

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

Part 1

Title	Start Date	Due Date	Post Date	Marks Available
<div><div></div>Autumn Essay - Part 1</div>	17 Sep 2018 - 09:00	15 Oct 2018 - 14:00	12 Nov 2018 - 14:00	100 <div></div>
<div>Summary:</div> <div>Please upload your assignment on or before the due date and time</div>				
<div>Refresh Submissions</div>				
Submission Title	Turnitin Paper ID	Submitted	Grade	
--	--	--	--	<div>Submit Paper</div>

- v. The Submit Paper page will appear.

2. Submitting an assignment or essay to Turnitin

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

Is no larger than 40 M

An acceptable file type - Turnitin will accept the following file types:

doc & .docx (Microsoft Word)

odt (OpenOffice)

wpd (WordPerfect)

ps & eps (Postscript files)

pdf




htm & html

rtf

txt

hwp




- iii. When you Close the acknowledgement screen, the following screen appears, and provides a record of your submission(s) for a given assignment, and allows you to download them if necessary:

	Submission Title	Turnitin Paper ID	Submitted	Grade	
 View Digital Receipt	The art and science of teaching	59440995	19/07/16, 11:33	--	Submit Paper   --


- iv. Clicking on the View Digital receipt icon will allow you to view and print the receipt and submission ID.
- v. You will also receive your Digital Receipt and Turnitin Paper ID by e-mail. This can take up to an hour to arrive, and is sent to your Royal Holloway account. Make sure you keep this, as you may need it as proof of submission.
- vi. Should your digital receipt e-mail not arrive, you can retrieve it by repeating step 1, parts i and ii to access the My Submissions page.

4. Re-submitting a document

- a. **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	
 View Digital Receipt	The art and science of teaching	59440995	19/07/16, 11:33	--	Submit Paper   --

- i. Click on the Submit Paper icon and repeat the upload process with the correct file.
- ii. Please note that re-submissions are permitted only before the deadline for the assessment has been reached, and that you should contact your School Administration Team should you need to resubmit after the deadline has passed.
- b. **Overwriting a non-supported file** - If 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	
--	--	--	Submit to Turnitin	--	Submit Paper 

- 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 have further problems or you cannot see a Turnitin Assignment in your Moodle course, please contact your School Administration Team.