

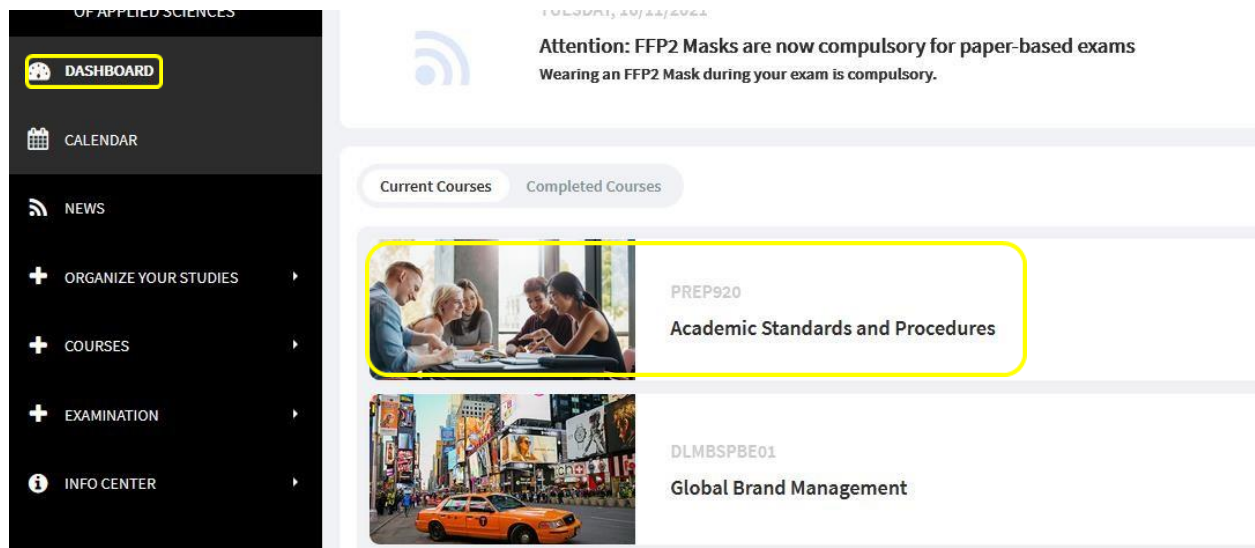
## USER GUIDE MYCAMPUS/TURNITIN

### For the submission of written assignments

All your written assignments (except for Bachelor's and Master's theses) will be submitted to IU in myCampus over Turnitin. With the help of the plagiarism software Turnitin, IU checks written assignments for plagiarism.

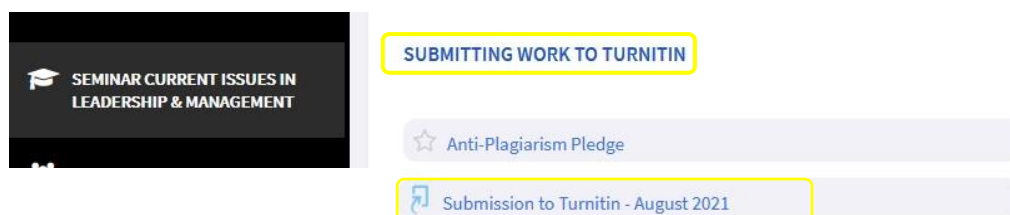
First log on to myCampus and click on the name of the course in which you would like to submit your assignment. In each course, there may be requirements for admission to the exam (PZ) that you must complete before submitting your assignment. For example, you may be required to successfully complete the online tests and course evaluation or to agree to read a technical manual.

**Once the required criteria have been fulfilled**, select "Submitting Work to Turnitin".



Now click on "Anti-Plagiarism Pledge". With this pledge, you declare that you have written your assignment on your own. The Anti-Plagiarism Pledge, therefore, does **not** have to be attached to the assignment.

**Please note:** If the "Anti-Plagiarism Pledge" is still greyed out despite having completed the requirements, please log off in myCampus and log on again after a few minutes. Synchronising the exam admission (PZ) may take some time. Therefore, we ask you to plan a sufficient time buffer if you want to submit your written assignment on the last day of the month.



By clicking on the button "Answer the questions" you will be redirected to the pledge.

## Anti-Plagiarism Pledge

Answer the questions

It is mandatory to agree to the pledge. To do so, click on "I agree" and then on "Submit your answers".

### Anti-Plagiarism Pledge

Mode: User's name will be logged and shown with answers

I hereby promise that this assignment is my own original work. I have used only sources that are cited, and have attributed the ideas and statements used to them accordingly. The assignment has not been used before and has not been submitted to any other examination board. I understand and permit that this work will be checked for plagiarism using a plagiarism detection software.

☒ I agree!

