How do I submit my assignment to Turnitin?

Are you ready to submit?

Have you gone through your submission checklist? Completed your final edits? Made sure you followed all guidelines? Is the title of your assignment correct?

If you're ready, double-check that your submission is in the correct file format as defined by the assessment guidelines and make a note of where you have saved your file.

Now, go to the dropbox on your Moodle course.

Where your dropboxes are located depends on your course.

Do ask your instructor if you have difficulty locating the dropbox.

Select the Turnitin dropbox you're ready to submit to (The Turnitin icon is a red circular arrow pointing to a piece of paper).

This your 'My Submissions' page

On this page you will find the title of the dropbox, the start date, due date, and post date of your assignment.

To submit your assignment, click 'Submit Paper' in the bottom right of your screen. (The icon is a cloud with an arrow pointing up).

The 'Submit Paper' page has two ways to submit your work.

1. Drag-and-Drop

You can drag and drop your file into the drop-area (highlighted in grey with a dashed outline).

To use drag-and-drop, first resize your browser window.

To resize your browser window in Google Chrome, either right-click in the top bar and select 'Restore'

or use the 'restore down' button (pages icon in the top right corner of your browser).

Then, open File explorer or Finder.

Select your file and drag the file into the drop-area.

2. Add file

Instead of 'drag-and-drop' you can use 'Add file' (The icon is a piece of paper with a plus sign.)

Click 'Add file' at the top right of the File submissions box.

Moodle 'File picker' will be displayed.

If you would like to upload from your computer, select 'Upload a File'

Under 'Attachment' click 'Choose File' to select your submission file.

Note: If you are using Firefox, Under 'Attachment' click 'Browse' to select your submission file.

You don't need to change any of the other options.

Click 'Upload this file.'

Your submission will appear in the 'File submissions' box.

Once you're satisfied that you've uploaded the correct file, give your Submission a title that is between 4 characters and 200 characters long.

Tick the box to confirm that your submission is all your own work.

Then, click 'Add Submission'

The next screen shows a message indicating that your submission is being uploaded to Turnitin.

If your submission is successful you will immediately receive a 'Digital Receipt.'

Your Digital Receipt will read that you have successfully uploaded your file and include the Turnitin ID for your submission.

You will also receive an automated email that you have submitted work to the dropbox.

Save a copy of this Digital Receipt for your records.

If there are any errors, for example your submission was in an incorrect file type or your submission title was too long,

there will be a white error screen with further information.

If there are errors, and the dropbox is set up to allow resubmissions before the due date,

it is recommended that you submit your work again to be sure your submission is uploaded smoothly.

Do contact your instructor for further advise.

To return to 'My Submissions' click 'Close' on the top right of your screen.

The screen will now have changed, and include your submission title and other details.

You may also see your similarity score (depending on how your instructor has set up the dropbox).

The 'Digital Receipt' is your official verification of submission.