

Submitting an Assignment via Turnitin

For Students

Log into Blackboard at
<https://nuigalway.blackboard.com>



Overview

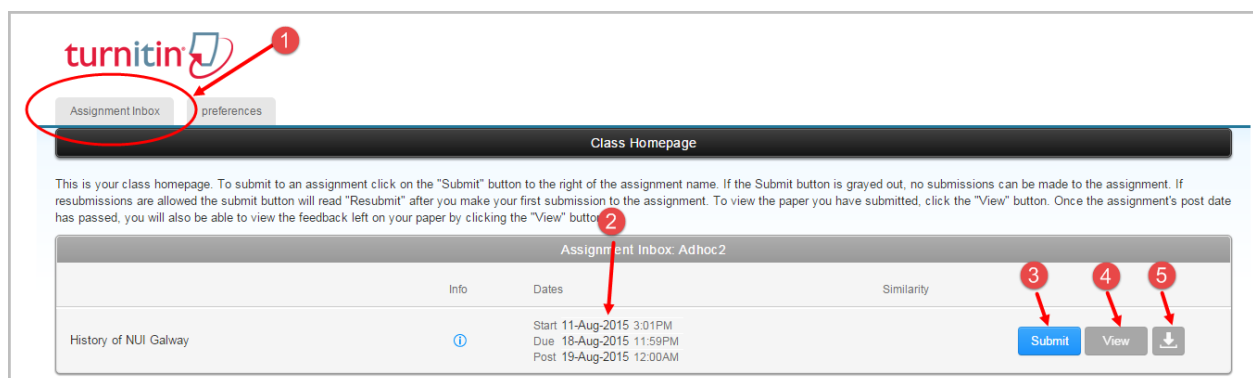
The Turnitin Blackboard building block allows students to submit an assignment from within their Blackboard course directly to the Turnitin originality checking service. Turnitin generates an 'Originality Report' which identifies unoriginal submitted material. Student users submit papers to a Turnitin assignment from the Turnitin assignment inbox for that particular assignment. To access the Turnitin assignment inbox you need to log in to Blackboard and go to the correct course. Within that course your lecturer will have created a Turnitin assignment. Turnitin assignments can be identified by the Turnitin logo to the left of the assignment.

1.1 To submit your assignment

1. Your instructor will most likely advise you of the location in Blackboard to submit the Turnitin assignment. Click on the >>[View/Complete](#) link.



2. The assignment inbox is now displayed, showing assignment information, including start and due dates/times as well as other assignment information or special instructions. There are also three tabs, the submit, view and download (original file or digital receipt) tabs (3,4&5) as shown below.



Submissions will not be accepted until the start time and date has passed. Submissions may be rejected if the due date has passed.

3. Click on the **Submit** tab to go to the submissions page.

4. The submit form is displayed as below.

Assignment Inbox preferences

Submit: Single File Upload ▾ STEP ● ○ ○

First name
Mary

Last name
Forde

Submission title

What can I submit?

Choose the file you want to upload to Turnitin:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

5. You will see that your name has already been populated on the submissions page.
6. Fill in a submission title, taking notice of any special instructions given by your lecturer/tutor.
7. Click on the Choose from this computer if you have the assignment saved on your computer or USB drive. Choose the Dropbox or Google Drive options if you have saved your assignment in either of these locations. Take note of the requirements for a single file upload, as well as any specific requirements from your lecturer/tutor.
8. Click **upload** to upload the file. A status bar will appear displaying the upload progress.

Submit: Single File Upload ▾ STEP ● ○ ○

First name
Celt

Last name
Dept (test acc)

Submission title
History of NUI Galway

What can I submit?

Test1.doc..doc Clear file

Upload Cancel

9. Review the preview panel. This is a text only version of the paper being uploaded. *Confirm it is the correct version of the file to send.*

Submit: Single File Upload

Please confirm that this is the file you would like to submit...

Author:
Celt Dept (test acc)

Assignment title:
History of NUI Galway

Submission title:
History of NUI Galway

File name:
Test1.doc..doc

File size:
32.5K

Page count:
1

Word count:
196

Character count:
1134

« Page 1 »

12 August 2015
View a holiday for four in Barcelona with holidaysoverseas.com

To all holiday seekers, holidaysoverseas.com is a new online travel agency where you can find quality holiday accommodation direct and make great savings. To celebrate the launch, here's a chance for readers of Computer Magazine to win a November trip to Barcelona, Spain. The prize includes accommodation for four in a luxury five-star hotel, airport transfers, including Airport, holidaysoverseas.com is a great holiday makers who wish to book better quality accommodation direct and offers a range of free and fixed best quality, offers, children, golf and country clubs as well as top-range hotels in Britain destinations. In action, holidaysoverseas.com features 800 luxury offers in the Channel Islands and also provides financial. Contact your information holiday in each details of holidaysoverseas.com operates its own customer support centre open seven days a week from 9am to midnight on 01 452 12345 to facilitate the entire booking service and to answer any queries.

