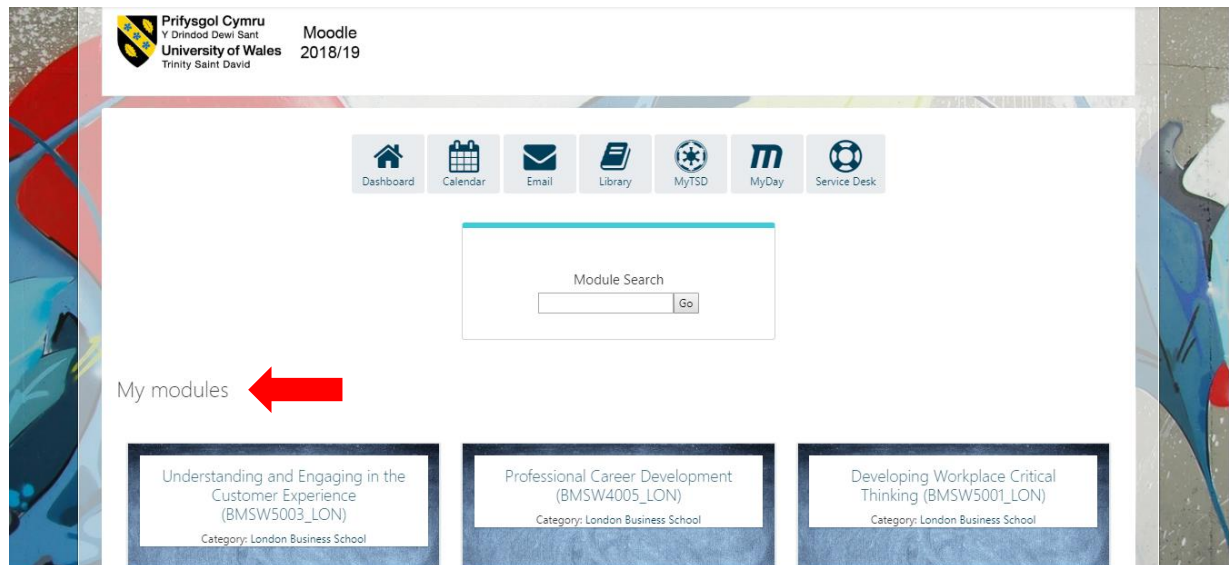
The LOGIN page will appear:
Login with your credentials.



The following page will appear:

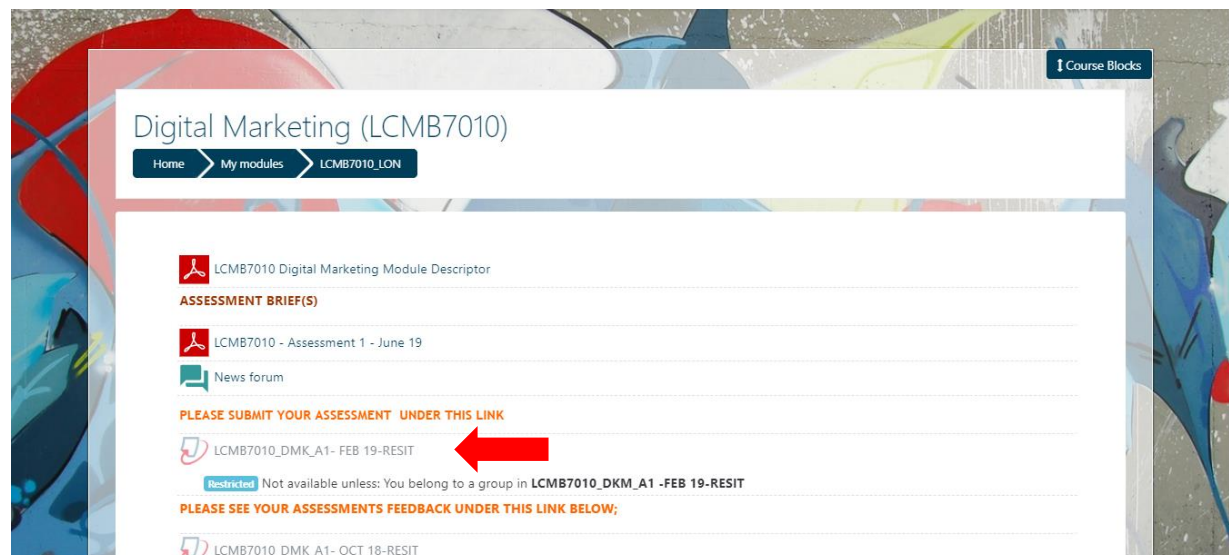
Once you are logged in, you will be able to see all your Modules.

