

## How to submit your work using Turnitin advice for LSS students

Almost all assignments must be submitted online using Turnitin, and this video shows you how.

Turnitin provides a secure way for you to submit your work that enables you to check that it has uploaded successfully and sends you an email receipt as proof. It also enables your tutors to mark your assignment online and give you detailed feedback as well as a grade.

You should also be aware that it checks the originality of your work and will flag anything copied from websites, journals, books or other submissions. For example, it will pick up text copied from an academic paper, but that is not a problem if you have correctly referenced the quote and included its source in your references. Your tutor will review flagged text to ensure academic integrity. Please contact the Learning Development Centre in the Library if you need advice about avoiding accidental plagiarism.

Every year a number of LSS students fail a module and have to resubmit new work during the summer because they made a mistake when submitting an assignment, such as submitting the wrong file or submitting it to the wrong module. Follow these four simple rules to avoid making a mistake:

### **Rule 1: Don't leave submission until the last minute**

Please do not leave submitting your assignment to the last minute, because if there is a technical glitch such as a Wi-Fi problem, you will lose marks because you submitted after the deadline. With Turnitin, you can submit more than once and only the latest version will count. This means you could submit an essay the day before it is due, and submit an updated version before the deadline if you have had time to improve it.

### **Rule 2: Save your final version as PDF**

Unless instructed otherwise, all LSS work submitted must be a PDF file. Think of this as "printing" the work you want to submit as a PDF file. It is easy to do, and gives a clear difference between the final version (the PDF file) and all the work-in-progress versions you may have saved (typically Word DOCX files).

You should also use this opportunity to save the PDF using a filename that helps you avoid mistakes when you submit it. A good rule is to use your 6-digit candidate number + the module code + the assignment name, for example 123456 LF1100 Assignment 2.PDF

Note that you can only submit a single document to a Turnitin assignment, and that its maximum length is 400 pages and file size is 40 MB. You should check the file size if your work includes many pictures, although PDF files minimise the risk of this being an issue.

### **Rule 3: Include your candidate number (only) when submitting**

Your submission's title page **MUST** include your candidate number – but **ONLY** your candidate number and **NOT** your name, email or student number. Your candidate number is printed on the front of your Aston student ID card.

## How you submit an assignment using Turnitin

If your PDF file is on a USB stick, you should plug it in first.

Log on to Blackboard and access the module from your Welcome page.

Click on the **Submissions** link in the menu on the left of the screen to see a list of assignments.

Carefully check the name of your assignment to make sure it is the right one. For example, you will often see a second link that is only for students who have agreed an extension with the tutor.

Click the **View/Complete** link beneath the name and then click the **Submit** button to start.

You must enter your **Candidate number** (only) as the **Submission title**, so type it in.

Then select the file you wish to submit for this assignment. Choose where your work is stored and follow the prompts to locate and upload your file.

You can upload a file from the computer, including a USB drive you have plugged in.

Turnitin also enables you to upload a file from your Dropbox or Google Drive. If you use OneDrive you will need to download the file to the computer or a USB stick first.

Note that clicking **Upload** does not complete submission of your work, since you must review and confirm that the upload was successful.

### **Rule 4: Check the preview of your submission**

Turnitin shows you a preview of the file you are ABOUT TO SUBMIT.

Check that you have selected the correct file and that all the pages look OK. Complete the submission process by scrolling scroll down the page and clicking on the **Confirm** button.

**Your assignment is NOT submitted to Turnitin until you click Confirm.**

Turnitin will show you a message confirming your submission, including a unique submission ID. You will also receive an email receipt that includes this ID, and you should retain this as proof.

You can also download a PDF copy of your receipt by logging into the course on Blackboard, locating the assignment in the **Submissions** area, clicking the **Download** button to the right of its name and selecting Digital Receipt.

## How to re-submit an updated assignment before the deadline

If you would like to re-submit an updated version of your assignment before the deadline, simply follow the same procedure again. You should clearly name the updated PDF to avoid accidentally re-uploading the earlier version, for example 123456 LF1100 Assignment 2 UPDATE.PDF