

How do I submit a Turnitin assignment?

A guide for students

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How do I submit a Turnitin assignment?

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.

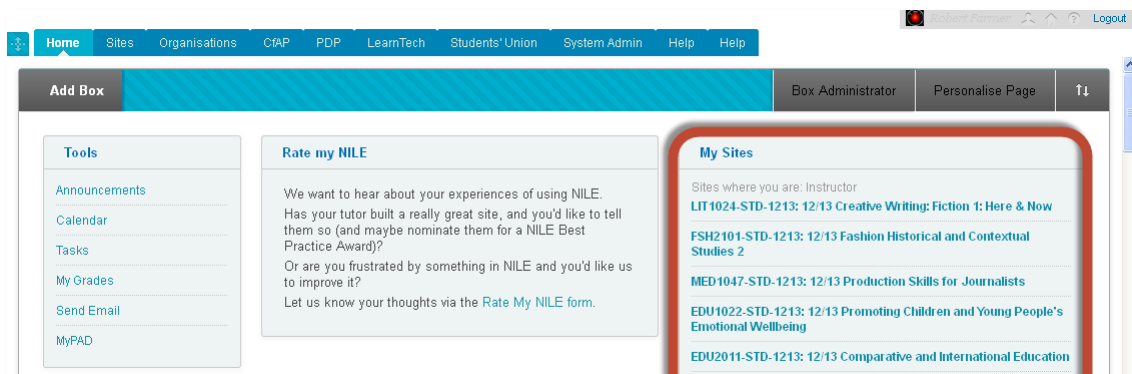
Note 1. Scanned documents: A PDF file that has been created by scanning a document will be rejected by Turnitin. However, if Optical Character Recognition (OCR) software has been used to convert the image to a text document it may be accepted by Turnitin.

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 contain 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.

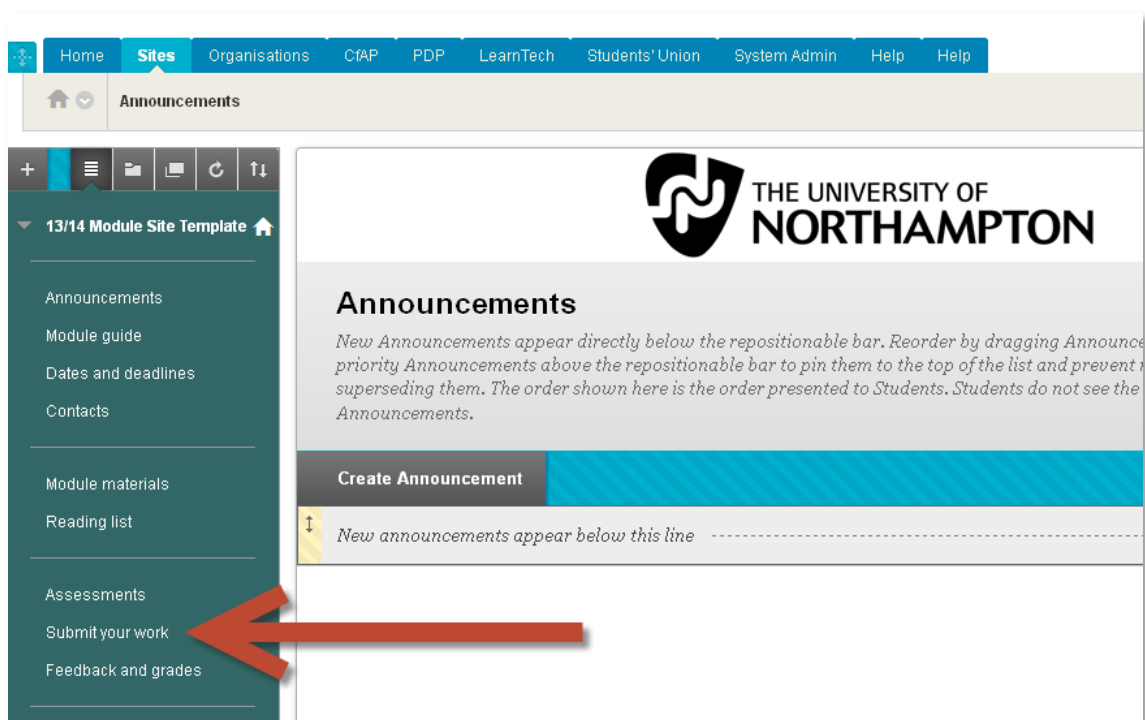
Note 3. PowerPoint, Excel, Pages, Keynote & Numbers: Files created by these programs cannot be submitted to Turnitin, so must be saved in the PDF format before upload. If they contain at least 20 words of text and are under 20MB in size they may be accepted.

