

## Introducing Turnitin to your students

### How do my students submit an assignment?

To submit an assignment to the Turnitin service, your students should:

1. Click on the title of the appropriate Moodle module from their **My Modules** list.
2. Locate the Turnitin assignment and click on its title to take them to the **My Submissions** tab.
3. Click on the **Submit Paper** icon (Figure 1).
4. Enter a submission title and select which part (if relevant) they are uploading.
5. On the page that follows, click on the **Add...** icon to select a file to upload. (Note: Students can also use Moodle's drag and drop functionality to upload a file).
6. Click on **Add Submission**.

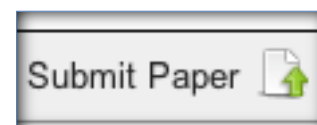


Figure 1 - Submit Paper




The students will then be taken to a summary screen which includes the status of their submission to Turnitin. **Students are advised to make a note of their Turnitin paper ID.**

**Note:** A Turnitin inbox can be configured to permit the submission of any file type (up to 40mb), however, originality checking is only available on the following files types: Microsoft Word (.doc and .docx), Microsoft PowerPoint (.ppx, .pptx and .pps), Corel WordPerfect, HTML, Adobe PostScript, Plain text (.txt), Rich Text Format (.rtf), Portable Document Format (.pdf) and Hangul (.hwp).

### How do my students access their digital receipt and Originality Report? (Where applicable.)

Turnitin inboxes can be configured to allow students to see their originality report. To access their originality report, students should:

1. Click on the title of the appropriate Moodle module from their **My Modules** list.
2. Locate the Turnitin assignment and click on its title to go to the **My Submissions** tab. On this page students will see a summary screen which includes the status of their submission to Turnitin (Figure 2).

|  | Submission Title         | Turnitin Paper ID | Submitted       | Similarity  | Grade |   |
|--|--------------------------|-------------------|-----------------|---|-------|---|
|  View Digital Receipt | <a href="#">My essay</a> | 46856482          | 21/09/15, 15:48 | 55%  | --    |  |

1

2

3

4

Figure 2 - Accessing the originality report

On this page, students can access their **digital receipt** (1), click to **view** their submission (2) and check the **date and time** of their submission. The 'overall similarity index' indicated by 'similarity' (4) shows how much matching text as a percentage of the whole document has been found. This percentage includes both correctly referenced and unacknowledged text. Clicking on the **coloured box** next to the percentage figure will open the originality report within the Turnitin Document Viewer.

Further information on viewing and interpreting the originality report can be found on the following web page: <http://www.kent.ac.uk/elearning/turnitin/originality-report.html>

## Help & Support

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For general help using Moodle, contact your Faculty Learning Technologist (FLT). If you are having problems accessing Moodle, contact the Helpdesk on 01227 82 4888, or email [helpdesk@kent.ac.uk](mailto:helpdesk@kent.ac.uk). Other training guides are available on the e-learning website: [www.kent.ac.uk/elearning/](http://www.kent.ac.uk/elearning/).