

Submitting to Turnitin – A Step-by Step Guide

This guide will take you through the process of submitting your assignment to Turnitin. Turnitin is the University's online submission platform, used to collect coursework and generate similarity reports.

Please note that the submission process and appearance of the platform may change over time as Turnitin updates its system. While this guide reflects the process at the time of writing, some steps or screen layouts may vary slightly in future versions.

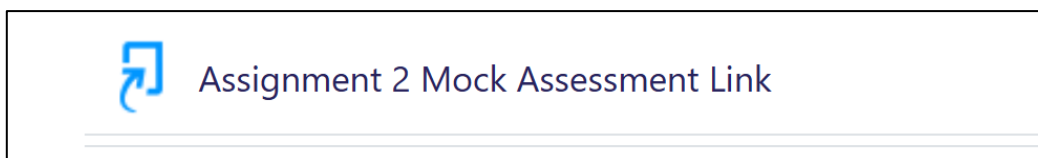
Please follow the steps carefully to ensure that your work is submitted successfully and before the assessment deadline. After submitting, you should always check that you have received a digital receipt and that your submission appears in Turnitin.

If you encounter any issues during the submission process, contact your module tutor as soon as possible and, wherever possible, before the submission deadline.

Step 1: Locate the Turnitin Submission Point

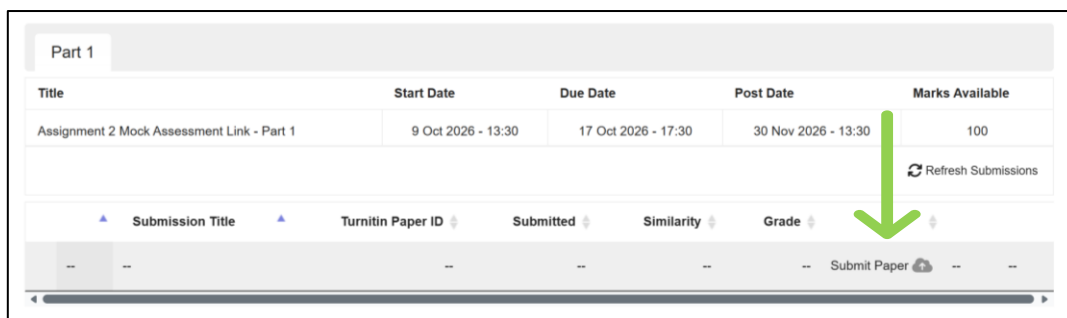
1. Find the assessment section within the module.
2. Click on the Turnitin assignment link.

For example:



Step 2: Start Your Submission

1. Click **Submit Paper**.



Step 3: Upload Your Assignment

1. Enter a title for your submission if required.
2. Click **Upload a File, Choose File** or **Browse**.
3. Locate your assignment on your computer.
4. Select the file.
5. Click **Open**.

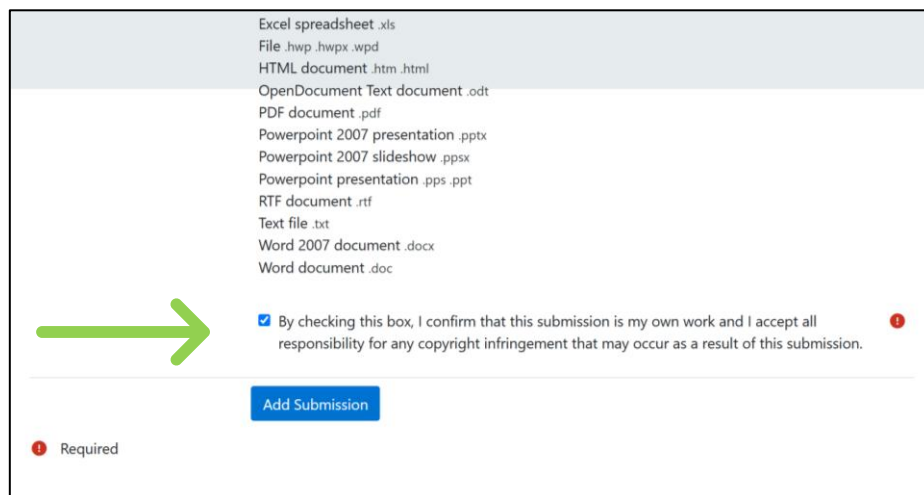
The file name should now appear on the screen.

✓ **Double-check that you have selected the correct file before continuing.**

Step 4: Confirm Submission

1. Click **Submit to Turnitin** (or **Confirm Submission**).
2. Tick the box at the bottom of the page to confirm that the work being submitted is your own and that you accept responsibility for the submission.
3. Click **Add Submission**.

✓ **Your assignment is not submitted until you complete this final confirmation step.**



The screenshot shows a list of file types on the left: Excel spreadsheet .xls, File .hwp .hwpk .wpd, HTML document .htm .html, OpenDocument Text document .odt, PDF document .pdf, Powerpoint 2007 presentation .pptx, Powerpoint 2007 slideshow .ppsx, Powerpoint presentation .pps .ppt, RTF document .rtf, Text file .txt, Word 2007 document .docx, and Word document .doc. To the right of this list is a checkbox that is checked, with the text: "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." A red circle with a '1' is next to this text. Below the checkbox is a blue button labeled "Add Submission". In the bottom left corner, there is a red circle with a '1' and the word "Required".

Step 5: Wait for the Digital Receipt

Once submitted successfully, Turnitin will generate a digital receipt which will be sent to you via email. The digital receipt is your proof of submission.

You should see:

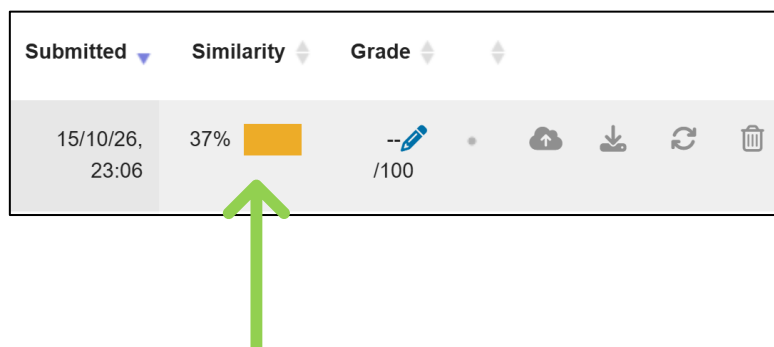
- Submission ID
- Date and time of submission
- Assignment details

Step 6: Check Your Similarity Report

Students should always view a Similarity Report.

To access it:

1. Return to the Turnitin assignment page.
2. Wait for the report to generate (this may take several minutes).
3. Click the coloured percentage icon.



Remember

A high similarity score does not automatically mean plagiarism.

A similarity report shows matching text and should be used to:

- Check quotations are correctly referenced.
- Check paraphrasing is effective.
- Ensure sources are properly cited.

Focus on understanding the matches rather than trying to achieve a specific percentage.