

# Submitting a text-based document to Turnitin

## Step 1. Logging in and accessing Turnitin via Moodle

- i. Using a PC or Mac, log-on to Moodle, go to your course, and click on the **assignment link**.




It is not yet possible to upload using a tablet or phone.

- ii. The **My Submissions** page will appear. This shows the assignment instructions; the Due Date, which is the deadline for hand-in; and the Post Date, which is when marks and feedback will be released if the essay is marked online.
- iii. Increasingly, assignments have marking criteria, called 'Rubrics'. Click on the **Rubric icon** under **Marks Available** to find out what you need to produce to secure the highest marks for your work. These can be accessed as soon as the assignment is published to Moodle by your department.
- iv. Click on the **Submit Paper** icon.

My Submissions


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Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Autumn Essay - Part 1	17 Sep 2018 - 09:00	15 Oct 2018 - 14:00	12 Nov 2018 - 14:00	100 

Summary:  
Please upload your assignment on or before the due date and time

[Refresh Submissions](#)

Submission Title	Turnitin Paper ID	Submitted	Grade	
--	--	--	--	<a href="#">Submit Paper</a> 

- v. The **Submit Paper** page will appear.

# Submitting a text-based document to Turnitin

## Step 2. Submitting an assignment or essay to Turnitin

▼ Submit Paper

Submission Title\*

File to Submit

Maximum size for new files: 40MB, maximum attachments: 1

Files

Drop files here to upload

Move

By checking this box, I confirm that this submission is all my own work and that I have read and understood the [College's Academic Regulations](#)

Add Submission

- i. Enter a **title** for your assignment - do not enter your name as submissions are anonymous.
- ii. Open **Windows Explorer / Mac Finder** to view files on your computer/network drive/USB stick.

Locate and then **Drag-and-drop** your file to the File area - ensuring that it:

- is no larger than **40 Mb**
- contains more than **25 words**

Turnitin will accept the following file types:

- |  |                         |
|--|-------------------------|
| • <b>doc &amp; .docx</b> (created in Microsoft Word) | • <b>pdf</b>            |
| • <b>odt</b> (created in OpenOffice)                 | • <b>htm &amp; html</b> |
| • <b>wpd</b> (created in WordPerfect)                | • <b>rtf</b>            |
| • <b>ps &amp; eps</b> (Postscript files)             | • <b>txt</b>            |
|  | • <b>hwp</b>            |

- iii. Check the **tick-box** to confirm that you have read and understood the College's Academic Regulations.
- iv. Click **Add Submission** to upload your work.

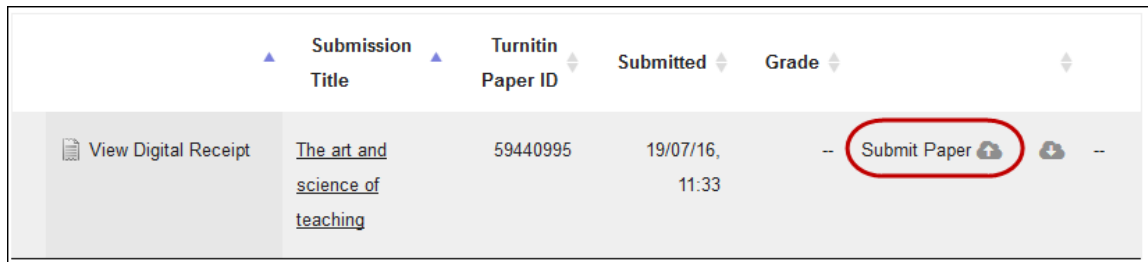



# Submitting a text-based document to Turnitin

## 4. Re-submitting a document

### Correcting an erroneous submission

Should you submit the wrong file, e.g., a draft or another essay, you can resubmit from the acknowledgement screen:



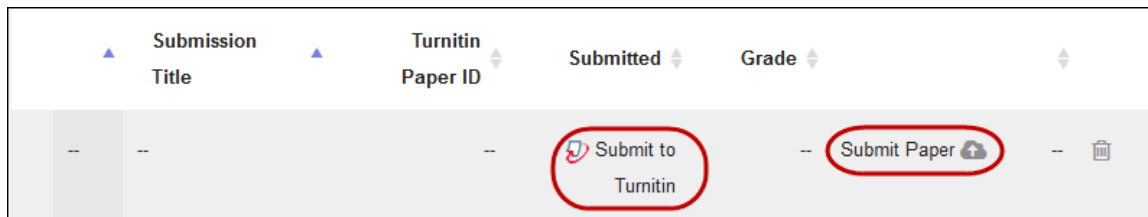
	Submission Title	Turnitin Paper ID	Submitted	Grade	
<a href="#">View Digital Receipt</a>	The art and science of teaching	59440995	19/07/16, 11:33	--	<a href="#">Submit Paper</a>  --



- i. Click on the **Submit Paper** icon and repeat the upload process with the correct file.

Please note that re-submissions are permitted only before the **Due Date** has been reached, and that you should contact your Departmental Administration office should you need to resubmit after the **Due Date** has passed.

### Overwriting a non-supported file

If, however, you have attempted to submit a document in a non-supported format, an error message will be displayed. Your submission inbox will then display as below:



	Submission Title	Turnitin Paper ID	Submitted	Grade	
--	--	--	<a href="#">Submit to Turnitin</a>	--	<a href="#">Submit Paper</a>  -- 

- i. The **Submit to Turnitin** link indicates that the file is not in a supported format or does not meet the content criteria (both described in [Section 2, part ii](#)).
- ii. Reformat your document
- iii. Click on the **Submit Paper** icon and repeat the upload process.

## 5. Turnitin Troubleshooting

In the first instance you should refer to the [Turnitin FAQs](#) in the [Avoiding Plagiarism](#) site in Moodle.

If you cannot see a Turnitin Assignment in your Moodle course, please contact your [Departmental Administration Office](#).