

# How to submit a project outline or assignment

Documents must be submitted using the Virtual Learning Environment (VLE) **Moodle**. All stages below must be followed:

- Check the deadline
- Download the template
- Using the template, complete and save your document
- Copy and paste your text (the text that is within the word-count, less template elements etc.) to the Turnitin originality tool and view the Turnitin originality report
- Upload your assignment to the correct drop box

Instructions for each stage are given below.

## 1.1. Check the deadline

Go to the [Moodle login page](#) & login (for Moodle basics see the [Getting started guide](#))

- Click “**Close all**” to see just the section headings



► Open all ► **Close all**

Instructions: Clicking on the section name will show / hide the section.

- Scroll down to **Project Plan** or **Assignment dropbox** and click the section heading to expand the content.
- Click the link for your cohort
- Note the **Due** date (submissions will always close at 23:55 on the specified date)

## 2. Download the project or assignment template

Expand the **Course materials & templates** section

Click on **Marking & Templates** then locate your **project outline** or **Assignment Template(s)**

Click the folder / template that you need to download and save the document to your computer.

## 3. Using the template, complete your document

*Read the instructions within the template.*

## 4. ASSIGNMENTS ONLY Paste the assignment text into the Turnitin tool and view the originality report (applicable commissioning course assignments only)

Turnitin is an online text-matching tool that helps students to develop good academic practice when referencing work. Turnitin allows you to check your assignment(s) for improper referencing of sources or potential plagiarism by comparing it against the internet and other students' work. Turnitin produces an 'originality report' that indicates any matches in the assignment to other sources. IPC will check your originality report as part of the assessment process.

For some assignments, you will be required to submit your assignment text (NB not the template text) to Turnitin and to save your originality score into your assignment document before you upload it to the drop box.

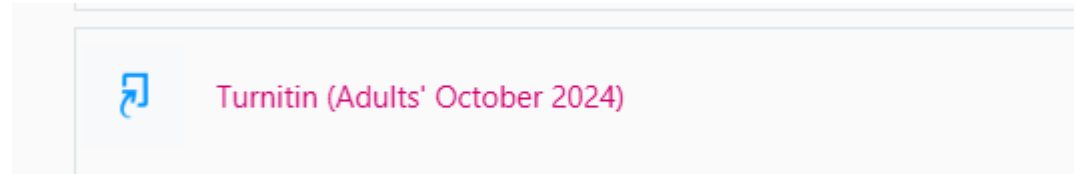
**NOTE THAT USING TURNITIN DOES NOT SUBMIT YOUR ASSIGNMENT. To submit for marking see section 5 below.**

