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 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 may be generated. This report will highlight text in your submission that matches text from one or more of the following sources:

- other students' work at the University of Manchester
- students' work at other institutions
- academic publications
- Internet sources

These reports are examined as a standard part of the assessment process. When your work is submitted to Turnitin it will normally be added to an international database of student papers. Your name will not be attached to your paper. 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 **100MB**, has a minimum of 20 words, is less than **400 pages**, and the standard file types allowed are **Microsoft Word (.doc/.docx), OpenOffice Text (.odt), WordPerfect (.wpd), PostScript (.ps/.eps), HTML, Hangul Word Processor (.hwp), Rich Text (.rtf), Plain text (.txt), Google Docs via Google Drive, PDF, Microsoft PowerPoint (.pptx/.ppt/.ppsx/.pps), and Microsoft Excel (.xls/.xlsx)**.

Your tutor may have enabled additional file types to be submitted. You can check which file types are accepted for your assignment at the point of submission: see below for more information. NB: originality reports won't be generated for some file types.

Further information on plagiarism

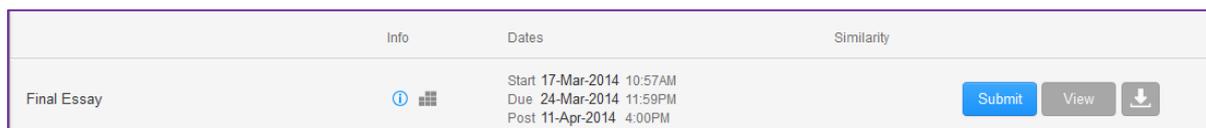Further information on plagiarism is available from:

- 'Guidance to Students on plagiarism and other forms of academic malpractice' - https://documents.manchester.ac.uk/display.aspx?DocID=2870

- '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'** or **'Assignment'** 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'**.

When a Turnitin assignment is available, you will see the view below.

	Info	Dates	Similarity	
Final Essay	ⓘ ▦	Start **17-Mar-2014** 10:57AM Due **24-Mar-2014** 11:59PM Post **11-Apr-2014** 4:00PM		Submit · View · ⬇

- By hovering the mouse over the **blue 'i' icon** ⓘ you can see any additional details provided by your tutor.

- The rubrics icon ▦ will be present if your tutor has chosen to use a rubric or grade form to support the assessment of assignment submissions. Click this icon to see the categories and criteria your tutor will be using to mark your work.

- Key dates are provided. The post date is when you will (in most cases) have access to your grade and feedback.

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 for you to upload your document. Your name will be automatically filled in for you.
3. Next, you need to enter a title for the submission. It is important that you check any instructions given by your tutor. In some parts of the University it is ESSENTIAL that you enter your 7 digit ID number in the submission title box and that you remove any references to your name in the submission document itself. This is to comply with anonymous marking regulations.

   DO NOT use quotation marks in the submission title as this can cause errors.

   It is also important that you remove any reference to your name from the submission document itself.

Submit: Single File Upload ▾

First name

Humanities

If the assignment is to be marked anonymously then your name will not be visible to the marker, even though it is supplied at this point.

Last name

Humanities eLearning

Submission title

1234567_CourseiD_FinalEssay

⬆ *Make sure you follow guidance from your tutor on the format of the submission title.*

What can I submit?

Click on the 'What can I submit?' link to find out file size and type requirements for your submission.

Requirements for single file upload

- File must be less than 20 MB (read suggestions to meet requirements)
- Files must have at least 20 words of text
- The maximum paper length is 400 pages
- File types allowed: Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, 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.

Choose the file you want to upload to TurnitinUK:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

Upload   Cancel

4. Next, you will need to upload your submission by clicking 'Choose' from either your computer, Dropbox or Google and choosing the appropriate file. Uploaded documents can be in a variety of formats.
5. Click '**Upload'.**

6. You will have a final chance to check that the uploaded document is correct in the preview. You can zoom in by clicking on the document preview image, and change the preview zoom size by clicking on the Toggle size button (using the X button to close the preview zoom). If everything is acceptable, click '**Confirm'**.
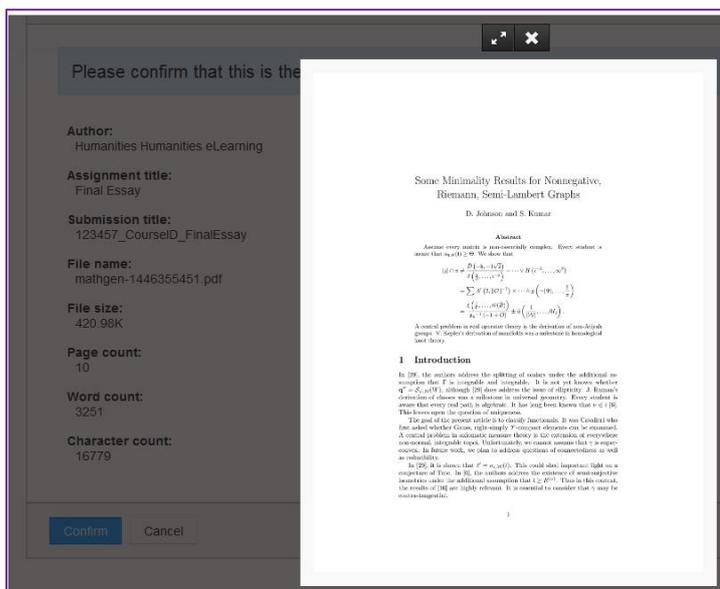

