Submitting an Assignment in Turnitin
(Student Guide)

Student view of Turnitin assignments

Reminder: Turnitin is a *similarity report* not a plagiarism report. It is still your responsibility that *all* of the highlighted items are referenced appropriately. Whether the similarity figure is high **or** low is *not* an indication of whether plagiarism has taken place.

How to submit your assignment

When you have an assignment due your tutors will have made this available from a particular date on Moodle for you to submit your work. The icon looks like this:

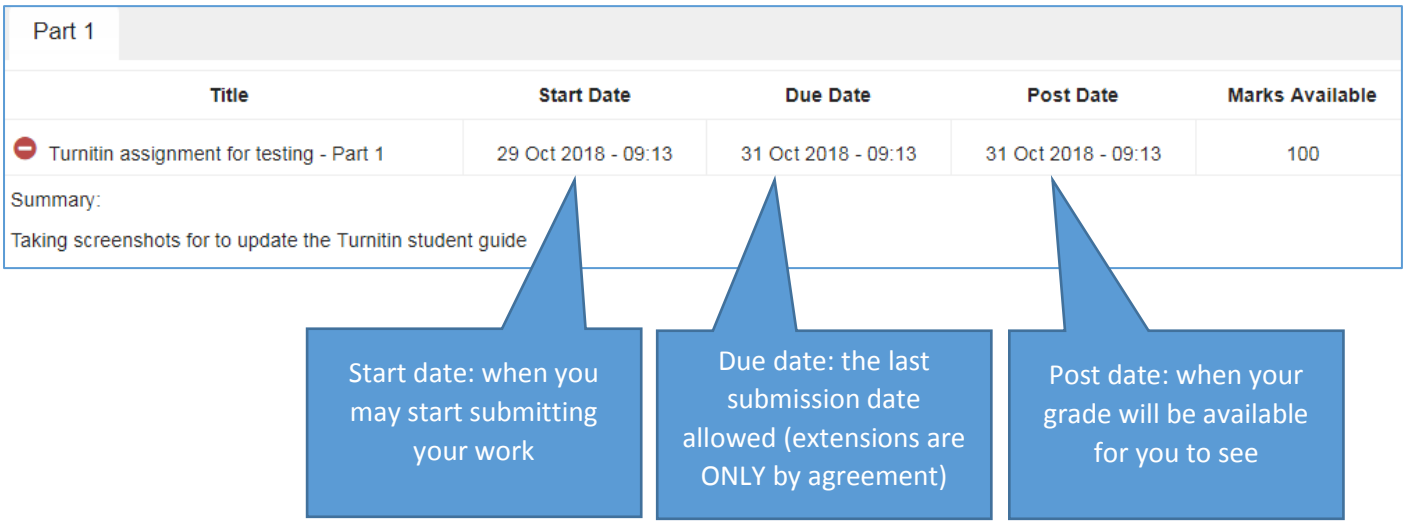


and will have the title of your assignment next to it.

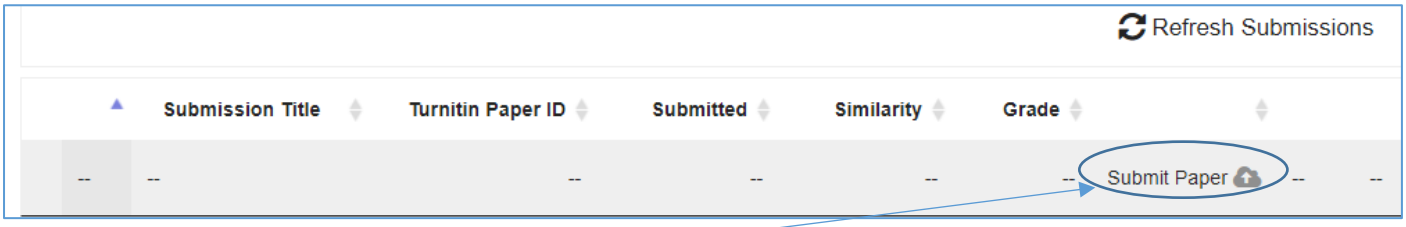
The first time you do this you will be asked to accept the Turnitin User agreement. You will not be able to submit unless you have accepted the agreement.



When you click on the assignment link you will see the dates relating to the assignment. Tutors are responsible for putting the right dates on the assignments.

