How do I submit a Turnitin assignment?
A guide for students

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How do I submit a Turnitin assignment?

This guide provides general guidance on submitting Turnitin assignments. However, please note that the submission of Turnitin assignments varies by course and by module, so not all options will be available to all students. For example, you may not be able to resubmit assignments or to see originality reports if your tutor has disabled these functions.

Turnitin only accepts the following file types for upload into an assignment:
Microsoft Word (.DOC and .DOCX)
Portable Document Format (.PDF)
OpenOffice (.ODT)
Rich Text Format (.RTF)
Plain text (.TXT)
Corel WordPerfect (.WPD)
HTML (.HTM and .HTML)
Adobe PostScript (.PS)
Hangul (.HWP)

File sizes and numbers
The file size for a Turnitin submission may not exceed 20MB and the document must contain at least 20 words. You can only submit 1 file to a Turnitin submission point.

PDF files
The PDF file format can be used to allow the submission of files that have been created in a wide variety of programs. However, PDF documents must contain text in order to be successfully submitted. PDF files containing only images of text will be rejected during the upload attempt.

The following notes are intended to provide guidance on the submission of PDF files, and are not a guarantee that your PDF file will be successfully submitted. You are strongly advised to test the submission of any PDF file well before the assignment due date to ensure that your submission will be successful, as not all PDF files will be accepted by Turnitin.

Note 1. Scanned documents: A PDF file that has been created by scanning a document will be rejected by Turnitin. However, if Optical Character Recognition (OCR) software has been used to convert the image to a text document it may be accepted by Turnitin.

Note 2. Adobe Photoshop and InDesign: A PDF document that has been created using Adobe Photoshop will normally be rejected by Turnitin, even if it appears to contains text. However, a PDF document that has been created using Adobe InDesign may be accepted if it contains at least 20 words of text and is under 20MB in size.

Note 3. PowerPoint, Excel, Pages, Keynote & Numbers: Files created by these programs cannot be submitted to Turnitin, so must be saved in the PDF format before upload. If they contain at least 20 words of text and are under 20MB in size they may be accepted.

How do I submit a Turnitin assignment?

1. Login to NILE and access the site in which you want to submit your Turnitin assignment
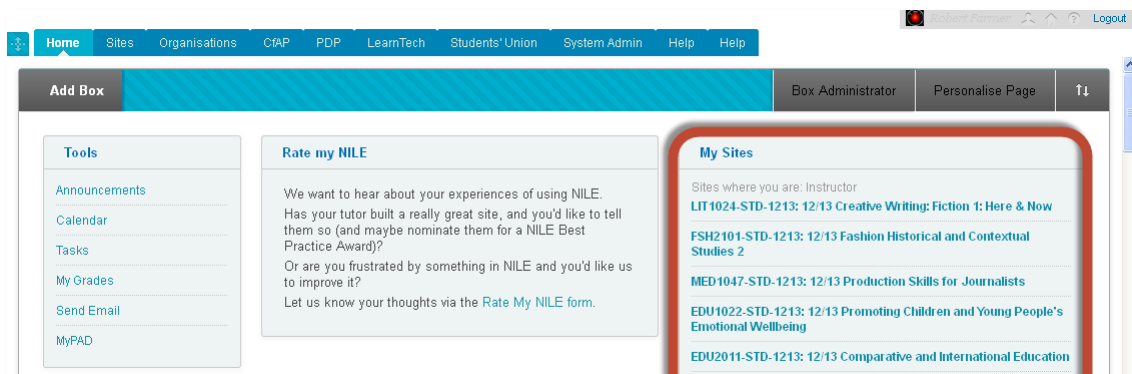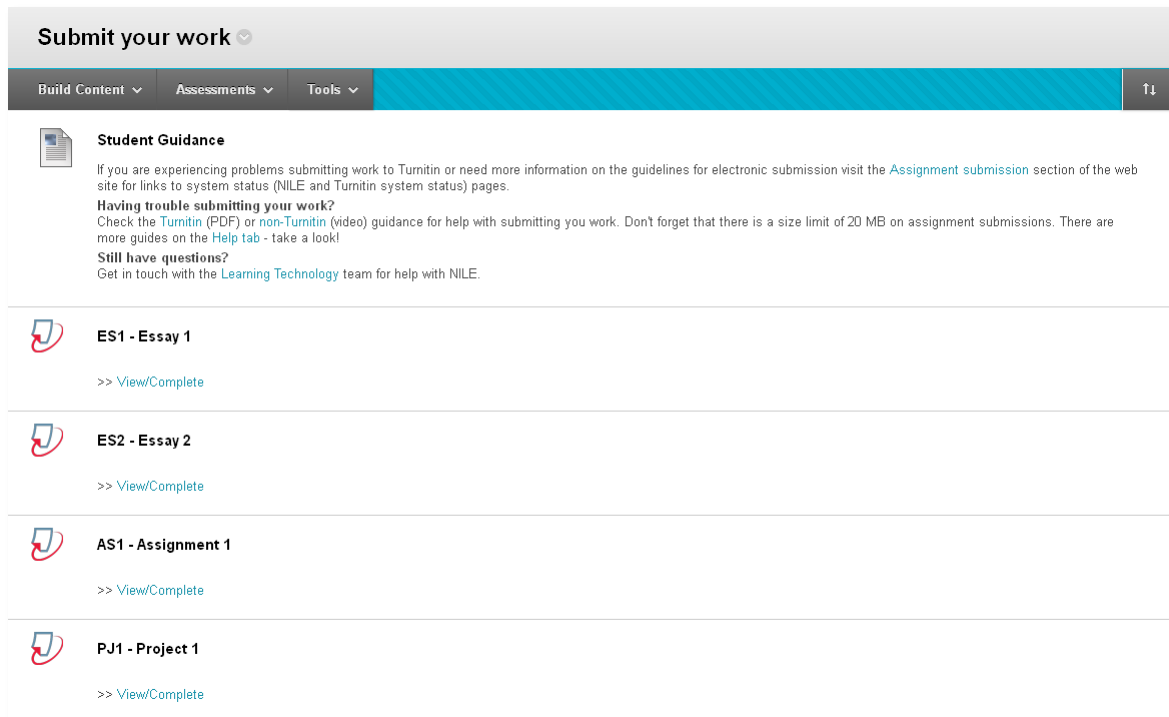