Submit your answers

Cancel

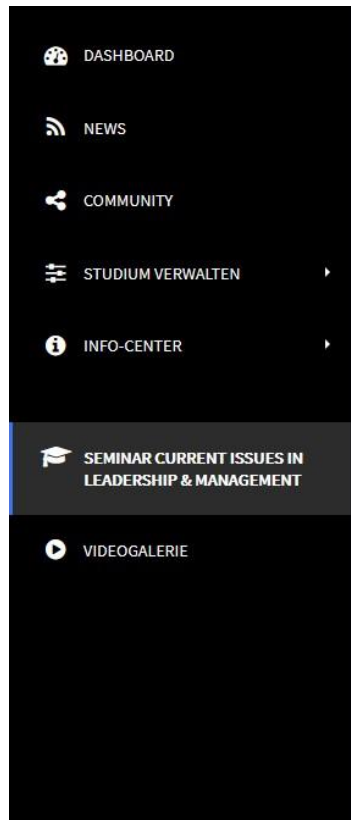
Click on the "Continue" button, you will be led back to the course view.

Your answers have been saved. Thank you.

### Anti-Plagiarism Pledge

Continue

After you have agreed with the Anti-Plagiarism Pledge, you can submit your assignment via "Submission to Turnitin"



**Attention! We moved some things.**

Don't worry – everything is still available to you.

**What has changed?**

Tasks and guidelines are now separated, so that you can find information even more precisely at one look. You can find the guidelines for all different forms of examination in the **central course** [Exam Guide](#).

GENERAL

RESEARCH ESSAY

TUTORIAL PRESENTATIONS

COURSE FEED®

DLMCILM ADDITIONAL BIBLIOGRAPHY

COURSE EVALUATION

SUBMITTING WORK TO TURNITIN

The following overview shows you which submission period is available and when the respective publication date of the grade is.

**Example:** The submission period is from 01 November to 30 November. The publication date of the grade is always **6 weeks** after the respective due date, in this case on 13 January. Your result will be activated in your grade overview in the campus management system on the publication date.

**Important information:** If the result is not displayed in your grade overview after the publication date, please contact your Exams Office for assistance.

To upload your written assignment, click on “Submit Paper”.

You can only upload your assignment once; after you have uploaded your assignment, it is considered to be submitted!

Please note: **You can only upload your written assignment once, after you have uploaded your**

**assignment it is automatically in the official exam process and cannot be reversed!**

My Submissions

Submission November					
Title	Start Date	Due Date	Post Date	Marks Available	
Submission to Turnitin - Submission November	1 Nov 2018 - 00:00	30 Nov 2018 - 23:59	13 Jan 2019 - 23:59	100	
Refresh Submissions					
	Submission Title	Turnitin Paper ID	Submitted	Grade	
					Submit Paper

Now the window "Submit paper" opens.

If you have problems opening the window, check your browser settings as below:

- Update Firefox to the latest version
- Clear the browser cache
- Deactivate the pop-up blocker

Submit Paper

Submission Title

File to Submit

Maximum file size: 100MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Add Submission

There are required fields in this form marked .

Now assign a title for the submission. Name your assignment according to the following pattern:

**YYYYMMDD\_first name\_surname\_matriculation number\_course code**

(e.g. 20181107\_Max\_Mustermann\_123456789\_DLMNEGE01).

In the event that your submission is a **second attempt**, please name your assignment as follows:

**YYYYMMDD\_frist name\_surname\_matriculation number\_course code\_SecondAttempt** (e.g.

20181107\_Max\_Mustermann\_123456789\_DLMNEGE01\_SecondAttempt).

**B Please also note the second attempt on your cover sheet.**

When uploading your assignment, the following criteria must be met:

- The assignment must be smaller than 100 MB.
- The assignment must contain at least 20 words.

- The assignment may contain a maximum of 400 pages.
- The assignment must be uploaded as a PDF. Do not submit a scanned PDF file!
- Incorrectly uploaded assignments (for example, wrong course, wrong document) will be graded as failed! Format errors can lead to points being deducted if applicable.

You can upload your file by using drag-and-drop. You can also upload your file via file picker.

The screenshot shows the 'Submit Paper' form. It has a 'Submission Title' field and a 'File to Submit' section. The 'File to Submit' section includes a file picker icon (a document with a plus sign) and a large dashed box for drag-and-drop. A blue arrow points down into the dashed box, and a PDF icon is shown being dragged into it. Text inside the dashed box says 'You can drag and drop files here to add them.' Above the dashed box, it says 'Maximum file size: 100MB, maximum number of files: 1'. Below the dashed box is a blue 'Add Submission' button. At the bottom, a message says 'There are required fields in this form marked ⓘ'.

