

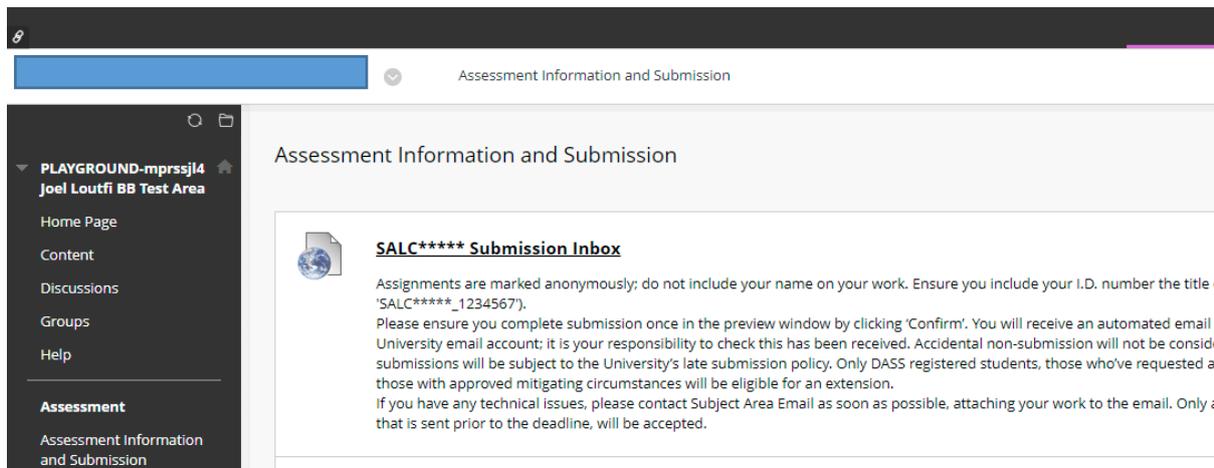
SALC – Student Instructions for submitting work to Turnitin

The new version of Turnitin, implemented for the 21-22 academic year has a different appearance for returning students and has slightly different features.

One key difference is that students will not automatically receive an email receipt after submitting. Instead, students can download a Digital Receipt from Turnitin after submitting and can return to the submission inbox anytime to preview/confirm their submission.

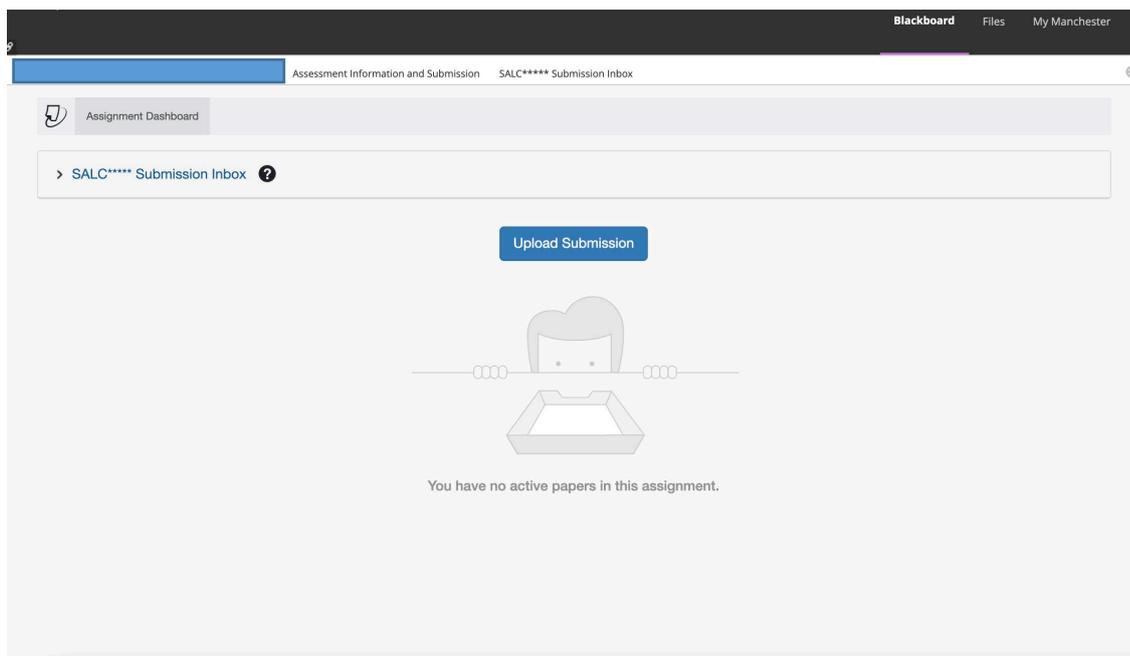
The below steps outline the process for uploading work to Turnitin in SALC:

1. Access Submission link typically found in the ‘**Assessment Information and Submission**’ folder of the Course Unit Blackboard Page



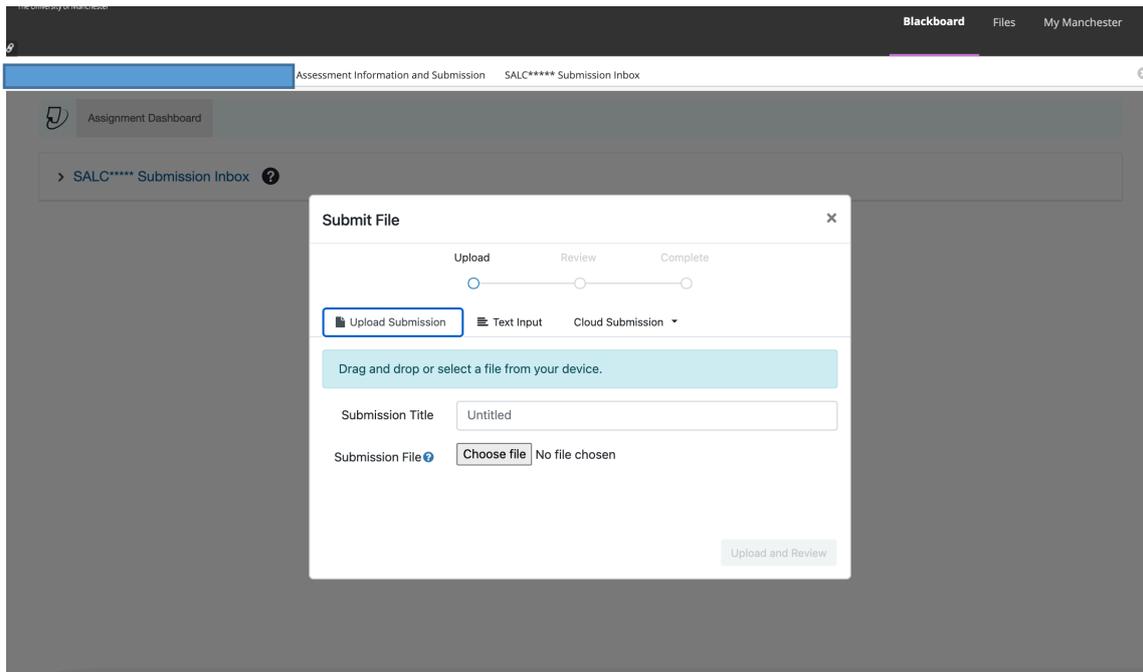
The screenshot shows the Blackboard interface for the 'Assessment Information and Submission' page. On the left is a navigation menu with options like 'Home Page', 'Content', 'Discussions', 'Groups', 'Help', and 'Assessment'. The main content area is titled 'Assessment Information and Submission' and features a document icon next to the heading 'SALC***** Submission Inbox'. Below the heading is a paragraph of instructions: 'Assignments are marked anonymously; do not include your name on your work. Ensure you include your I.D. number the title (SALC*****_1234567). Please ensure you complete submission once in the preview window by clicking 'Confirm'. You will receive an automated email to your University email account; it is your responsibility to check this has been received. Accidental non-submission will not be considered. Submissions will be subject to the University's late submission policy. Only DASS registered students, those who've requested a mitigating circumstance will be eligible for an extension. If you have any technical issues, please contact Subject Area Email as soon as possible, attaching your work to the email. Only work submitted prior to the deadline, will be accepted.'

