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.

2 Checking the Originality Report

Click on the *Check Originality Report* link and you will be taken to the following page:
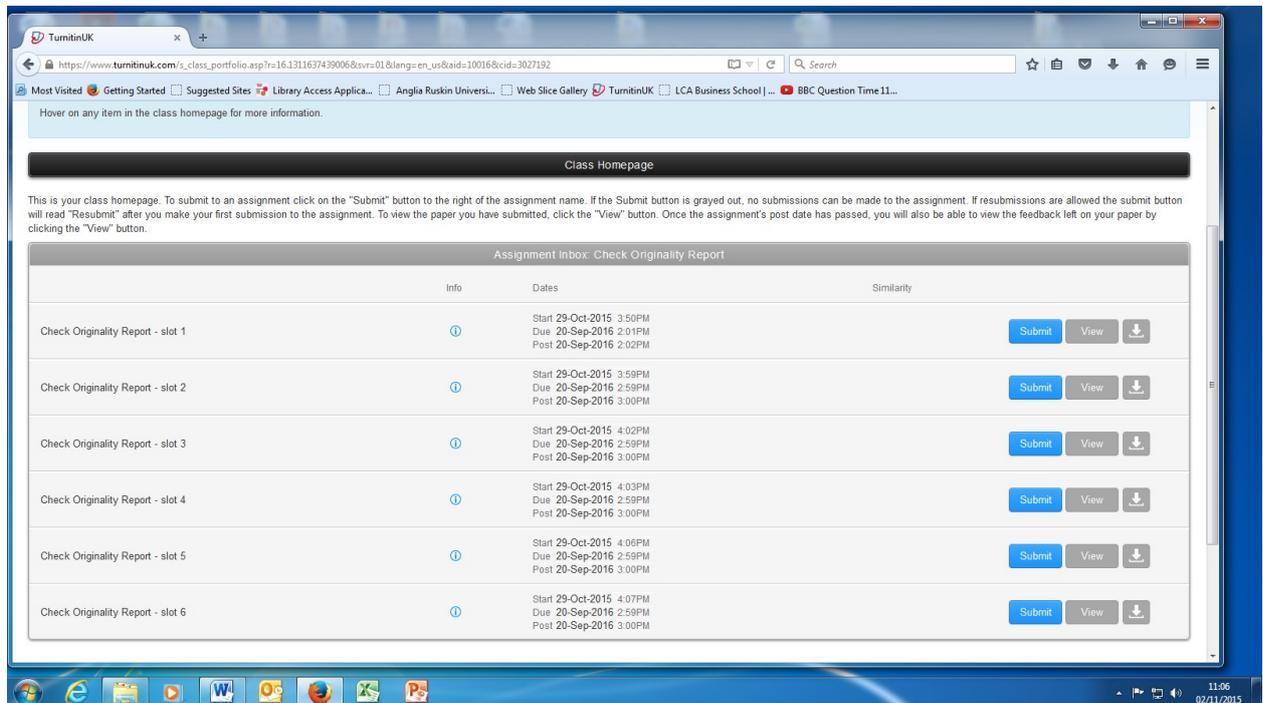
You will be able to see a number of slots where you can submit the draft versions of your work.