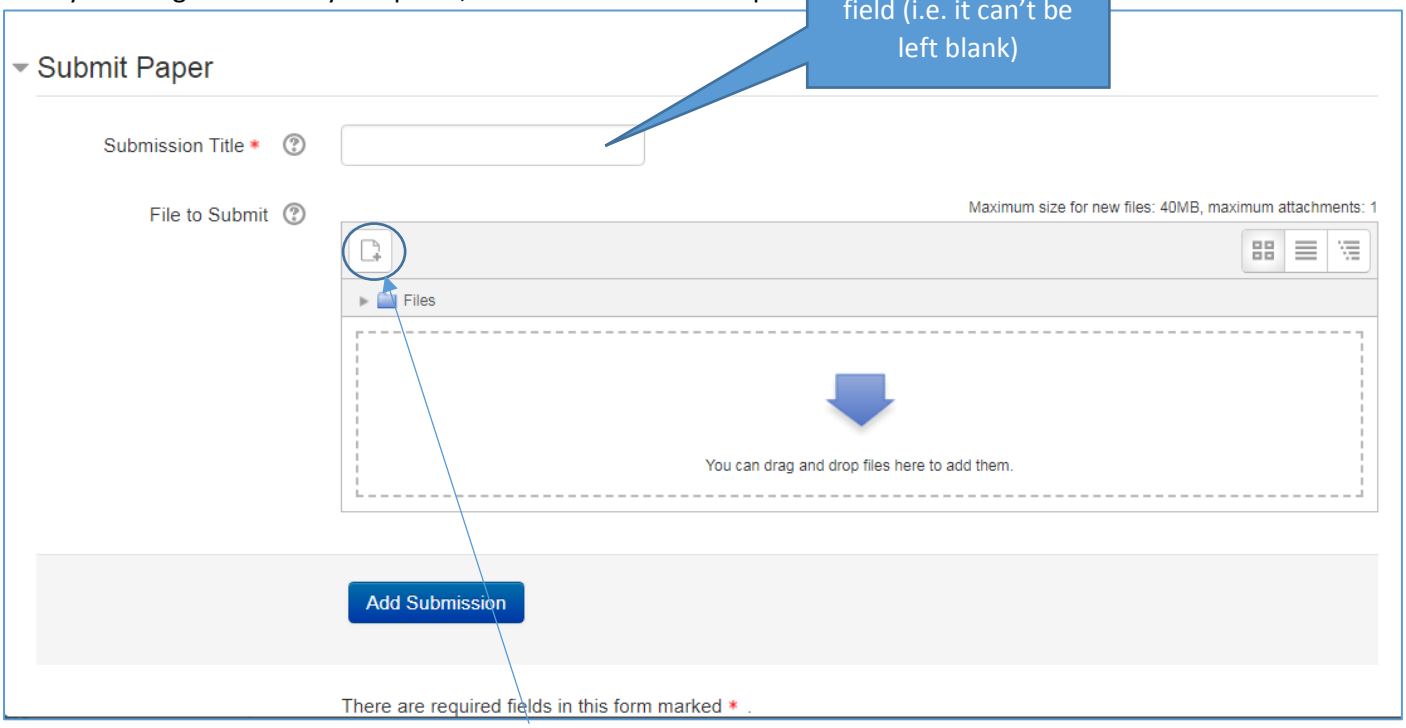


How to submit your work

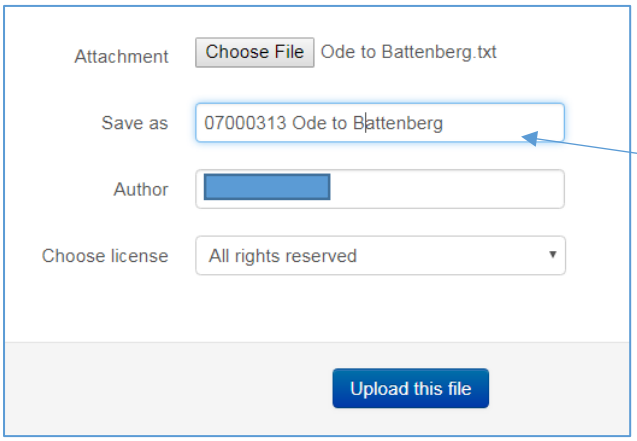


When your assignment is due, this link will appear

Have your assignment ready to upload, and click on this link to proc



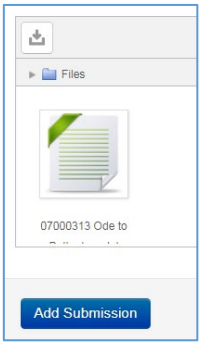
You can drag and drop your file, or click on this icon to get to the upload dialogue box

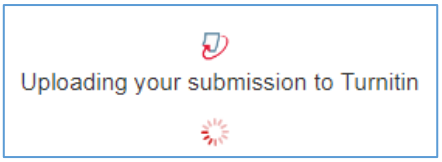


Some tutors may ask you to include your ID number in the submission, either in the title of the file or as you submit your file. This is also a required field.