Click on the module you want.



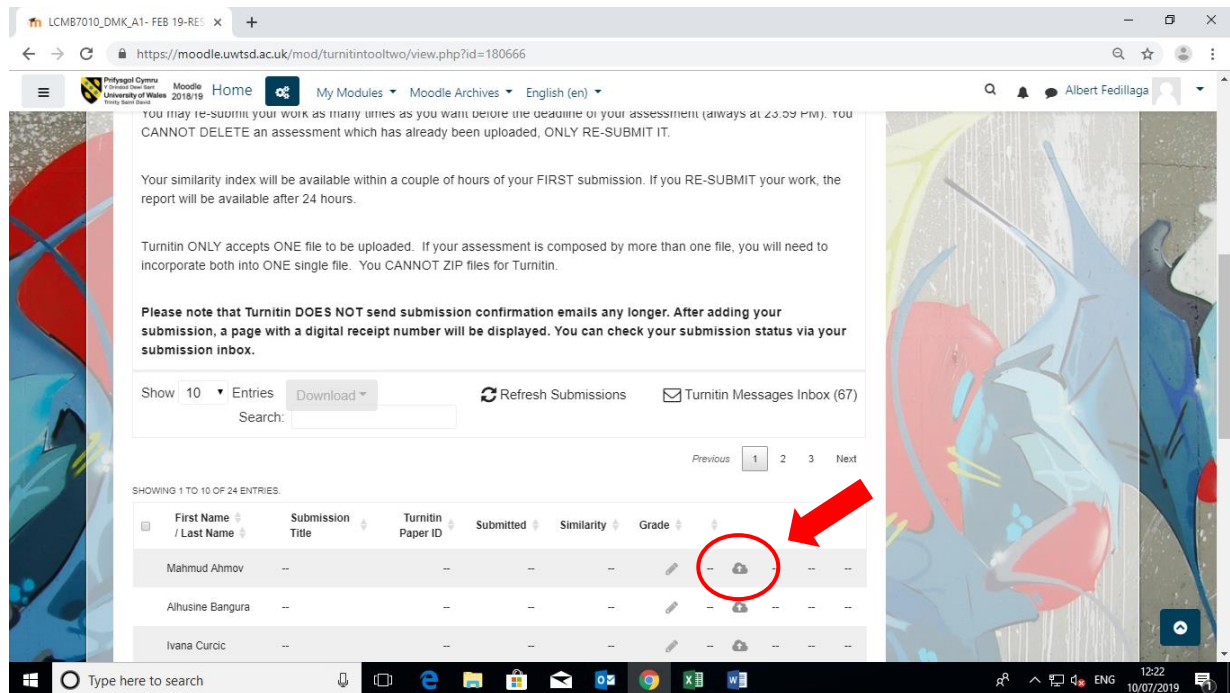
TURNITIN ASSESSMENTS

The submission link for your assessment will be clearly indicated, as per image below; [CLICK on the link](#)



