

## A guideline on how to submit an assignment onto Turnitin

Follow these **steps** to submit an assignment

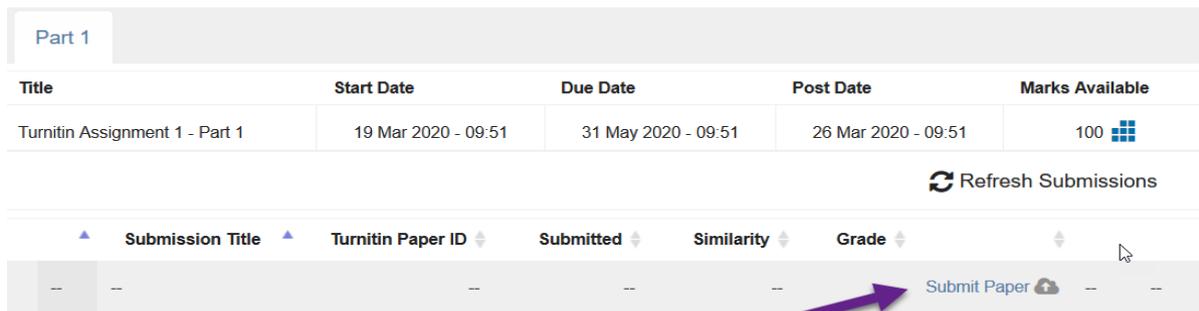
**Step 1** – Open your course page (look for your course under My courses as shown below)



**Step 2** – Look for the and click the Turnitin link on your course



**Step 3** – Click on Submit Paper as shown below (this will give you the option to upload your file)



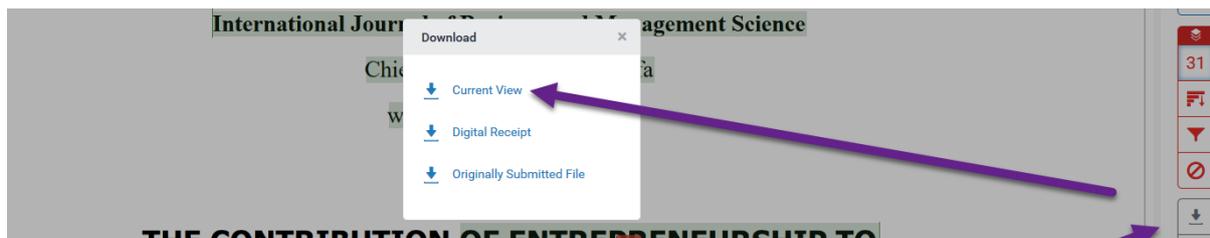
**Step 4** – Click on the add button to upload your file/document, please accept the terms and conditions, and finally click on Add Submission

A screenshot of the Turnitin submission form. The form has several sections: 'Submission Type' (set to 'File Upload'), 'Submission Title' (empty text box), and 'File to Submit' (a file upload area with a dashed border and a blue arrow pointing down, with the text 'You can drag and drop files here to add them.'). Below the file upload area, there is a checkbox with a red asterisk and the text: 'I understand the academic reasons for using the Turnitin text matching service. By submitting my essay to this online assignment feature in this RUconnected course, I give my consent that my essay be added to the institutional repository of essays on the Turnitin server. By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.' At the bottom of the form, there is an 'Add Submission' button. Three purple arrows point to the 'File to Submit' area, the checkbox, and the 'Add Submission' button.

**Step 5** – You will receive a digital receipt confirming your submission, return to the page below to see your submission. Under similarity, you will see the percentage – click on the percentage figure to access your report

My Submissions				
Part 1				
Title	Start Date	Due Date	Post Date	Marks Available
Turnitin Assignment 1 - Part 1	19 Mar 2020 - 09:51	31 May 2020 - 09:51	26 Mar 2020 - 09:51	100
<a href="#">Refresh Submissions</a>				
Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
<a href="#">View Digital Receipt</a> Testing	1298144348	15/04/20, 11:36	0%	--/100 <a href="#">Submit Paper</a>

**Step 6** – Click on the similarity percentage as shown above to download your report



**Step 7** - Scroll right to the bottom to see a summary of the report, the report looks like the one below