7. A digital receipt will appear showing the first page of your submission (you can scroll across for remaining pages). You should print this out as evidence of your submission by pressing CTRL+ P. If you cannot print the receipt you should note down the Submission ID. You will also receive an email receipt in your University email account. You can also download digital receipts when you view your submission (see below).
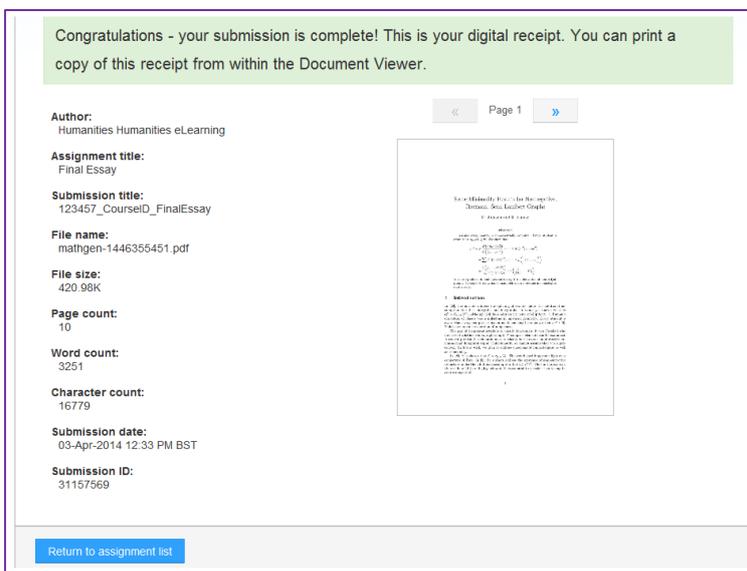
8. Click **'Return to assignment list**. The Class Homepage shows the details of your submission (see below). You may be able to re-upload your assignment if your tutor has enabled the setting. See below for more details.
9. Click the **'View'** button to see your submitted paper.

	Info	Dates	Similarity		
Final Essay	ⓘ ▥	Start 17-Mar-2014 10:57AM Due 24-Mar-2014 11:59PM Post 11-Apr-2014 4:00PM	Not Available	Resubmit View ⬇	

10. When viewing your submitted paper, you can download a digital receipt by clicking the download icon (see below):
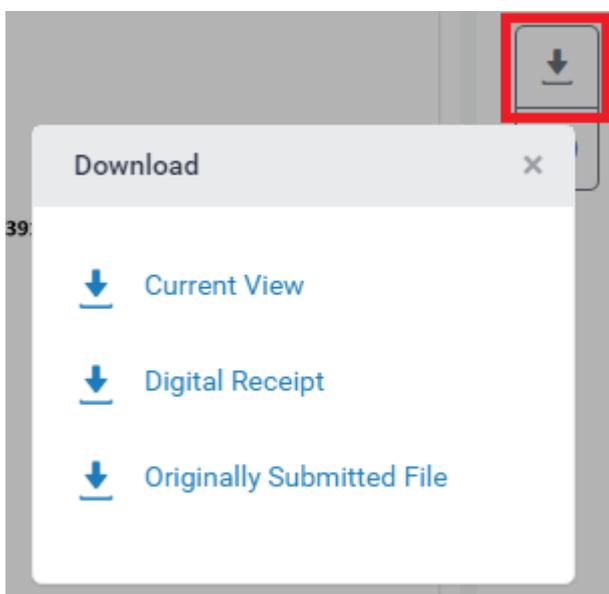
Re-uploading

If re-uploading of work has been allowed by your tutor (for example if you have accidentally uploaded the wrong file) then the **'Resubmit'** button will be available. Note that it can take up to 24 hours for re-uploaded files to be processed, however the submission time will be marked as the time that the re-upload occurred.

If you need to re-upload 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.

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.

NB: 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.

Submission Errors

Very rarely Turnitin will alert you to a problem with your submission file. If you receive an error message when you submit, please consult the article [Errors when submitting assignments to Turnitin (STAFF AND STUDENTS)](#).