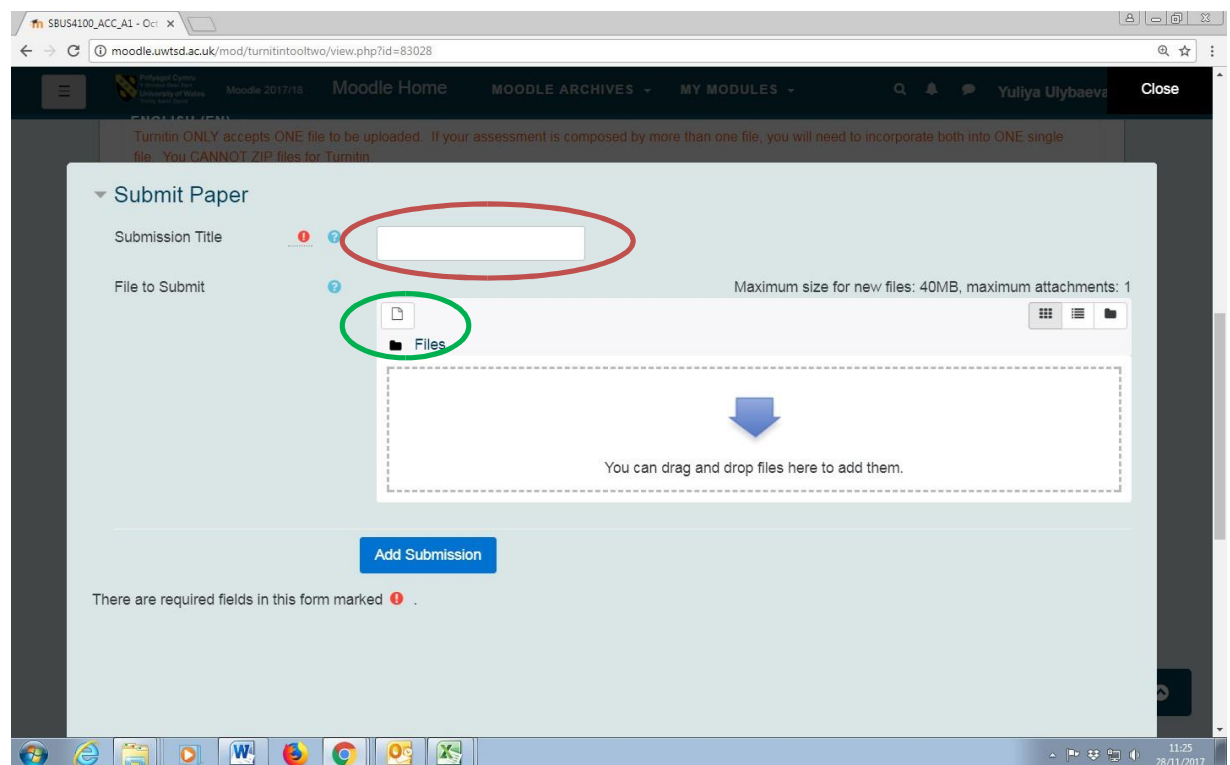
The following page will appear:

Read the instructions carefully (Summary), and click on the cloud icon



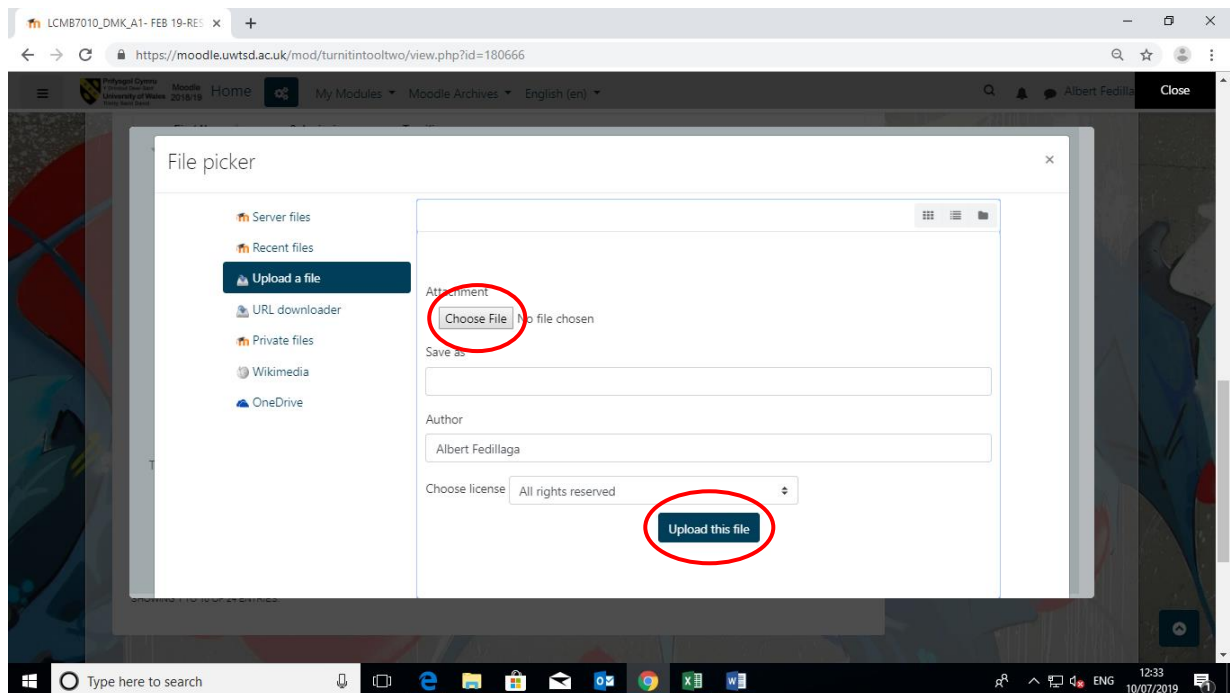
The following page will appear:

1. Give a name to your submission in the "Submission Title" box;
2. Browse for the file you wish to upload by clicking on the icon circled in green below;



The following page will appear:

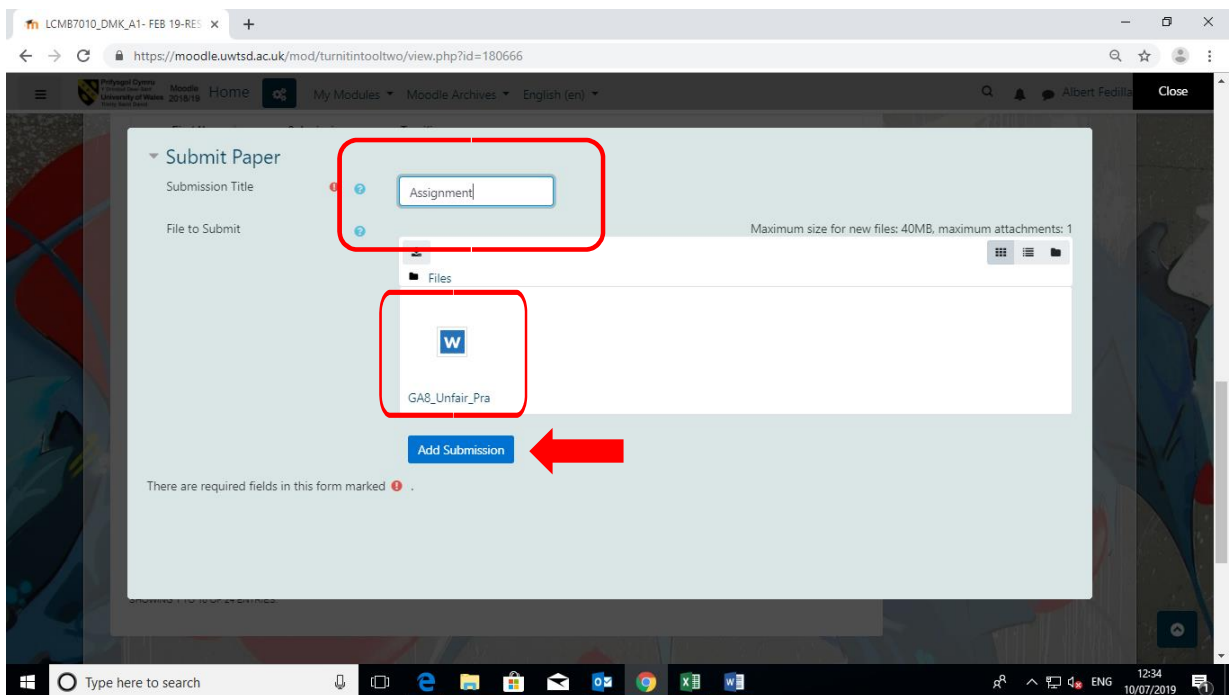
Click on “Choose File” to locate the file in your computer. Once you have located the file you wish to upload, add it and then click on “UPLOAD THIS FILE”.



