How to submit an assignment to Turnitin – full student guide

Overview

Turnitin is an online tool which allows your work to be submitted electronically for a module. Your tutor can also use it for originality-checking (checking the work against webpages, e-journals and books, and other student papers submitted to Turnitin). Turnitin can also be used for grading and feedback.

Submitting to Turnitin is a three-step process which ensures any technical problems are prevented. At the end of the submission process you will see a successful submission receipt with a unique paper ID, which is also emailed to your University email address as proof of successful submission. If you do not get a receipt you need to discuss this with your school office or tutor.

This guide shows you the basic process of submitting to a Turnitin assignment link in your VITAL module. Your school or department may have additional requirements (for example, including a cover sheet) and you should **always check what your school or department expects**.

What files and file sizes can I submit?

You can only submit **one** file to a Turnitin assignment. It cannot be larger than 40MB. It must contain at least 20 words of text.

Your tutor will let you know what file types you can submit. Also when you submit Turnitin will tell you the accepted filetypes for that particular assignment.

Most often Turnitin is used for text–matching and feedback and accepts the following filetypes **only**: Microsoft Word (.doc /.docx), Excel (.xls / .xlsx), PowerPoint (.ppt / .pptx), WordPerfect (.wpd), PostScript (.ps), PDF, HTML, RTF, OpenOffice (.odt), Hangul (.hwp), Google Docs, and plain text (.txt).

Sometimes your tutor will extend Turnitin assignments to also accept specific image files (**your tutor will tell you if this is the case**). These are: JPEG, GIF, PNG, TIFF, BMP, or PICT (as well as the filetypes above).

Sometimes your tutor will extend Turnitin assignments to accept any file (**your tutor will tell you if this is the case**).

Submit to a Turnitin assignment in VITAL

Submission process start - find the submission area

1. Log in to VITAL (https://vital.liv.ac.uk) and click in to the module where you are going to submit (e.g. EDEV101-201516).

2. Go to the section of the module where the Turnitin assignment submission link is located. Turnitin assignments appear on a module page like in this screenshot.
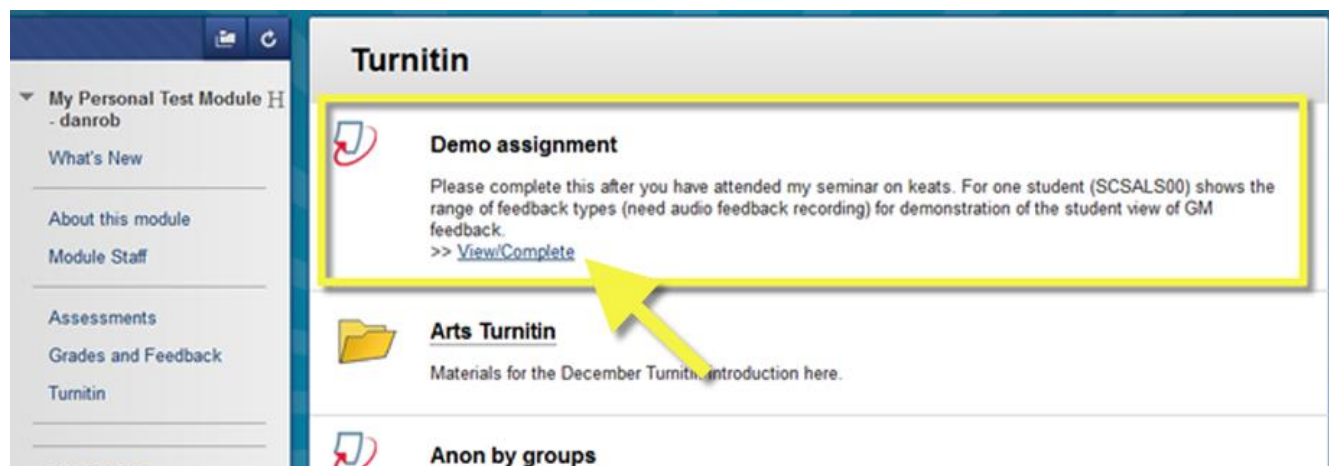

This is the icon indicating Turnitin assignments.

3. Click the **View/Complete** link (shown above) to open the Turnitin submission area.

4. A submission and information page appears for this assignment (like in the screenshot below). When it is open for submission the **Submit** button will

be highlighted blue (**A**). Click this to begin the three step submission process.

Also on this page are (**B**) the **Start** and **Due** dates are when the assignment is open for submitting and when it has to be submitted by (it includes the time as well so check carefully). If your work is being marked online the **Post** date tells you when the feedback and grade will be available here. There is some assignment information at this (**C**) pop-up icon **i**. Hover over this and you will find out whether you can submit after the due date, whether you can resubmit and so on.

