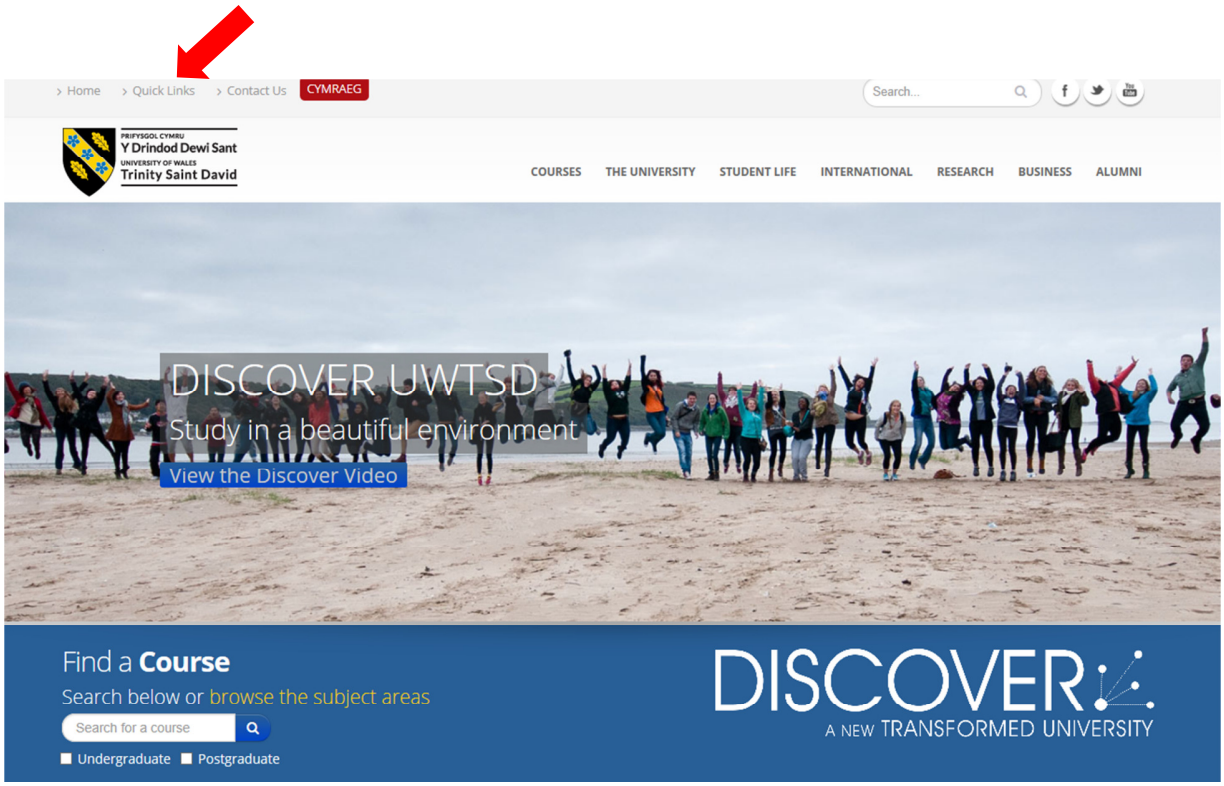
UNIVERSITY OF WALES
Trinity Saint David
LONDON