How do I submit a Turnitin assignment?

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

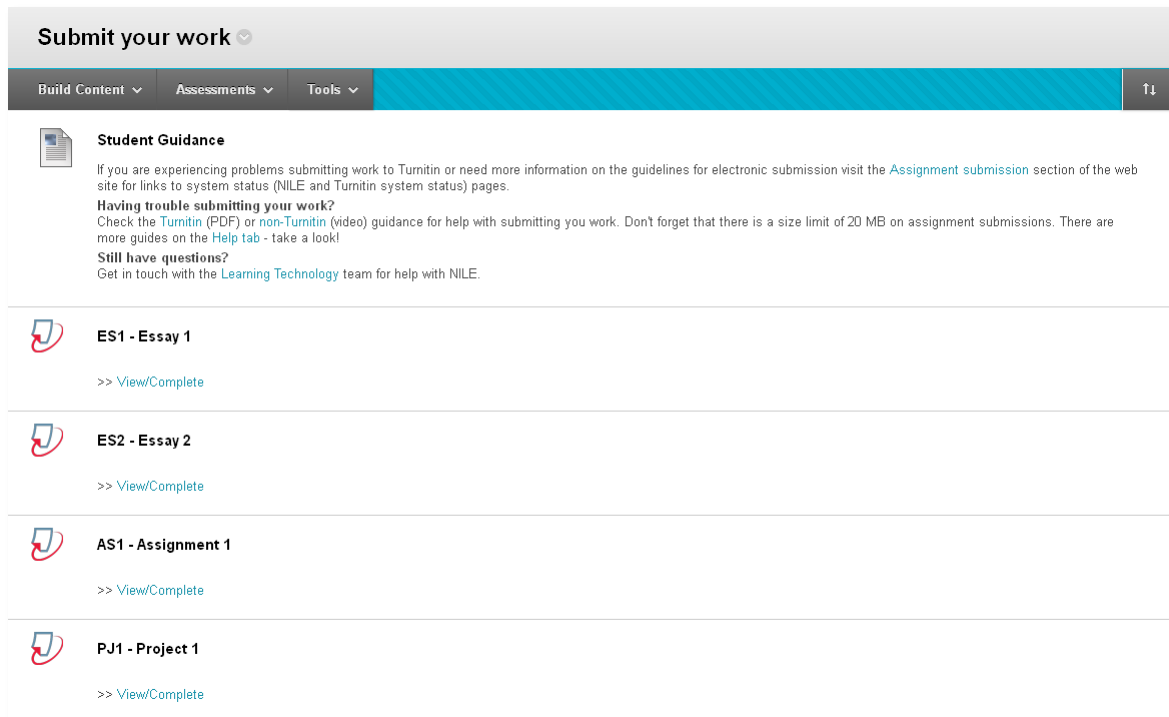


2. Click on the 'Submit your work' button



How do I submit a Turnitin assignment?

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 your 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.

