How to submit an assignment to Turnitin – quick student guide

Before you submit

Check how your school or department expect you to submit to Turnitin, for example you may have to include a cover sheet.

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.

Usually Turnitin only accepts the following filetypes: Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text

Sometimes your tutor will extend Turnitin assignments to also accept other filetypes (**your tutor will tell you if this is the case**).
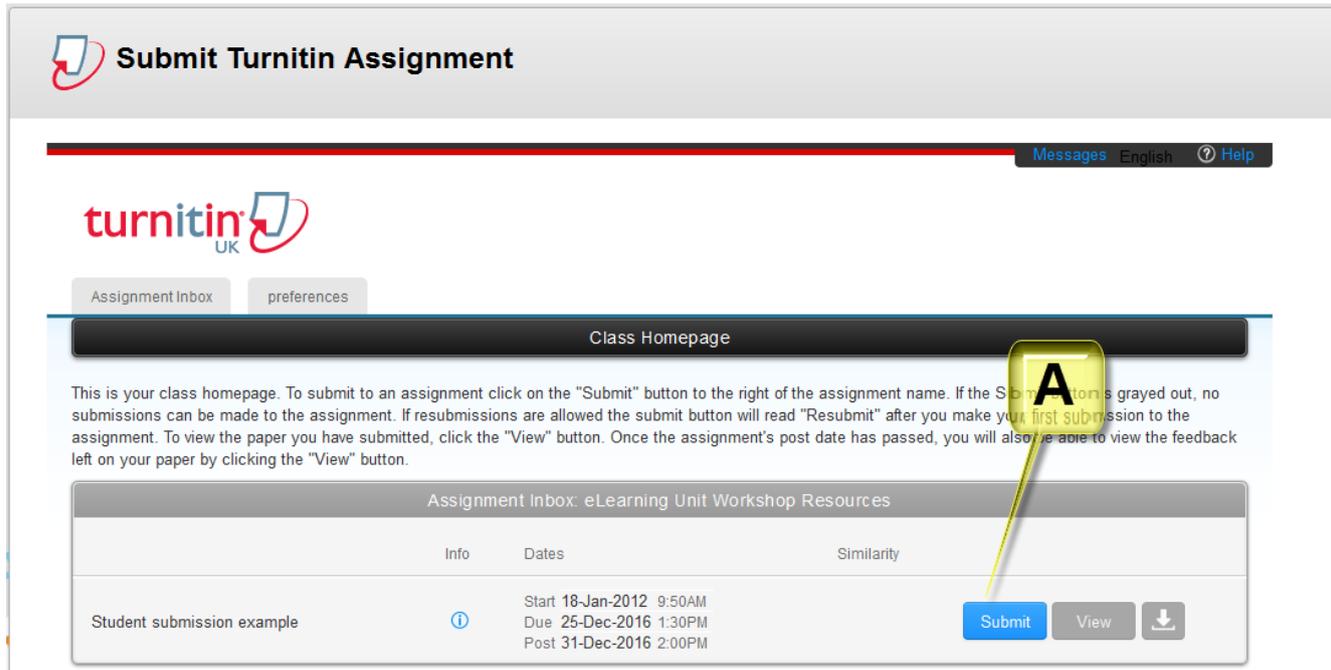
Submit to a Turnitin assignment in VITAL

1. Log in to VITAL (https://vital.liv.ac.uk) and click in to the relevant module (e.g. EDEV101-201516). Go to the section of the module where the Turnitin assignment submission link is located. Turnitin assignments appear on a module page like in the screenshot below.

   Click the **View/Complete** link to open the Turnitin submission area.
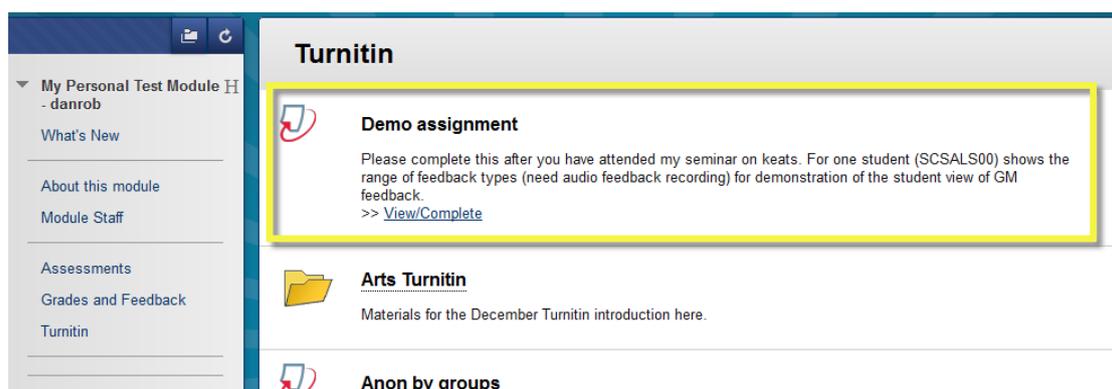
2. On the page that appears click the **Submit** button (**A** – the blue button in the screenshot below) to begin the three step submission process.

