

# Submitting your assignment a student training document

## Introduction

This document will help you to submit your assignment in Moodle. It contains step-by-step instructions and advice. There are several options for online assignment submission:

1. Write online - where you are expected to type directly into the browser.
2. File upload / Advanced file upload - these are very similar and require you to upload a text file such as a word document.

Turnitin assignment - similar to the file upload but your submission is checked against other papers and external sources to aid the detection of plagiarism. In this case your teacher will let you know what this means to you. More information on Turnitin can be found on the academic integrity web site (<http://www.kent.ac.uk/uelt/ai>).

The most widely used are File upload and Turnitin, so we'll cover these.

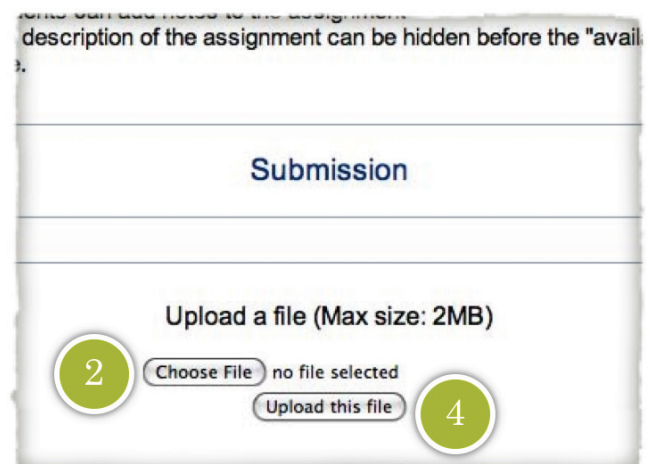
You can access assignments either from a link in a section or from the Assignments link in the Activities block. All assignments have the same icon (📁). If you are unsure where to find the assignment it's best to use the **Assignments** link in the **Activities** block.

Topic	Name	Assignment type	Due date	Submitted	Grade
2	Assignment 1 - Write Online	Online text	-		-
	Assignment 2 - File Upload	Upload a single file	-		-
	Assignment 3 - Advanced File Upload	Advanced uploading of files	-		-
	Assignment 4 - Offline Activity	Offline activity	-		-
	Assignment 5 - Turnitin	Turnitin	Wednesday, 20 May 2009, 11:10 AM	Thursday, 29 January 2009, 12:47 PM	-

The assignments page shows all the assignments for the module on one page. The assignment type column will tell you what type of assignment it is, and the due date (if applicable) provides a deadline. In some cases your teacher will mark your papers online, and so a mark may appear in the grade column. Remember that a grade is not official until it is entered into SDS, so any assignment marks in Moodle may be subject to change.


## Moodle file upload

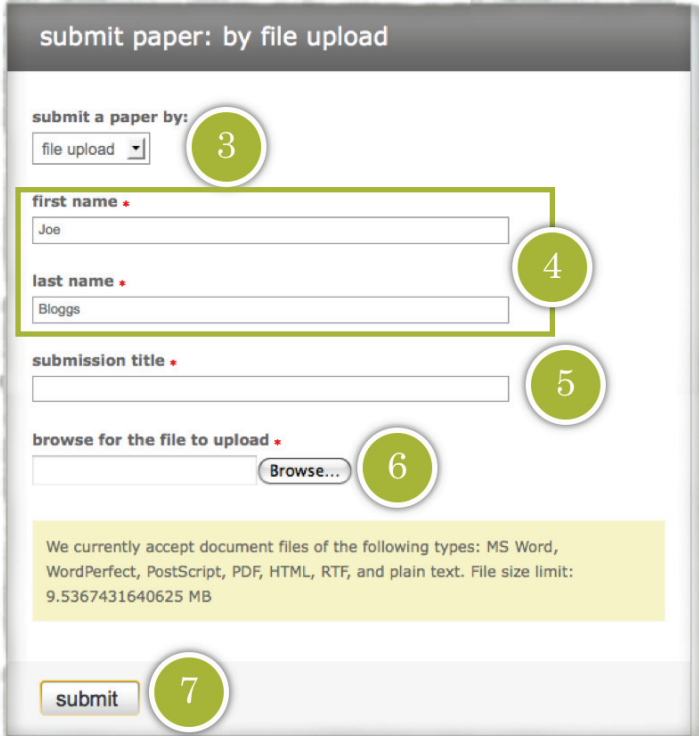
1. Click on the **name** of your assignment. The assignment description will appear along with submission options.
2. Click the **Choose File** button.
3. Select the file and click **Open**.
4. Click the **Upload this file** button.
5. If you have more than one file, **repeat** the process (steps 2-4) to attach additional files.
6. If you see a **Send for marking** button then you'll need to click this to finalise your submission.