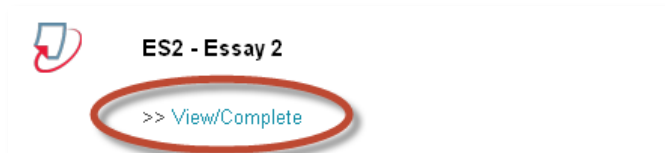
ES1 - Essay 1
>> [View/Complete](#)

ES2 - Essay 2
>> [View/Complete](#)

AS1 - Assignment 1
>> [View/Complete](#)

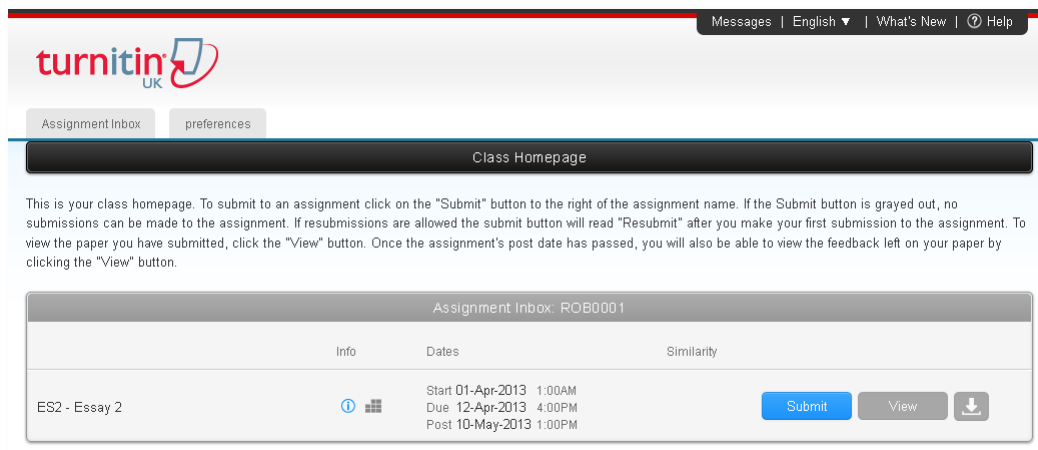
PJ1 - Project 1
>> [View/Complete](#)

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



turnitin UK

Messages | English ▾ | What's New | Help

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 Download

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.

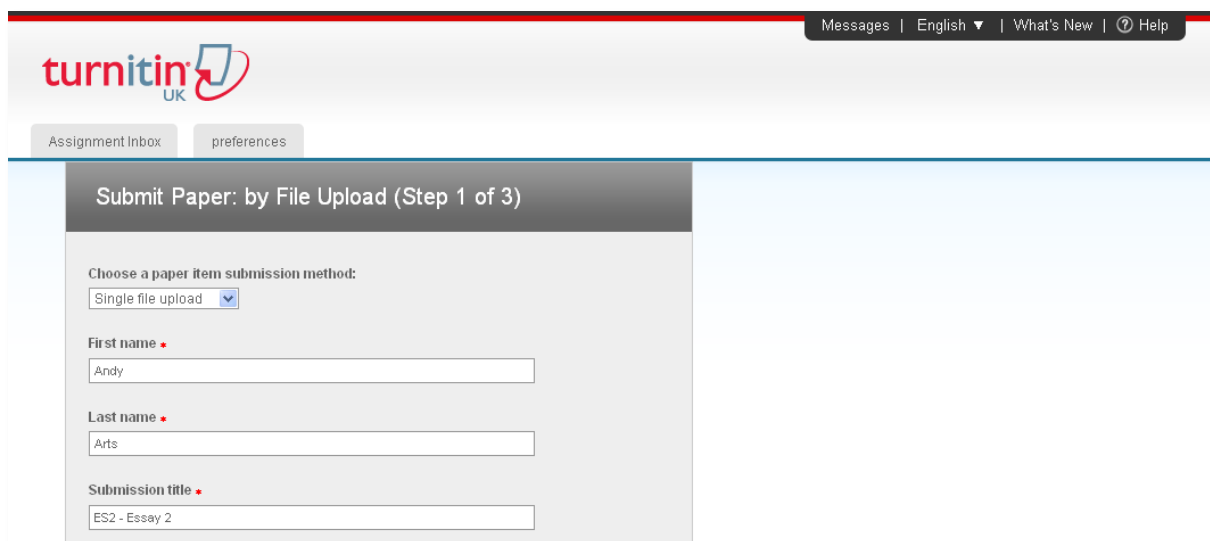
It is normal procedure to ensure that long quotes, i.e., those that are over thirty words in length, are indented from the main body of the text. As you can see, this sentence, and the previous one, are indented, and will be treated by Turnitin as a quotation.