2. Click on the 'Submit your work' button
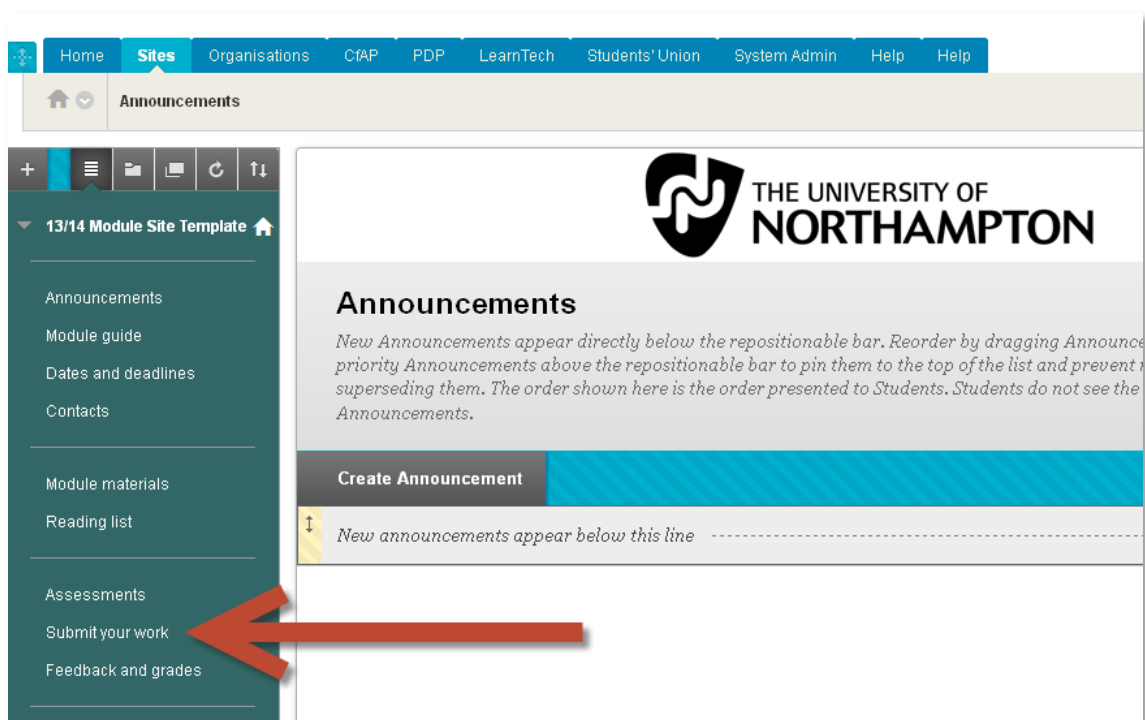
3. Select the assignment that you want to submit by clicking on the 'View/Complete' button below the assignment title.

Submit your work ⊙

| Build Content ⌄ | Assessments ⌄ | Tools ⌄ | | ↑↓ |

Student Guidance

If you are experiencing problems submitting work to Turnitin or need more information on the guidelines for electronic submission visit the Assignment submission section of the web site for links to system status (NILE and Turnitin system status) pages.