**Turnitin only processes one report per student so please complete this when you are ready to submit.**

#### 4.1. Submitting to Turnitin

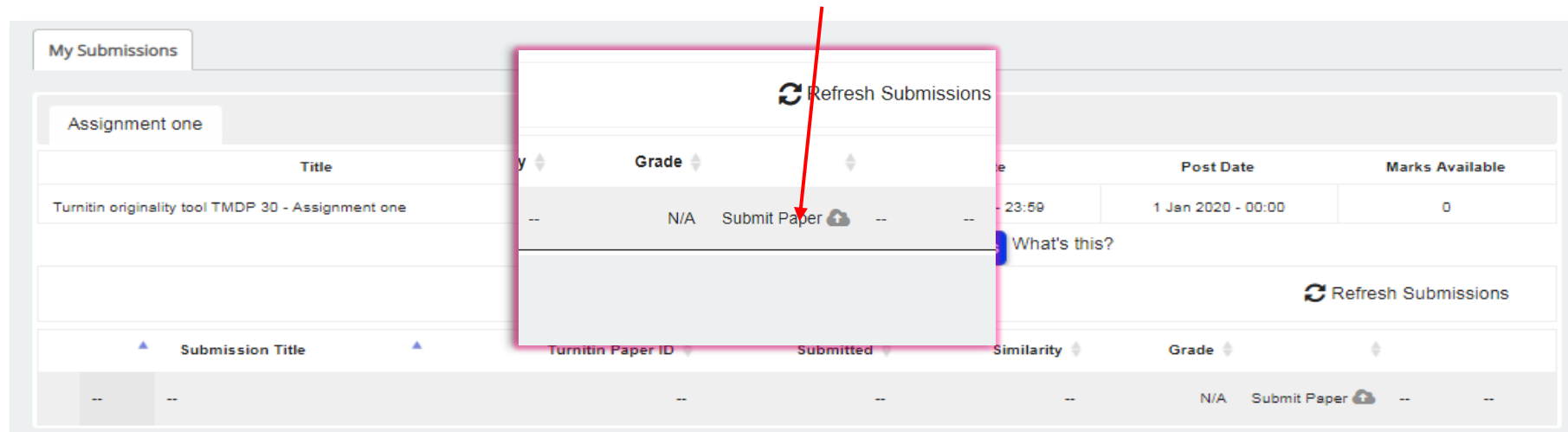
- Open the Turnitin tool

Within your course is a section labelled **Turnitin originality tool**, and click the link your cohort

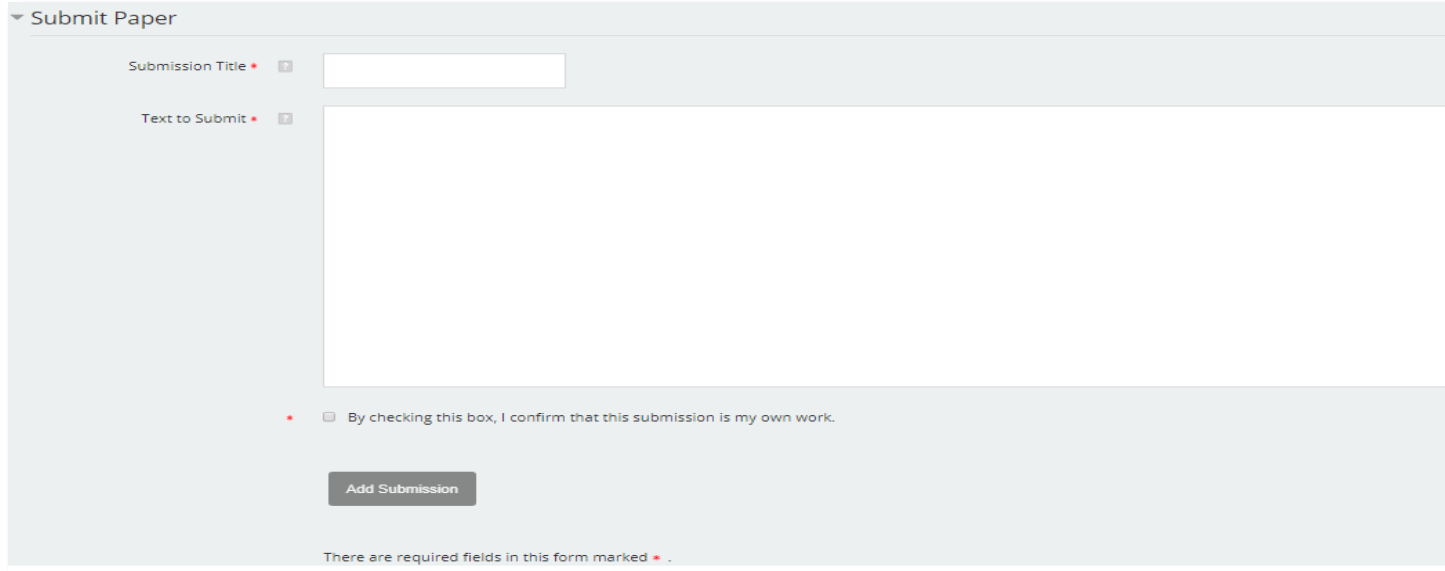


for

- At the following screen **My Submissions** click the 'Submit Paper' link on the right.



- Type in the title of your assignment or project outline (Your Name + Assignment 1 or 2/3)
- Paste your (not including the template) own text, into the 'Text to submit' box, include your bibliography and references.

The screenshot shows a web form titled 'Submit Paper'. It has two main input areas: 'Submission Title' with a small text box and a red asterisk, and 'Text to Submit' with a large text area and a red asterisk. Below these is a checkbox with the text 'By checking this box, I confirm that this submission is my own work.' and a red asterisk. At the bottom is a grey button labeled 'Add Submission'. A footer message states 'There are required fields in this form marked \*'.