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.

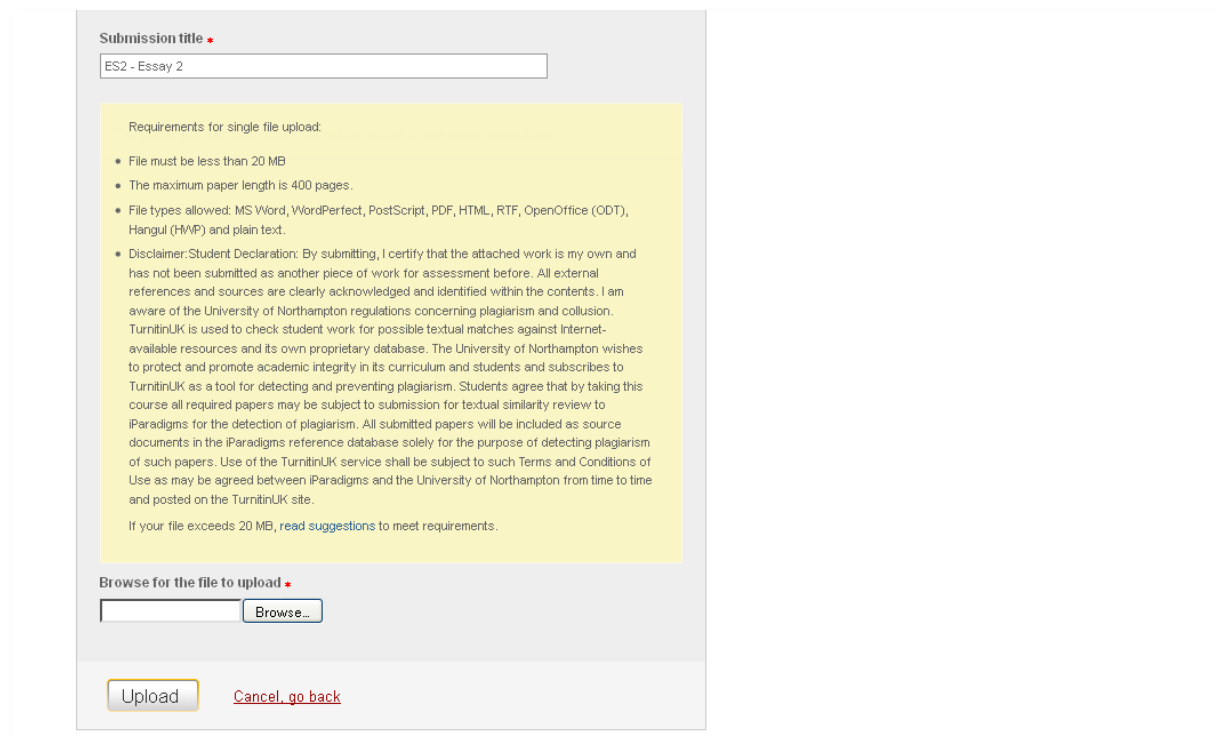


The screenshot shows the Turnitin UK submission interface. At the top, there is a navigation bar with links for Messages, English, What's New, and Help. Below this is the Turnitin UK logo. The main content area is titled "Submit Paper: by File Upload (Step 1 of 3)". It contains a form with the following fields:

- Choose a paper item submission method:** A dropdown menu with "Single file upload" selected.
- First name:** A text input field containing "Andy".
- Last name:** A text input field containing "Arts".
- Submission title:** A text input field containing "ES2 - Essay 2".

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.



