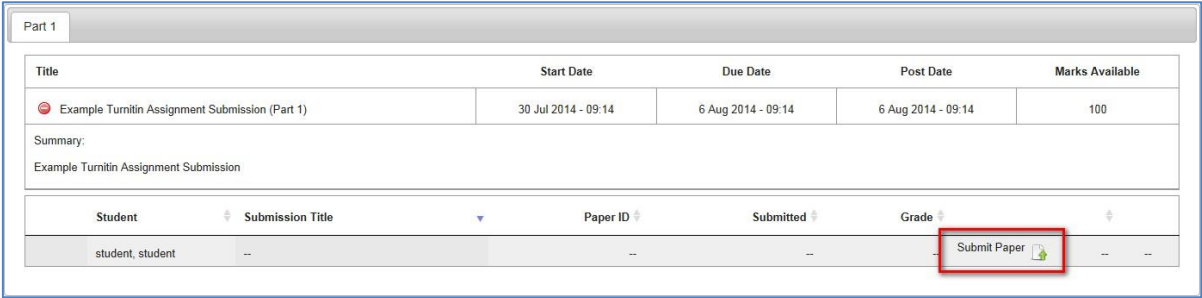


## Submitting work to Turnitin: Student Quick Guide

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**

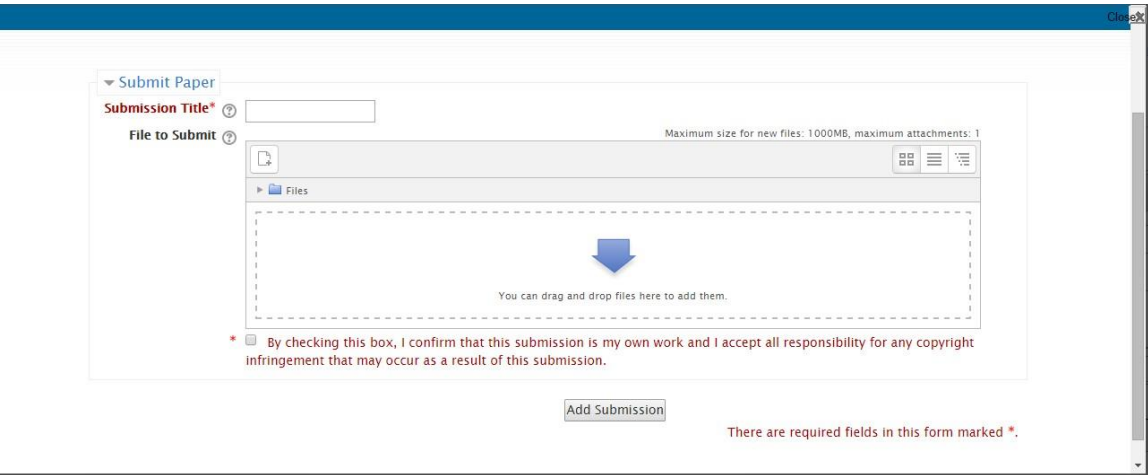


| Title                                           | Start Date          | Due Date           | Post Date          | Marks Available |
|-------------------------------------------------|---------------------|--------------------|--------------------|-----------------|
| Example Turnitin Assignment Submission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

Summary:  
Example Turnitin Assignment Submission

| Student          | Submission Title | Paper ID | Submitted | Grade |                                                                                                    |
|------------------|------------------|----------|-----------|-------|----------------------------------------------------------------------------------------------------|
| student, student | --               | --       | --        | --    | Submit Paper  |

The **Submit Paper** page will open



Submit Paper

Submission Title\*

File to Submit

Maximum size for new files: 1000MB, maximum attachments: 1

You can drag and drop files here to add them.

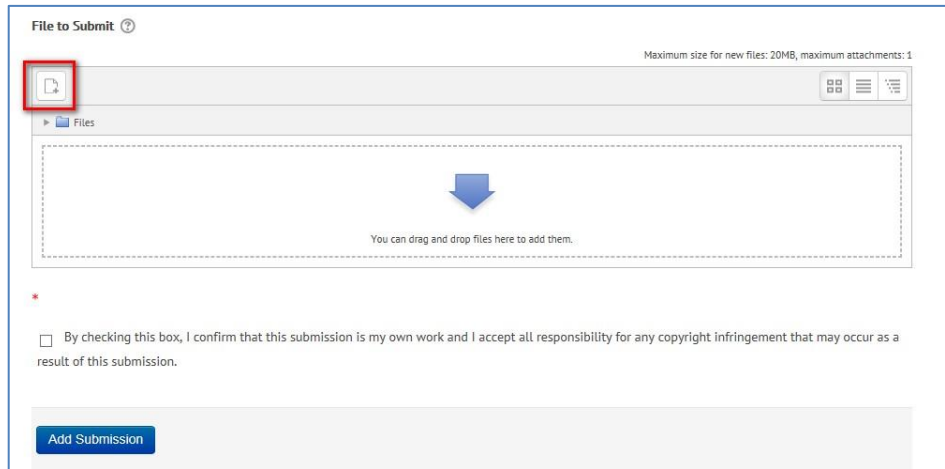
☐ By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

Add Submission

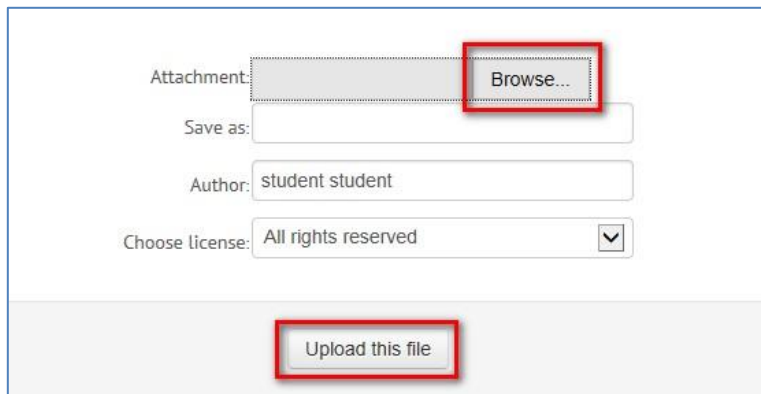
There are required fields in this form marked \*.

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 40MB, 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.

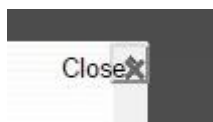
### Digital receipt

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 source: 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.*