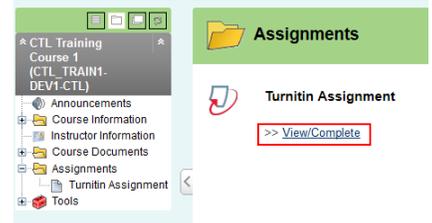


## How to Submit an Assignment through Turnitin

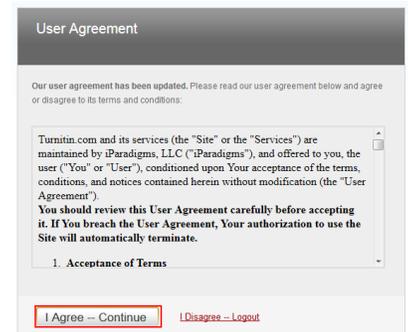
Turnitin is a program which enables Instructors to accept electronic assignment submissions from students, as well as check the papers for plagiarism, proper citation, etc.

For more information about Turnitin's Originality Check features please visit [http://turnitin.com/en\\_us/training/student-training/submitting-a-paper](http://turnitin.com/en_us/training/student-training/submitting-a-paper)

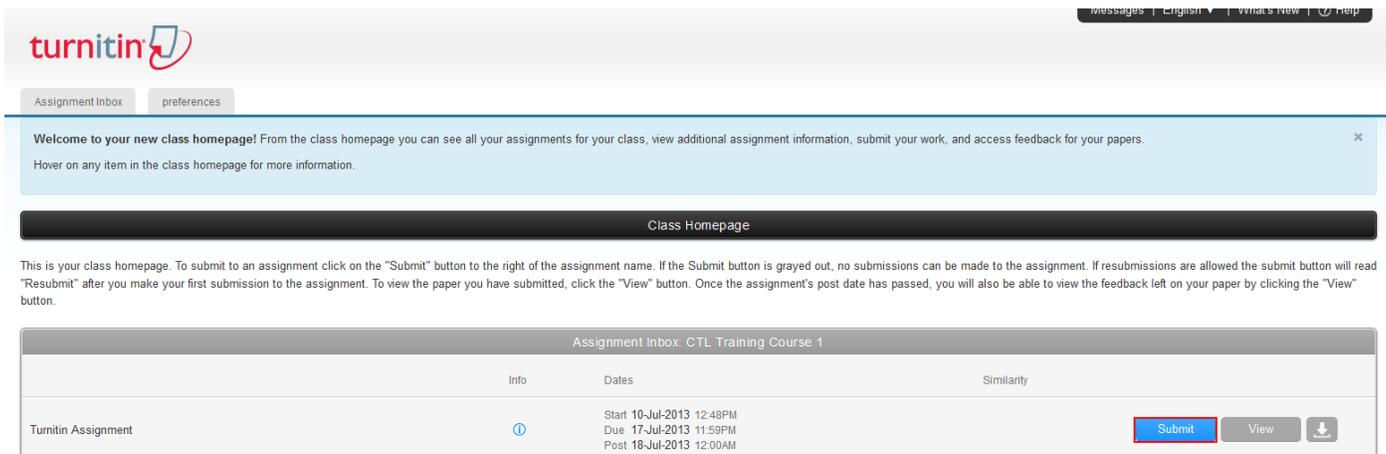
1. Access the content area where your Instructor has created the TII assignment.
2. Click the 'View/Complete' link under the assignment name.



3. You will be redirected to Turnitin's website within Blackboard. Read the 'User Agreement & click 'I Agree — Continue'



4. You will be sent to your Class Homepage. This page contains a listing of all Turnitin assignments that have been created for the course. Click the Submit button beside the assignment you will be submitting.



5. Ensure your user details are correct. Enter a Submission Title and click the 'Browse' button to locate the file you want to submit. Click Upload.

Assignment Inbox preferences

### Submit Paper: by File Upload (Step 1 of 3)

Choose a paper item submission method:

First name •

Last name •

Submission title •

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP) and plain text.

If your file exceeds 20 MB, read suggestions to meet requirements.

Browse for the file to upload •

6. On the following page, you will be asked to confirm the text of the submission. If the information is correct, click yes; submit to finalize the submission process.

Assignment Inbox preferences

### About this page

Please review the text of the document and confirm that this is the text you want to submit.

- To submit this document click on the submit button. If this is not the document you want to submit, click on the return to upload page link.
- Extremely large files may take longer to be accepted by the system.
- Your submission is not complete until you receive a digital receipt.
- Note: Formatting has been removed from the text of this preview. Formatting will be included when the submission is finalized.

### Submit Paper: Step 2 of 3

Author Test Test  
 Title My Submission

Preview Paper

Objectives

- Apply a naming standard.
- Delegate administrative authority.
- Understand common methodologies to secure a password.
- Apply the concept of least privileges to reduce the amount of administrative exposure.
- Manage organizational units.

Requirements

- Active Directory installed on a parent and Child Domain Controller
- The child domain controller configured to use the parent DC as the preferred DNS server.
- Authentication Controller

**NOTE:** this is **NOT** the Turnitin Originality Report. To view the Report, click on the 'View/Complete' link again. Your screen will show your assignment portfolio where you can click on the colored box to view your Report. If you don't see the colored box, refresh your screen until it appears. (The colored box will appear in 1 to 48 hours – Reports take more time to generate when Turnitin is processing thousands of papers at once.) You may print your Report if required.

**IMPORTANT:** If you are working on a group project, the same individual should submit the paper each time a submission is made otherwise the report will be flagged as 100% plagiarized.

7. Once the file has finished uploading you will receive a successful submission dialog box. To view the originality report and a copy of the submission receipt click the "Go to Portfolio" button. You will be returned to the Class Homepage where you can view the Originality Report generated.



The screenshot shows the Turnitin user interface. At the top right, there are links for "Messages", "English", "What's New", and "Help". Below the Turnitin logo, there are tabs for "Assignment Inbox" and "preferences". A yellow notification box with a green checkmark icon contains the text: "Your submission was successful! This is your digital receipt. This receipt contains only the first page of your submission. You can later download a digital receipt for a submission from within the Document Viewer. Students can also access digital receipts for their submissions from their Student Class Home page." Below this, the submission details are displayed: "Paper title: My Submission", "Paper ID: 340102292", and "Author: Test Test". At the bottom, there is a button with a document icon and the text "Go to Portfolio".