- 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:
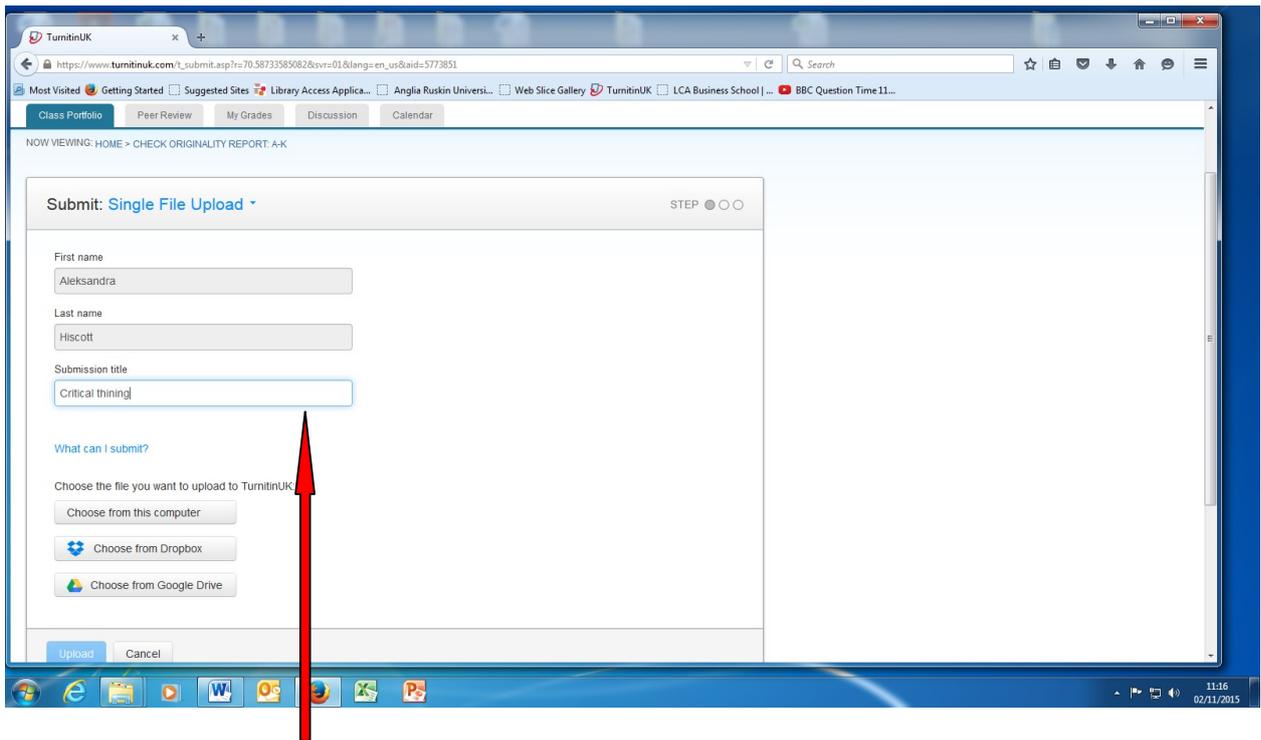
- Enter submission title.

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

- Choose the file.