Having trouble submitting your work?
Check the Turnitin (PDF) or non-Turnitin (video) guidance for help with submitting you work. Don't forget that there is a size limit of 20 MB on assignment submissions. There are more guides on the Help tab - take a look!

Still have questions?
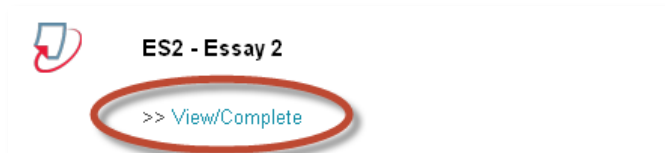Get in touch with the Learning Technology team for help with NILE.

ES1 - Essay 1
>> View/Complete

ES2 - Essay 2
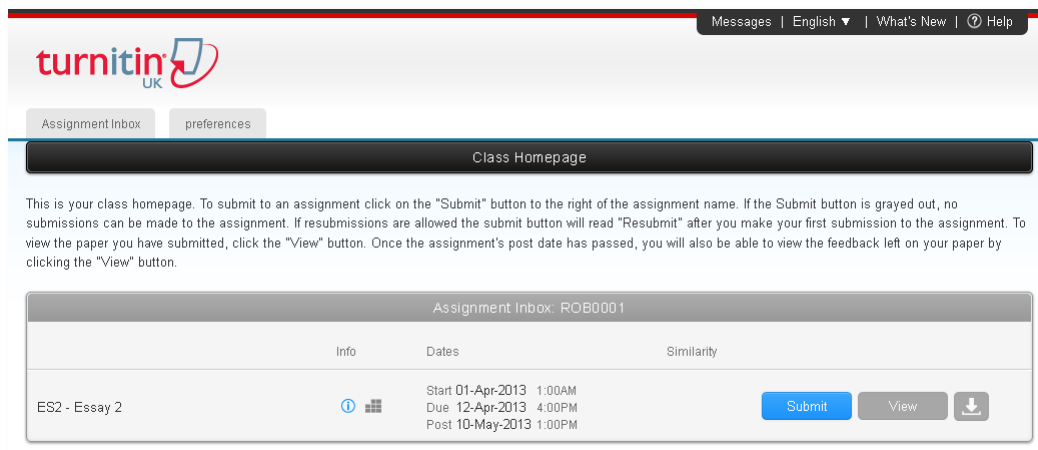>> View/Complete

AS1 - Assignment 1
>> View/Complete

PJ1 - Project 1
>> View/Complete

In this example **ES2 – Essay 2** has been selected for submission.

ES2 - Essay 2
>> View/Complete

4. You will now see the 'Class Homepage' and 'Assignment Inbox', where you will be able to submit your assignment

Messages | English ▼ | What's New | ⑦ Help

turnitin UK

| Assignment Inbox | preferences |

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Inbox: ROB0001

	Info	Dates	Similarity			
ES2 - Essay 2	ⓘ ▦	Start 01-Apr-2013 1:00AM Due 12-Apr-2013 4:00PM Post 10-May-2013 1:00PM		Submit	View	⬇

How do I submit a Turnitin assignment?

You can see the essay title on the left of the Assignment Inbox - in this case it is **ES2 – Essay 2**.

The **Info** section displays additional information about your assignment, such as whether late submissions and resubmissions are accepted. Please note that there are penalties for unauthorised late submissions, so ensure that you check with your tutor before submitting late.

The **Info** section also shows you whether a rubric is being used to assess your work. If so, you will be able to view the rubric prior to submission and see the criteria against which your work will be judged.

The **Dates** section shows you the relevant dates and time:
Start – this is the earliest possible date that you can submit your assignment.
Due – this is date on which you assignment is due.
Post – this is the date on which your grades and feedback will be available.
If you are submitting work from another time zone, please be aware that all times refer to the local time in Northampton. To check what time it is in Northampton please see:
http://www.timeanddate.com/worldclock/city.html?n=1328

To submit your assignment, press the **Submit** button:

How do I submit a Turnitin assignment?

