Turnitin Grademark - **How do I submit to Turnitin?**

Finding your submission point.

To submit your assignment to Turnitin you will need to login to Blackboard.

- Select the module in which the assignment was set from your current modules list.
- Click the "***Assignments***" (or similarly named, actual term is college dependant) tab in the left hand menu.
- Find the correct assignment from the list on the page and click "***View/Complete***."

Uploading and submitting

- Having done this you will land on your assignment inbox page.
- Click the highlighted blue "***Submit***" button.
- Your details should appear in the name fields on the upload page. You will need to give your submission a title. Most Colleges insist on this being prefaced with your student number…eg "67344 this is my essay".
- There is a choice of places which Turnitin will allow you to browse to for your saved assignment file. This could be directly from your computer, a Dropbox account or a Google drive file store.
- Browse to the appropriate file, highlight it, and then click the Blue highlighted "***Upload***" button.
- This will upload the file and produce a small preview file on the screen. **<u>NOTE</u>**; your assignment has not yet been submitted.
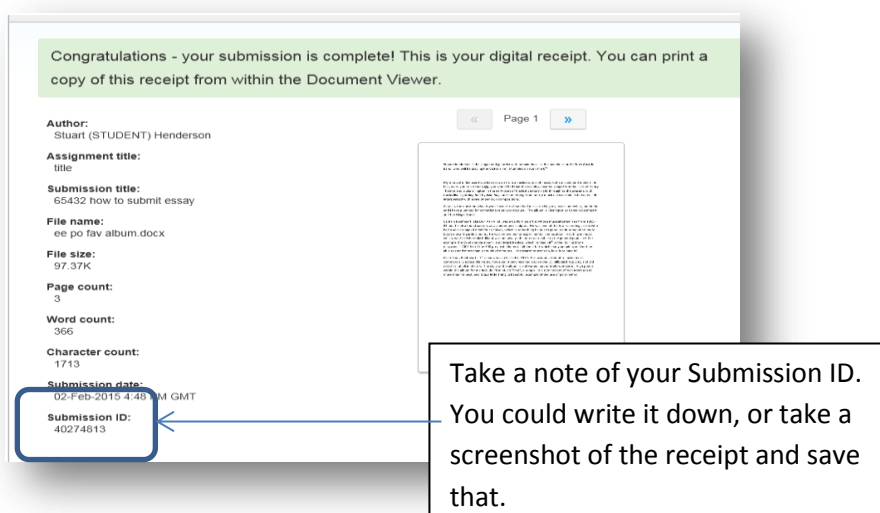
When you are **sure** you have uploaded the correct file, complete your submission by clicking the blue highlighted **"Confirm" or "Upload"** button.
If you have selected the wrong file, click "cancel" and browse for the right one.

How can I prove that I have made a submission?

Evidencing your Submission, Turnitin submission ID's and digital receipts.

Having submitted your assignment, you will land on a confirmatory receipt page; at the bottom of which (you may need to scroll down to see it) you should find your Submission ID. This is an 8 digit number. You should take a note of this number as it is the only evidence you will have for your submission at this point. Write it down, or, you could take a screenshot of the page and save that.

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author:
Stuart (STUDENT) Henderson

Assignment title:
title

Submission title:
65432 how to submit essay

File name:
ee po fav album.docx

File size:
97.37K

Page count:
3

Word count:
366

Character count:
1713

Submission date:
02-Feb-2015 4:48 M GMT

Submission ID:
40274813

Take a note of your Submission ID. You could write it down, or take a screenshot of the receipt and save that.

Whilst you should receive an e-mailed receipt from the system, if this is late or does not appear, you would still need your paper number if you needed to evidence your submission.
If no receipt appears on the screen, you should not assume your submission has been accepted. If you believe you have had a problem, contact IT support in the main catalogue hall of the library for further help. If you cannot physically attend phone ext. 5060, or 295060 if outside of campus

If you click "**Return to assignment list**" and click on "**view"**, a new window will pop up, showing your assignment in the document viewer. In the bottom bar of this window you will see a printer Icon, clicking this will bring up a choice of three options, you need to select "**Download PDF of Digital Receipt for printing"**. Choose whether to open or save the file. To print, open the file and click the printer Icon at the top of the screen then OK the print request box to send your receipt to the printer.