From directly,
Susan Evans,
Marketing Director

How to enter:
Log on to www.holidaysoverseas.com and submit your answer on the online form, or complete the following coupon and send to Computer Magazine, PO Box 123, Dublin.

Confirm **Cancel**

10. To view the Digital Receipt, return to the Assignment Inbox as shown below.

turnitin

Assignment Inbox preferences

Submit: Single File Upload

STEP ● ● ●

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

Author:
Celt Dept (test acc)

Assignment title:
History of NUI Galway

THE CRITICAL FACTORS THAT EFFECT

11. Click on the download icon and digital receipt link as shown below.

turnitin

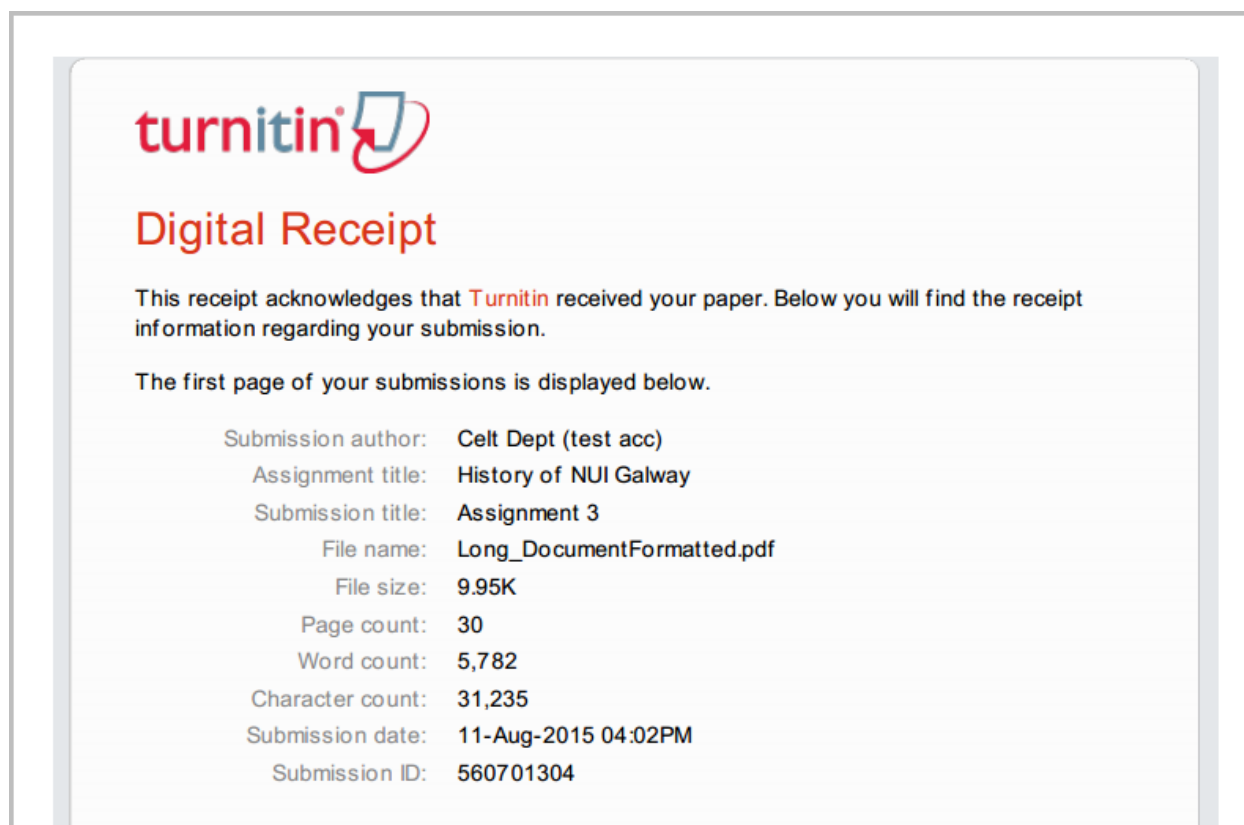
Assignment Inbox preferences

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Inbox: Adhoc2			
Info	Dates	Similarity	
History of NUI Galway	Start 11-Aug-2015 3:01PM Due 18-Aug-2015 11:59PM Post 19-Aug-2015 12:00AM	Processing	<div><div>1</div><div>2</div><div><div>Resubmit</div><div>View</div><div>Download</div></div><div>Submission in default format Digital receipt</div></div>

12. The digital receipt is displayed as below. The receipt contains a unique paper ID number, the name of the user profile submitting, the paper title given by the submitting party, the assignment title, and the e-mail address for the user submitting, as well as the body text of the file submitted.



1.2 Notes

- Only a single file may be submitted by a student user to any Turnitin assignment. Multiple files cannot be uploaded to the same assignment by a student. If there is more than one file that must be submitted to complete the assignment, contact your lecturer/tutor immediately.
- It is your responsibility to ensure that you have submitted the correct file to the correct assignment. If you subsequently discover that you uploaded the wrong file, you should contact your lecturer/tutor at once. He/she may be able to delete the assignment and allow you to resubmit.