

SUBMITTING MY ASSIGNMENT

Submitting your assignment is as simple as attaching a file. However, the steps are outlined below.

1. To begin with, log into Turnitin, and click on the relevant class that you need to submit an assignment for. The assignment should appear as the image below:

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: Test Enrolment 2017			
Info	Dates		Similarity
Test Task	i	Start 24-Feb-2017 4:16PM Due 03-Mar-2017 8:30AM Post 04-Mar-2017 12:00AM	<input type="button" value="Submit"/> <input type="button" value="View"/> <input type="button" value="Download"/>

Name of the task

Other information and assignment instructions

Start: when the task can be seen
Due: Due date
Post: When feedback is visible (if marked online)

The times of those due dates

Submit: Click here to hand in your task
View: View your task after submission

2. When you click on 'Submit', ensure your full first and last name is listed, and write the title of your task. Then, select one of the options to attach your task, before selecting 'Upload'.

Submit: [Single File Upload](#)

First name

Last name

Submission title

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

3. When the confirmation comes through after you select 'Upload', ensure the information and task is correct before selecting 'Confirm'.

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

Author:
Rachael Powter

Assignment title:
Test Task

Submission title:
Test Task

File name:
Test Task.docx

File size:
26.76K

Page count:
1

Word count:
19

Character count:
92

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4. Your task will then be submitted. The confirmation banner below will come up, and you will receive a confirmation email. Ensure you keep this email, as it is proof of your submission.

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

5. You can then click 'Return to assignment list'. You can now select the 'View' button to view your task, or the download image to download another copy. Depending on the settings set for your assignment, you may be able to 'Resubmit' your paper. This means that once the originality report comes through, and you want to make some changes, you can resubmit your task. Just be sure you **do this in time before the set due date and time for the task**. The report may take between 10min and 24hrs though, so be sure to give yourself enough time!



If you have any questions, or are unsure, please come and speak to Ms Powter in Staffroom West.