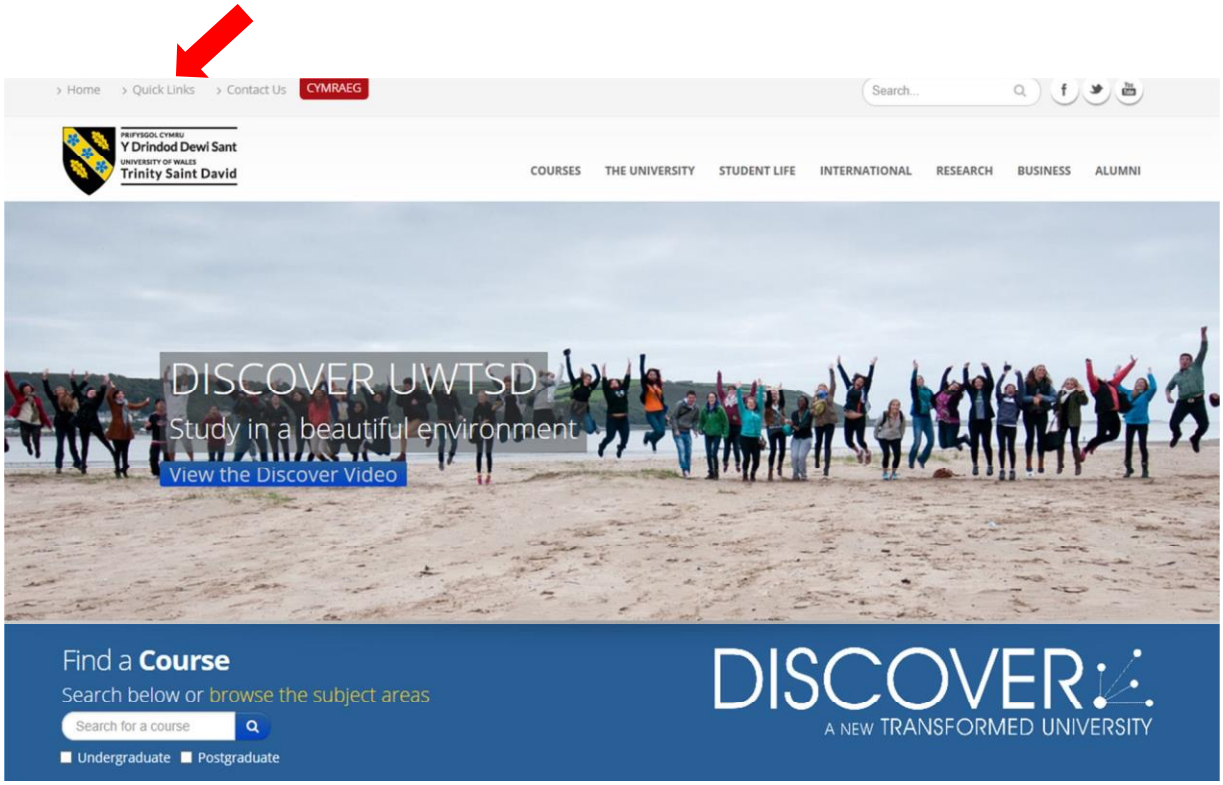
UNIVERSITY OF WALES
Trinity Saint David
LONDON