- The following page will open:
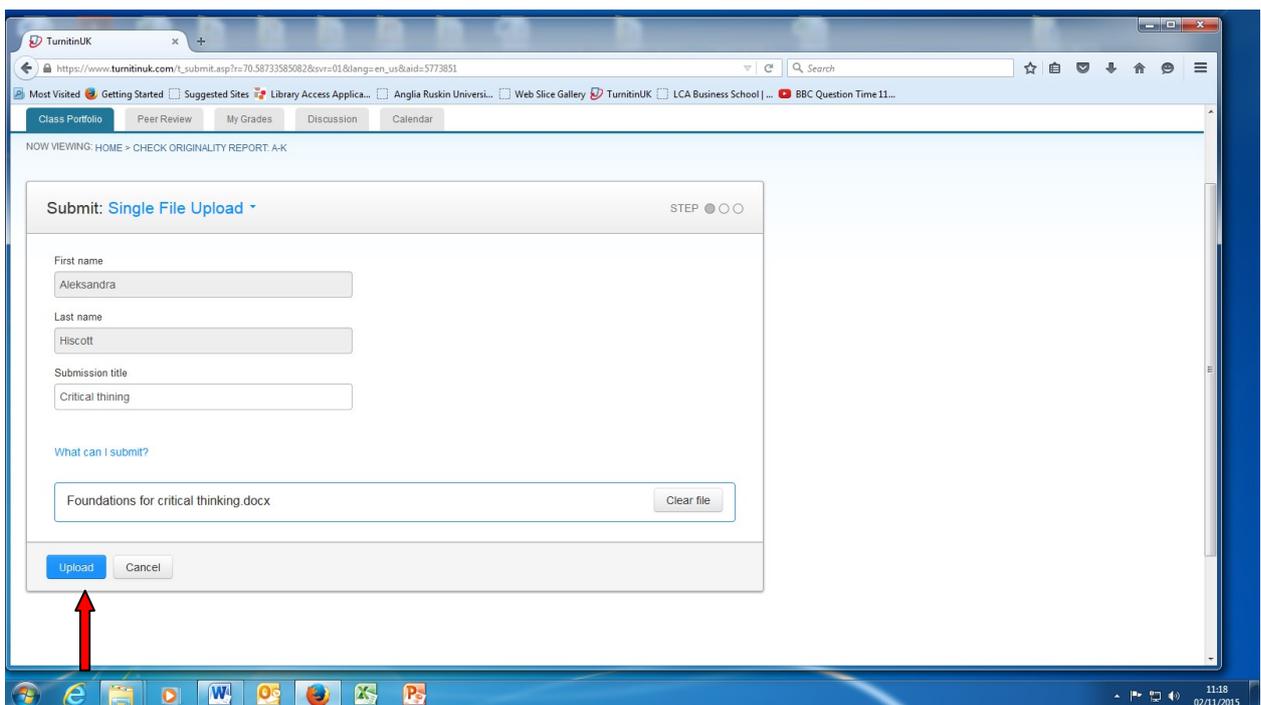
- Click on **_Upload._**

