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University

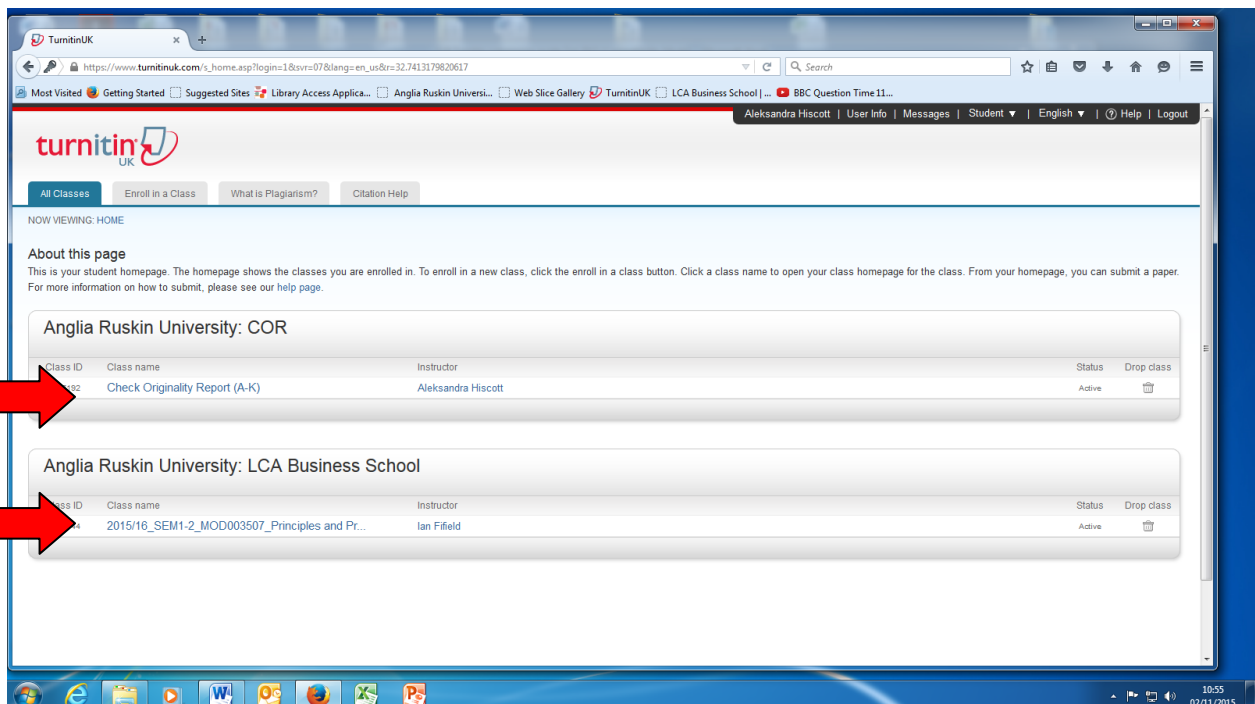
**London**

# **Student Guide for Submitting Assignments**

# 1 Accessing Turnitin

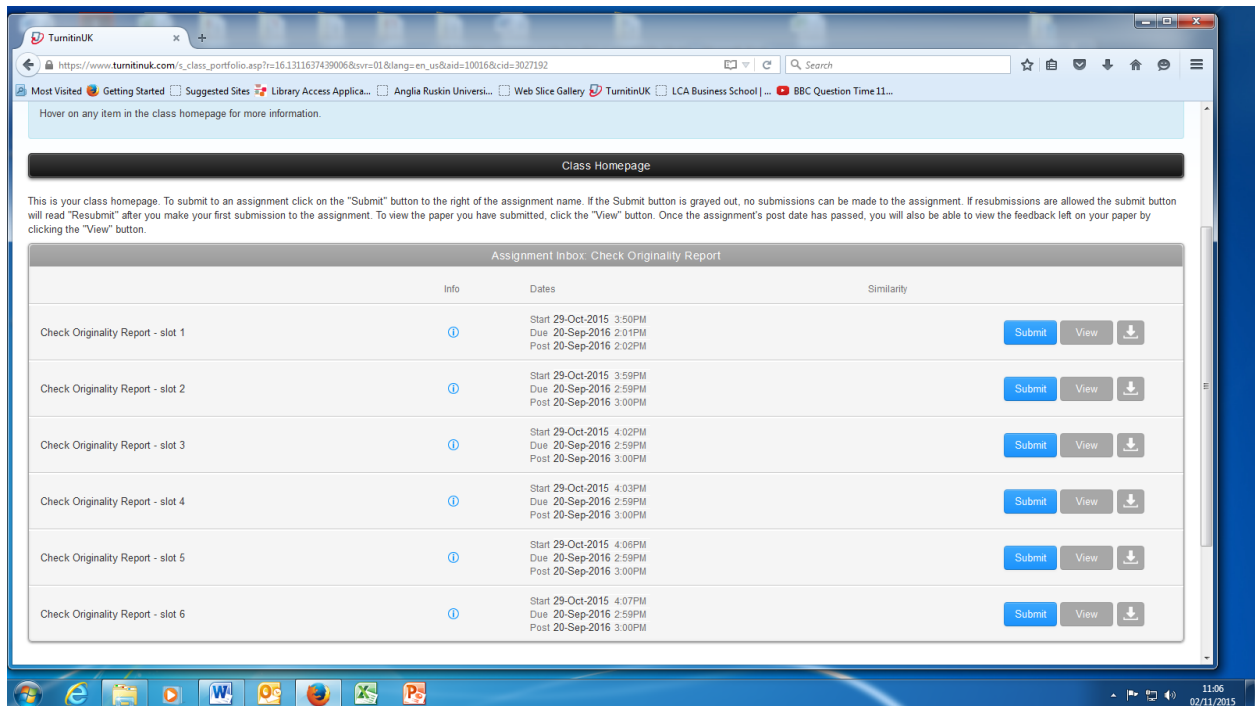
- You will have been sent an e-mail from Turnitin with a temporary password.
- To get started, Google **submit.ac.uk** and log in to Turnitin with your e-mail address and password.
- If you change your password, please make sure you make a note of your new password.
- Once you have logged in, you will 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.