HOW TO UPLOAD ASSIGNMENTS TO MOODLE

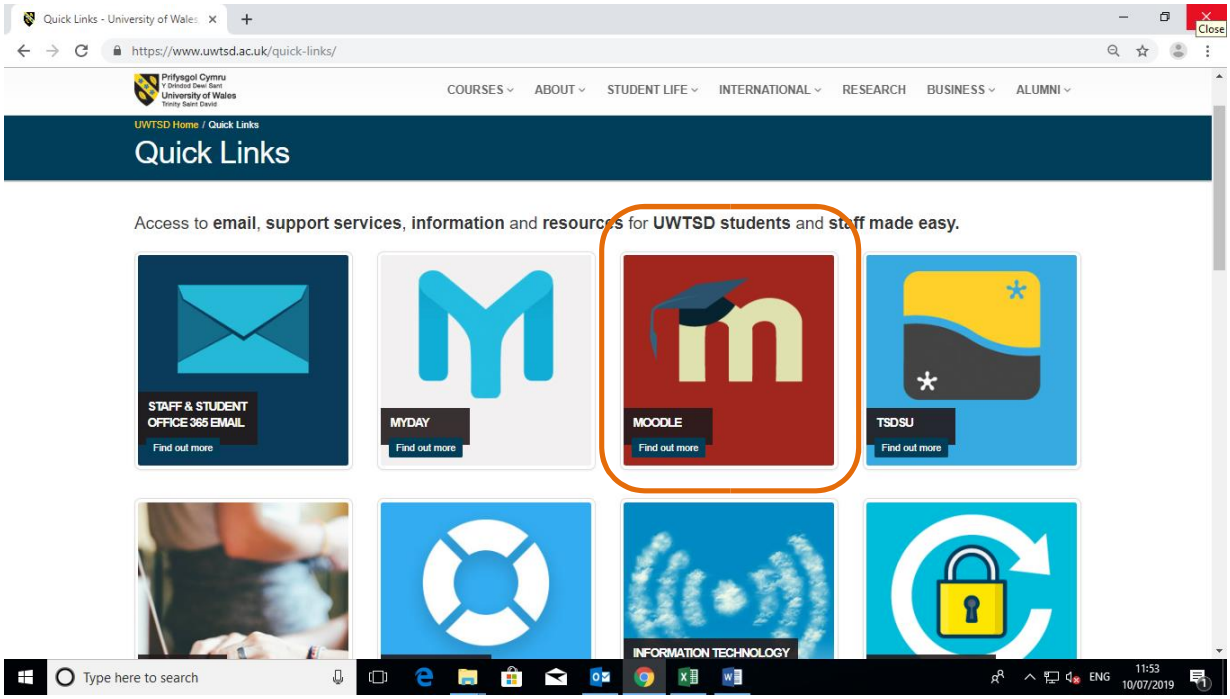
You need to activate your IT account in order to use Moodle

Go to the University's Website and log in to your account on Moodle:
https://moodle.uwtsd.ac.uk/login/index.php