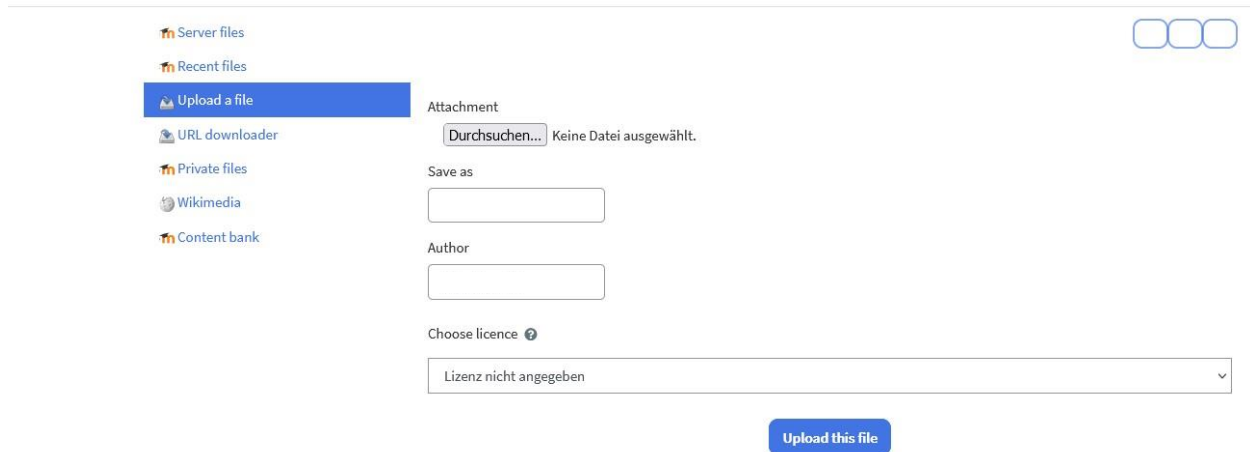
If you want to upload your assignment via file picker, click on the “Add file” icon.



This screenshot is identical to the one above, but the file picker icon (a document with a plus sign) in the 'File to Submit' section is highlighted with a yellow square. The rest of the form, including the drag-and-drop area, the 'Add Submission' button, and the error message at the bottom, is the same.

The window "File picker" will open. Now go to "Browse" and select the file you want to upload. To upload your assignment, click the button "Upload this file".

### File picker



As soon as you have added your assignment, you can submit it by clicking on the button "Add submission". This may take some time, depending on the size of your assignment. Please do **not** close the browser/tab if the system does not give you an immediate confirmation.

**Important note: You will not be shown a preview of the file to be uploaded!**

Now you will receive the digital receipt of your submission. With any click in the page, the digital receipt will be



**Your submission has successfully been uploaded to Turnitin.**

## Digital Receipt

Turnitin submission id: 1034577224

### Submission extract:

be taken back to the overview of your submission.


closed and you will

**Important note:** After a successful upload, click on the title of your assignment again to check whether the document can be opened correctly in the Turnitin Feedback Studio. If this is not the case, please contact the Exams Office for advice.

From the date and time of publication, you can view the corrections of the tutor. Click on the title of your assignment. Here you can also call up a receipt for your submission. To do this, click on "Show digital receipt". The receipt serves as confirmation of the submission of your written assignment. For this reason, we recommend that you save this receipt as a screenshot.

Druckfehler und Irrtümer vorbehalten.

My Submissions

Submission November							
Title		Start Date	Due Date	Post Date	Marks Available		
Submission to Turnitin - Submission November		1 Nov 2018 - 00:00	30 Nov 2018 - 23:59	13 Jan 2019 - 23:59	100		
<div> Refresh Submissions</div>							
		Submission Title	Turnitin Paper ID	Submitted	Grade		
						Submit Paper	

Druckfehler und Irrtümer vorbehalten.

**Early grade publication, as a special service from IU.**  
**(not a standard process))**

Since mid-October 2021, it has been possible to publish grades for written assignments at an early stage.

**Please note:** If your grade is published early, you will still not be able to see your feedback until six weeks after the submission month. This will remain as normal. You have four weeks from the date of publication of the correction comments to view them and, if necessary, to submit a request for a review. Please do not submit a request for a review until you have reviewed the comments online.

Example: You submit your assignment on 12 September. The official correction period begins on 1 October and the grades from the September submission are published on 14 November.

If the correction is already finished earlier, you may receive your grade earlier. However, you will not be able to see the Tutor's comments until 14.11.

**Please note:** This is only intended as a benefit for quick corrections, not as a standard process. We strive to limit your waiting times in your studies as much as possible. If you have any further questions, please contact the Exams Office.

Good luck and every success with your work!

Your team at IU



Druckfehler und Irrtümer vorbehalten.