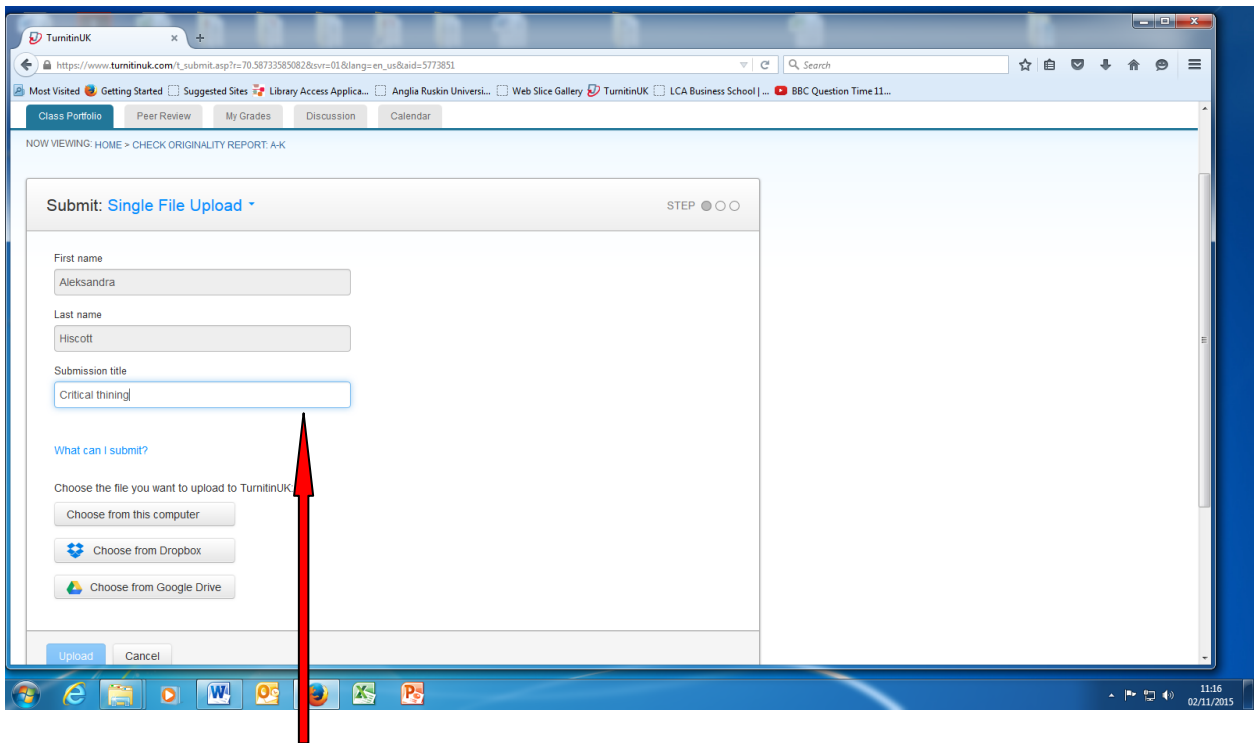
## 2 Checking the Originality Report

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

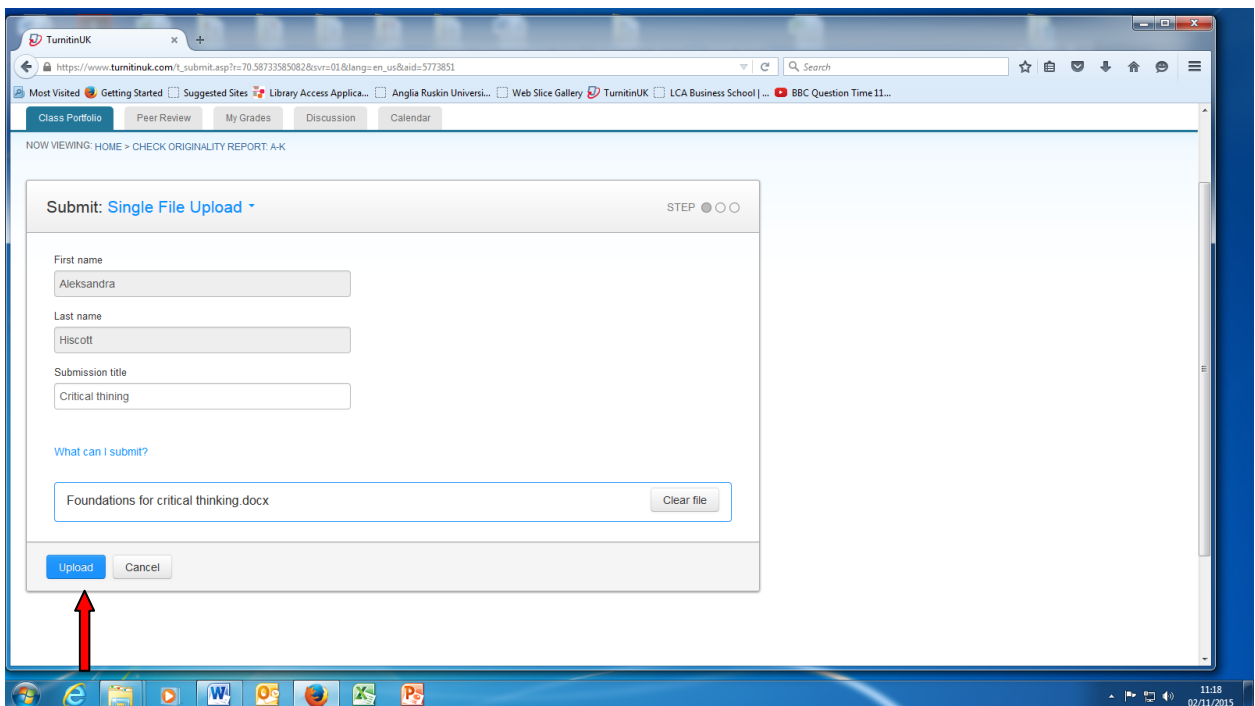


You will be able to see a number of slots where you can submit the draft versions of your work.