(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:
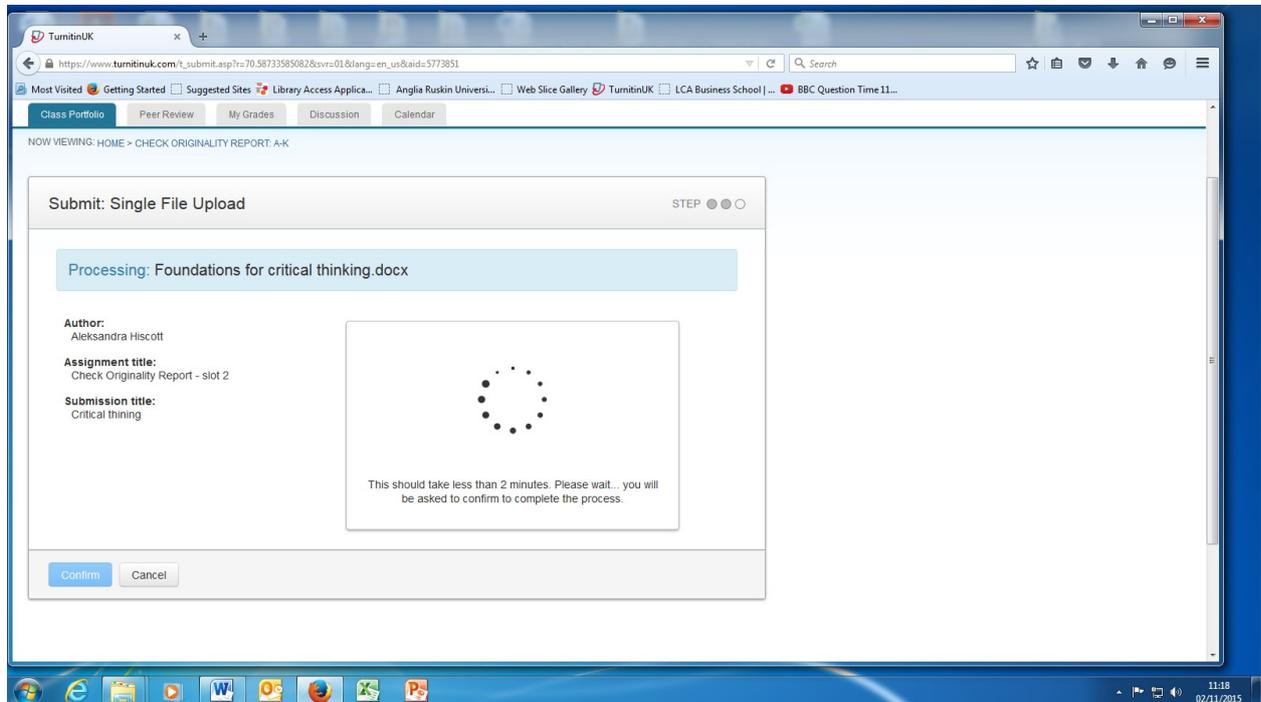
- After a few seconds, you will see the following page
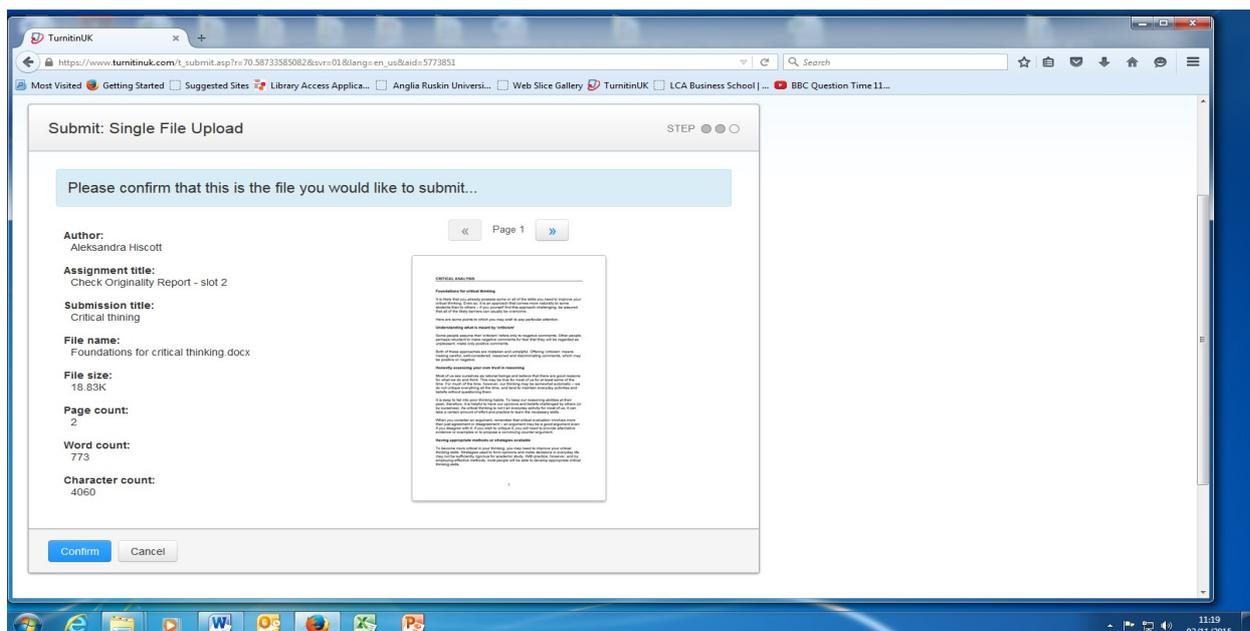
If you are satisfied that you have sumbitted the correct version of your work, click on *Confirm*. (Otherwise, click on *Cancel* and start again.)