If your work is being marked electronically you come back to this assignment page and click the **View** button (**D**) which will be highlighted blue on the **Post** date to see your feedback.
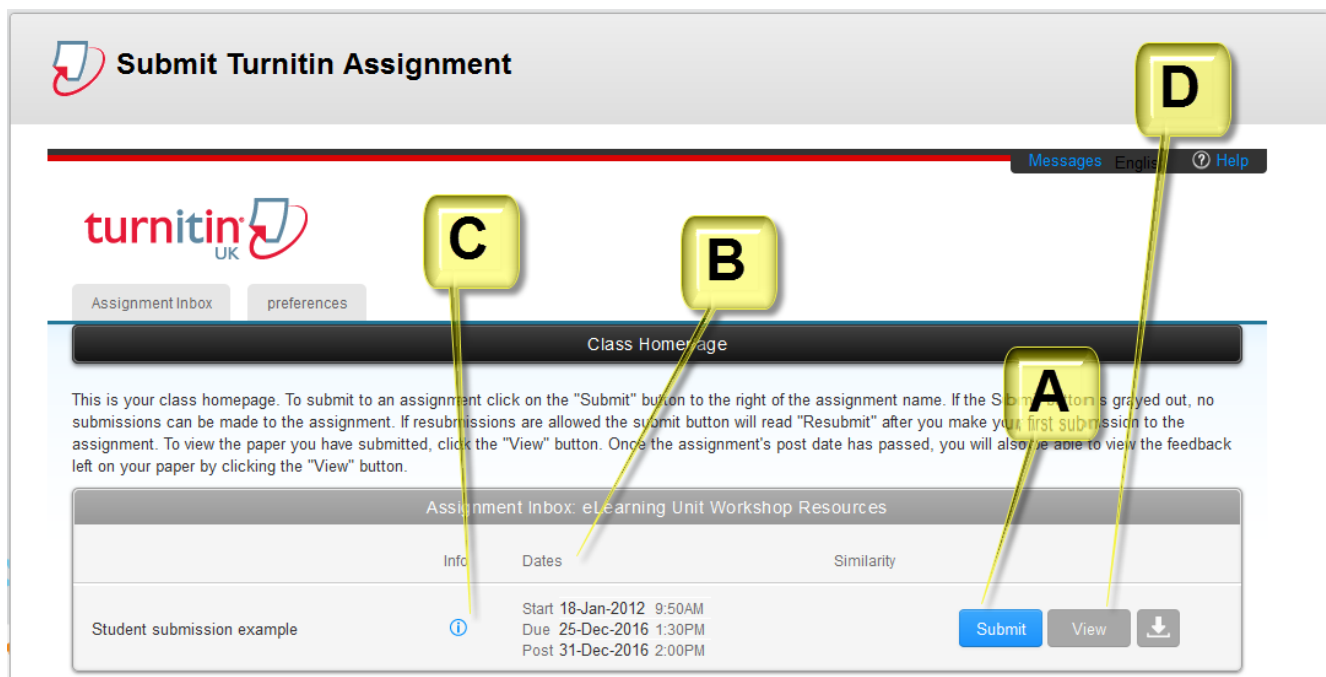
Submission process 1 – upload your file

5. Click the **Submit** button (**A** in the screenshot above) and you are taken to an upload page, shown in the next screenshot.

   Your name will be automatically entered. Add a title for your assignment, following any instruction your tutor gives you.

   The **What can I submit?** link opens advice on the filetypes that this assignment has been set to accept. It also offers advice on how to reduce files that are over 40MB. You can upload from a drive on your machine or from DropBox or GoogleDrive if you have stored your work there.

   Click the **Upload** button.

6. Turnitin checks that you have completed all the fields you need to on this page, that your file can be processed and meets the technical requirements such as file type and size. If successful you will see a new page for step 2 of the process. Turnitin will tell you if there are any problems and what you need to do to successfully move to step 2 of the submission process.

Submission process 2 – confirm upload

7. At the Step 2 page you will first wait for your work to be uploaded and processed, as in the screenshot below.

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When it appears you then need to check that the content of your file has uploaded correctly and in full. Use the left and right arrows shown below to click through the pages and make sure nothing is missing or has been misrendered. You can click on the pages to make them bigger. Click **Cancel** if you need to go back and re-submit (e.g. you see that have submitted the wrong version).

Click **Confirm** when you are happy to complete the process. **Once you click Confirm on this page you are indicating that this is your completed submission.**

Submission process 3 – receipt

8. **Submit step 3 - receipt.** Finally you see a page with a digital receipt for your submission similar to the one in the screenshot below. **If you do not see this page you have not successfully submitted.** Highlighted below is the paper ID which is a unique number identifying this paper. An email version of this receipt is also sent to your University of Liverpool address. Make sure you keep this email receipt as proof of your submission.

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

Author:
Valerie VitalStudent06

Assignment title:
Demo assignment

Submission title:
Final Version for marking

File name:
BbGrader_FeatureGuide.pdf
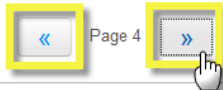
File size:
245.93K

Page count:
8

Word count:
1785

Character count:
11383

Submission date:
08-Feb-2016 1:58 PM GMT

Submission ID:
52782523

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Return to assignment list

9. You can now click **Return to assignment list** to go back to the original Turnitin link. Here you can:

- Download a copy of your originally-submitted file (click the download arrow icon and select **Originally submitted format**);
- Download a copy of your digital receipt (click the download arrow icon and select **Digital receipt** – see screenshot);
- Re-submit if this assignment allows multiple submissions (click **Submit** if it is live – blue - to go through the process again);
- Look at the Originality Report for your work if your tutor has enabled this (click the percentage score in the **Similarity** column – it will say **Not Available** if this is not enabled);
- Return to this link to view your feedback and grade if your tutor is marking using Feedback Studio (click the **View** button after the **Post** date).

Submit | View | ⬇

Submission in default format
Digital receipt