HOW TO UPLOAD ASSIGNMENTS TO MOODLE

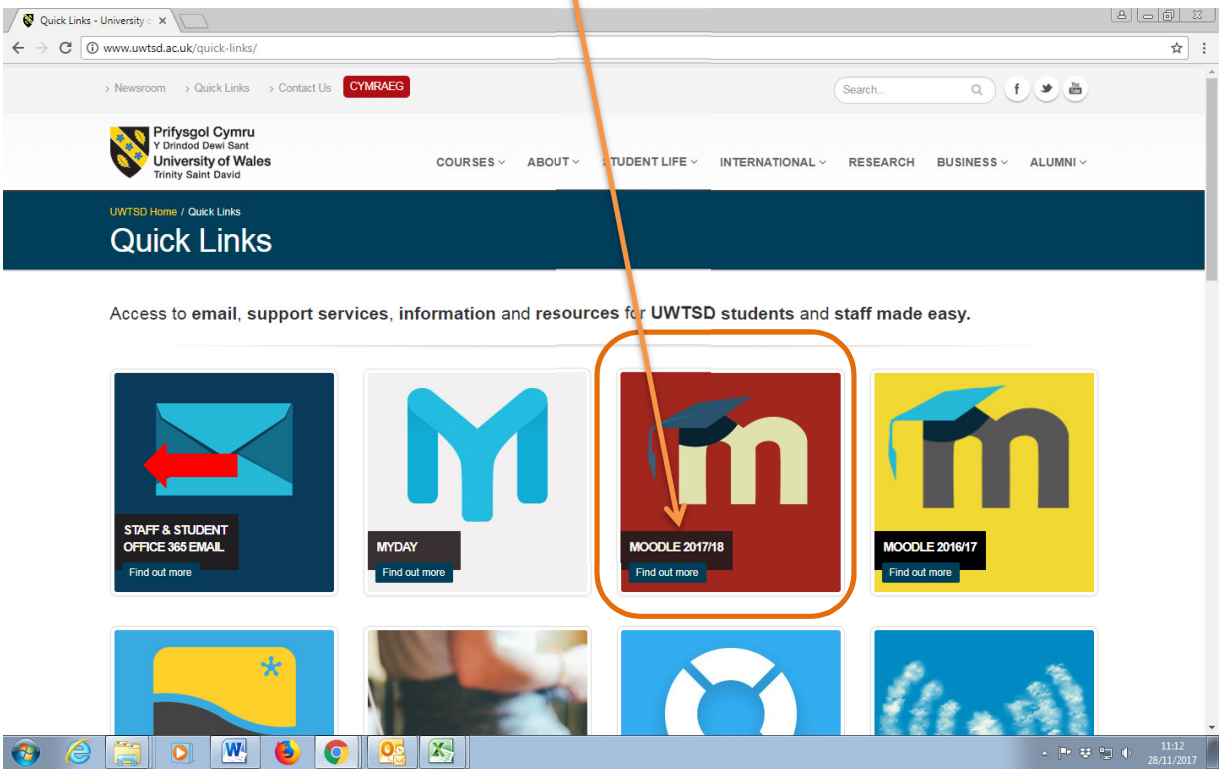
You need to activate your IT account in order to use Moodle