- 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:



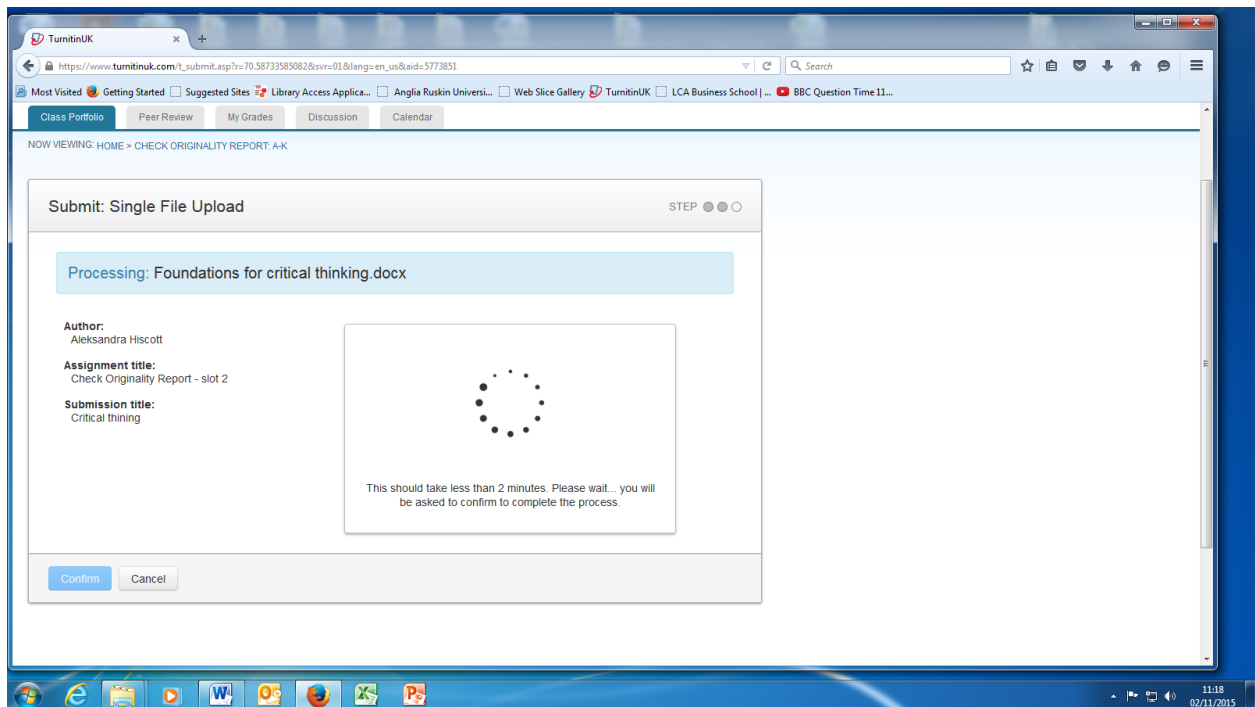
- Enter submission title.
- Choose the area from which you are uploading file (computer/Dropbox/Google Drive)
- Choose the file.
- The following page will open:



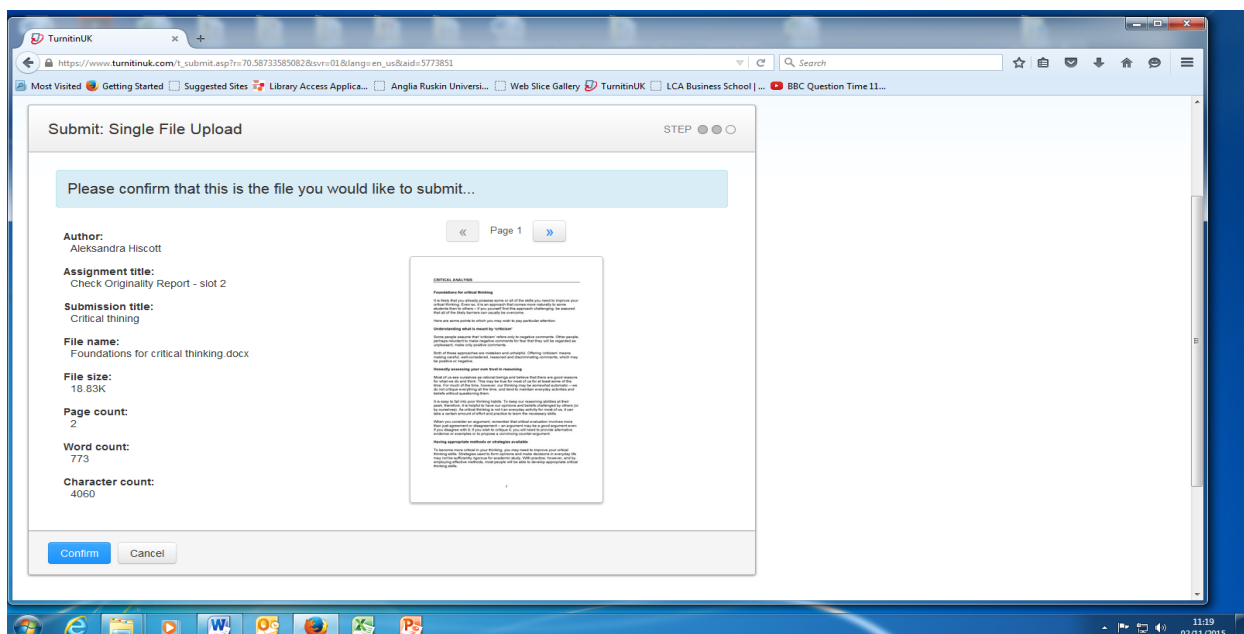
- Click on **Upload**.

