This Quick Guide provides the steps for students to submit their assignments via **Turnitin in Blackboard**.
Please note that you cannot use the Blackboard app to submit your assignment – you must do it via a web browser.
→ **Your instructor may not use all of the features outlined below (such as annotations or grading) so check with them if needed.**

1. Logging in and Accessing the Assignment

Log on to mymodule.tcd.ie using your College username and password. Click on the relevant module. If you are not enrolled to the correct modules, check with your school office.

The exact location/name of the folder & assignment will vary depending on the module's design but typically the assignment will be in a folder on the left-hand menu such as **Assessments** or **Assignments**. Click on the **View Assignment** link for an assignment to view the **Submission Inbox**.
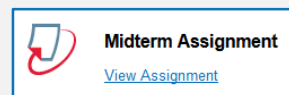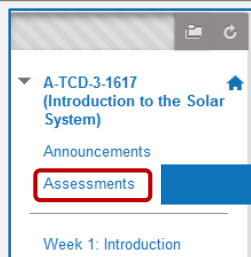
2. Viewing the Assignment Details

Below is an annotated overview of the key parts of the Submission Inbox. You will only see your own name and submission listed.


1. **Submit**: click to upload your submission.
2. **Instructions**: click to expand the textbox to ensure you have read all of the instructions.
3. **Parts**: an assignment will usually have 1 part; however you may need to upload multiple parts depending on the instructor's guidelines.
4. **Due Date**: your instructor controls whether assignments can be submitted after this so check with them if needed.
5. **Post Date**: indicates when grades & feedback are released (if applicable – not all instructors use Turnitin for grading/feedback)
6. **Grade Total**: indicates the total number of points available for the assignment.

3. Uploading Your Submission

Click on **Submit** (top left) or the Submit icon (⬆) to upload your assignment.

If this is your first time using Turnitin, you will need to accept the licence agreement. If you encounter an issue accepting the agreement, try another web browser such as **Chrome** or **Firefox**. Use the scrollbar on the right of the pop-up if needed to scroll and click the **I Agree** button.

Select **File Upload**, enter a **Title & Part** and browse for the file. Tick the notice agreement box and then **Submit Paper**. Print or make a note of the receipt details as proof of submission.
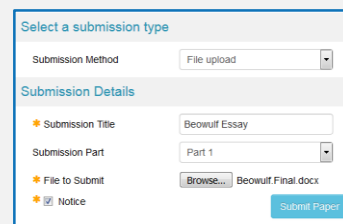
4. Viewing Your Submission

Depending on your instructor's settings, an **Originality Report** (1) will be available. This will take **at least 15-45 minutes** to generate. Return to the **Submission Inbox** later to view the report.

Click on the **submission** (2) to view it in **Feedback Studio** & confirm the document has uploaded correctly. Click on the **Match Overview** (3) to view matching sources (if available). Use Filters (4) to exclude small matches, bibliographies etc. to get a more accurate score if needed.

After the **Post Date** (see section 2 above), your feedback (5) and grade (6) will become available. Click on the balloon icons to view annotations (7). You can also download an annotated copy of the file or redownload your submission receipt (8).

5. Help & Support

→ **Visit the 'Student Help' tab in Blackboard for more detailed guides on aspects of Turnitin such as interpreting your assignment's originality report. Contact your instructor in the first instance if you encounter issues.**