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3. **Submit Step 1.** On the upload page your name will be automatically entered. Add a title for your assignment. Find and upload your work file. Click the **Upload** button.
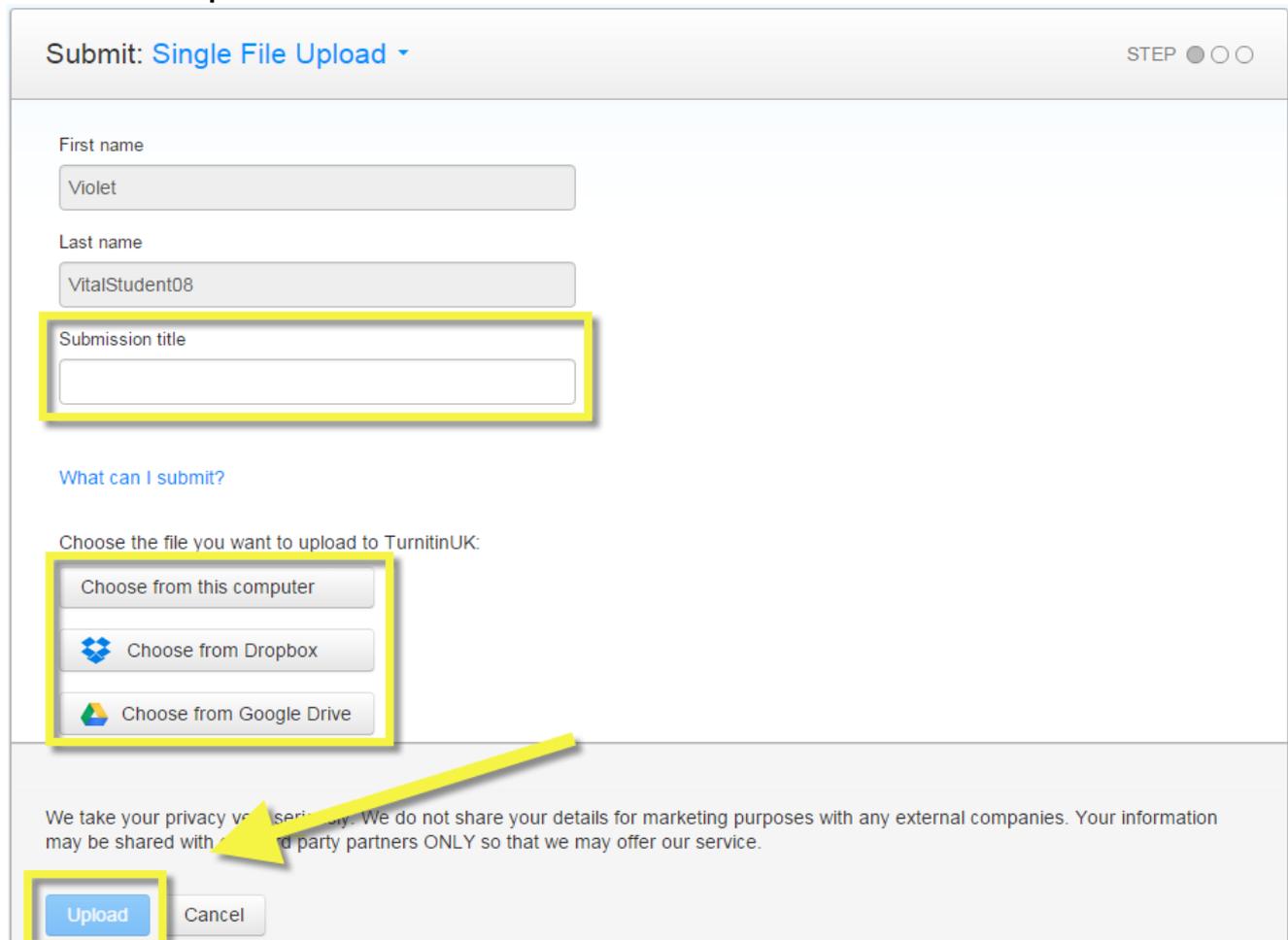
4. **Submit Step 2.** On the new page wait for your work to be uploaded and processed, as in the screenshot below.
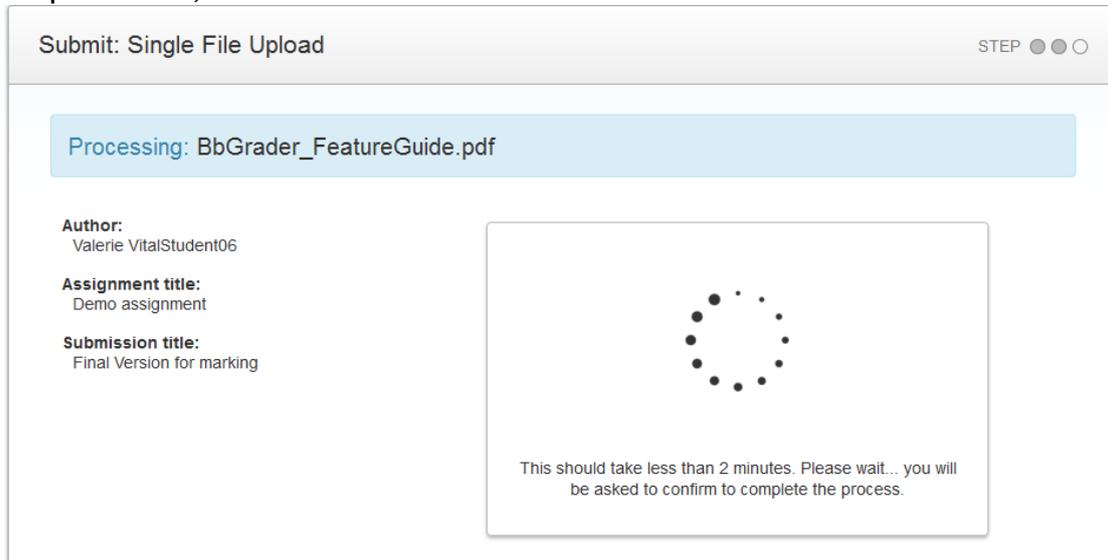
5. Now check here that the content of your file has uploaded correctly and in full. Click **Cancel** if you need to go back and re-submit.
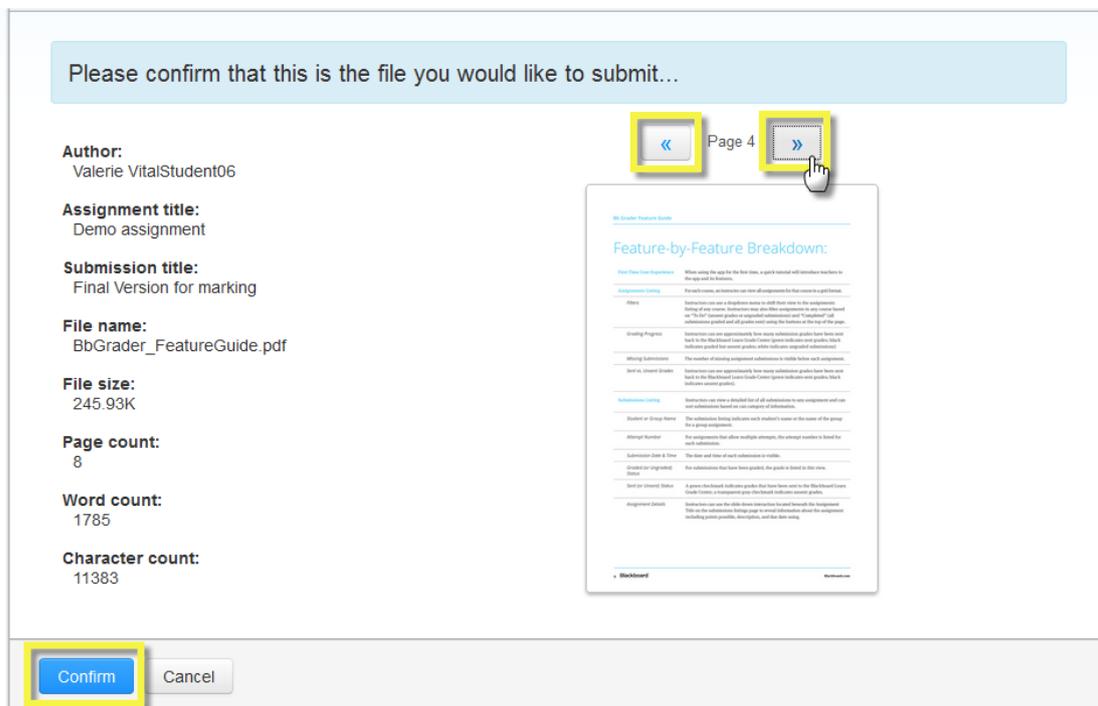
6. Click **Confirm** when you are happy to complete the process. **Once you click Confirm on this page you are indicating that this is your completed submission.**

7. **Submit step 3.** Finally you see a page with a digital receipt which includes a unique Paper ID for your submission similar to the one in the screenshot below. **If you do not see this page you have not successfully submitted.**

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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Features:

Return to assignment list

8. 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 below);
   - 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 once the **Post** date has arrived).

Submit   View   ⬇

Submission in default format
Digital receipt