(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:

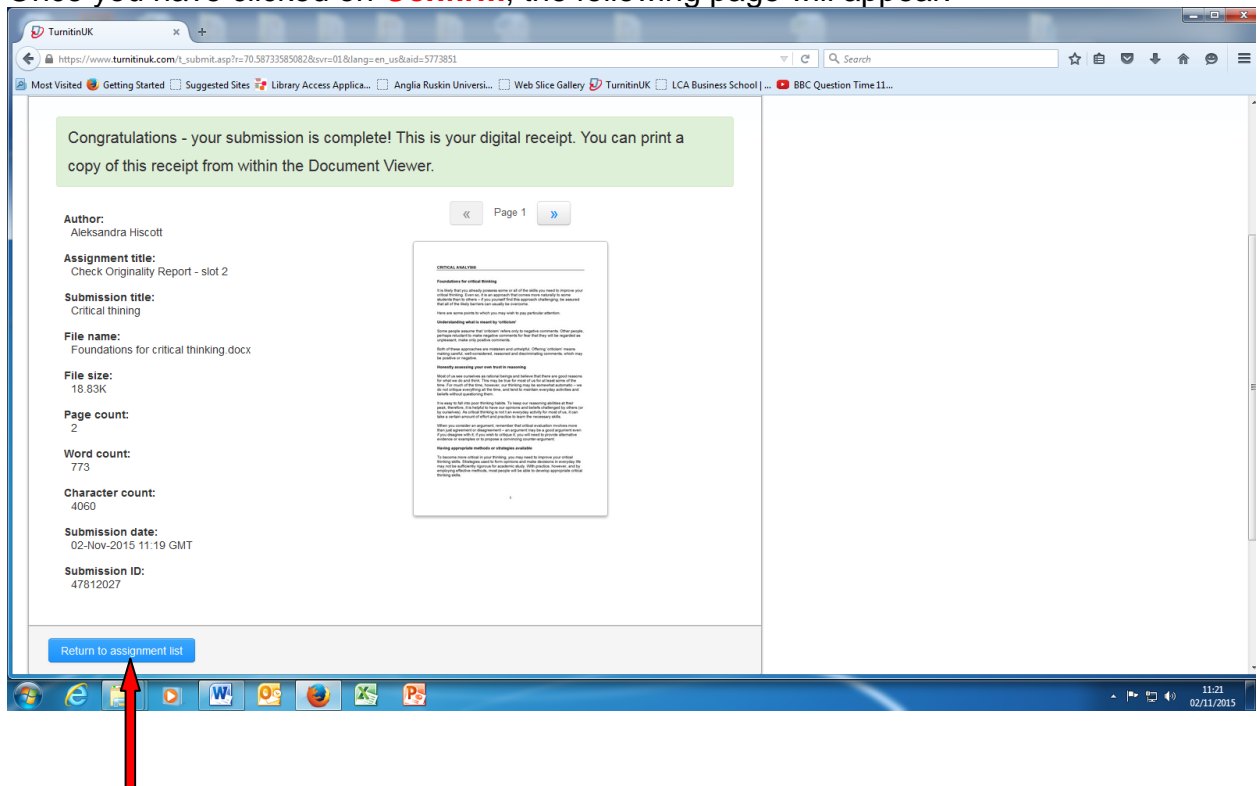


- After a few seconds, you will see the following page

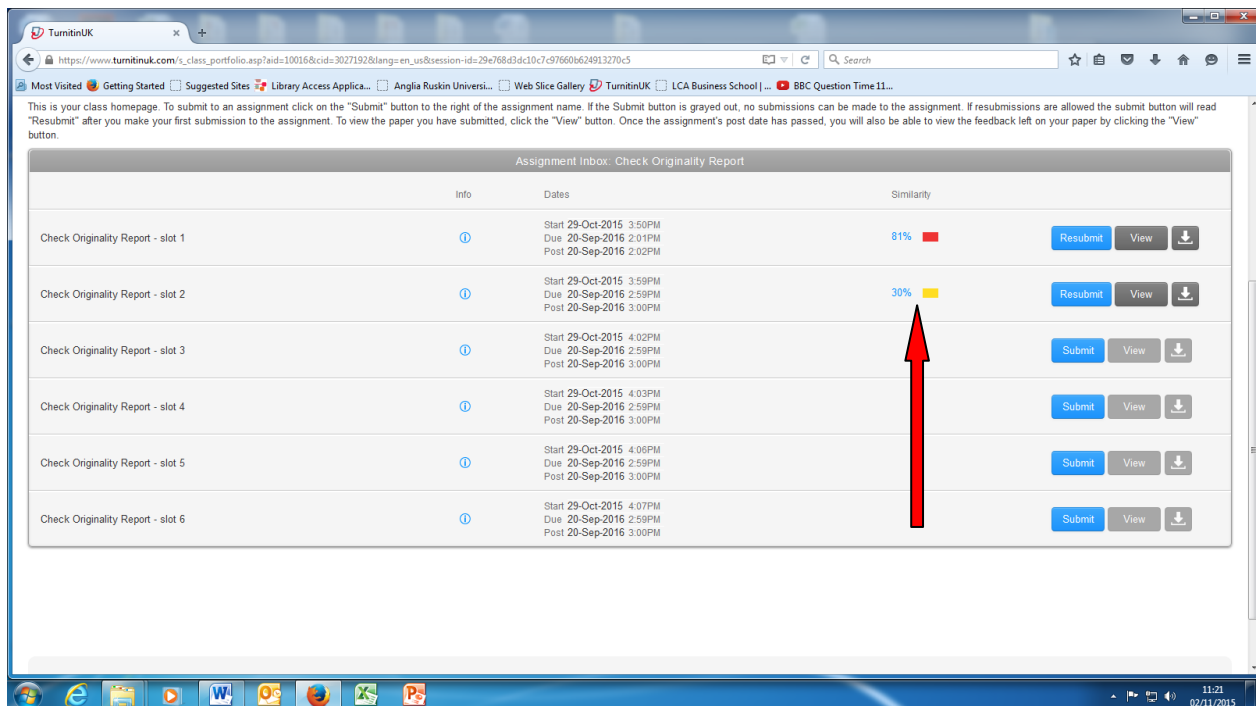


If you are satisfied that you have submitted the correct version of your work, click on **Confirm**. (Otherwise, click on **Cancel** and start again.)

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 screenshot displays the Turnitin Document Viewer interface. At the top, there are tabs for 'Originality', 'GradeMark', and 'PeerMark'. The 'Originality' tab is highlighted with a red arrow. The main content area shows a document titled 'Critical thinking' by Alexandra Hiscott. The document content includes a section titled 'CRITICAL ANALYSIS' with a sub-section 'Foundations for critical thinking'. The text in this section is highlighted in red, indicating similarity. A 'Match Overview' sidebar on the right shows a list of sources and their similarity percentages: 'www.palgrave.com' (25%), 'Submitted to University...' (3%), and 'Submitted to University...' (2%). The bottom of the browser window shows the Windows taskbar with various application icons and the system clock.