2. Click ‘**Upload Submission**’

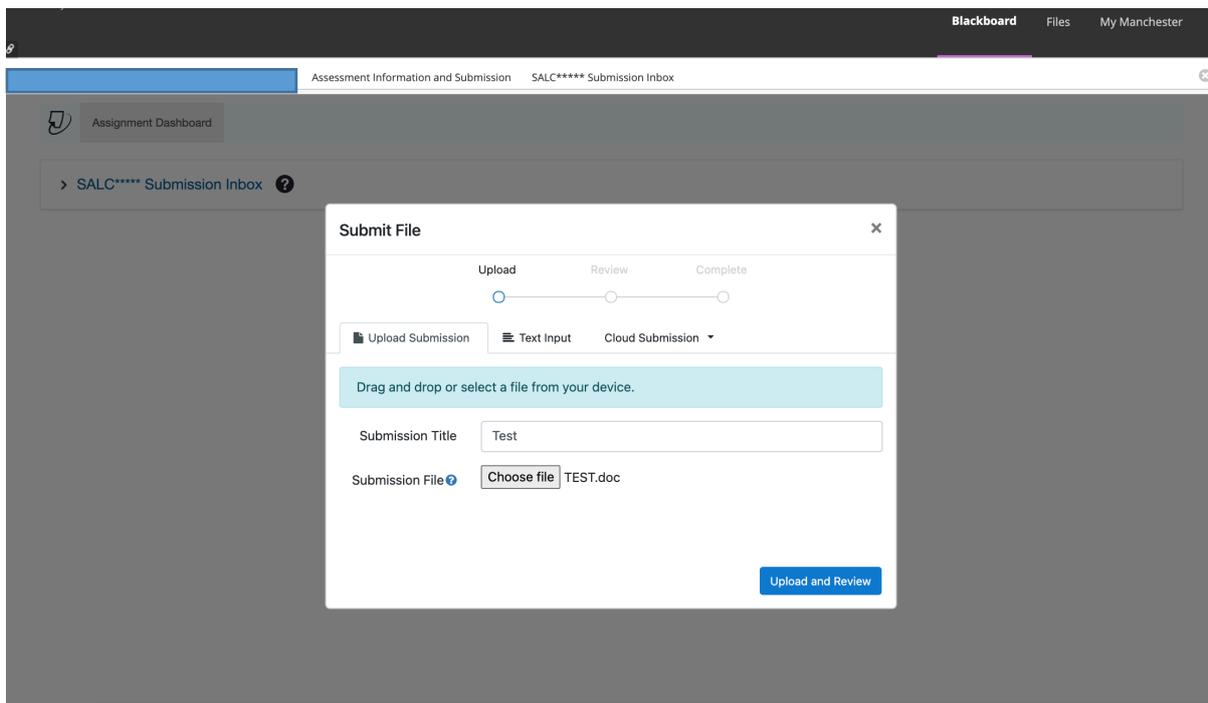


The screenshot shows the Blackboard interface for the 'SALC***** Submission Inbox' page. At the top, there are navigation tabs for 'Assignment Dashboard' and 'SALC***** Submission Inbox'. Below the tabs is a blue button labeled 'Upload Submission'. Underneath the button is a stylized illustration of a person sitting at a desk with a computer monitor. Below the illustration, the text reads: 'You have no active papers in this assignment.'

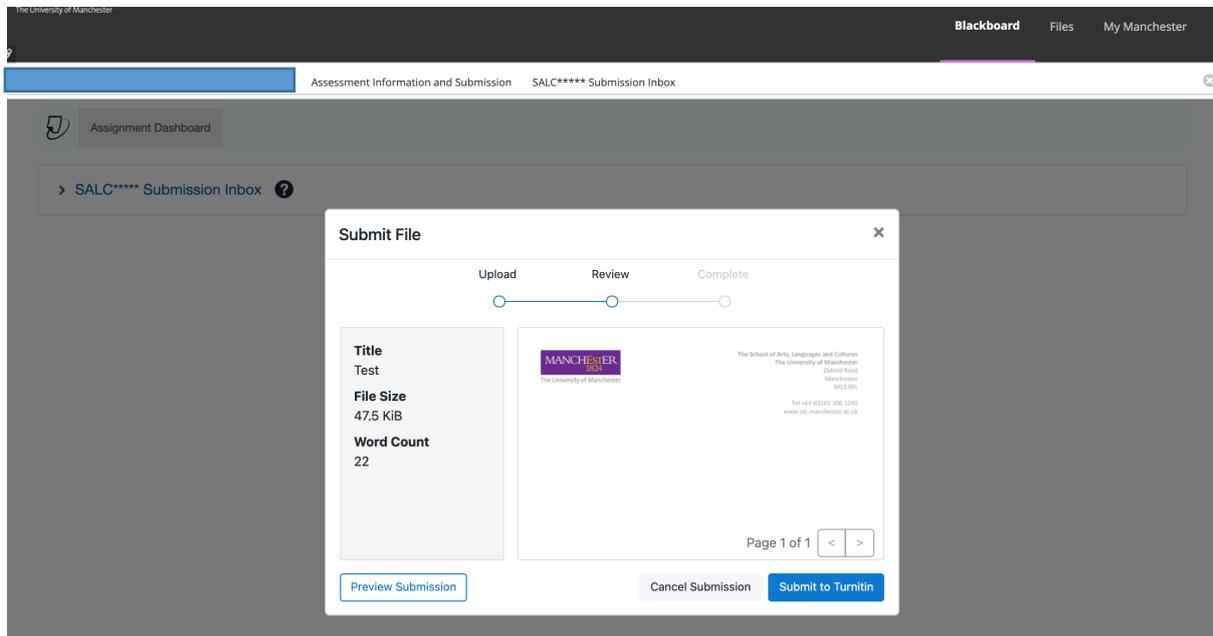
3. Upload submission through the **'Upload Submission'** tab. Ensure you include your I.D. number in the Submission Title (e.g. 'SALC*****_1234567').



