# A student guide to uploading coursework to Turnitin

Turnitin is a text matching service for use by staff and students to improve academic writing skills and to deter plagiarism. This guide will show you how to prepare and upload your document to a Turnitin Assignment, and how to access the *Originality Report*.

1. Prepare your coursework

Interpreting Turnitin originality reports is about accounting for all your matching text, and this can be made easier by preparing written work correctly. Here are the key things to remember;

- **Check your file is less than the 40Mb limit.** You may need to compress embedded images using Picture Tools (Word & PowerPoint)

- **Submit drafts of your work well in advance of an assignment deadline** so that you have enough time to interpret the originality report.

- **Use "" or indent the text when quoting another author's work.** This can be excluded from the % total using the Turnitin filter.

- **Place your reference list under an appropriate heading** ('References' or 'Bibliography') as these can be excluded from matching sources using the Turnitin filter.

- **Use the acceptable file types**; DOC, DOCX, TXT, HTML, PDF, PPTX, RTF. Please note that Apple Pages are **not** accepted. See the Turnitin website for full details.
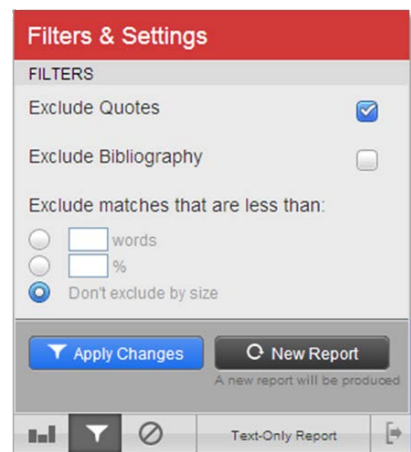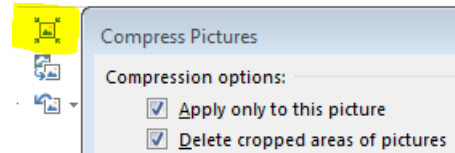
2. Upload your coursework

- Access the Turnitin assignment by clicking on the appropriate link which your tutor must have placed in your Moodle module.