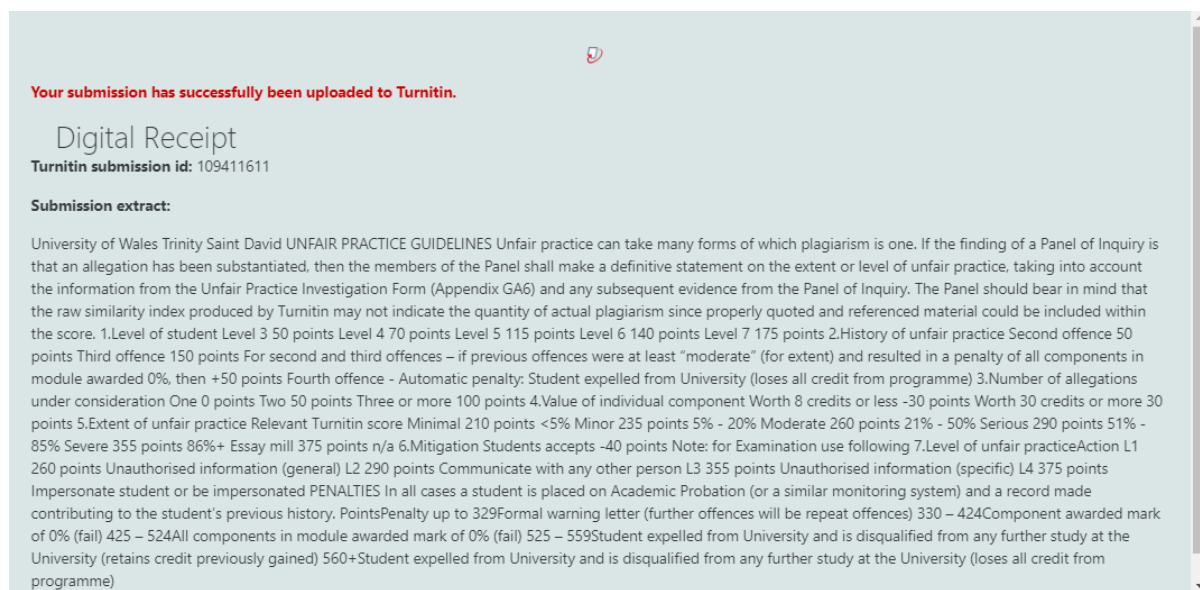
The following page will appear:

It clearly shows your Submission Title and the file you have uploaded.

Now you need to confirm the work uploaded is your own and then click on ADD SUBMISSION.



Moodle will then upload your assignment to Turnitin and will provide you with a Digital Receipt, followed by a Submission Extract of your work (please see below).



The screenshot shows a Turnitin digital receipt interface. At the top, a red message states: "Your submission has successfully been uploaded to Turnitin." Below this, the title "Digital Receipt" is displayed, followed by the "Turnitin submission id: 109411611". The section "Submission extract:" contains a detailed text block from the University of Wales Trinity Saint David, outlining "UNFAIR PRACTICE GUIDELINES". This text describes the university's policy on plagiarism, the role of the Panel of Inquiry, and lists various penalties for different levels of offenses, ranging from warnings to expulsion.

