



Student Guide for Submitting Assignments

1 Accessing Turnitin

- You will have been sent an e-mail from Turnitin with a temporary password.
- To get started, Google **submit.ac.uk** and log in to Turnitin with your e-mail address and password.
- If you change your password, please make sure you make a note of your new password.
- Once you have logged in, you will be taken to Student Homepage. Your Homepage will show two areas:
 - Check Originality Report (COR) and
 - Coursework submission area for each of the modules

If you must submit coursework for 4 modules, you should be able to see 4 links in this area: one for each of the modules, each labelled with module number and name.



Checking the Originality Report 2

Click on the **Check Originality Report** link and you will be taken to the following page:

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You will be able to see a number of slots where you can submit the draft versions of

your work.

- Insert your disk or USB stick with your work into the computer (unless you are using Dropbox or Google Drive).
- To submit a paper, click on **Submit** next to the slot.
- The following page will open:

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Upload Cancel		

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- Choose the area from which you are uploading file (computer/Dropbox/Google Drive)
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SL/Nov 2015

• Click on Upload.

(Please note that submissions are accepted in these formats: MS Word, WordPerfect, RTF, PostScript, HTML, plain text (.txt))

• Once you have clicked on *Upload*, the following page will appear:

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• After a few seconds, you will see the following page



If you are satisfied that you have sumbitted the correct version of your work, click on *Confirm*. (Otherwise, click on *Cancel* and start again.)

Once you have clicked on *Confirm*, the following page will appear.

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Click on *Return to assignment list* and you will be taken to the following page:

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To view your Originality Report, click on the Similarity Percentage tab. (See above.) Your Similarity Report page will appear as illustrated below:



The *Originality* tab in the left hand corner must be highlighted in order to be able to see your Match Overview.

Number of Submissions to Check the Originality Report

- There is **no limit** to the number of submissions you can make.
- Use this facility to refine your writing and referencing.
- Each new submission to a slot will overwrite the previous one.
- Do remember that Turnitin can take up to 24 hours to generate a Similarity Report.

3 Making a Final Submission

- Please note that you can only make a single submission to the module slot.
- Do this once you are satisfied with the quality of your work: once you have edited and refined it.
- It is this submission that will be marked and for which you will receive the marker's feedback.
- Click on the link to the relevant module area see below.

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From here, the submission process will be the same as for checking the originality report. The only difference is that you only get to submit **once** to the module area.

- Take care to submit your work to the correct area; pay attention to the module code, module name and lecturer's name.
- The steps will then be as illustrated as below:

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4 Submission Problems

If you are experiencing difficulties in accessing Turnitin, please contact the Information Centre who will try to assist you: studentadvice@lca.anglia.ac.uk. If necessary, they will refer your case to a member of the Academic Office.