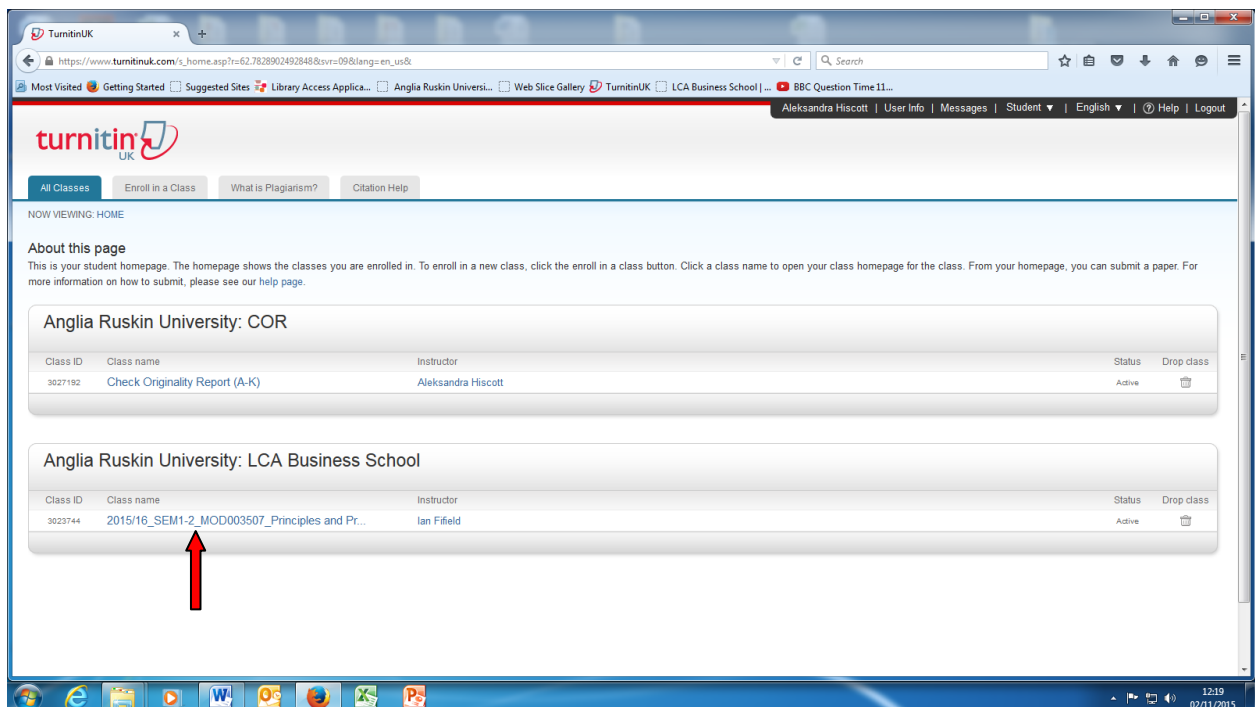
The **Originality** tab in the left hand corner must be highlighted in order to be able to see your Match Overview.