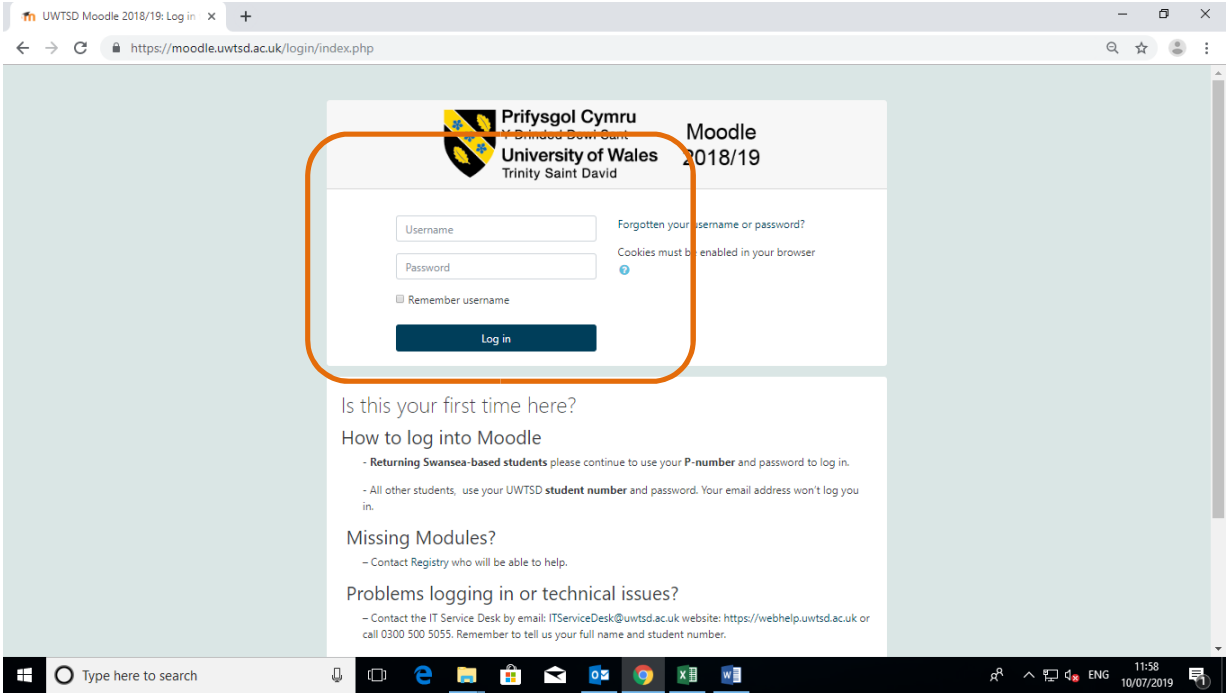
Click on QUICK LINKS



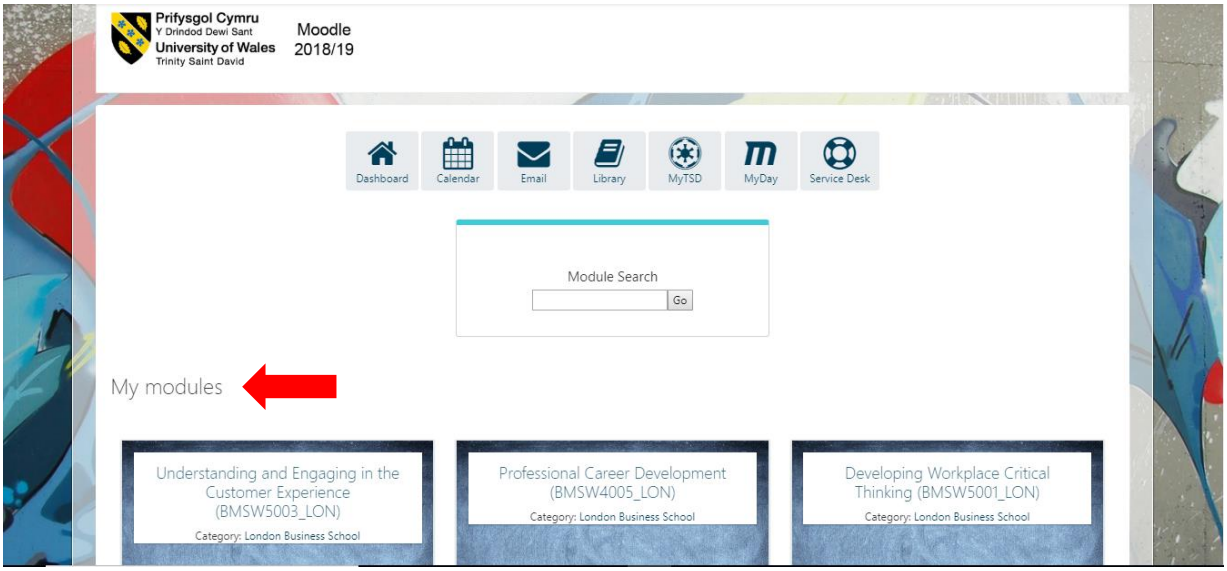
Click the Moodle icon



The LOGIN page will appear:
Login with your credentials.