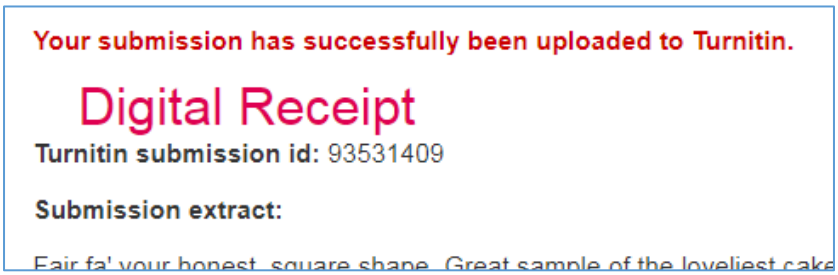
Once you have entered your details, Click on 'upload this file' and it will appear in the window.

Click on 'Add submission' to submit your work.

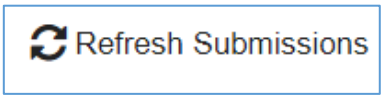




You'll get this message as it uploads



Next you will see a digital receipt message, including a copy of your submitted text, and you will also receive a receipt in your student email account. You can close this screen and return to the main screen.



You can click 'refresh submissions' to get updated data from Turnitin, and see if your submission has been received



This one has been received, but is pending the comparison report. Your first submission will be returned quite quickly (usually within a few minutes) with a comparison percentage.

File types and sizes

The following file types will be accepted by TurnItIn DOC, DOCX, WORDPERFECT, HTML, ADOBE POSTSCRIPT, TXT, RTF, PDF (must have some text, images only not accepted), PPT, PPTX, PPS, HWP.

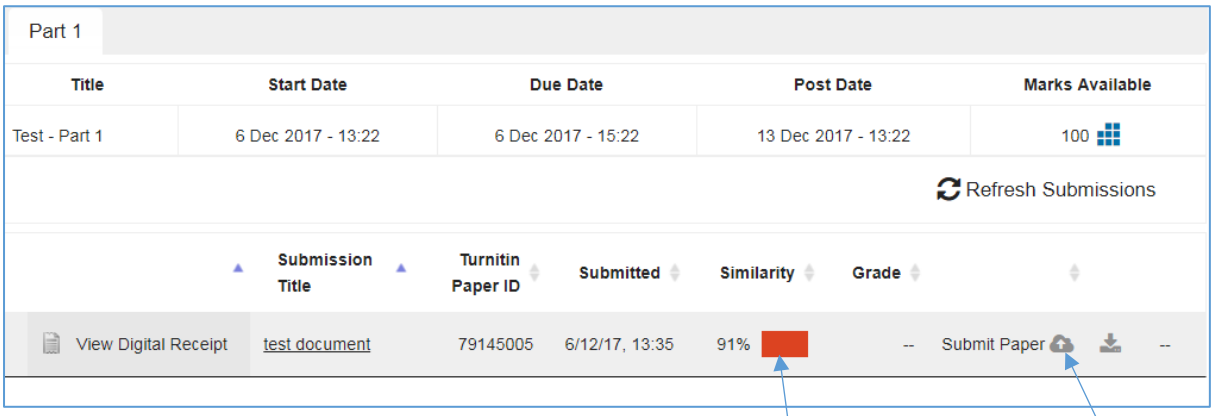
Please note that Apple Mac '.PAGES' files *cannot* be processed by Turnitin. You should save and upload your files in PDF format instead.

Some outmoded or open source software may have its own default file format. Students must know to select a compatible format for saving their documents to submit to TurnItIn, usually RTF or TXT or a Word format. The ITSHelpdesk can assist any student with changing the file type. PDF may be a good alternative in this case.