5. There are now three steps that you need to follow in order to submit your assignment

Please be aware that Turnitin checks your work for matching text when you upload it. If you have used any quotes in your work it is important that these are either placed in double quotation marks or are indented. If they are not, Turnitin may consider that they have been plagiarised.
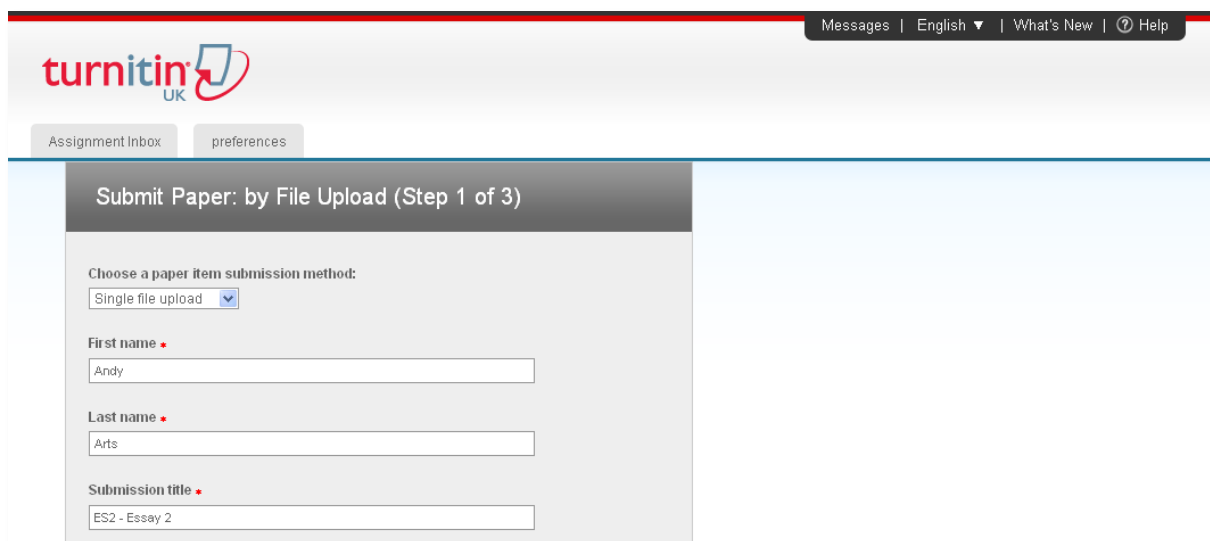
> It is normal procedure to ensure that long quotes, i.e., those that are over thirty words in length, are indented from the main body of the text. As you can see, this sentence, and the previous one, are indented, and will be treated by Turnitin as a quotation.

Short quotes, i.e., quotes under thirty words, are normally placed in double quotation marks, "like this".

However, regardless of Turnitin, you **must** follow the referencing conventions specified by your tutor, which will normally be either Harvard, APA or MLA. Referencing guides are available here: http://www.northampton.ac.uk/downloads/download/207/referencing-guides

5.1 Step 1 of 3 – Submit paper by: file upload

Please check that your name has been correctly entered, and then enter the Submission title.

How do I submit a Turnitin assignment?

If you scroll down the screen you can read the upload requirements and the student declaration. If you have not done so already, please read the upload requirements at the beginning of this document to ensure that your file meets the correct format for Turnitin submissions.

Click on the **Browse** button and find your assignment.

Once you have selected the correct file, click on the **Upload** button.
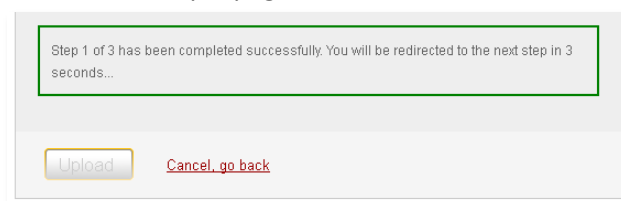
Your file will be uploaded and you will see a successful upload message. You will be automatically taken to the Step 2 page.

How do I submit a Turnitin assignment?

5.2 Step 2 of 3 – Submit paper

This page shows you a text-only preview of your submission so that you can check that you have uploaded the correct assignment. All images and text formatting have been removed as this is just a text-only preview for you to check. Any images, etc, will be present in the final submission.
Click **Submit** to submit the assignment.

5.3 Step 3 of 3 – Submission successful

This final page gives you a full page preview of page one of your submission. Click on **Go to Portfolio** to return to the Assignment Inbox.

How do I submit a Turnitin assignment?

6. Reviewing and resubmitting your assignment

Clicking on **Go to Portfolio** returns you to the assignment inbox. However, you can also return to this screen by logging into NILE, finding the site, clicking on the **Submit your work** button and choosing the relevant **View/Complete** button.

When you return to the assignment inbox you can resubmit another version of your assignment (if this is allowed). However, you cannot resubmit after the due date. Turnitin only stores the most recent version of your assignment – earlier versions will be overwritten and your tutor will only see the last submission. You can also view and download your assignment from here.

If it has been enabled, you will also notice that you have a **Similarity** score. This shows any matching text and may be used by your tutor in order to determine whether any of the work in the assignment has been plagiarised. For more information about viewing your similarity report we recommend viewing the official guidance from Turnitin, which is available here: http://www.turnitin.com/en_us/training/student-training/viewing-originality-reports