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

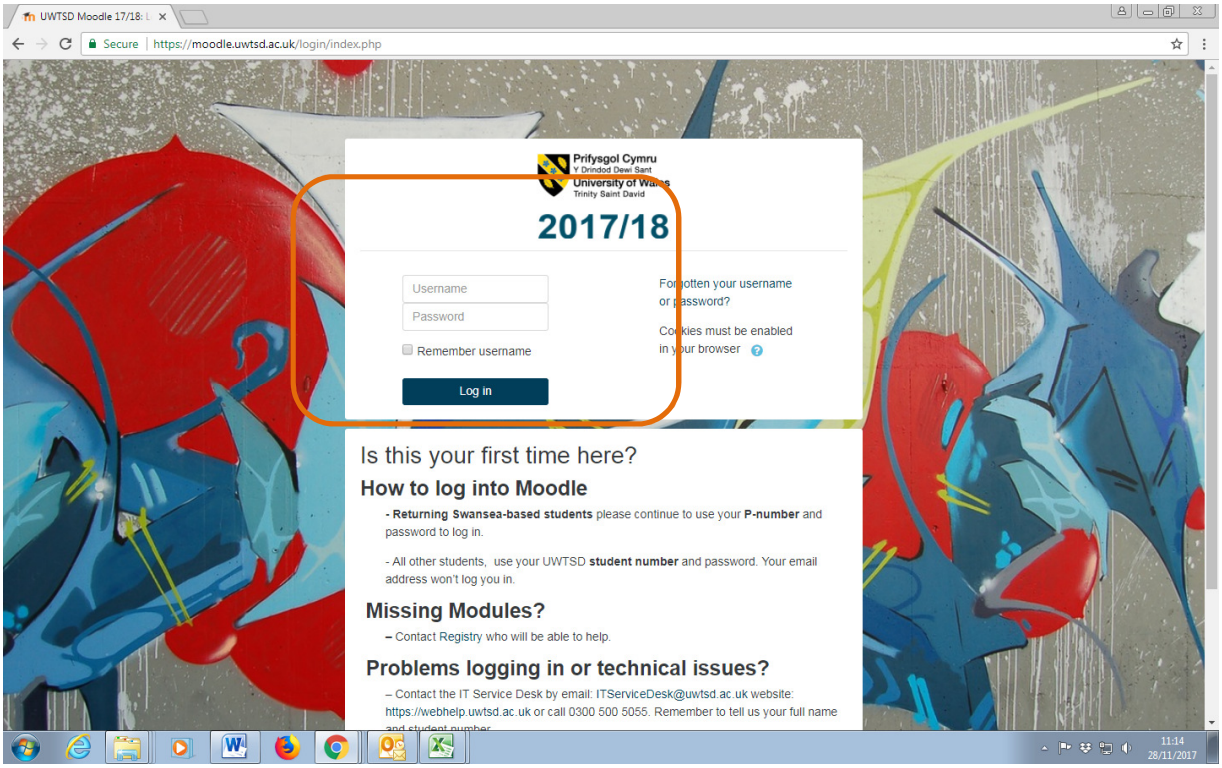


Click on the current academic year ***MOODLE***



The LOGIN page will appear

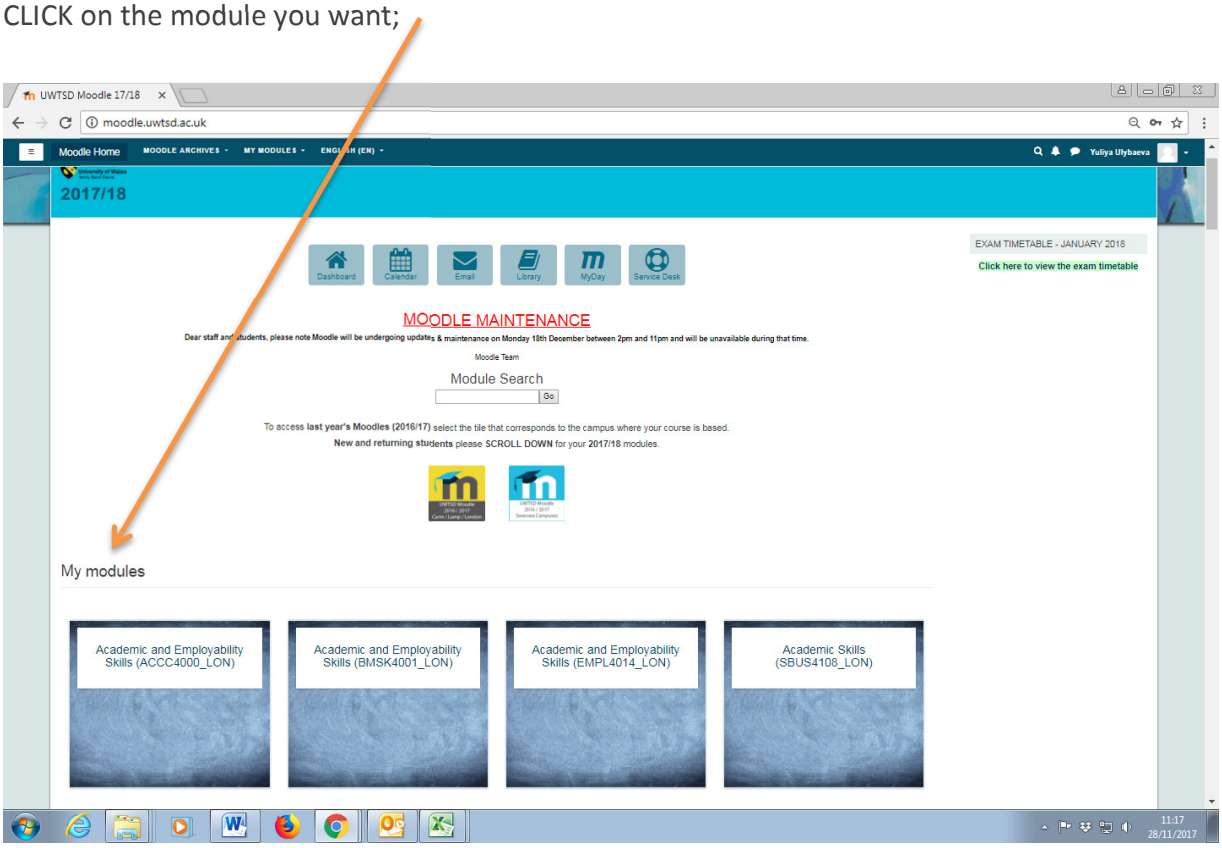
Login with your credentials



The following page will appear:

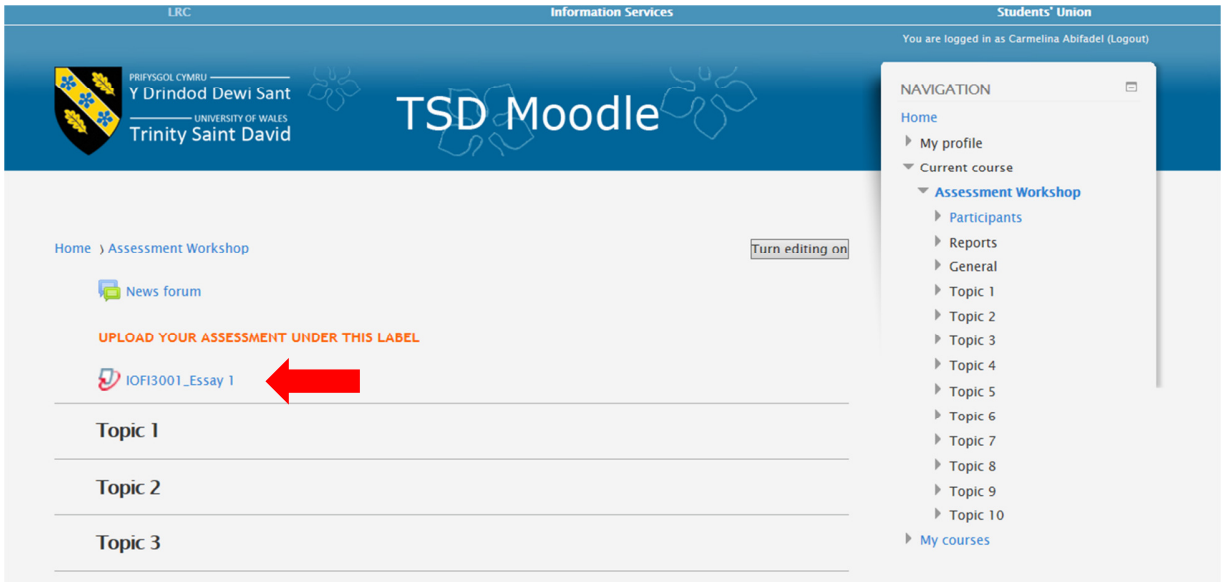
Once you are logged in, you will be able to see all your Modules;

CLICK on the module you want;

