

INSTRUCTIONS FOR SUBMITTING WORK

Instructions for submitting work to Turnitin

LOGIN BY TURNITIN

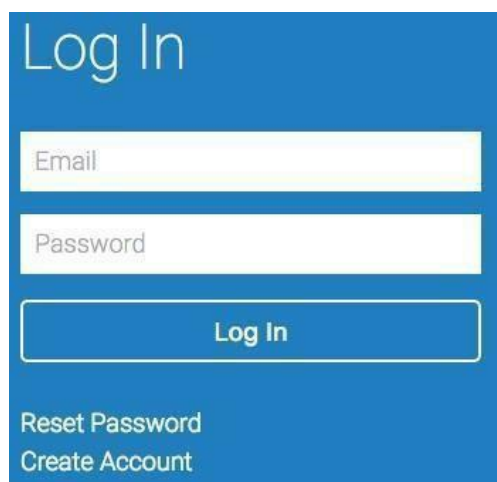
Initial registration:

As soon as you register for your final thesis, Turnitin will send you in a short time an e-mail to your university internal e-mail account. There is a link in this email that is needed to log in to Turnitin. Please log in to Turnitin using your university internal e-mail address and the password provided in this e-mail. If you have not received an e-mail, please contact the Exams Office.

If you did not receive a password from Turnitin to log in, please proceed without password. Enter your username (university internal e-mail address) and start the log in. Then you have to click on the field "Forgot password" and a new password will be sent to your university internal e-mail address. Using this password, you are now able to log in to Turnitin.

Please note: The password is case sensitive; please copy the password directly from your e-mail when enrolling to Turnitin. When you log in for the first time, you will be guided through each step involved in registration. You can change your password and customize your personal information.

After completing your registration, you will be able to submit your work using Turnitin.

A screenshot of the Turnitin login interface. It features a blue header with the text "Log In" in white. Below the header are two white input fields: "Email" and "Password". Underneath these fields is a blue button with the text "Log In" in white. At the bottom of the form, there are two links: "Reset Password" and "Create Account", both in white text on a blue background.

Already registered:

If you have already submitted work to Turnitin, you can log in using your existing log in-information and follow the steps outlined in **section 2: Submitting your work**.

SUBMITTING YOUR WORK

After you have registered with Turnitin, click on your name in the course where you have to submit your thesis.

To upload your work, click on the blue “Submit” button. **Please note:** You can only upload your work once; after you have uploaded your work, it will be considered to be submitted. Your work will be rated automatically as failed if the Declaration of Authenticity is missing or is not signed by you.

Assignment Inbox: Written assignment			
Info	Dates		Similarity
Submission May		Start 01-Nov-2016 8:00AM Due 30-Nov-2016 11:59PM Post 11-Jan-2017 12:00PM	Submit View 

There are three options available: “Choose from this computer”, “Choose from Dropbox” or “Choose from Google Drive”. Following criteria has to be satisfied to upload your work at Turnitin:

- It must be less than 100 MB.
- It must contain at least 20 words.
- It must be less than 400 pages.
- The thesis must include the signed Declaration of Authenticity! If this is not the case, the thesis will be rated as failed! It is not possible to upload two individual documents or a subsequent submission. Incorrectly uploaded theses will be rated as failed too!
- Should you wish to add a signed Confidentiality Agreement, it should be placed after the appendices and before the Declaration of Authenticity. You may exclusively use the sample form provided by IU and included in the thesis course in myCampus.
- It must be uploaded as a PDF.

Submit: Single File Upload

First name

Maxi

Last name


Musterfrau


Submission title

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

Choose from this computer

 Choose from Dropbox

 Choose from Google Drive

Upload

Cancel

After you have selected your document by using one of the three options and provided a title for your submission, submit your work by using the blue “Upload”-button. Please use the following format to name the PDF you are submitting to Turnitin:

YYYYMMDD_surname_name_matriculation number_thesis

(e.g. 20160120_Mustermann_Max_123456789_Bachelor thesis)

Depending on the size of your document, the process of uploading your work will last for a while. Please do not close the browser or tab if the system does not respond immediately. When the upload is finished, you must confirm the file transfer. Your work will be submitted as recently as you have completed this step.

Submit: Single File Upload STEP 1 ● ● ●

Please confirm that this is the file you would like to submit...


Author: Maxi Musterfrau
Assignment title: Submission May
Submission title: 20160120_Mustermann_Max_123456789_BWIR01
File name: Rooms .pdf
File size: 6.25M
Page count: 3
Word count: 406
Character count: 1792


Meeting List

Meeting	Start	End	Room
Meeting 1	10:00	11:00	Room 101
Meeting 2	11:30	12:30	Room 102
Meeting 3	14:00	15:00	Room 103
Meeting 4	16:30	17:30	Room 104

Confirm Cancel

Now you see an overview of your submission. After using the blue “Confirm”-button, you will be guided back to the course view.

Here, you can download a copy of your submission. Click on the arrow  and select “Digital receipt”. You have the option to open or save the receipt when you download a copy.

Assignment info: Written assignment				
	Info	Dates	Similarity	
Submission May		Start: 01-Nov-2016 8:00AM Due: 30-Nov-2016 11:59PM Post: 11-Jan-2017 12:00PM		Submit View 

The thesis feedback will not be displayed in Turnitin. If you want to see your thesis evaluation report, you have to apply for an exam review using the application management.

All the best and good luck!