A Student Guide to Submitting an Assignment via Turnitin

This student guide provides information on how to submit your work via Turnitin. It explains what Turnitin is, how to view the details of an assignment and the process of submitting your work.

What is Turnitin?

Turnitin is a piece of software that is used by the University to help to identify plagiarised work. It allows you to submit your work via your Blackboard course, where an originality report will be generated. This report will highlight text in your submission that matches text from one or more of the following:

- other students at the University of Manchester
- students at other institutions
- academic publications
- internet sources

These reports are examined as a standard part of the assessment process. **Submissions to Turnitin are made anonymously**. When your work is submitted to Turnitin it will normally be added to an international database of student papers. Other students' work will then be compared to your work from that point onwards. If your submission is confidential, your tutor can ensure that it is not added to the database.

Please note: the file size must be less than **20MB**, the maximum length of the paper less than **400 pages**, and the file types allowed are **MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text**. Unless **Powerpoint slides** are saved as PDF then they cannot be submitted via Turnitin.

Further information on plagiarism

Further information & guidance on plagiarism is available from:

- 'Guidance to Students on plagiarism and other forms of academic malpractice' - http://www.campus.manchester.ac.uk/medialibrary/tlao/plagiarism-guidance-for-students.pdf
- 'Academic Malpractice - Guidance on the Handling of Cases' http://documents.manchester.ac.uk/display.aspx?DocID=639

Viewing a Turnitin assignment

1. Log into your Blackboard course
2. Find the link to Assessed Coursework submission by clicking onto the '**Assessment**' area and then '**Submission of Coursework**' (NB this is where Turnitin assignments are normally placed, however this may vary from course to course. Check with your tutor if you're unsure).
3. To open the Assignment click on '**View/Complete**'.

Course Unit Assignment

>> View/Complete
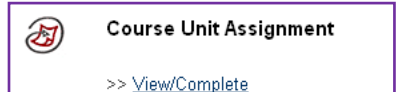
When a Turnitin assignment is available, you will see the view below. By hovering the mouse over the **blue 'i' icon** and the dates text you can see the full details of the task, the deadline and whether late submissions are permitted.

	Info	Dates	Similarity			
Demo_Inbox	ⓘ	Start **13-Feb-2012** 2:01PM Due **15-Feb-2013** 11:59PM Post **28-Feb-2013** 12:00AM		Submit	View	⬇

Submitting work to a Turnitin assignment

Please note: If you are a Mac user please see the last section of this document for information relating to the inclusion of images in an assignment submission.

1. To submit a piece of work click the '**Submit'** button.
2. A new screen will appear to upload your document. Your name will be automatically filled in for you.
3. Next, you need to enter your name and a title for the submission. **It is ESSENTIAL that you enter your seven digit swipecard number into the 'submission title' box and then your assignment title**, as shown below. DO NOT use quotation marks in the submission title as this can cause errors.

submit paper: by file upload (step 1 of 3)

choose a paper item submission method:

single file upload ▾

first name •

Humanities

last name •

Humanities eLearning

Note that even though your name is supplied the assignment marking is anonymous (your name is not visible to the marker).

submission title •

1234567 Assignment 1

⬆ *Make sure you enter your University ID number + Assignment title*

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 and plain text.

• disclaimer:By submitting work to Turnitin, you are accepting that the work you're submitting is all your own and you understand what constitutes plagiarism.

If your file exceeds 20 MB, read suggestions to meet requirements.

browse for the file to upload •

[   ] Browse...

upload   cancel, go back

4. Next, you will need to upload your submission by clicking 'Browse' and choosing the appropriate file. Uploaded documents can be in a variety of formats including doc , docx and pdf.
5. Click '**Submit'**
6. You will have a final chance to check that the uploaded document is correct with the preview. If everything is acceptable click '**Submit'**.
    Note : The preview of your submission will look a little different. It only contains the text of your submission without formatting or images/charts/diagrams.
7. A digital receipt will appear showing the first page of your submission (as text only and with no special formatting). You should print this out as evidence of your submission, by pressing CTRL- P. You should keep this receipt as proof that you have submitted your work. If you cannot print the receipt you should note down the paperID at the top of the receipt.
    Note: You will also receive a submission receipt via email (into your University email account)

✔ Your submission was successful. This is the digital receipt for your paper. Only the first page of the document is included in the digital receipt.

paper title: 1234567 Assignment 1

paper ID: 13282280

author: **Humanities eLearning, Humanities**

📋 go to portfolio

Introduction

Although writing skill is a predictor of academic success and a basic requirement for participation in civic life, its development has been a neglected area of ELT for some years (Hedge, 2005). Traditionally, writing was viewed mainly as a tool for the practice and

8. Finally, you will see the details of your submission in the **Assignment Inbox** (see below). If you click the '**View**' button you will be able to view the paper that was submitted to this assignment

	Info	Dates	Similarity			
Demo_Inbox	ⓘ	Start 13-Feb-2012 2:01PM Due 15-Feb-2013 11:59PM Post 28-Feb-2013 12:00AM	Not Available	Resubmit	View	⬇

Resubmitting

If resubmission of work has been allowed by your tutor, then the '**Resubmit'** button will be available. If you need to resubmit your work, and the resubmit button is NOT available, then please contact your tutor to discuss arrangements for this as they will vary from course to course.

For further help contact your Faculty eLearning Team: elearning@manchester.ac.uk

Important note for users of Mac systems (Mac Book, iMac etc)

If your assignment document is created on a Mac computer and you intend to include images copied and pasted from a PDF source document, it is essential that you use one of the following methods to bring the images into your assignment document:

For any Mac software, including the 'Preview' application, do the following:

1. Use '**Cmd** + **Shift** + **4**' to open the Screenshot tool. (Alternatively, use '**File** > **Take Screen Shot** > **From Selection'**)
2. Select the area of the page you wish to save as an image (the image will automatically be saved to the desktop).
3. In Word, use **'Insert** > **Image'** to import the image.
4. ****DO NOT **** use the Select Tool in Preview to copy and paste images from the PDF into your assignment document.

If using Adobe Reader do the following:

1. Go the page with the image you want to copy
2. Use '**Edit** > **Take a Snapshot'** and select the area you want to copy
3. In Word, use **'Cmd+V'** to paste in the image.

N.B. Using any method other than those outlined above (e.g. using the 'Select Tool' in Preview) can lead to 'hidden' text from the source PDF file being brought into your assignment. This 'hidden' text will not be visible in your Word document, but will be detected by Turnitin as plagiarised content, with potentially serious consequences for your assessment.