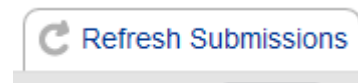
Check the declaration and click **Add Submission**

#### 4.2. To view the Turnitin originality report:

Once complete a submission will be shown on screen. Your originality score is shown in the **Similarity** column, this might initially show as Pending.

The percentage can show instantly but can take longer. You can use the [Refresh Submissions](#) button to check.

Click the % in the Similarity column if you wish to see the Originality Report.



A **toolbar** at the top right helps you make sense of any text in your assignment which matches text found elsewhere.

Add your score to your assignment template.

### 4.3. Interpreting Turnitin matches

Remember that Turnitin is only a text matching tool; staff marking assignments are the detectors of plagiarism. The overall similarity percentage is not in itself an indicator of plagiarism - it depends what the match consists of.

Turnitin has both:

- **False positives** (where matches are highlighted to text that is not problematic, e.g. cover sheets, institutional addresses, reference lists, commonly used references, templates, quotations, appropriately cited tables, standard academic phrases, etc.), and
- **False negatives** (where no matches are found, but markers may find similarity to texts by using other software or Google, or checking source texts themselves).

**High scores** do not necessarily indicate plagiarism; reasons could include lists of appendices or given tables, and extensive use of quotations.

**Low scores** do not necessarily indicate absence of plagiarism, as Turnitin does not find all plagiarism, and essay writing companies are known to produce texts with 0% match. Low scores may also indicate poor or little research or use of sources, so do not set out with the aim of keeping Turnitin scores low - set out with the aim to write effectively with sources.

More important than the overall similarity are the highest ranked sources in the breakdown of matches. If there are high individual matches, this may indicate plagiarism, or if correctly cited and formatted, may indicate over-reliance on sources, although there may still be understandable reasons for high matches. (<https://www.brookes.ac.uk/students/your-studies/>)

## 5. Upload the Project / assignment document

Once you are happy with the content of your assignment, and, if required, you have checked the text using Turnitin, submit your assignment in the template to the submission link.

**NB only submit to 'resubmissions' or 'mitigating circumstances' if instructed by the Programme Administrators.**

Finalise your template e.g. headers/student number & declarations.

Make sure your document is saved with **your name** in the filename.

e.g.

**Desmond Woolfe Assignment 1.docx**

On your course page, scroll down to the Project Plan / Assignment drop box (numbered accordingly) and click the link

7

## ► Assignment dropbox



First, you must have submitted your assignment text to Turnitin. Add your Turnitin originality % score to your assignment (commissioning only).

Upload your Assignment submission, in the template, to your course Assignment submission dropbox below. Make sure your full name is part of the filename. You can only submit one file, which means that appendices must be copied or embedded into your assignment template.

Full instructions can be found under the Help and frequently asked questions (FAQs) section in the Moodle Help folder.



ASSIGNMENT

IPC Commissioning (Adults) February 2025 - Assignment submission

Click **Add submission**



Add submission




Drag and drop your saved assignment into the box or use the buttons to upload


## ▼ Add submission


File submissions

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





 Files



You can drag and drop files here to add them.