AND that is it! Your submission was successful!

PLEASE NOTE THAT TURNITIN WILL **NO LONGER SEND YOU A CONFIRMATION EMAIL**. STUDENTS ARE STRONGLY ADVISED TO MAKE A NOTE OF THEIR DIGITAL RECEIPT OR TO "PRINT SCREEN" IT FOR FUTURE REFERENCE.

To EXIT the screen above, simply click outside it and you will be returned to the MY SUBMISSIONS TAB. In the page below you will be able to see:

1. **your submission;**
2. **the date and time of your submission;**
3. **your similarity index;**
4. an option to re-submit your work (**blue** arrow);
5. an option to download your submission (**red** arrow).

Visible groups Resit Pres Oct14 ▾

My Submissions

Presentation

Title	Start Date	Due Date	Post Date	Marks Available
Resit Presentation Submission Link Oct14 (Presentation)	13 Nov 2014 - 09:39	19 Nov 2014 - 16:00	20 Nov 2014 - 21:00	100

Summary:

Please refer to the file 'How to upload assessments to Moodle' and/or Video Tutorial available on the 'Students' Hall' page, under 'My Courses' should you need any help.

Formats accepted: Word and PDF

You may re-submit your work as many times as you want before the deadline of your assessment (always at 4PM). You CANNOT DELETE an assessment which has already been uploaded, ONLY RE-SUBMIT IT.

Your similarity index will be available within a couple of hours of your FIRST submission. If you RE-SUBMIT your work, the report will be available after 24 hours.

Moodle ONLY accepts ONE file to be uploaded for Turnitin assessments. If your assessment is composed by more than one file, you will need to incorporate both into ONE single file. You CANNOT ZIP files for Turnitin.

Refresh Submissions

Student	Submission Title	Paper ID	Submitted	Similarity	Grade
Abifadel, Carmelina	Financial by Carmelina 1402323	36708576	13/11/14, 11:31	99%	-- Submit Paper --

REMEMBER:

Moodle ONLY accepts ONE file to be uploaded for Turnitin assessments. If your assessment is composed by more than one file, you will need to incorporate both into ONE single file.

You CANNOT ZIP files for Turnitin.

Your similarity index will be available within a couple of hours of your FIRST submission. If you RE-SUBMIT your work, the report will be available after 24 hours.

Formats accepted: WORD and PDF.

IMPORTANT:

You may re-submit your work as many times as you want before the deadline of your assessment (always at 4PM). You CANNOT DELETE an assessment which has already been uploaded, ONLY RE-SUBMIT IT. Please see guide below on how to RE-submit your assignment.

HOW TO RE-SUBMIT YOUR ASSIGNMENT

Follow the same instructions as above;

When you reach the [My Submissions](#) page, your screen will look like this:

Home > My courses > Modules without Departments - Temp > IOFI3001 > Turnitin Assignments > Resit Presentation Submission Link Oct14

Visible groups Resit Pres Oct14

My Submissions

Presentation

Title	Start Date	Due Date	Post Date	Marks Available
Resit Presentation Submission Link Oct14 (Presentation)	13 Nov 2014 - 09:39	19 Nov 2014 - 16:00	20 Nov 2014 - 21:00	100

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The page above clearly shows that a submission was made on 13/11/14 at 11.31 (final deadline for this example is on 19/11/14);

If you wish to REPLACE the existing submission, simply click on the icon with the green arrow next to SUBMIT PAPER;

You will then need to follow the very same steps as in your first submission:

Locate your file; click the box to confirm that the submission is your own and click on [Add Submission](#);
Your file will be replaced with the new submission.

The new similarity index for RE-SUBMISSIONS should be available within 24 hours.