## 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.

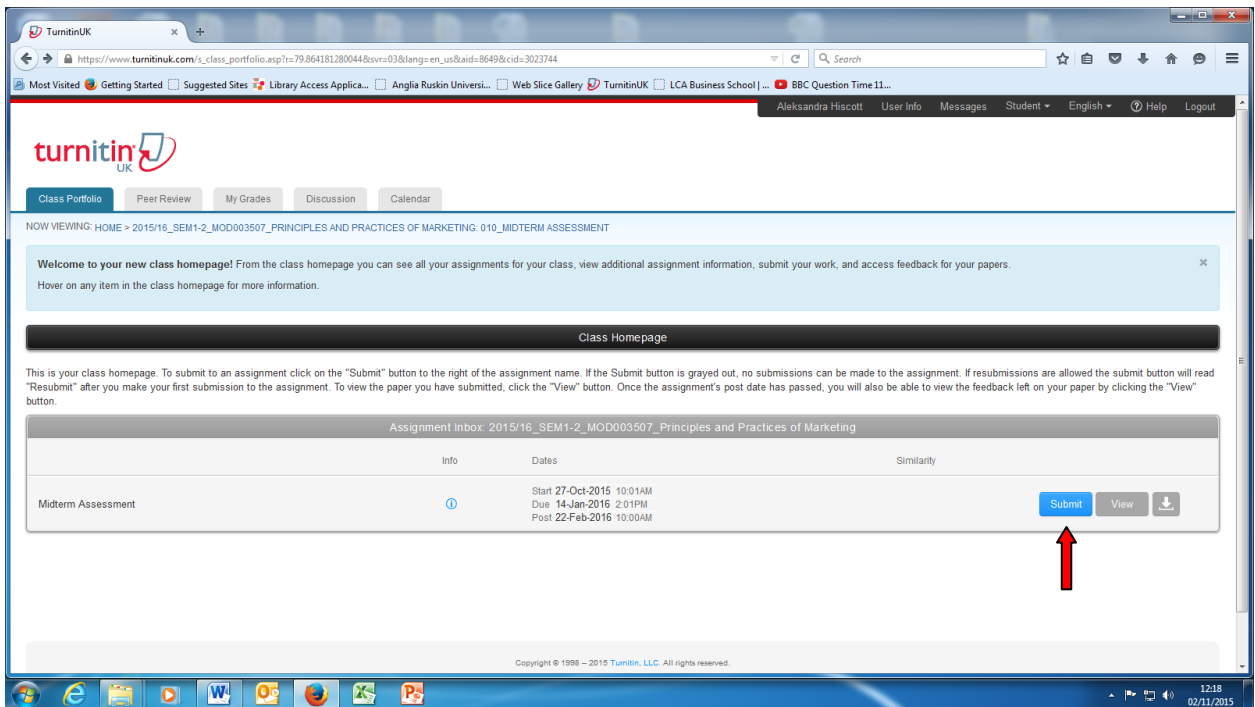
### 3 Making a Final Submission

- **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.



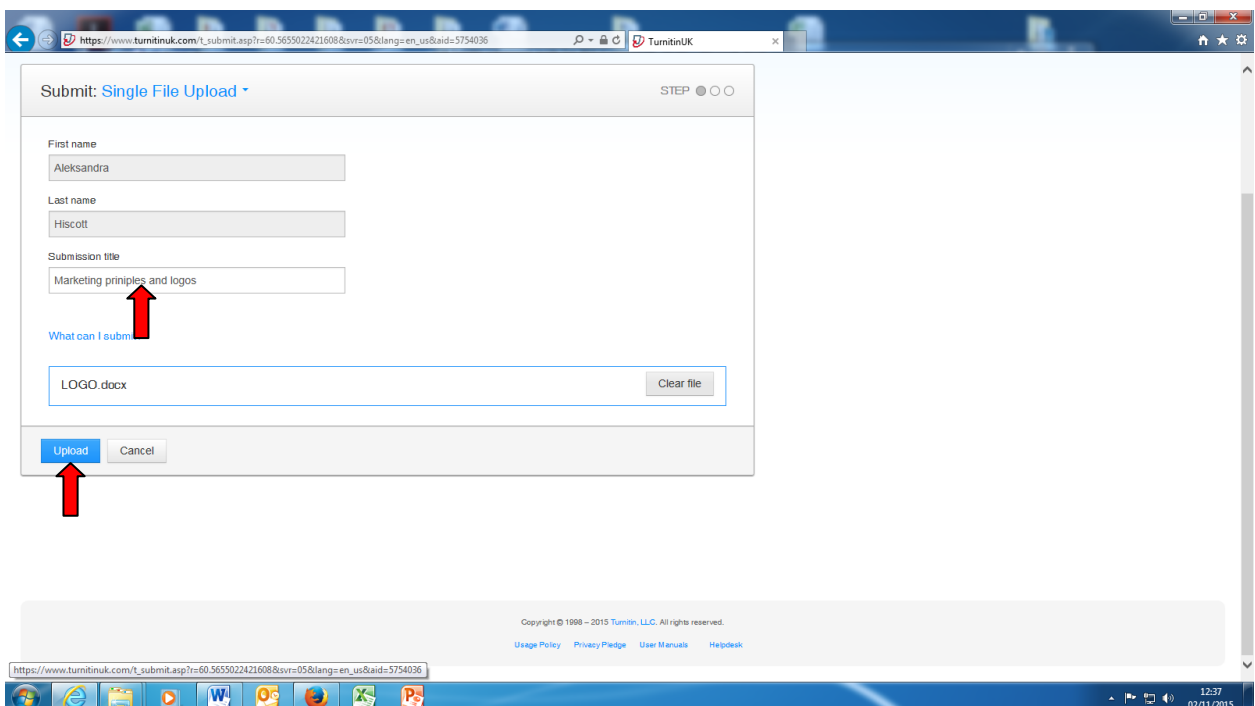
- This will open the page below:





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:



Submit: Single File Upload

STEP ●●●

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 principles and logos

File name: LOGO.docx

File size: 18.39K

Page count: 1

Word count: 42

Character count: 211

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

Submission ID: 47819961

Return to assignment list

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

12:38  
02/11/2015

## 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](mailto:studentadvice@lca.anglia.ac.uk). If necessary, they will refer your case to a member of the Academic Office.