Once you have clicked on *Confirm*, the following page will appear.
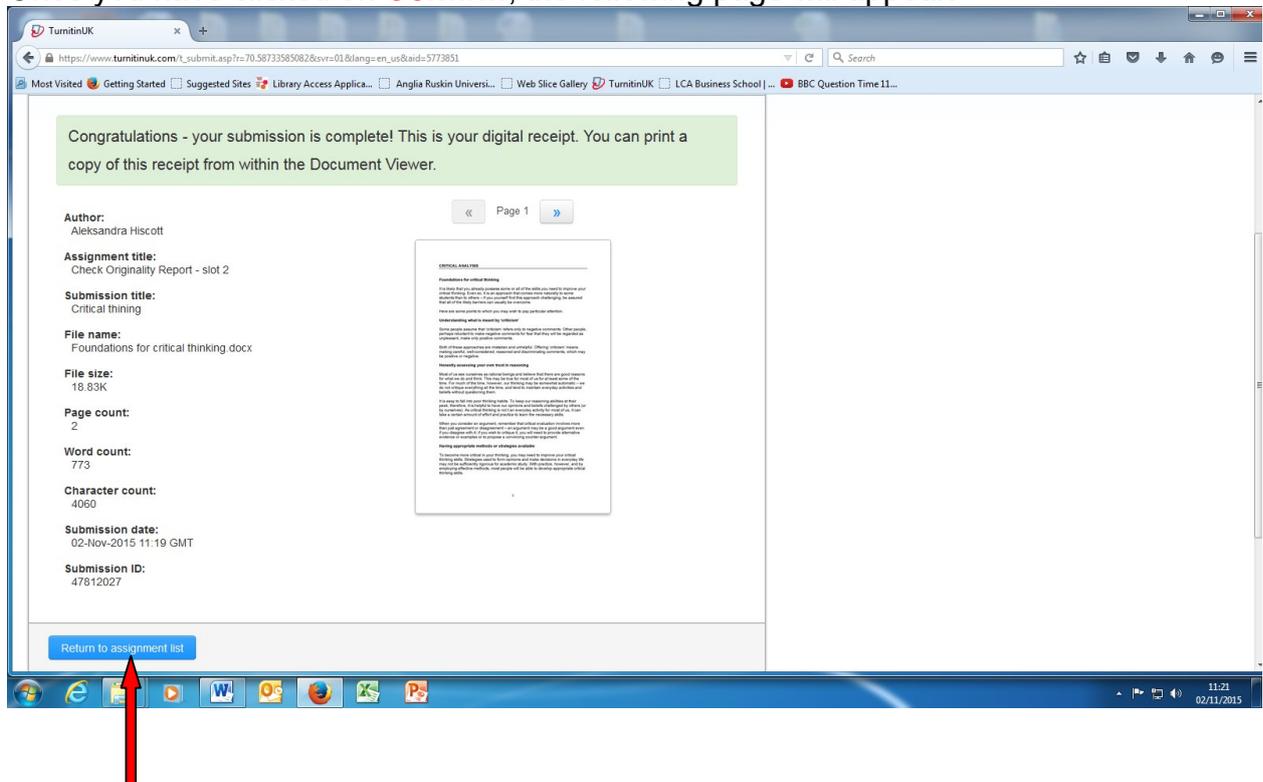
Click on *Return to assignment list* and you will be taken to the following page:
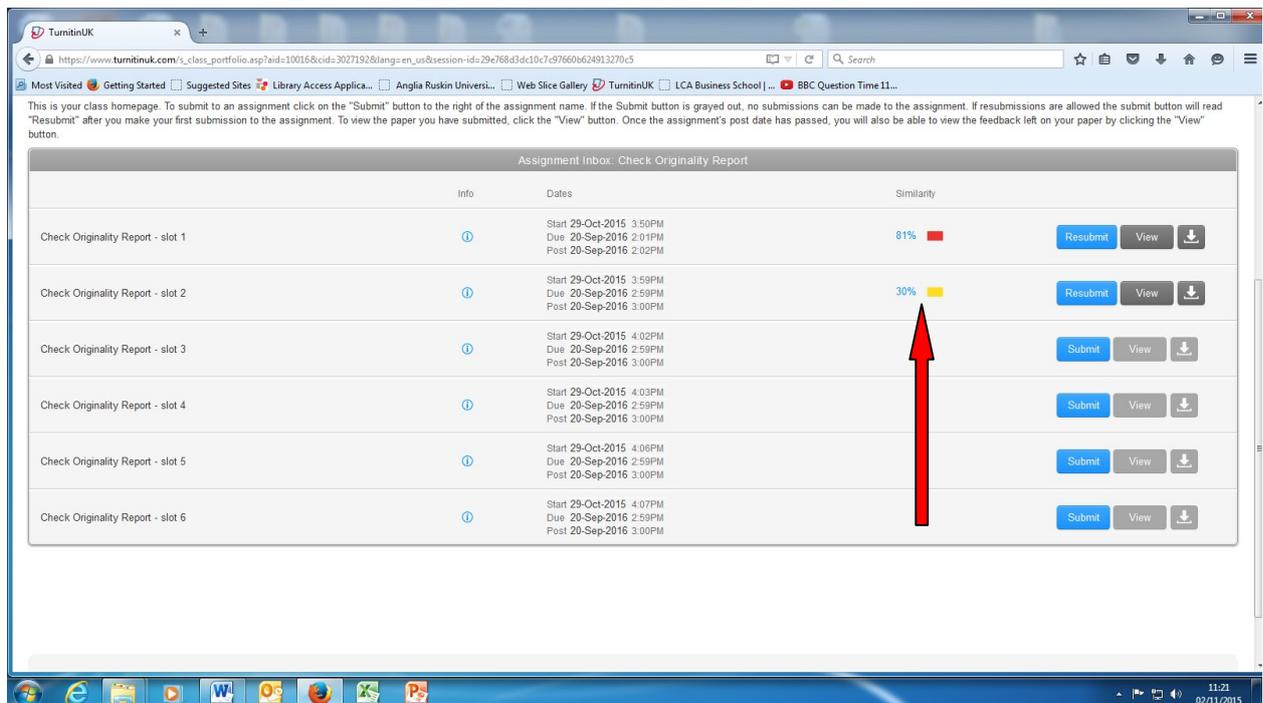
To view your Originality Report, click on the Similarity Percentage tab. (See above.)
Your Similarity Report page will appear as illustrated below:

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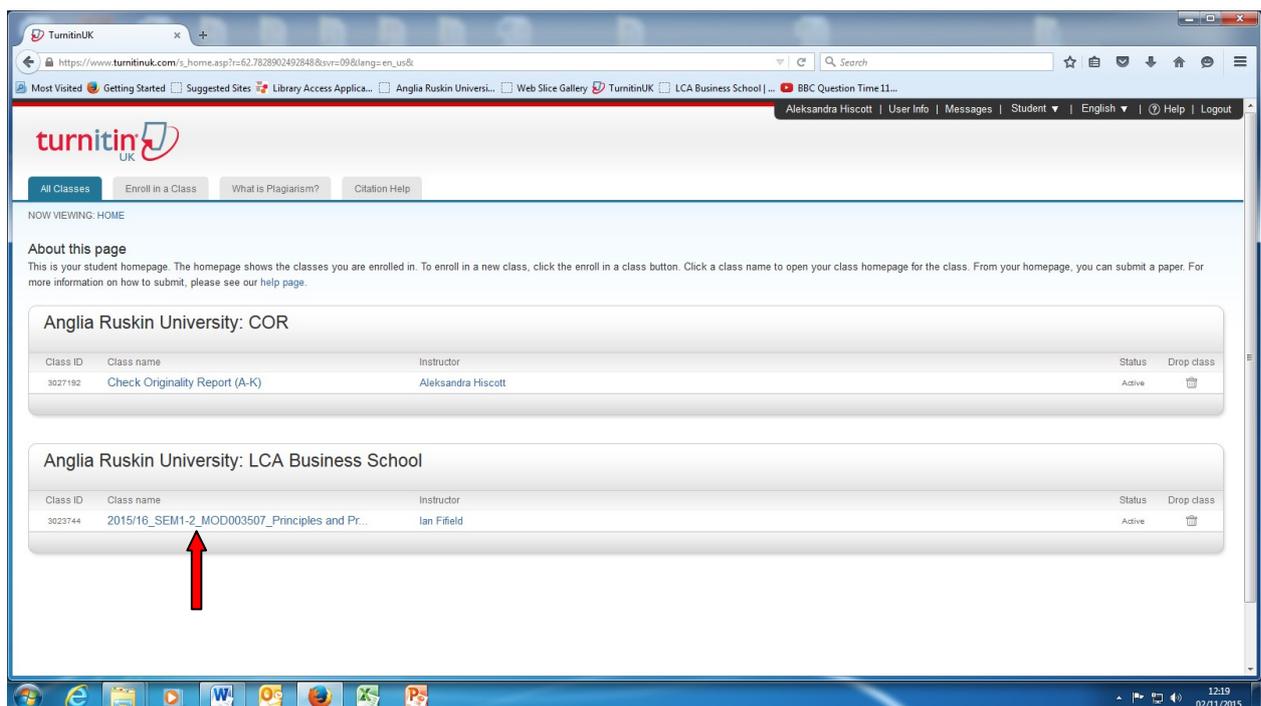
- This will open the page below:
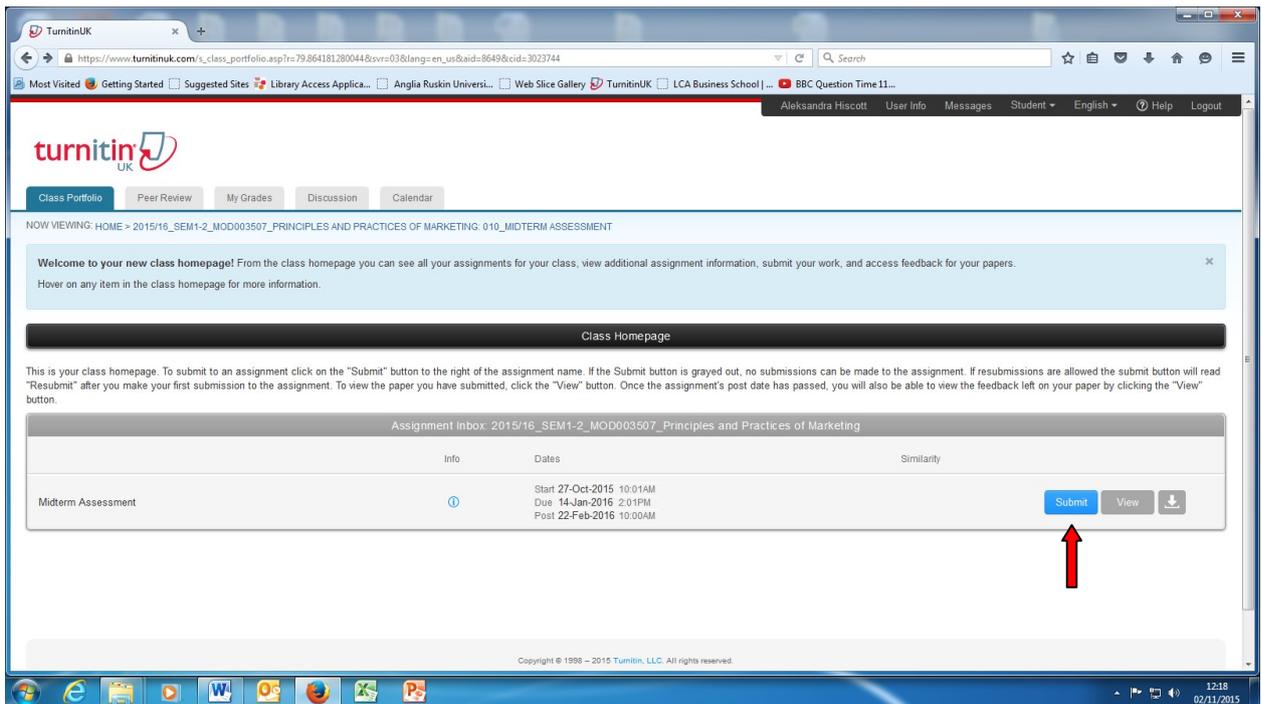
From here, the submission process will be the same as for checking the originality report. The only difference is that you only get to submit **once** to the module area.

