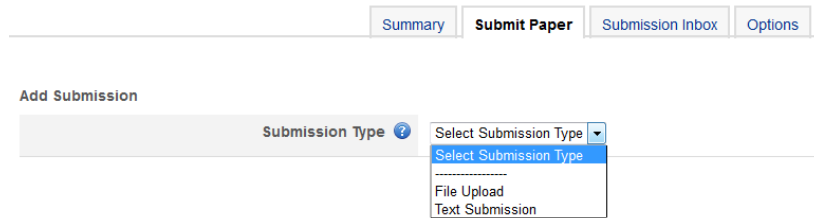


How to submit a paper to a Turnitin assignment (staff version)

Click on the title link of the assignment. This will take you to the **Turnitin assignment page** where you need to click on the **Submit Paper** tab.

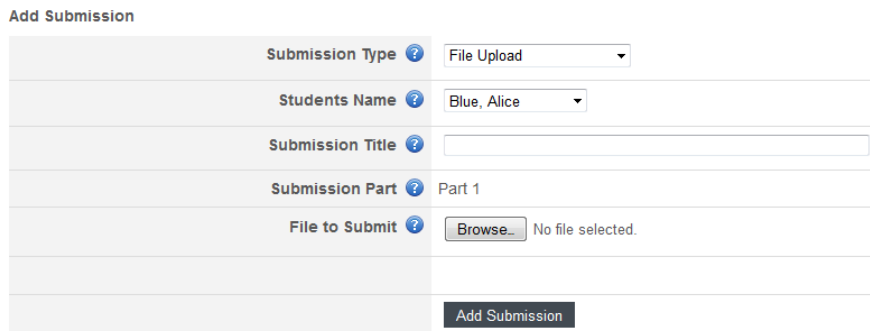


The screenshot shows the 'Add Submission' form with the 'Submission Type' dropdown menu open. The menu options are 'Select Submission Type', 'File Upload', and 'Text Submission'. The 'Submit Paper' tab is selected in the top navigation bar.

Choose the **Submission Type** from the dropdown menu. Depending on the settings you chose when creating your Turnitin assignment you can either upload an individual file (**File Upload**) or type/copy and paste the submission into a text box (**Text Submission**).

Please note: there is no bulk upload option with this version of Turnitin. If you want to load multiple assignments to Turnitin you will need to do each one individually. We strongly recommend that you get your students to upload their submissions.

File Upload



The screenshot shows the 'Add Submission' form for the 'File Upload' option. The form includes fields for 'Submission Type' (set to 'File Upload'), 'Students Name' (set to 'Blue, Alice'), 'Submission Title' (empty), 'Submission Part' (set to 'Part 1'), and 'File to Submit' (with a 'Browse...' button and 'No file selected' text). An 'Add Submission' button is at the bottom right.

If you choose the **File Upload** option after a few seconds, further fields will be displayed. Choose the **Students Name** from the dropdown list. There is no option to add non enrolled student work from this version of Turnitin. Add a title to the **Submission Title** field and then click on the **Browse** button to find the file that you want to submit. Click on the **Add Submission** button to complete the process.

If you have multiple parts to your assignment you will also be able choose which part you want to submit the assignment to. You can only submit one file to each part.

Text Submission

Add Submission

Submission Type	Text Submission
Students Name	Blue, Alice
Submission Title	
Submission Part	Part 1
Text to Submit	<div style="border: 1px solid #ccc; height: 40px;"></div>

[Add Submission](#)

If you choose the **Text Submission** option after a few seconds, further fields will be displayed. Choose the **Students Name** from the dropdown list. There is no option to add non enrolled student work from this version of Turnitin. Add a title to the **Submission Title** field and then type or copy and paste your text into the **Text to Submit** box.

It is recommended that you copy and paste your text rather than typing it as Turnitin can time out part way through the typing process without saving what you have already done.

If you have multiple parts to your assignment you will also be able choose which part you want to submit the assignment to. You can only submit one file to each part.

Click on the **Add Submission** button to complete the process.

[Summary](#) | [Submit Paper](#) | **Submission Inbox** | [Options](#)

[Refresh Submissions](#) | [Enroll All Students](#)

Search:

Show 10 Entries

First Previous 1 2 Next Last Showing 1 to 10 of 17 entries.

Student Submission	Paper ID	Submitted	Similarity	Grade				
Orange, Jane - (1 Submission)								
Part 1: <input type="checkbox"/> Test ignore	-		-	-/100	.	(0)		
White, Bernard - (1 Submission)								
Part 1: <input type="checkbox"/> Test assignment	25432692	25/07/13, 11:37	19% ■	-/100	.	(0)		
Yellow, Fran - (1 Submission)								
Part 1: <input type="checkbox"/> Test ignore	25409292	22/07/13, 09:17	17% ■	-/100	.	(0)		
Brown, Ian - (1 Submission)								
Part 1: <input type="checkbox"/> Sample submission	25432952	25/07/13, 12:11	Pending	-/100	.	(0)		

You will then be taken to the Turnitin assignment inbox.

To get back to your Moodle course click on the short code in the breadcrumbs at the top of the page (e.g. MWBVTraining in the example below).

[My home](#) ► [Moodle Support](#) ► [MWBVTraining](#) ► [Turnitin Assignments](#) ► [Turnitin Direct Assignment Test](#)