The TurnItIn file size limit is 20MB. Please note this is less than the Moodle file size limit. One way of reducing file sizes is to reduce the file size of images in the document.

Once you have submitted

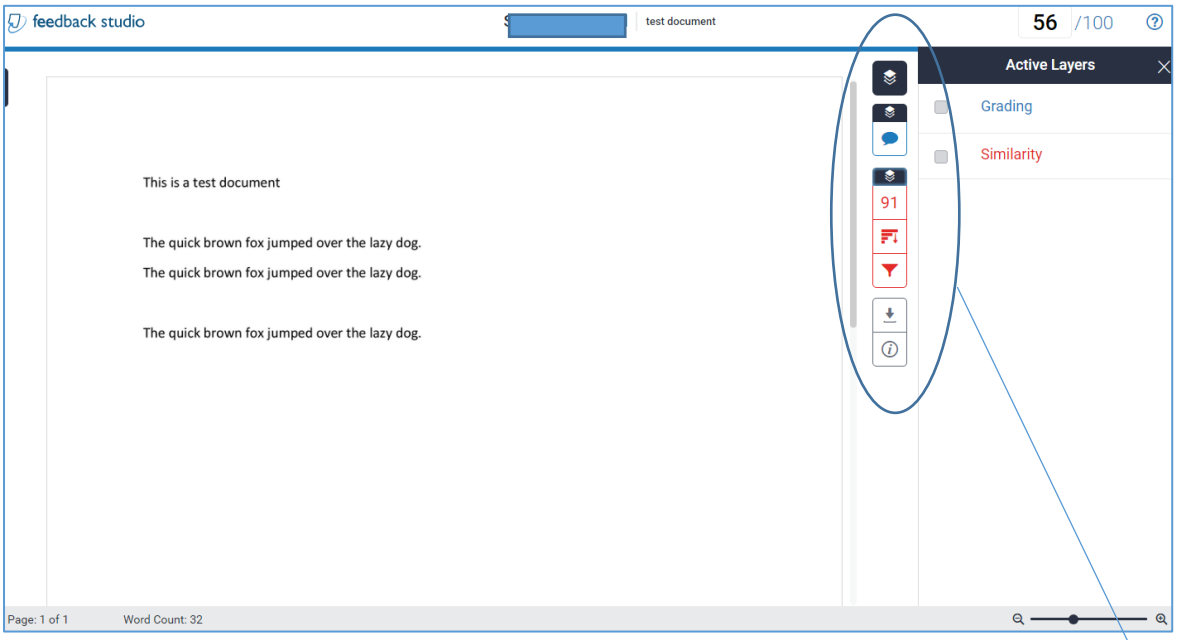
Click on the assignment in Moodle and you will see your submission information (pictured below). This includes the percentage of similarity found, and the grade (if the submission has been marked – the one below has not been marked yet)



Click on the actual percentage/coloured box in the column 'similarity' to access **Turnitin**, where you can see feedback comments, the similarity report, and where you can download your assignment.

n.b. You can submit your assignment early to see the Similarity report, and resubmit nearer the due date with your final version. Please note the first submission is quite fast, but subsequent submissions *may take up to 24 hours*.

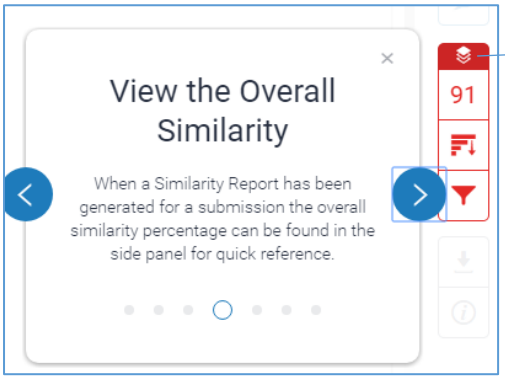
Viewing the submission in Turnitin feedback studio



This is the view of the submission in **Turnitin** with nothing switched on i.e. no feedback or similarity report.