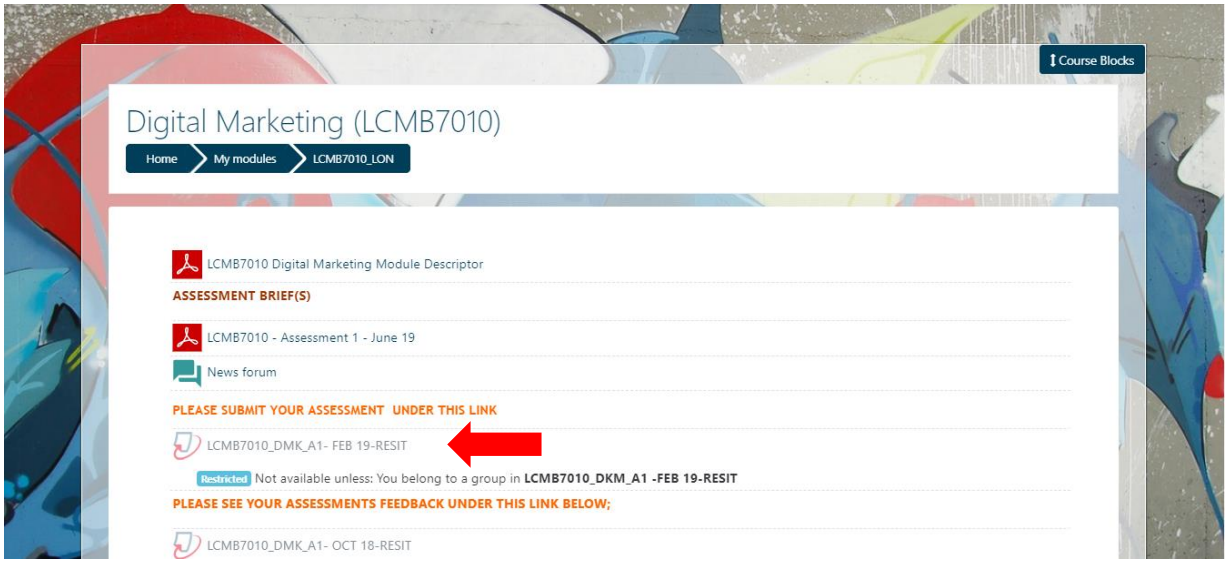


The following page will appear:
Once you are logged in, you will be able to see all your Modules.
Click on the module you want.

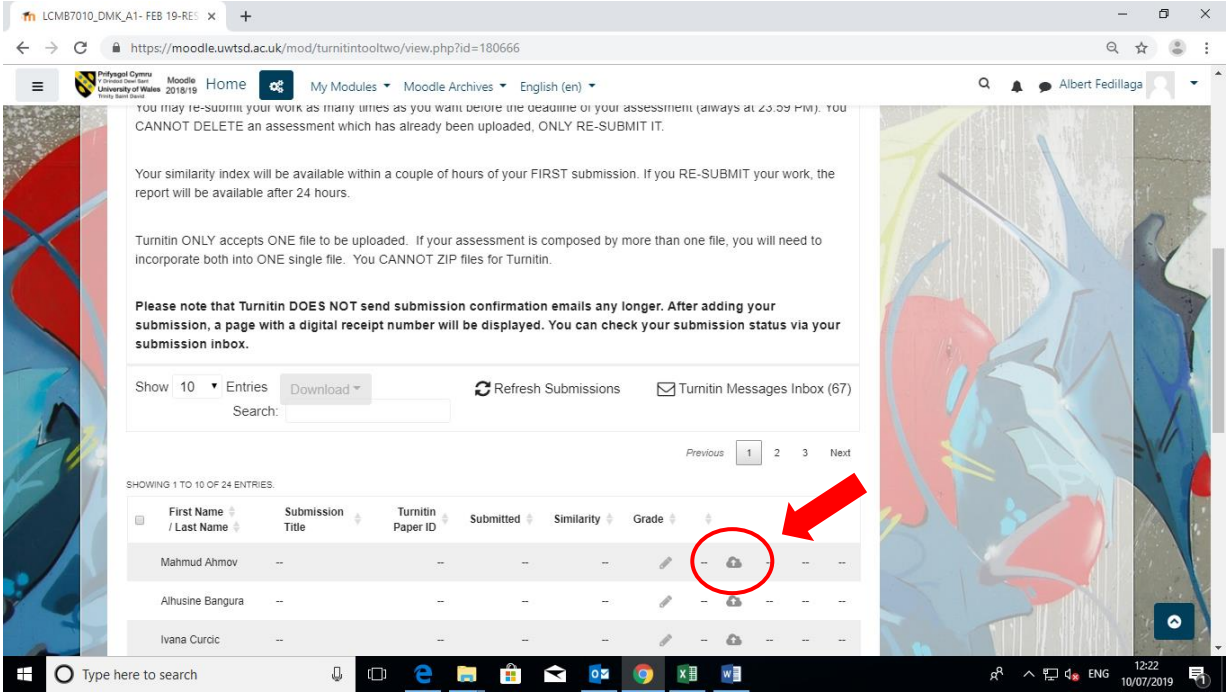


TURNITIN ASSESSMENTS

The submission link for your assessment will be clearly indicated, as per image below; CLICK on the link

