

Using Turnitin Direct 2011-12

A: Submitting assignments

B: Online troubleshooting & FAQs

A: Submitting an assignment

Step 1

- i. Log-on to Moodle, go to your course and find the correct assignment.
- ii. Click on the assignment.



Step 2

Assignment Part	Start Date	Due Date	Post Date	Max Marks
Part 1	19/09/11, 12:24	24/11/11, 12:00	9/08/12, 12:24	100

- i. You will see Assignment instructions and the due date.
- ii. Click on the **My Submissions** tab:

Step 3

- i. Enter a **title*** for your assignment
- ii. Click **Browse** to find the file on your computer/network drive/USB stick
- iii. Check the tick-box to confirm that you have read and understood the College's Academic Regulations
- iv. Click **Add Submission** to upload your work.

* Do not enter your name in the title field – submissions to Turnitin are anonymous

Continued overleaf...

A: Submitting an assignment cont.

Step 4

Moodle will pass your submission to the Turnitin service. This process can take between 2 and 30 seconds, or longer at busy times during the academic year.

Should your document be too large or in an unsupported format then please refer to the Help Pages for further advice.

Once your submission is accepted, you will receive a digital receipt by e-mail. This is sent to your Royal Holloway account. Make sure you keep this, as you may need it as proof of submission.



Step 5

Summary My Submissions Refresh Submissions

Submission	Submitted	Similarity	Grade	Comments		
Democracy versus Autonomy Status: Submission successfully uploaded to Turnitin.	5/09/11, 16:50	-	- /100	(0)	↓	-

Note: Students are not able to view originality reports for this assignment.

You have made the maximum number of allowed submissions.

This screen provides a record of your submission(s) for a given assignment.

Should you be required to submit further documents in support of your assignment then you will be reminded of this and should return repeat **Steps 2 & 3**

Should your department allow Students to view the reports generated by Turnitin then you can access these by clicking the icon in the column marked 'Similarity'. Your department should provide guidance on how to interpret the reports.

B: Online troubleshooting & FAQs

A regularly updated version of this guide, Turnitin Help Pages, and materials in support of student understanding of plagiarism issues are available in Moodle at: <http://moodle.rhul.ac.uk/course/view.php?id=1586>

The direct link to the Help Pages is <http://tiny.cc/rhultiid>

You will be asked to log-in to Moodle to access these materials, use your RHUL username and password. Your RHUL username is 4 letters followed by 3 numbers (e.g. username: zkac999).