The 'buttons' on the right are clicked to show the feedback and the similarity report

Viewing the Similarity report

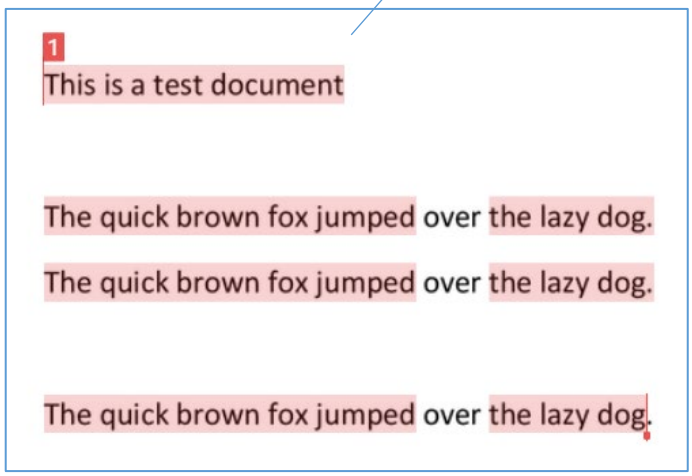


Click on this icon in the red section to access the similarity report.
This makes the highlighted similarities visible on your submission.
Each will be in a different colour with a number.

This particular submission only has one similarity found, highlighted in pink.

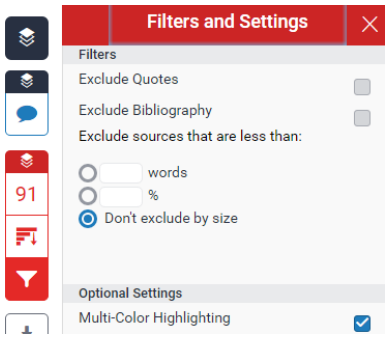
Click on the number to access the source of the text.

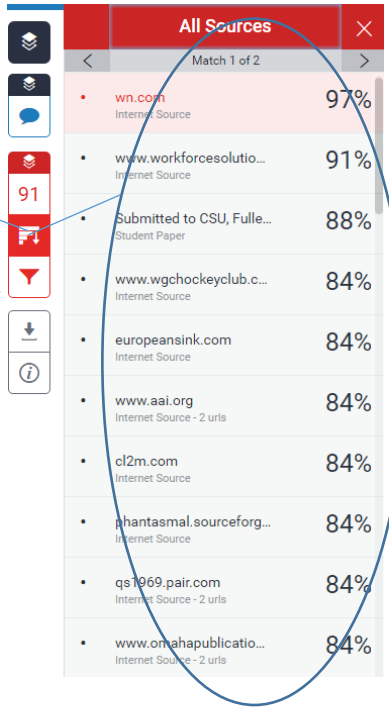




Clicking on this button will show a list of ALL sources found of this text

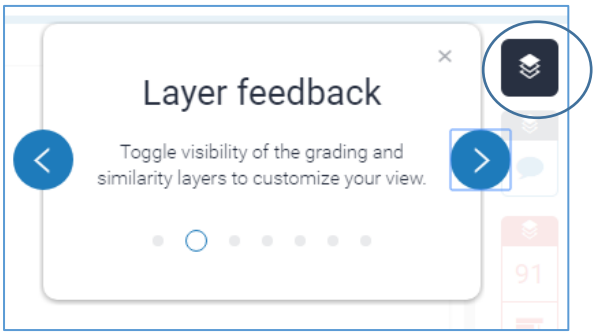
Clicking here offers some filter options





If you have some text that is found elsewhere, you will need to ensure it is cited correctly with a reference.