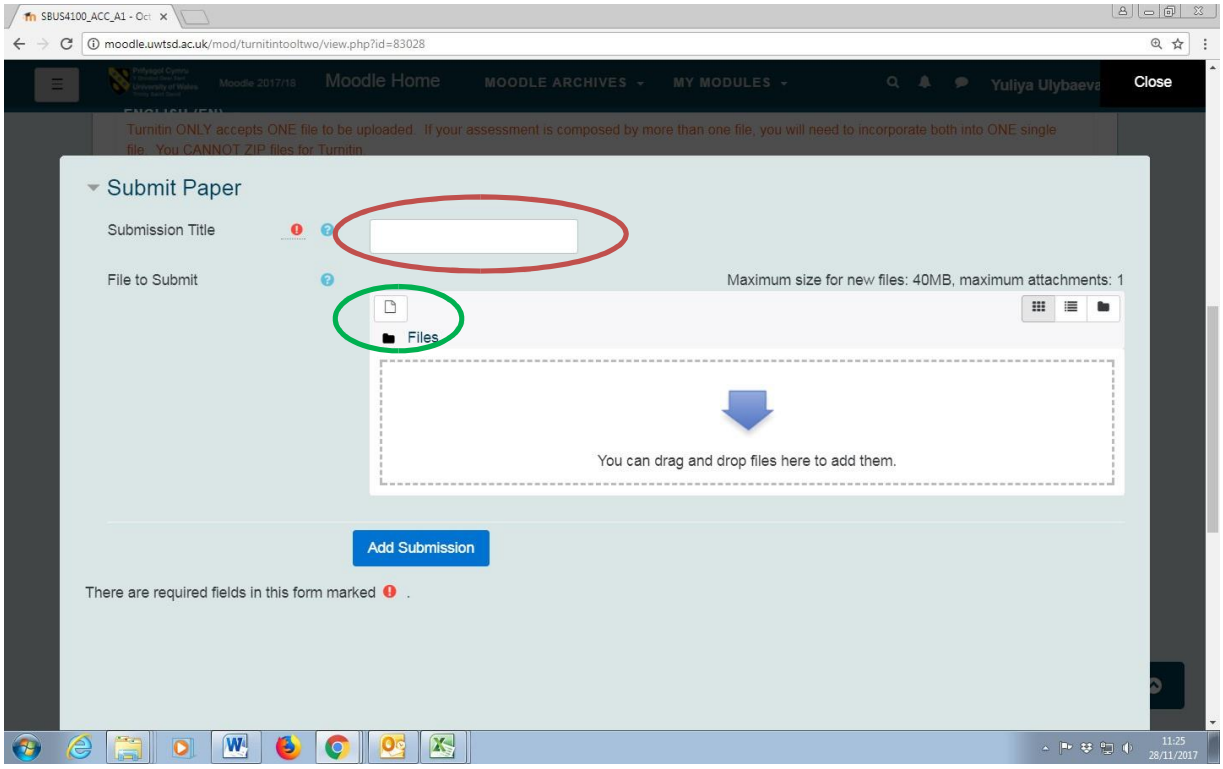


The following page will appear:
Read the instructions carefully (Summary), and click on the cloud icon

