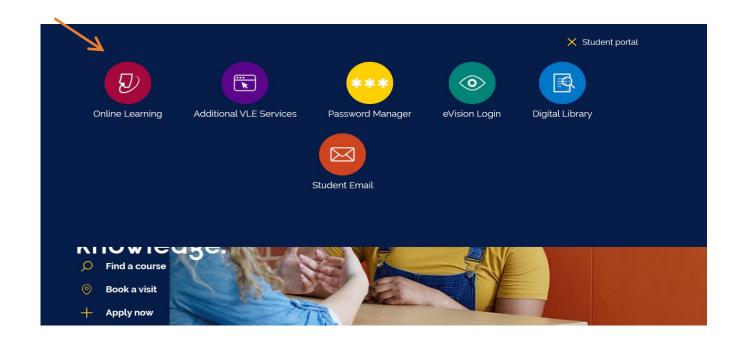


VLE Submission Guide



<u>Step 1:</u>

Go to: <u>https://london.aru.ac.uk/</u> and click on 'Student Portal' and then 'Online Learning'.



<u>Step 2:</u>

On the login page enter your VLE username and password then click 'Sign in'.

Anglia Ruskin University London								
Username ?~ Password Remember username Log in	Forgotten your username or password? Cookies must be enabled in your browser ?							



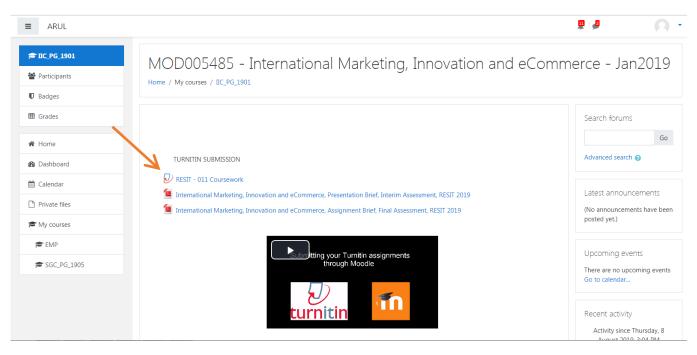
Step 3:

Click on the title of the module that you want to submit an assignment for.



Step 4:

Click on the Turnitin submission link.



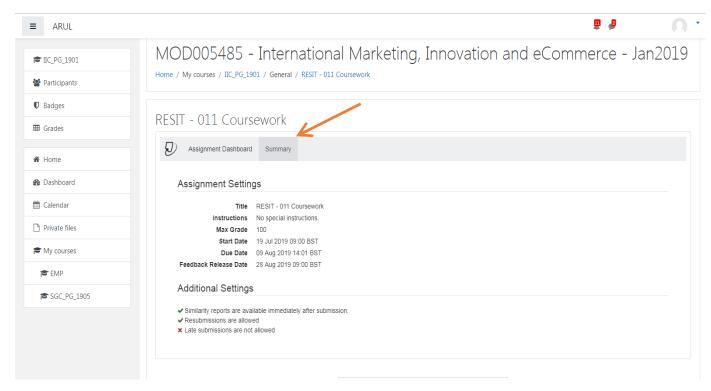
The icon next to an assignment submission will look like this:





<u>Step 5:</u>

Click on 'Summary' and then read the assessment summary before submitting.



<u>Step 6:</u>

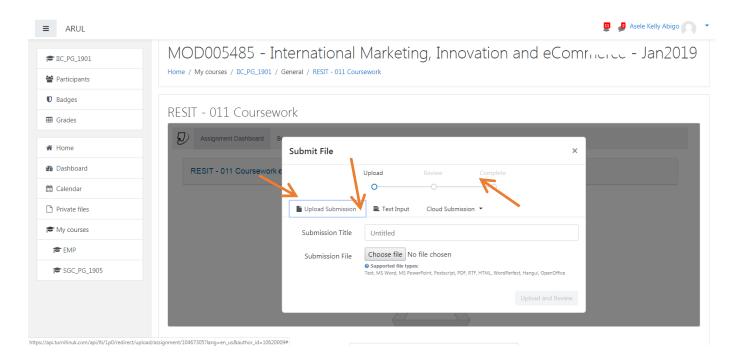
Then click back on 'Assignment Dashboard' and then 'Upload Submission'.

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<u>Step 7:</u>

To upload a file from your computer, click '**Choose file**' and <u>add a submission</u> <u>title</u>.



To upload a file from <u>Dropbox</u>, <u>Google Drive</u> or <u>OneDrive</u>, click '**Cloud Submission**'.

<u>Step 8:</u>

Select your assignment from a computer, Dropbox, Google Drive or OneDrive and click '**Open**' and then click '**Upload and Review**'.

If you are unable to see the 'Upload and Review' button, you need to zoom out by pressing CTRL

and – on your keyboard.

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<u>Step 9:</u>

Once you have uploaded your assignment, you can <u>preview your submission</u>. If you are happy with your assignment, then click '**Submit to Turnitin**'.

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SGC_PG_1905		21 Preview Submission			Cancel Submission Sub	mit to Turnitin	
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<u>Step 10:</u>

You will then see '<u>Submission uploaded successfully</u>' highlighted in green. You can <u>check your originality report</u> by clicking on %.

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You can **resubmit as many times as you like before the deadline**, but if you submit more than 3 times the originality report will take 24 hours to appear.



<u>Step 11:</u>

You will not be automatically e-mailed a digital receipt, but you are able to download it by clicking <u>on this button</u>.

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For any other submission enquires please contact: <u>icentre@london.aru.ac.uk</u>.