- 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:
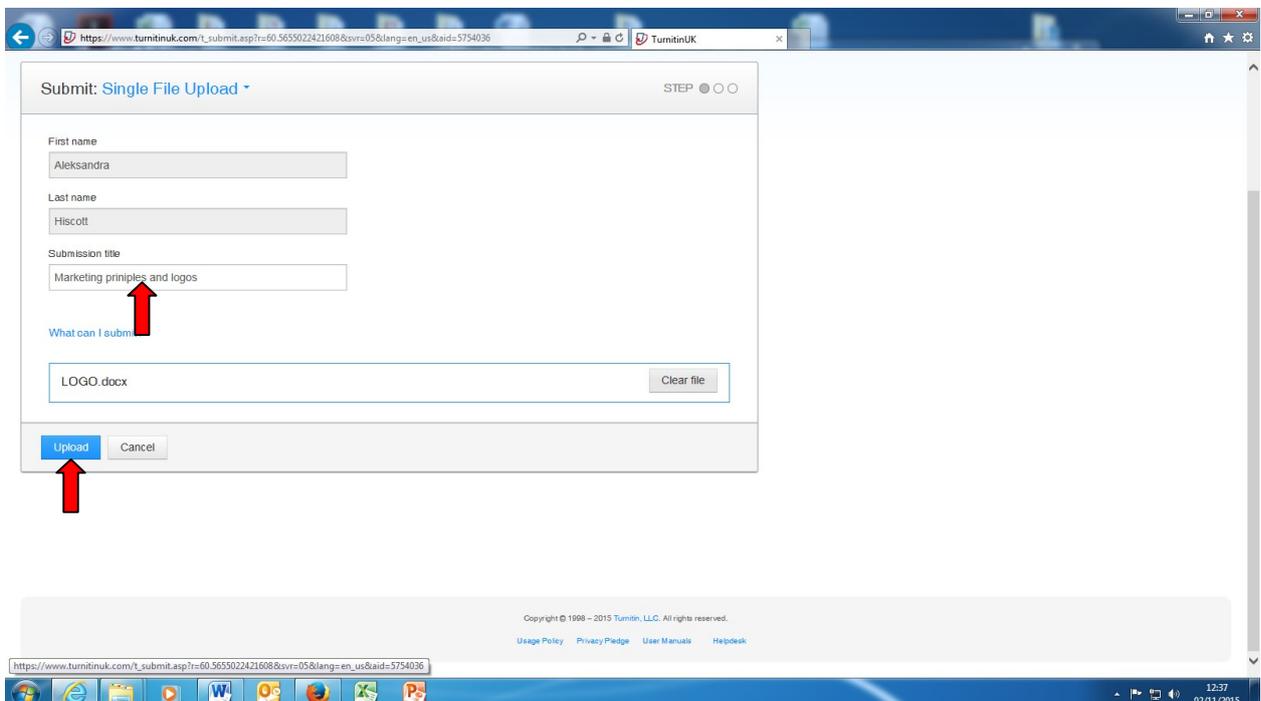
Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author:
Aleksandra Hiscott

Assignment title:
Midterm Assessment

Submission title:
Marketing priniples and logos

File name:
LOGO.docx

File size:
18.36K

Page count:
1

Word count:
42

Character count:
211

Submission date:
02-Nov-2015 12:37 GMT

Submission ID:
47819961

Once you have successfully submitted, you will receive an e-mail, which you should save.

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.