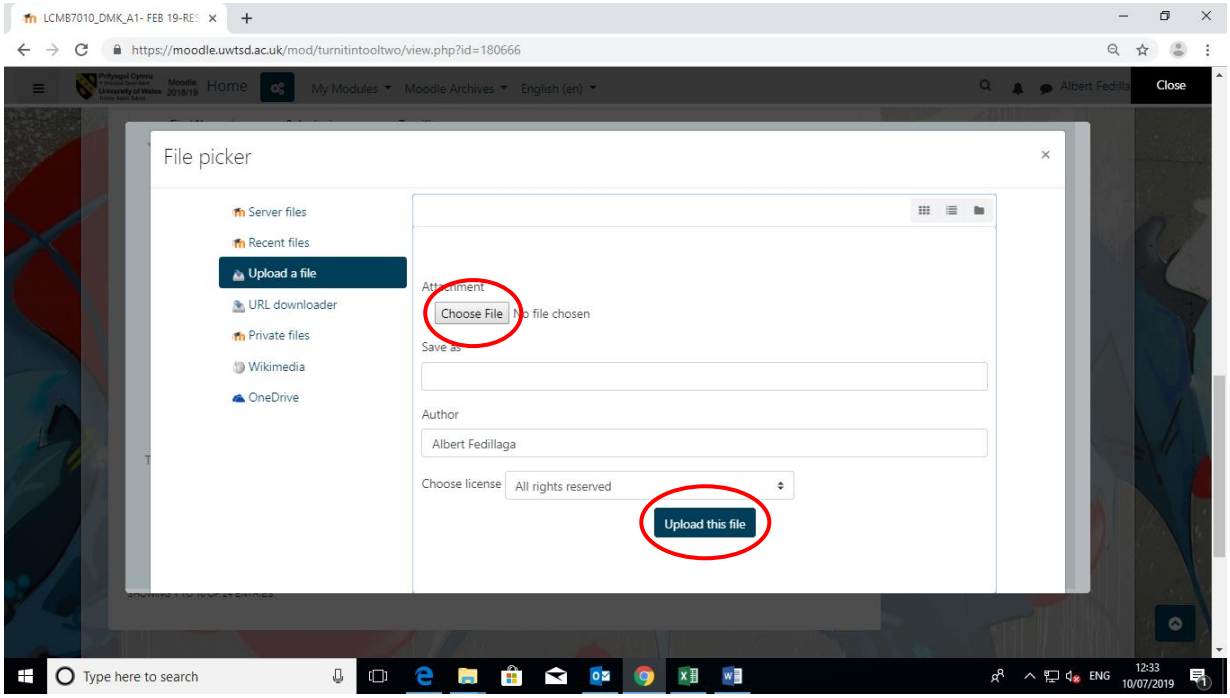


The following page will appear:

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;