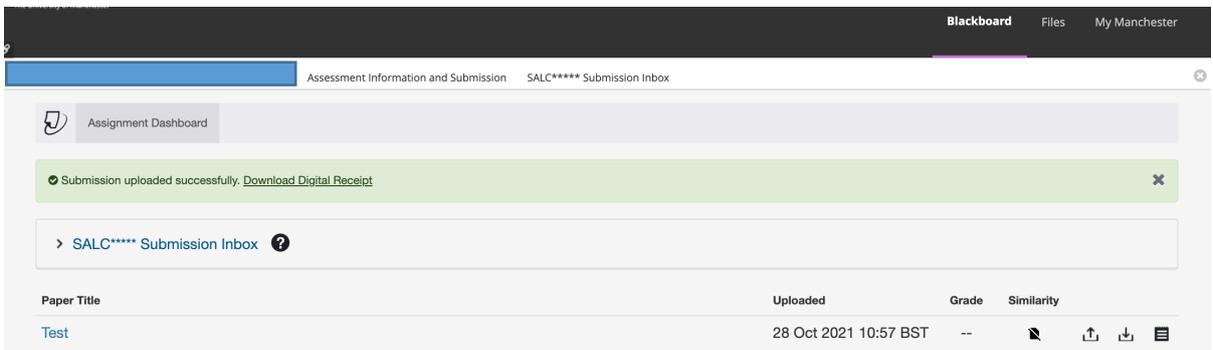
4. Click **'Choose file'** and then **'Upload and Review'**



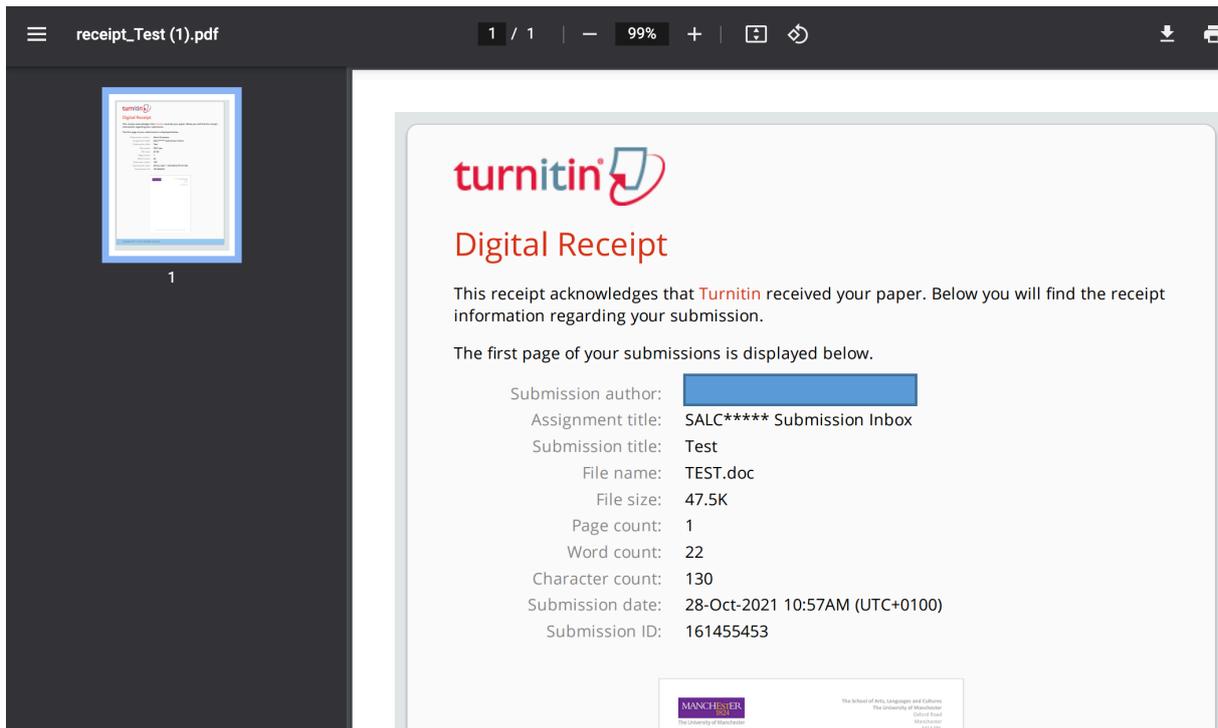
- Review your upload to ensure it is the correct document and correct version of your work. You can click through pages or select **'Preview Submission'** to see this in full screen. Accidental non-submission or submission of the incorrect document will not be considered as mitigating circumstances so it's important you are uploading the correct work. Once you are happy with your upload, click **'Submit to Turnitin'** to complete submission. This will be the timestamp of your submission.