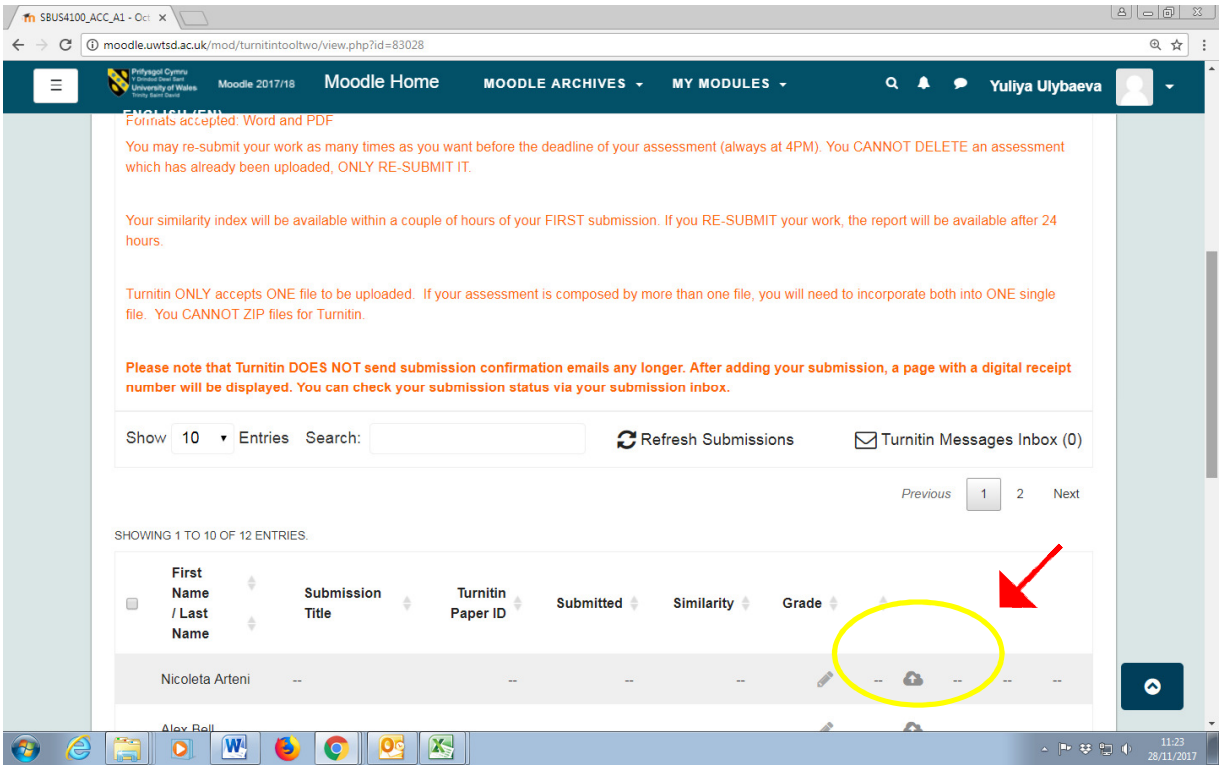


TURNITIN ASSESSMENTS

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

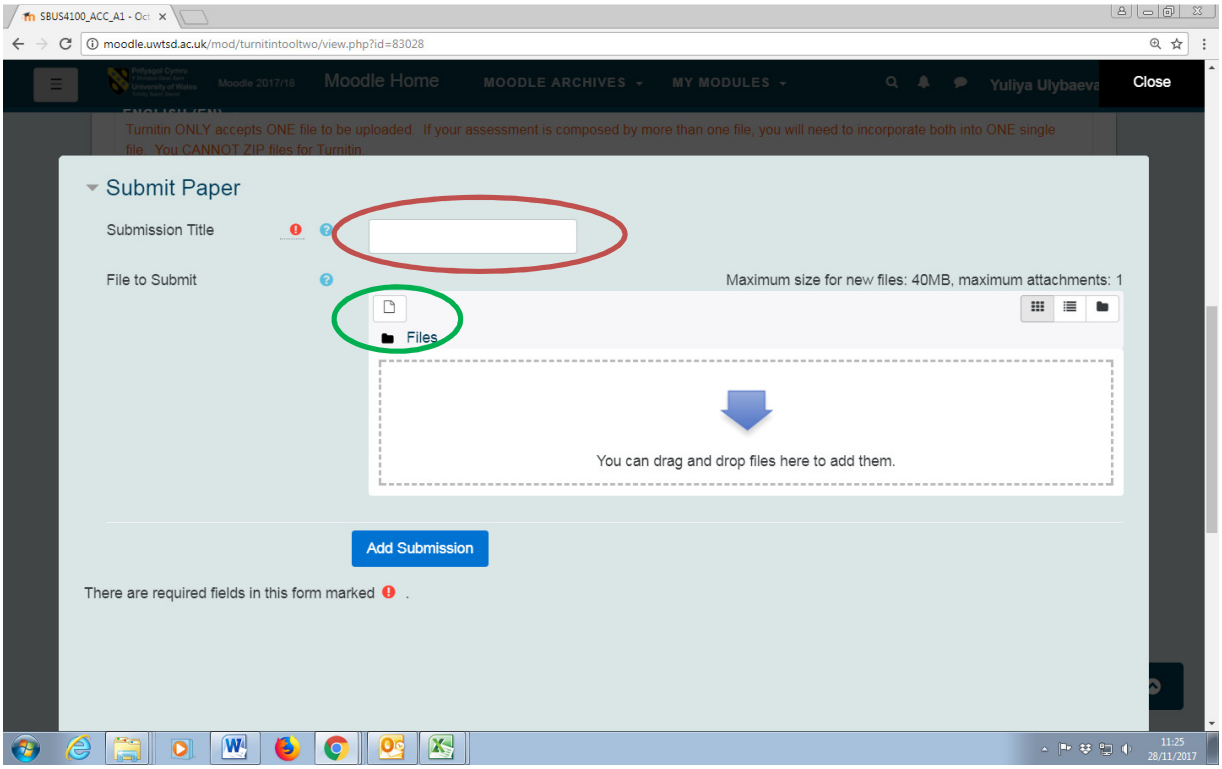


The following page will appear:
Read the instructions carefully (Summary), and click on the cloud icon