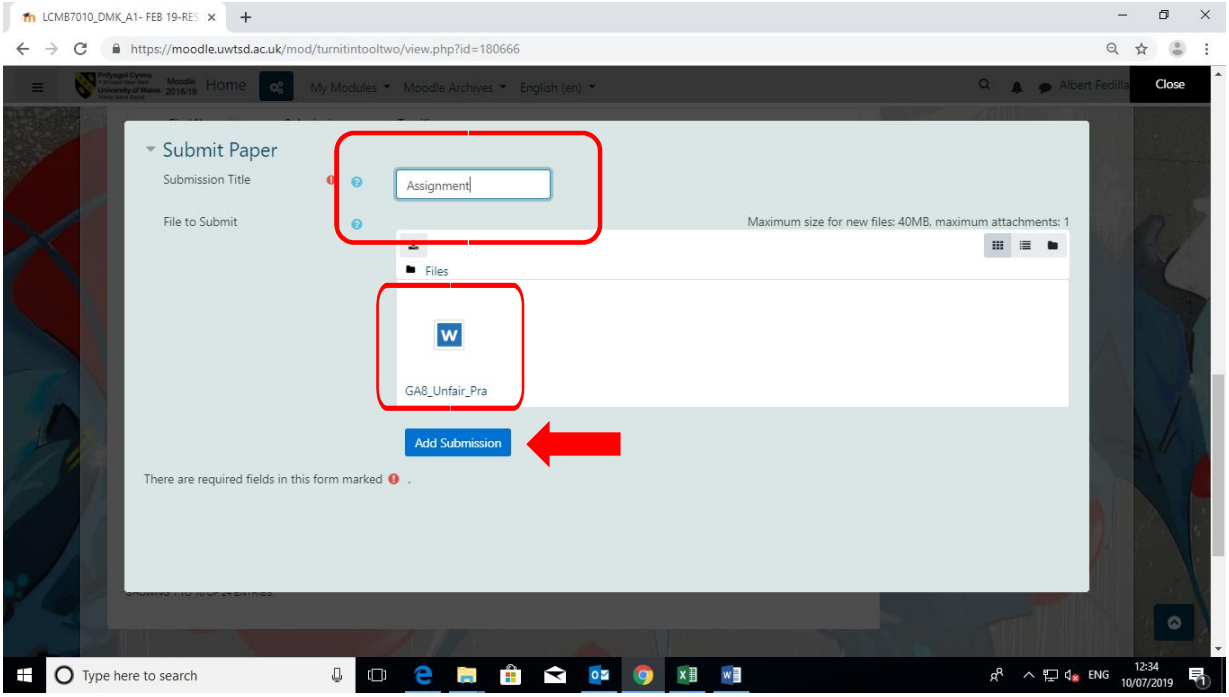


The following page will appear:
Click on “Choose File” to locate the file in your computer. Once you have located the file you wish to upload, add it and then click on “UPLOAD THIS FILE”.



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).

Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 109411611

Submission extract:

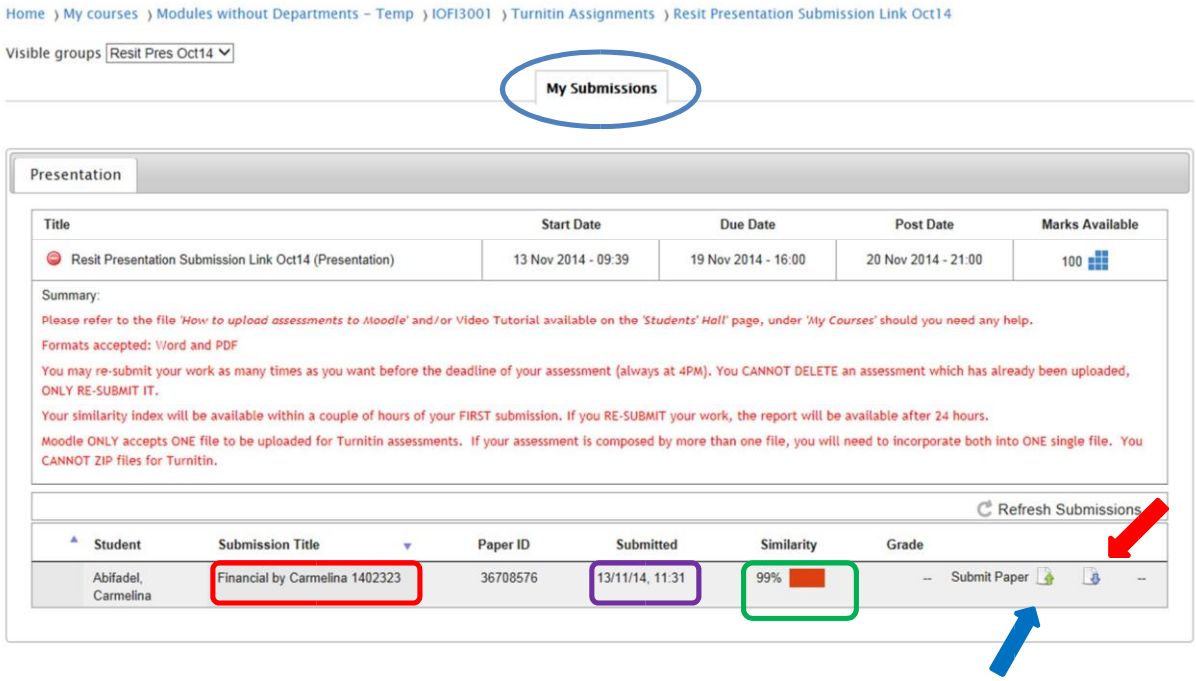
University of Wales Trinity Saint David UNFAIR PRACTICE GUIDELINES Unfair practice can take many forms of which plagiarism is one. If the finding of a Panel of Inquiry is that an allegation has been substantiated, then the members of the Panel shall make a definitive statement on the extent or level of unfair practice, taking into account the information from the Unfair Practice Investigation Form (Appendix GA6) and any subsequent evidence from the Panel of Inquiry. The Panel should bear in mind that the raw similarity index produced by Turnitin may not indicate the quantity of actual plagiarism since properly quoted and referenced material could be included within the score. 1.Level of student Level 3 50 points Level 4 70 points Level 5 115 points Level 6 140 points Level 7 175 points 2.History of unfair practice Second offence 50 points Third offence 150 points For second and third offences – if previous offences were at least "moderate" (for extent) and resulted in a penalty of all components in module awarded 0%, then +50 points Fourth offence - Automatic penalty: Student expelled from University (loses all credit from programme) 3.Number of allegations under consideration One 0 points Two 50 points Three or more 100 points 4.Value of individual component Worth 8 credits or less -30 points Worth 30 credits or more 30 points 5.Extent of unfair practice Relevant Turnitin score Minimal 210 points <5% Minor 235 points 5% - 20% Moderate 260 points 21% - 50% Serious 290 points 51% - 85% Severe 355 points 86%+ Essay mill 375 points n/a 6.Mitigation Students accepts -40 points Note: for Examination use following 7.Level of unfair practiceAction L1 260 points Unauthorised information (general) L2 290 points Communicate with any other person L3 355 points Unauthorised information (specific) L4 375 points Impersonate student or be impersonated PENALTIES In all cases a student is placed on Academic Probation (or a similar monitoring system) and a record made contributing to the student's previous history. PointsPenalty up to 329Formal warning letter (further offences will be repeat offences) 330 – 424Component awarded mark of 0% (fail) 425 – 524All components in module awarded mark of 0% (fail) 525 – 559Student expelled from University and is disqualified from any further study at the University (retains credit previously gained) 560+Student expelled from University and is disqualified from any further study at the University (loses all credit from programme)