- Click **'Download Digital Receipt'** and keep this somewhere safe. You will **NOT** receive an automated email receipt.



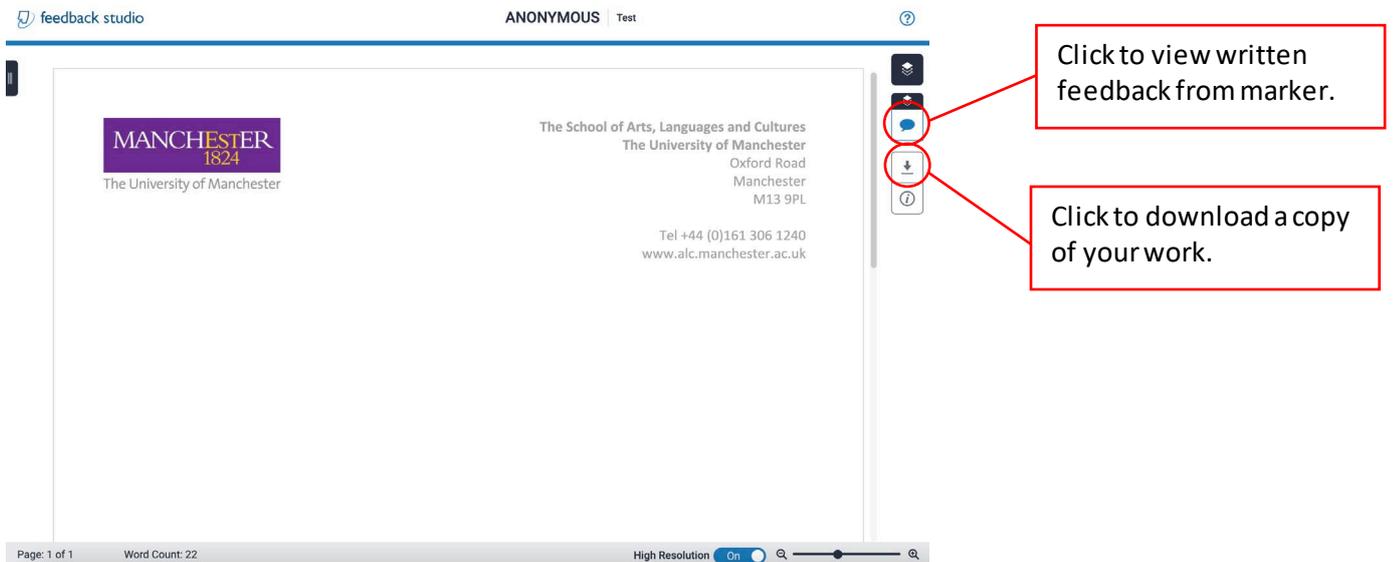
7. Here is an example of the receipt



8. You can return to the inbox anytime to preview/confirm submission. Click the 'Paper Title' to access the file you submitted (in this example, it is 'Test'). You can also re-download your Digital Receipt anytime.



9. This will take you to your submission where you can access your mark and feedback later, once marks have been released.



Dos and Don'ts for ensuring Successful Submission

Don't be caught out by late or accidental non-submission! Here are some 'dos and don'ts' to ensure you submit successfully to Turnitin:

- DO NOT** upload your file from smart devices (phone, tablet)
- DO NOT** upload using the Safari browser or Internet Explorer
- DO NOT** leave it to the last moments before the deadline to submit your work

- DO ALLOW** for plenty of time to submit before the deadline
- DO UPLOAD** only .pdf or .docx files (unless instructed otherwise)
- DO UPLOAD** from a supported browser; Google Chrome, Microsoft Edge or Firefox
- DO PREVIEW** your file in the Turnitin preview window
- DO COMPLETE SUBMISSION** by clicking the final 'Submit to Turnitin' button
- DO DOWNLOAD** your Digital Receipt as evidence of submission
- DO EMAIL** your [UG Programme Administrator](#) / [PGT Programme Administrator](#) in the event of technical difficulties, attaching your work.