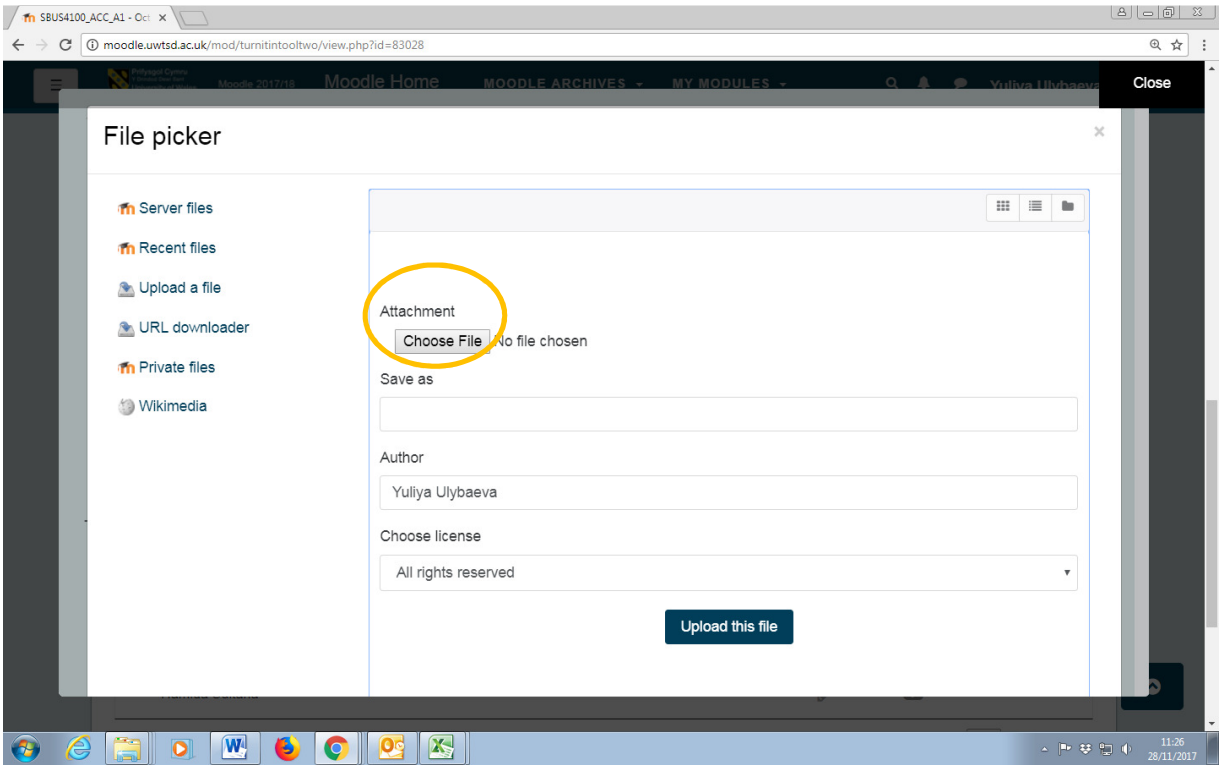


The following page will appear:

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;

