

Turnitin: Submitting a paper

Step-by-step guide for students

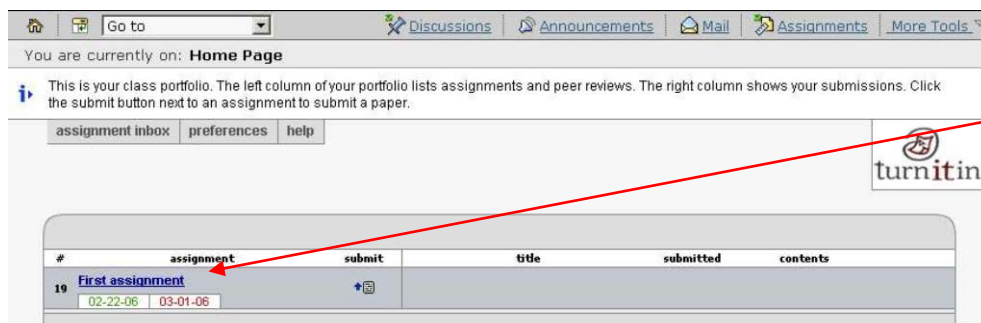
For Blackboard Vista 4.x

Warning

Only one file can be uploaded to a **Turnitin** assignment. If multiple files have been used for the assignment, these will need to be consolidated into a single file for submission as a **Turnitin** assignment.

Accessing an assignment

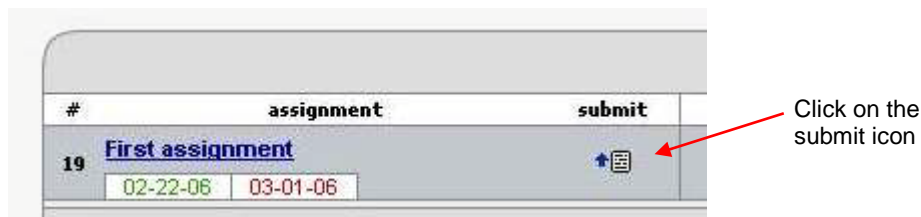
1. Click the assignment's title on an **Organiser page** or in a **Learning Module**.
2. To view the assignment details, including instructions, click on the assignment name in the assignment column.



3. Read any instructions and close the window when finished.
4. Use the **MyLO** navigation to leave the **Turnitin** assignment window.
5. You can now begin work on your assignment. Make sure to keep a back up copy!

Submitting a paper

You will need to access your **Turnitin** assignment by repeating step 1 above. Then click on **submit** for the relevant assignment.



Turnitin : Submitting a paper

Submitting a file

Usually your assignment will be saved in a file, if this is the case leave the field ‘**Submit a paper by:**’ as **file upload**

1. Provide a submission title for your paper.
Note: It is recommended that your submission title contain your student id number, to make it unique from others in the unit, while not containing any personal details.

The screenshot shows the Turnitin submission interface. At the top, there is a label 'Submit a paper by:' followed by a dropdown menu set to 'file upload' and a 'submit' button. Below this are three input fields: 'first name:' with the value 'Training', 'last name:' with the value 'Guest', and 'submission title:' with the value '111111 first assign'. Underneath these fields is a section labeled 'Browse for the file you want to upload:' which contains a file selection box and a 'Browse...' button. At the bottom of the form, there is a note: 'Turnitin currently accepts the following file types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.'

2. Click **Browse** and locate the file containing your assignment.
3. Click **submit**.
4. You will be asked to verify that the file you are submitting is the correct file, and to help with this its contents will be displayed. If it is the wrong file, click on the link **no**, go back and select the correct file, otherwise click **yes**, submit
After submission a digital receipt is displayed including the contents of the file.
5. Use **MyLO** navigation to return from the **Turnitin** assignment.

Submitting via Pasting

You can copy and paste the text of your assignment into the **Submission:** box. To do this, follow the steps below.

1. As for submitting a file, click the assignment’s title on an **Organiser page** or in a **Learning Module**.
2. Click the **submit** icon.
3. From the drop down list next to ‘**Submit a paper by:**’ select **Cut & Paste**
4. Provide a submission title for your paper
Note: It is recommended that your title contain your student id number, to make it unique from others in the unit, while not containing any personal details.
5. Click **submit**. After submission a digital receipt is displayed including your text.
6. Use **MyLO** navigation to return from the **Turnitin** assignment.

After submitting

1. By clicking the assignment's title on an **Organiser page** or in a **Learning Module**, the details of your submitted paper will be visible in the **Turnitin** assignment Inbox.

Click the submission title to view the file submitted.

#	assignment	submit	title	submitted	contents
19	First assignment 02-22-06 03-01-06	+	1110 paper	02-27-06	📎 .bat

Click the assignment name to view the instructions again.

2. Click the assignment name to view the assignment details again.
3. Click the submission title to view the details of the file you have submitted.
4. If you have submitted the wrong paper you will need to contact your lecturer as only one submission will be accepted for each assignment.
5. If the unit coordinator has made the originality report available to students, this will also be displayed in the **Turnitin** assignment Inbox, after submitting your paper. Initially it is represented as a gray bar (indicating that it is not yet available) and then as a coloured bar indicating the extent of text matching identified.

A grey report icon indicates that the report is not yet available.

#	assignment	submit	title	submitted	contents
32	First assignment 08-03-07 08-10-07	+	111110 My first assignment	08-10-07	---

A coloured icon indicates that the report is available and the extent of text matching. Click the coloured icon to view the report.

#	assignment	submit	title	submitted	contents
32	First assignment 08-03-07 08-10-07	+	111110 My first assignment	08-10-07	18% 🟢 📎 .doc

6. The colour of the report icon indicates the extent of text matching identified by **Turnitin**. Blue indicates less than 20 matching words; green more than 20 words to 24%; yellow 25 to 49%; orange 50 to 74% and red 75 to 100% of text in the paper matching text within documents in **Turnitin's** databases.

More information

- See **About Turnitin: For Students** and **Turnitin: Viewing the originality report**.
- Information for students on academic integrity is available at <http://www.utas.edu.au/tl/supporting/academicintegrity>.
- Tutorials and other support materials are available on the **Turnitin** website at www.turnitin.com/static/training.html.

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