When you have uploaded all the files you want, you can log out or return to the module home page.

## The Turnitin Assignments.

1. From the assignment page click on the “submit” link. Turnitin will load within the page.
2. Click the submit icon (  ).
3. Select **file upload** from the **Submit a paper by:** drop down menu.
4. If it’s not already there, enter your **name**.
5. Give the assignment a title.
6. Use the **Browse** button to locate and select the appropriate assignment file to be uploaded.
7. Click on the **submit** button.
8. Turnitin will present you with a text-only preview of your assignment. To confirm the choice click on the **yes, submit** button. If you have uploaded the incorrect file, you can click on the **cancel, go back** option and reselect the correct file to be uploaded.



submit paper: by file upload

submit a paper by:  
file upload (3)

first name \*  
Joe (4)

last name \*  
Bloggs (5)

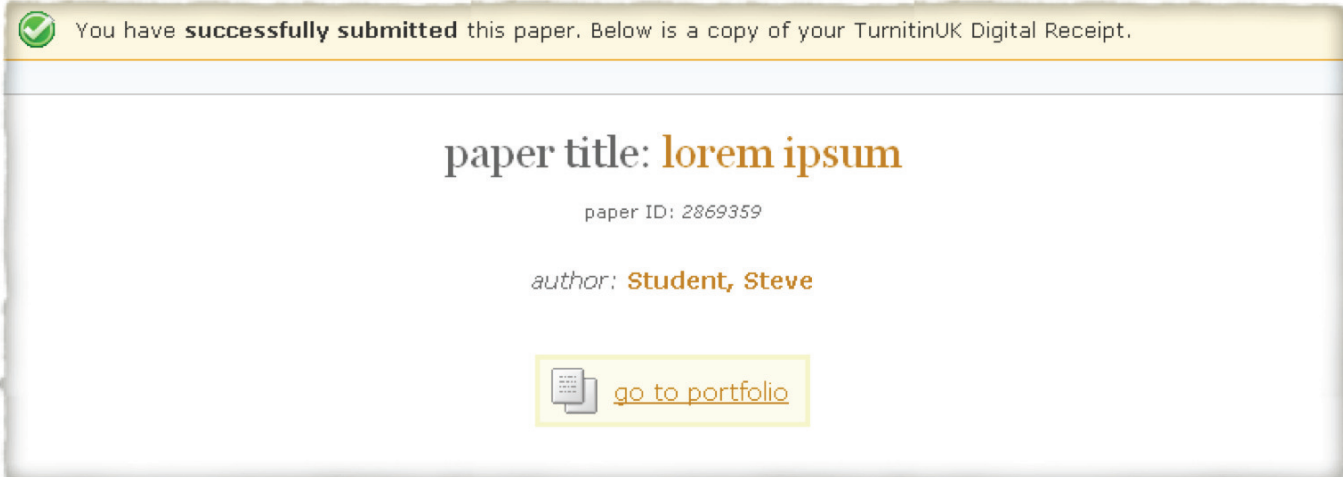
submission title \*  
(5)


browse for the file to upload \*  
(Browse... (6))

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 9.5367431640625 MB

submit (7)

Once you have fully submitted your assignment you will be presented with a digital receipt:




 You have **successfully submitted** this paper. Below is a copy of your TurnitinUK Digital Receipt.

paper title: **lorem ipsum**

paper ID: 2869359

author: **Student, Steve**

 [go to portfolio](#)

This is proof that you have submitted your assignment so you **must** print this or at least make a note of the paper ID.

9. To return to the assignment list click on the portfolio icon.
10. If your teacher has allowed it, your “Originality Report” will be visible to you after refreshing the page. For more information about the originality report please read [Understanding your originality report](#), also available from the elearning homepage (<http://www.kent.ac.uk/elearning>)