Draft essay checker
Please submit your essays drafts here and use the Turnitin reports to check if any matching text requires needs to be paraphrased or cited. You can find help for interpreting reports from the Be wise, don't plagiarise website.
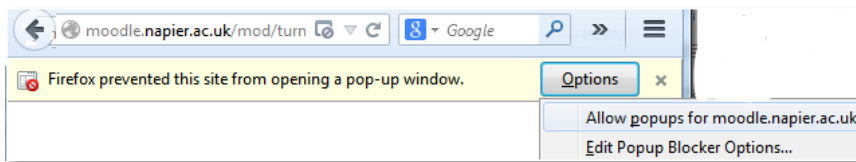
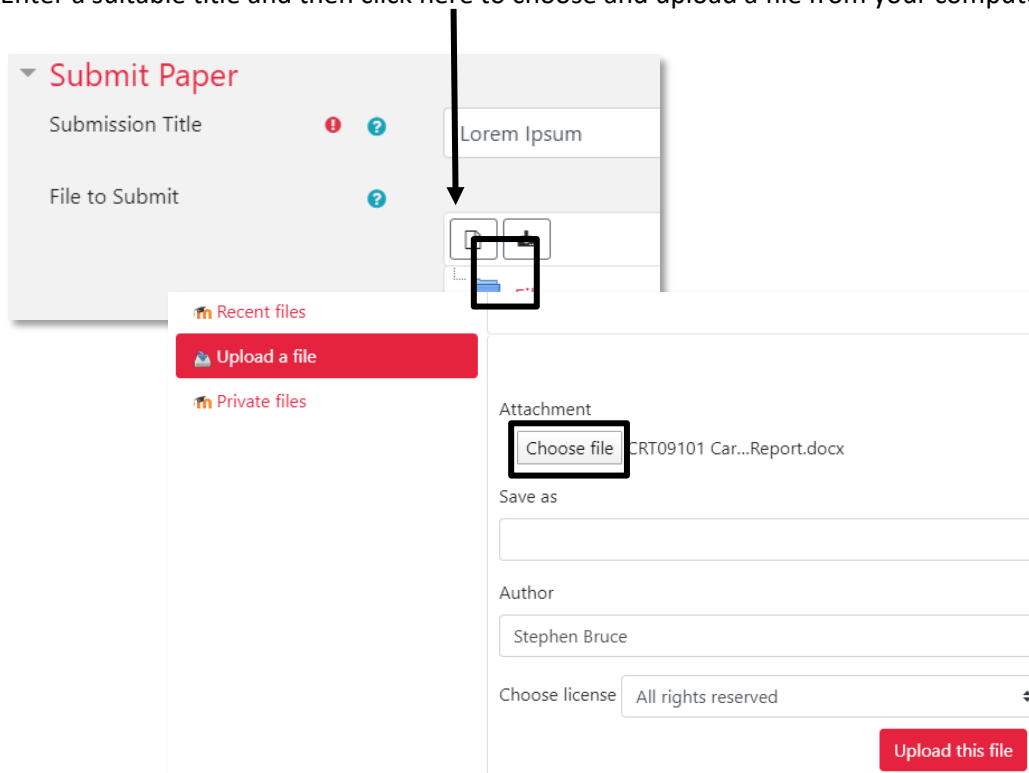- Click on the **Submit Paper** icon.
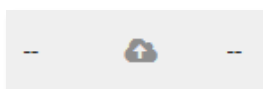
- For the first time you use Turnitin you will be prompted to accept the end user licence agreement (eula).
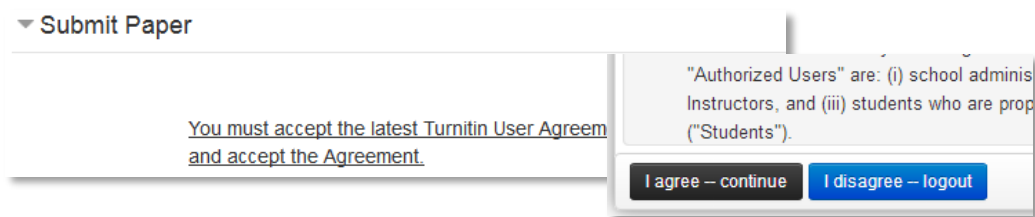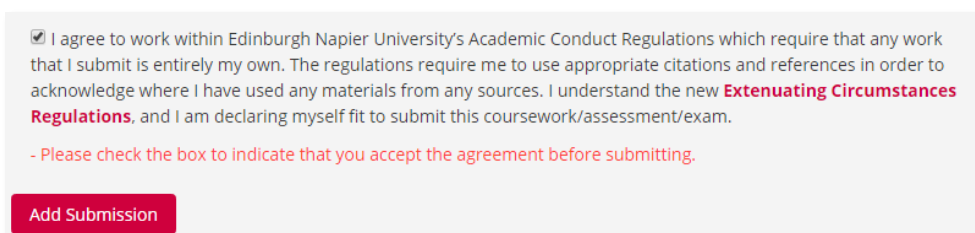

- Watch out for blocked pop-ups if submitting a paper from your own computer.

- Enter a suitable title and then click here to choose and upload a file from your computer.

- Click **Upload this file** then confirm that the work you are submitting is your own, and then click **Add Submission**.

- A digital receipt will pop up and you will receive and an email receipt in your University mailbox to confirm your submission.

Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 50268635

Submission extract:

Lorum Ipsum Aenean v
ultricies tincidunt. Quisc
Nunc cursus arcu eget

Wed 05/04/2017 14:28

Bruce, Stephen

This is your Turnitin Digital Receipt

To   Bruce, Stephen

Dear Stephen Bruce,

You have successfully submitted the file **My assignment** to the assignment **Final Assignment: Maths & Cartography** in the class **CRT09110 2012-3 TR1 001 - Cartography Studies** on **05-Apr-2017 02:25PM**. Your submission id is **50268635**. Your full digital receipt can be viewed and printed from the assignment inbox or from the print/download button in the document viewer.

Regards, Turnitin UK

For help with your Turnitin report please view the Student FAQs

3. Accessing your similarity report

- The originality report is usually returned within an hour (longer at busy times) and shows as **Pending** until ready.
  Once the report is ready click the percentage to view it.
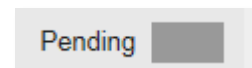
Pending

Submission Title	Paper ID	Submitted	Similarity
Lorum Ipsum	40061087	26/01/15, 10:01	38%

- **Important:** Once you have submitted your work the pending icon will appear in your inbox and remains while Turnitin is evaluating your work. For a standard size coursework submitted at a quiet time, this could take 10 minutes. For a Dissertation submitted on the day of submission, which will be very busy, this could take hours.

4. Resubmitting your coursework

- Your instructor may permit you to resubmit papers, and resubmitting a paper is handled in an identical manner as a first-time submission. You are allowed three resubmission attempts where the *Originality Report* will generate immediately. After three attempts, you'll have to wait 24 hours before a new report can be generated.