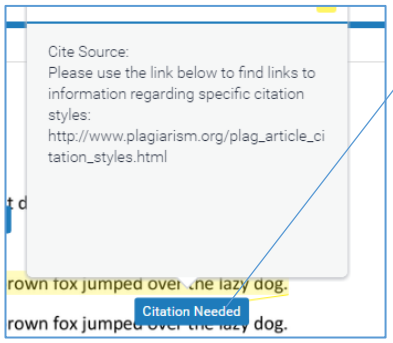
Viewing the Feedback from your tutor

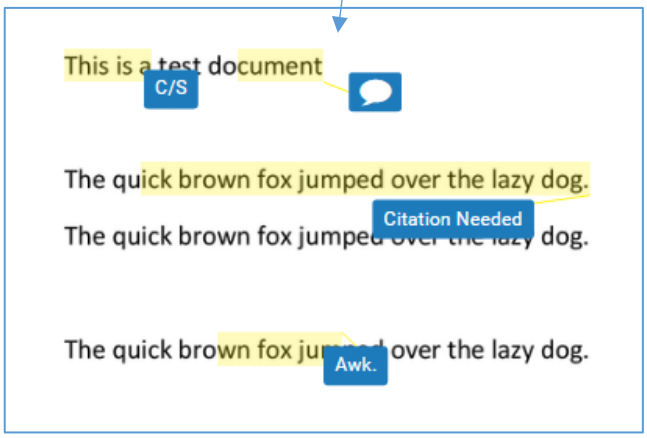


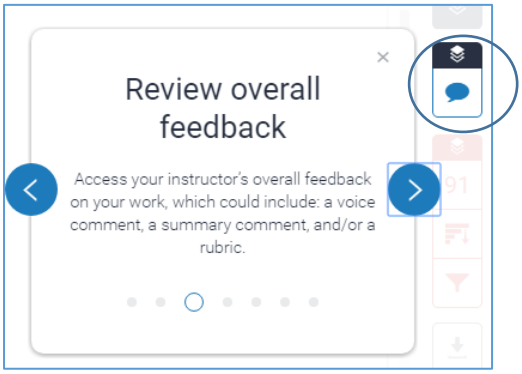
This button toggles the feedback on and off.

Click on any of the blue links on your text to expand the feedback, which will show on the right of the screen.

Here is a view of the feedback.

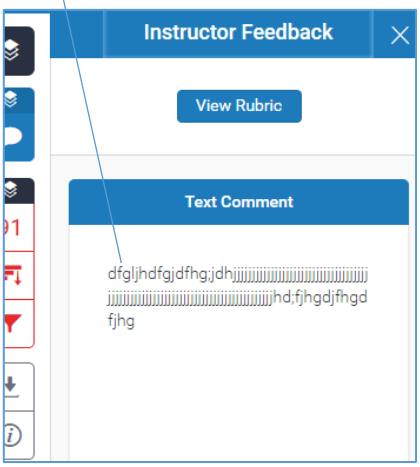






Click on the speech bubble icon to see your overall feedback, which will appear on the right hand side of the screen.

Here is a view of the overall feedback for this assignment

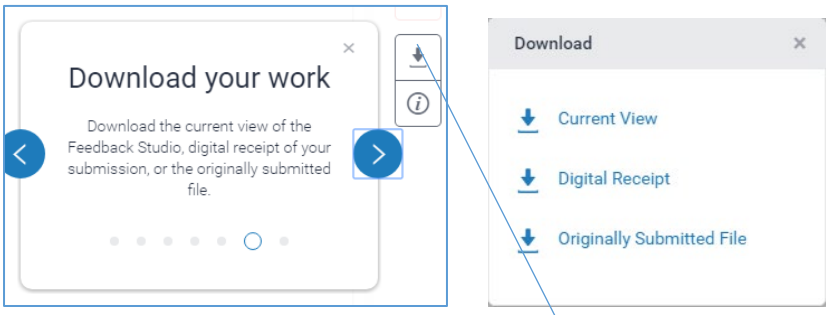


Viewing your grade



Your grade will appear on the due date, in the main screen when you click on the assignment link. This grade will be submitted and moderated/agreed during the assessment period. Your tutor will explain the grading process.

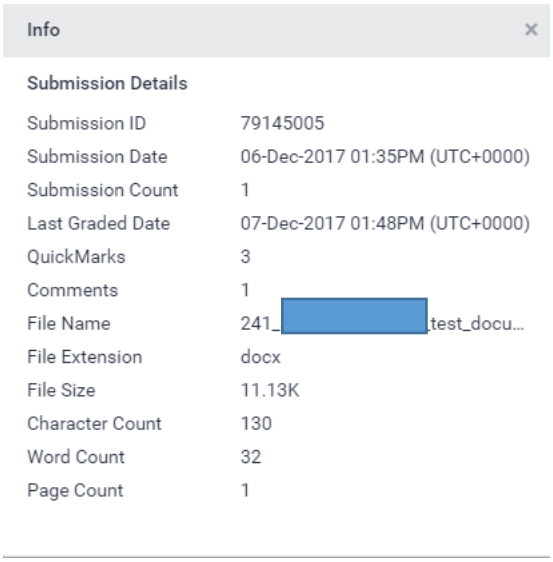
Downloading your work



Download options available on clicking the arrow 'download' button, if you need to download your work for any reason.

Current view will download everything you have 'switched on' in the on-screen view, i.e. if you have Feedback and Similarity report on view, these will appear in your download.

You can also download a copy of your *original file in its original format*.



Submission information is available on clicking the information button