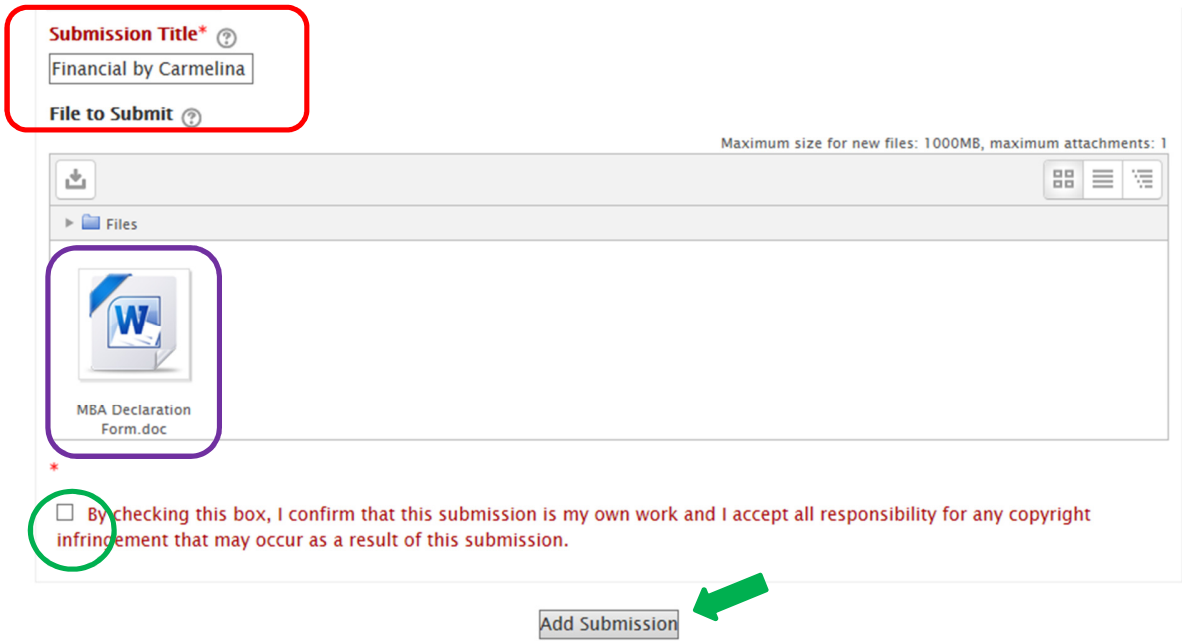


The following page will appear:
Click on **“Choose File”** to locate the file in your computer. Once you have located the file you wish to upload, add it and then click on **“UPLOAD THIS FILE”**

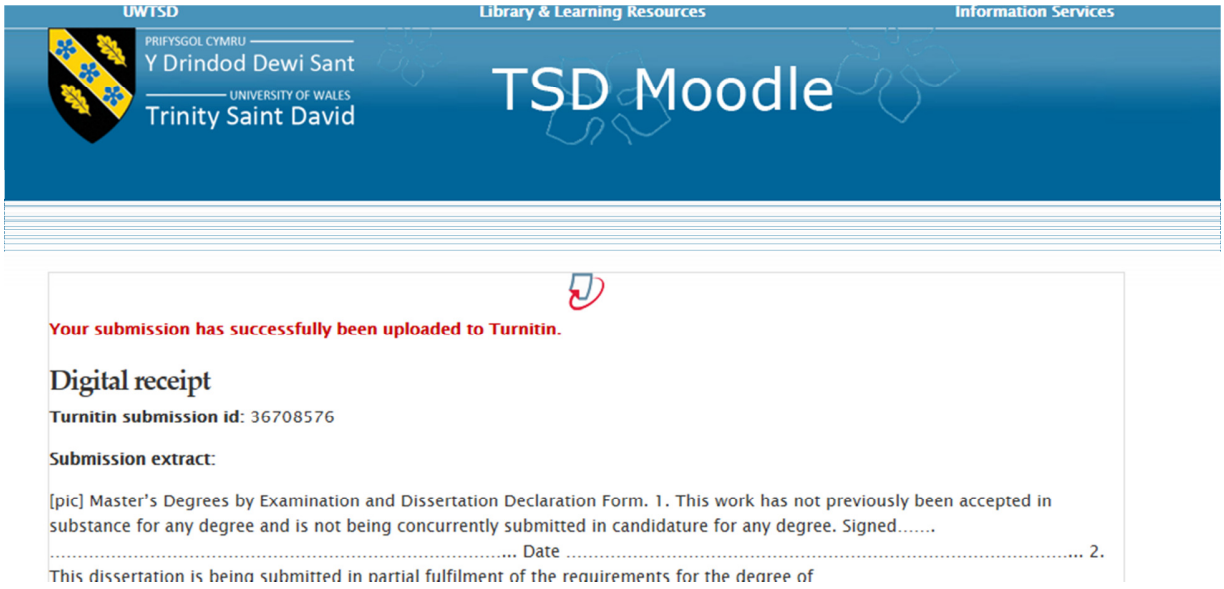


The following page will appear:
It clearly shows your Submission Title and the file you have uploaded.

Now you need to tick the declaration statement 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).