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).



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.

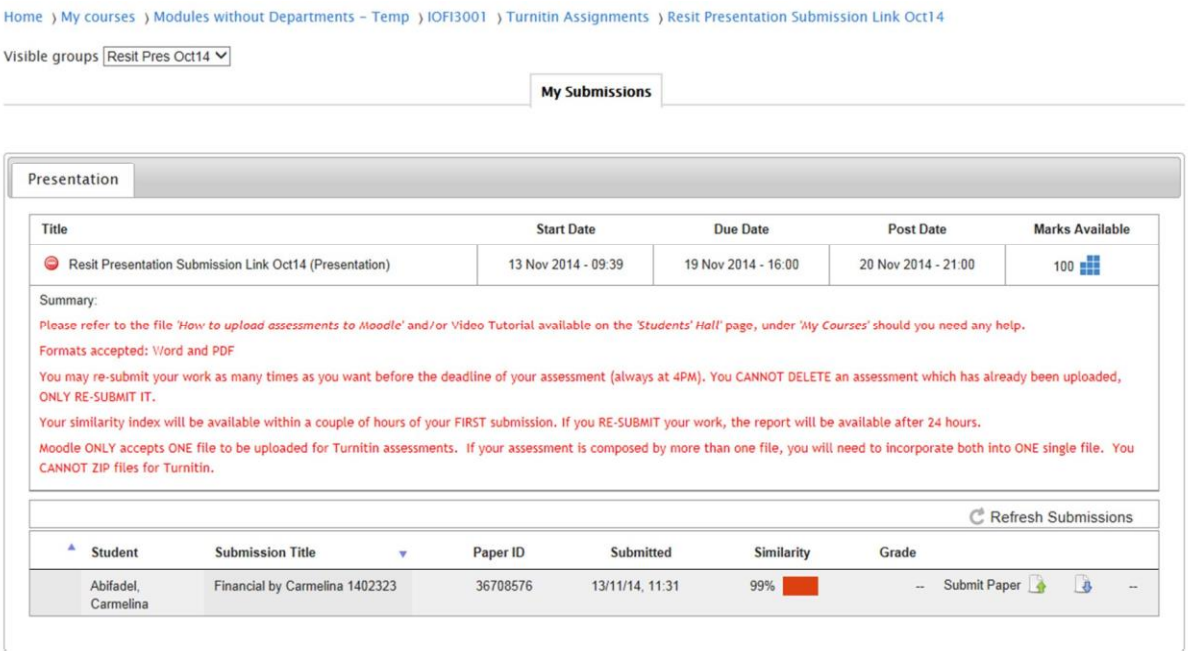
Formats accepted: WORD and PDF.

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:



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.