Submission title *

ES2 - Essay 2

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP) and plain text.
- Disclaimer: Student Declaration: By submitting, I certify that the attached work is my own and has not been submitted as another piece of work for assessment before. All external references and sources are clearly acknowledged and identified within the contents. I am aware of the University of Northampton regulations concerning plagiarism and collusion. TurnitinUK is used to check student work for possible textual matches against Internet-available resources and its own proprietary database. The University of Northampton wishes to protect and promote academic integrity in its curriculum and students and subscribes to TurnitinUK as a tool for detecting and preventing plagiarism. Students agree that by taking this course all required papers may be subject to submission for textual similarity review to iParadigms for the detection of plagiarism. All submitted papers will be included as source documents in the iParadigms reference database solely for the purpose of detecting plagiarism of such papers. Use of the TurnitinUK service shall be subject to such Terms and Conditions of Use as may be agreed between iParadigms and the University of Northampton from time to time and posted on the TurnitinUK site.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements.

Browse for the file to upload *

[Cancel, go back](#)

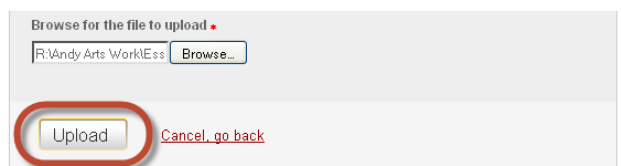
Click on the **Browse** button and find your assignment.



Browse for the file to upload *

[Cancel, go back](#)

Once you have selected the correct file, click on the **Upload** button.

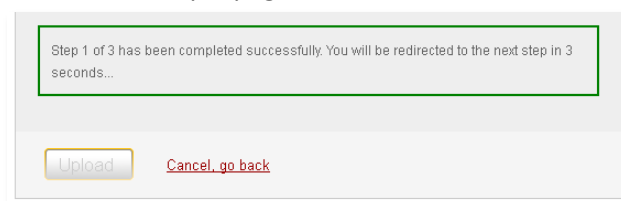


Browse for the file to upload *

R:\Andy Arts Work\Ess

[Cancel, go back](#)

Your file will be uploaded and you will see a successful upload message. You will be automatically taken to the Step 2 page.



Step 1 of 3 has been completed successfully. You will be redirected to the next step in 3 seconds...

[Cancel, go back](#)

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.

About this page

Please review the text of the document and confirm that this is the text you want to submit.

- To submit this document click on the submit button. If this is not the document you want to submit, click on the return to upload page link.
- Extremely large files may take longer to be accepted by the system.
- Your submission is not complete until you receive a digital receipt.
- Note: Formatting has been removed from the text of this preview. Formatting will be included when the submission is finalized.

Submit Paper: Step 2 of 3

Author: Andy Arts

Title: ES2 - Essay 2

Preview Paper

Andy ArtsStudent Number: 12345678ES1 – Essay 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce odio mi, lobortis at tincidunt sit amet, viverra sed tortor. Etiam dui lorem, congue a ultricies non, interdum sit amet lacus. Mauris tristique tempor sem nec pharetra. Cras bibendum libero non est dictum tristique. Nunc ut dolor nibh, sed ullamcorper erat. Vestibulum eleifend lorem sit amet justo eleifend vitae faucibus enim malesuada. Praesent porta justo ac risus pulvinar ultrices. Mauris cursus pretium adipiscing.

Praesent auctor magna ut lorem elementum eu venenatis eros varius. Vivamus tristique consequat tempus. Duis aliquet porta ante. Ut sagittis mollis elementum. Nullam venenatis ligula fermentum mauris hendrerit sed viverra massa collidit. Sed euismod litora in eros imperdiet molestia. Duis lorem.

[Submit](#) [Return to upload page](#)

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.

Messages | English | What's New | Help

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Assignment Inbox preferences

✓ Your submission was successful! This is your digital receipt. This receipt contains only the first page of your submission. You can later download a digital receipt for a submission from within the Document Viewer. Students can also access digital receipts for their submissions from their Student Class Home page.

Paper title: **ES2 - Essay 2**

Paper ID: 18362107

Author: **Arts, Andy**

[Go to Portfolio](#)

Andy Arts
Student Number: 12345678
ES1 – Essay 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce odio mi, lobortis at tincidunt sit amet, viverra sed tortor. Etiam dui lorem, congue a ultricies non, interdum sit amet lacus. Mauris tristique tempor sem nec pharetra. Cras bibendum libero non est dictum tristique. Nunc ut dolor

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.

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	7%    

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