Save changes

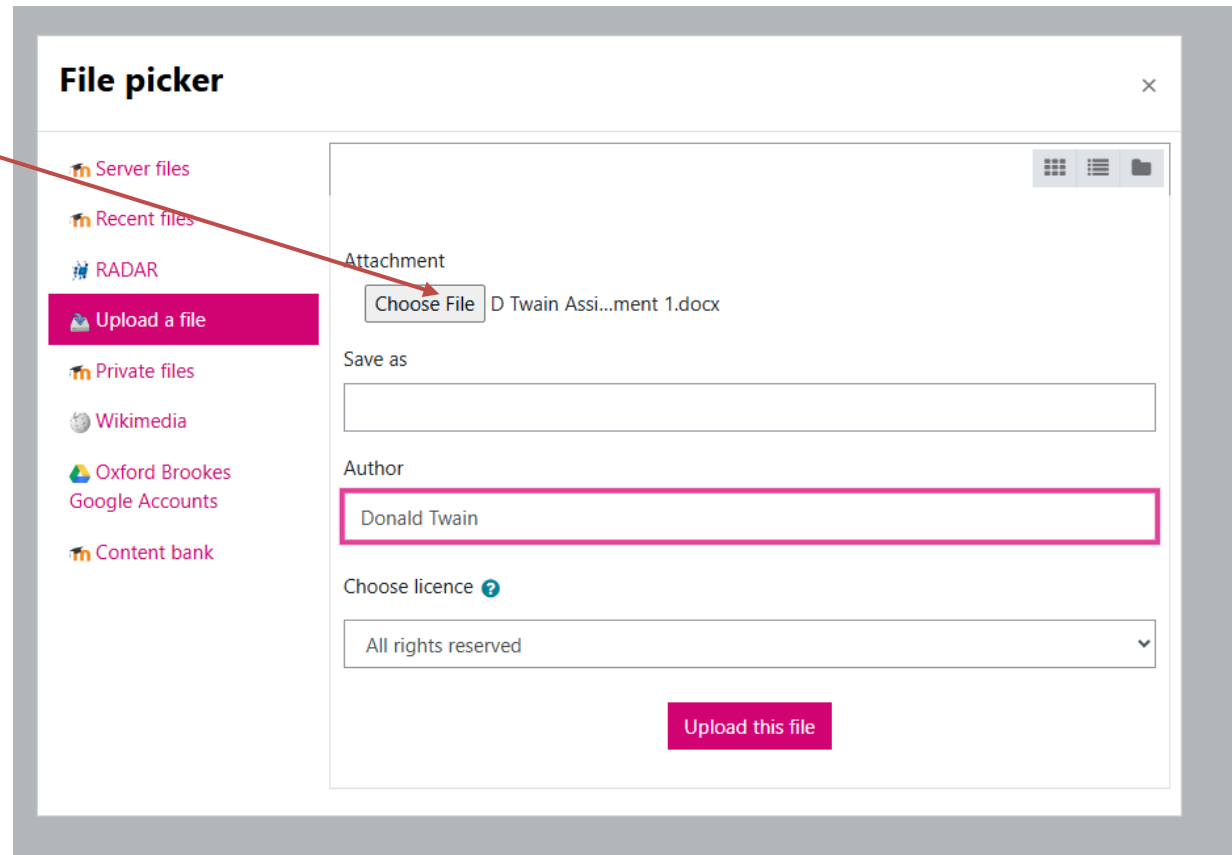
Cancel



Click **Choose file**

Find the assignment document that you have saved on your computer and choose Open

Click **Upload this file**






The screenshot shows a 'File picker' dialog box. On the left is a sidebar with links: 'Server files', 'Recent files', 'RADAR', 'Upload a file' (highlighted in pink), 'Private files', 'Wikimedia', 'Oxford Brookes Google Accounts', and 'Content bank'. The main area is titled 'Attachment' and shows a file 'D Twain Assi...ment 1.docx' with a 'Choose File' button. Below this are fields for 'Save as', 'Author' (containing 'Donald Twain' and highlighted with a pink border), and 'Choose licence' (a dropdown menu showing 'All rights reserved'). A pink 'Upload this file' button is at the bottom right. A red arrow points from the text 'Click Choose file' to the 'Choose File' button.




Choose **Save changes**

▼ **Add submission**


File submissions

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






**Files**

<input type="checkbox"/>	Name	Last modified	Size	Type
<input type="checkbox"/>	 <b>D Twain Assignment</b> 1.docx	2/05/25, 14:08	33.6 KB	Word document

**Save changes** **Cancel**

Then on the next screen click **Submit assignment**

**Submit assignment** 

**Edit submission**

**Remove submission**

## Confirm submission

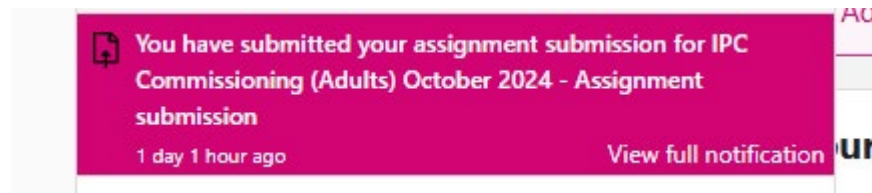
Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

You will receive a confirmation notification, this will be forwarded if you've followed the instructions in the [Getting started guide](#)

This also appear in the top right of the screen.



### 5.1. Amending / Replacing the file

Should you have uploaded the wrong file or need to update, click the **Edit submission** button and using the same interface above you can delete and replace the file.

Until the deadline the drop box will have an 'Edit submission' button like the one above