Submitting a text-based document to Turnitin

Step 1. Logging in and accessing Turnitin via Moodle

i.   Using a PC or Mac, log-on to Moodle, go to your course, and click on the ==assignment link== (e.g. Autumn Essay).

It is not yet possible to upload using a tablet or phone.

ii.   The **My Submissions** page will appear. This shows the assignment instructions; the Due Date, which is the deadline for hand-in; and the Post Date, which is when marks and feedback will be released if the essay is marked online.

iii.   Click on the ==Submit Paper== icon.

iv.   The **Submit Paper** page will appear.

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Step 2. Submitting an assignment or essay to Turnitin

i. Enter a **title** for your assignment - do not enter your name as submissions are anonymous.

ii. Open **Windows Explorer / Mac Finder** to view files on your computer/network drive/USB stick.

    Locate and then **Drag-and-drop** your file to the File area - ensuring that it:
    - is no larger than **40 Mb**
    - contains more than **25 words**

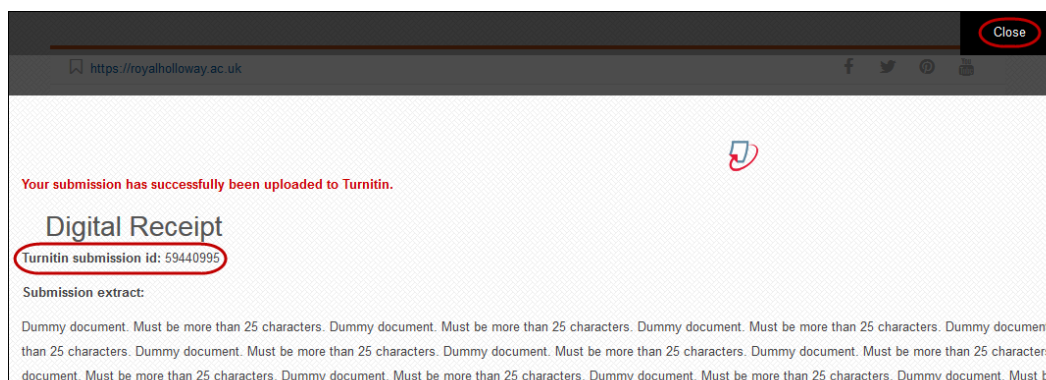## Turnitin will accept the following file types:

- **doc** & .**docx** (created in Microsoft Word)
- **odt** (created in OpenOffice)
- **wpd** (created in WordPerfect)
- **ps** & **eps** (Postscript files)

- **pdf**
- **htm** & **html**
- **rtf**
- **txt**
- **hwp**

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.

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Step 3. Acknowledgment of a submission to Turnitin

i. Moodle will receive your submission and attempt to pass it to the Turnitin service. This process can take around 30 seconds, or longer at busy times during the academic year.

ii. Once your submission is accepted, you will see the acknowledgement screen with your **submission ID** and a **TEXT ONLY extract of the submitted** text as below:

iii. When you **Close** the acknowledgement screen, the following screen appears, and provides a record of your submission(s) for a given assignment, and allows you to download them if necessary:
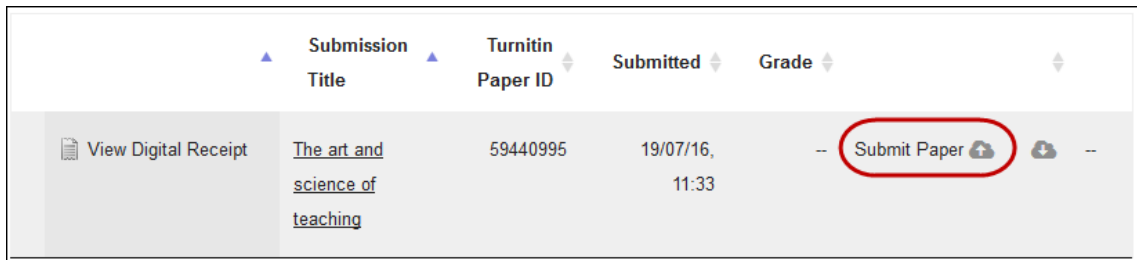

iv. Clicking on the **View Digital receipt** icon will allow you to view and print the receipt and submission ID.

v. You will also receive your **Digital Receipt** and **Turnitin Paper ID** by e-mail. This can take up to an hour to arrive, and is sent to your Royal Holloway account. Make sure you keep this, as you may need it as proof of submission.

vi. Should your digital receipt e-mail not arrive, you can retrieve it by repeating **Step 1, parts i and ii** to access the **My Submissions page**.

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4. Re-submitting a document

Correcting an erroneous submission

Should you submit the wrong file, e.g., a draft or another essay, you can resubmit from the acknowledgement screen:
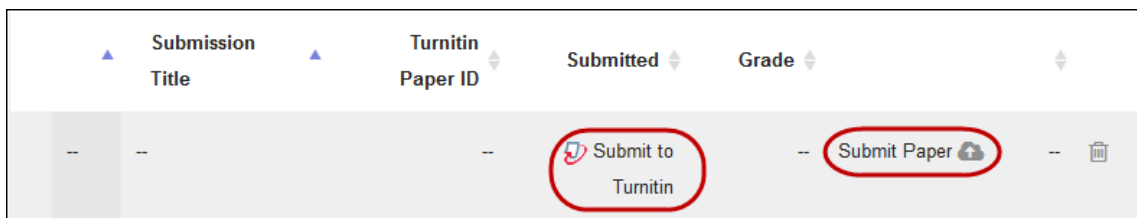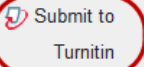

i. Click on the **Submit Paper** icon and repeat the upload process with the correct file.

Please note that re-submissions are permitted only before the **Due Date** has been reached, and that you should contact your Departmental Administration office should you need to resubmit after the **Due Date** has passed.

Overwriting a non-supported file

If, however, you have attempted to submit a document in a non-supported format, an error message will be displayed. Your submission inbox will then display as below:

i. The **Submit to Turnitin** link indicates that the file is not in a supported format or does not meet the content criteria (both described in **Section 2, part ii**).
ii. Reformat your document
iii. Click on the **Submit Paper** icon and repeat the upload process.

5. Turnitin Troubleshooting

In the first instance you should refer to the Turnitin FAQs in the Avoiding Plagiarism site in Moodle.

If you cannot see a Turnitin Assignment in your Moodle course, please contact your Departmental Administration Office.

Submitting a text-based document to Turnitin

If you need to retrieve a <u>digital receipt</u> for work you have submitted, please do as follows:

1. Log into Moodle and go to your Moodle course

2. Open up your submission by clicking on the title of the submission

3. You should see your essay there. On the right hand side, look for the down arrow in the side toolbar.

4. Click on the arrow and select Digital receipt from the download options.

5. This will allow you to download, save and print a copy of the receipt.

It might also be worthwhile checking that any receipts you are expecting to receive have not ended up in your trash or junk folder or in the Clutter folder we have on Royal Holloway email.

The following document types cannot be uploaded to Turnitin:

- Zip files
- Photoshop raw files
- Graphics such as .jpg,.png,.gif
- Microsoft Works (.wps) file types
- Microsoft Word 2007 macros-enabled (.docm) files
- Apple Pages file types
- .odt files created and downloaded from Google Docs online
- .doc files created using OpenOffice - because these are not 100% Microsoft Word equivalent
- Word Online (Office 365) which produces a .docx file, but with key differences, such as the way metadata is handled
- Open Office (.odt) which are being saved as .docx