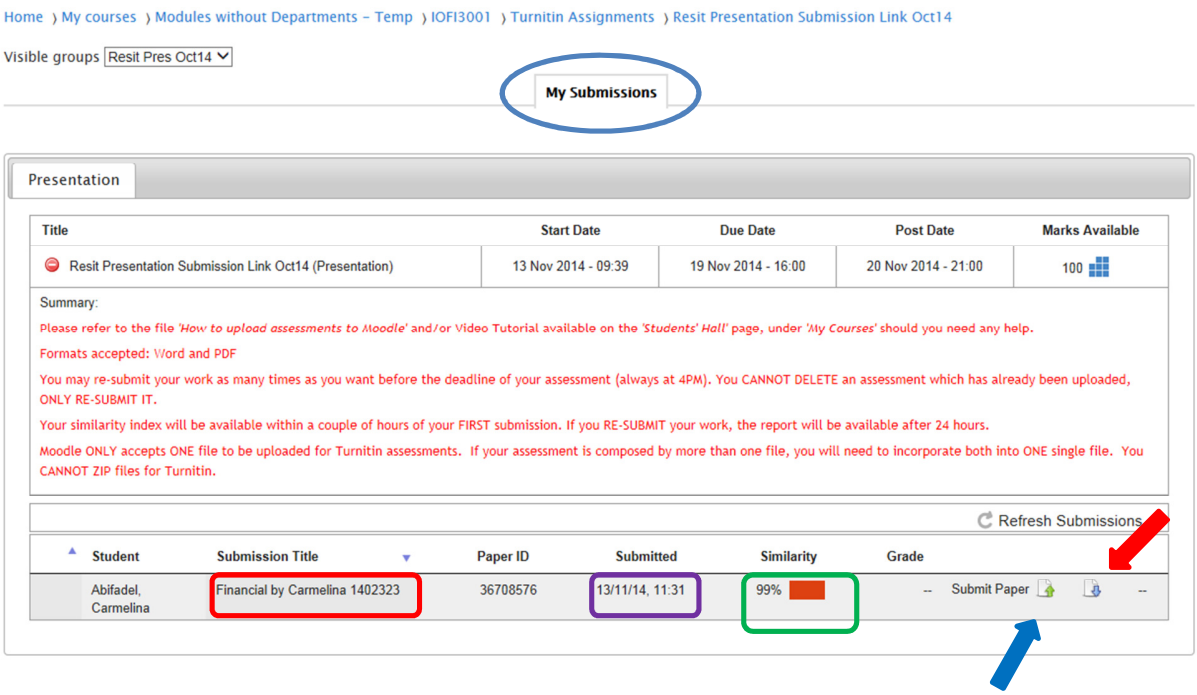


AND that is it! Your submission was successful!

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 (green arrow);
5. an option to download your submission (blue 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.

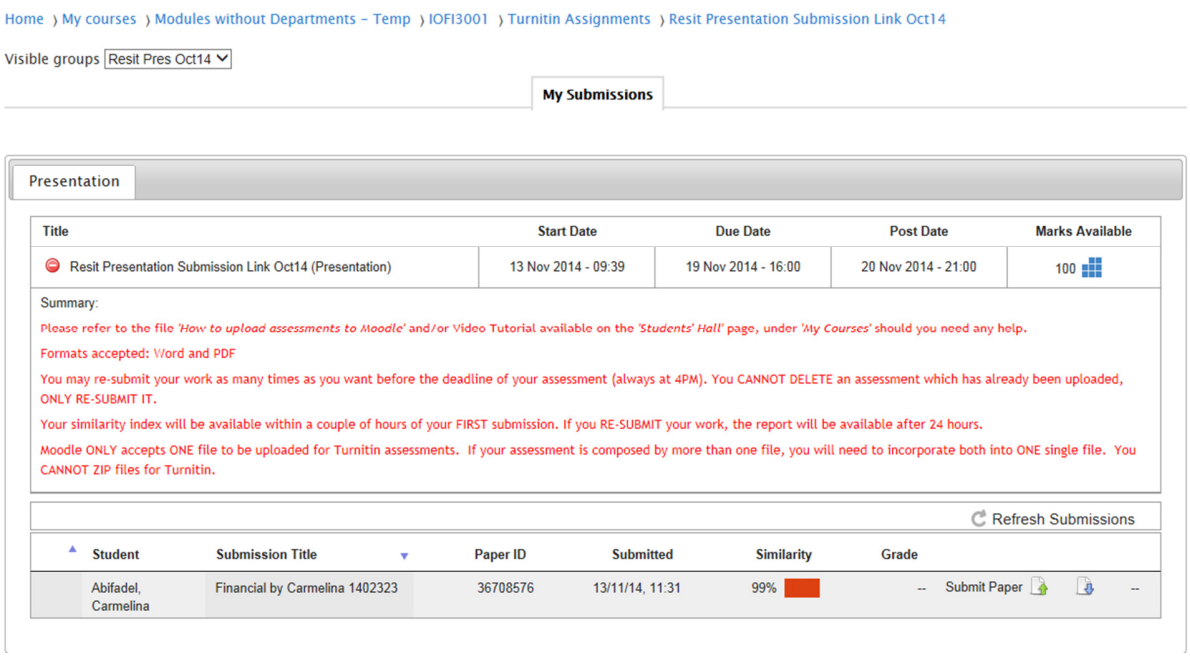
Formats accepted: WORD and PDF.

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;