Edge Hill University

Submitting Assignments to Turnitin
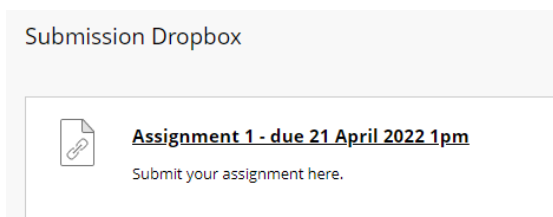## (New version launched Summer 2022)

Contents

Introduction

Turnitin is an assignment submission tool, used within Blackboard (Learning Edge). Most assignments are submitted through Turnitin, and it is recommended that you use Google Chrome or Mozilla Firefox to submit though.
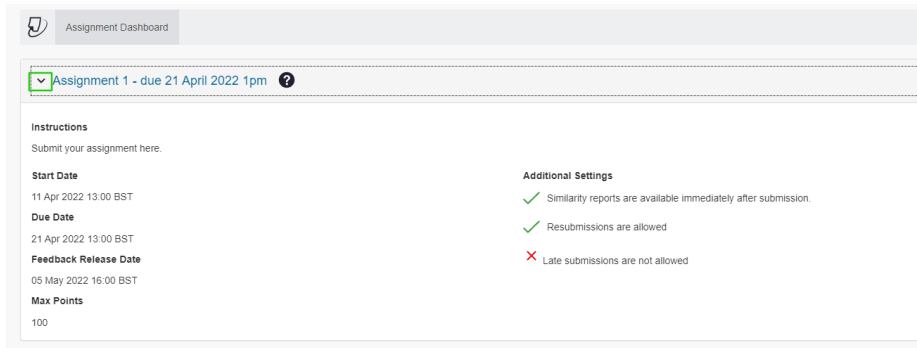
Submitting to Turnitin

You would normally find Turnitin assignment dropboxes under a section or folder named 'Assessment' or 'Submission Dropboxes'.

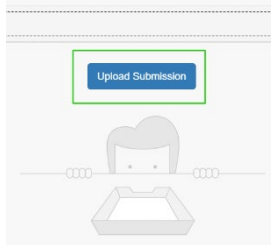A link to the dropbox will look something like below:

Click on the assignment name, and the link will launch the Turnitin view.

Clicking on the arrow next to the assignment name will reveal important information about the conditions, such as exact due date and time, whether 'resubmissions' up to the due date are permitted, and the feedback release date when grades are released:
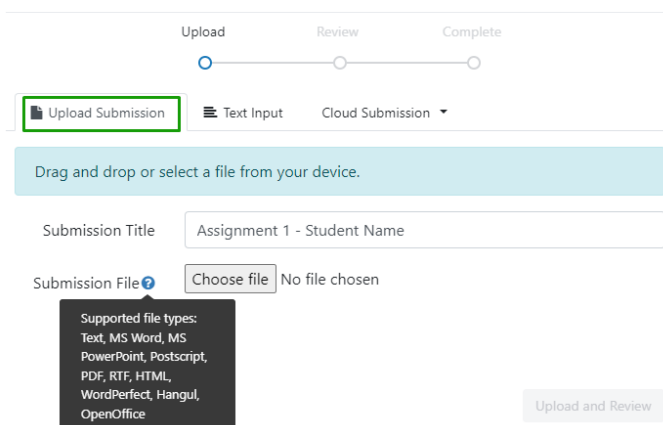

When you are ready to submit, click the 'Upload Submission' button, and a pop-up box will appear.

Step 1

Hover over the 'Submission File' question mark to see what file types are permitted. The maximum file size for submission is 100mb.
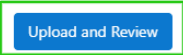

Most people upload using the first option, using the choose file button to browse, or drag and drop the assignment where indicated. Enter a meaningful Submission Title.

Before you start this process, make sure the file that you are submitting is closed. If you have the file open in Microsoft Word, for example, it may affect the submission.

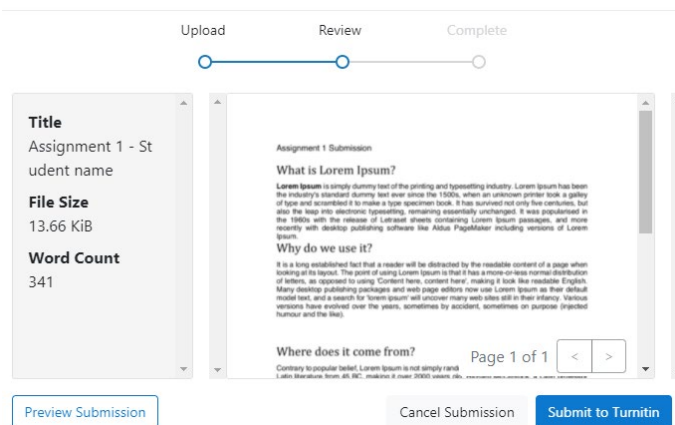When ready, click 'Upload and Review, and you will see the file uploading.

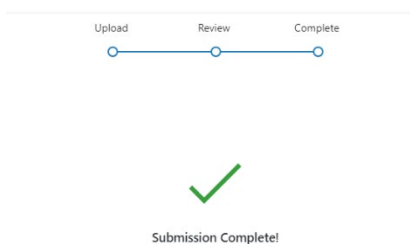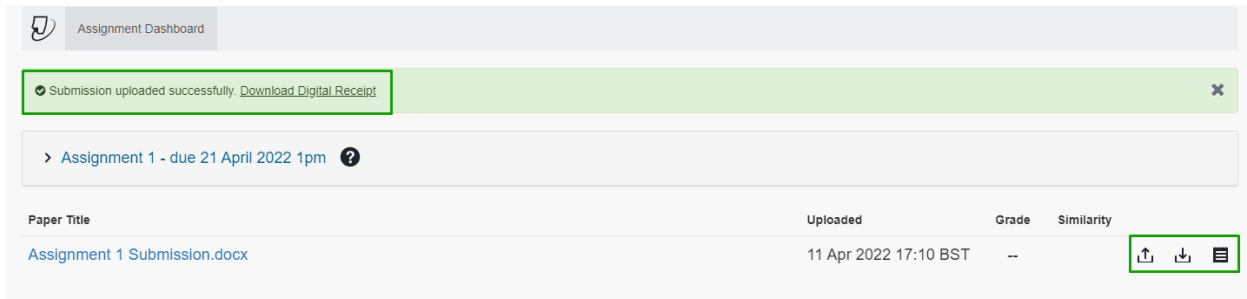|	
Submission Title	Assignment 1 - Student name
Submission File ❓	Choose file Assignment 1 Submission.docx

Upload and Review

Step 2

The Review screen shows a preview of the file, so that you can check everything is ok. Click 'Submit to Turnitin'.

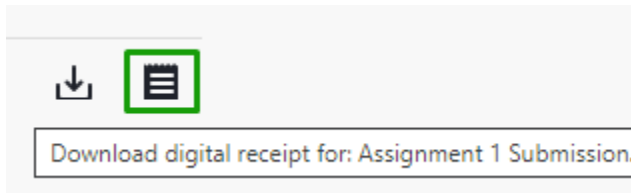Once the file has submitted, you will see a message saying it has been successful.

Submission Complete!

The pop-up box will then disappear, and you will see your submission in the assignment dashboard:
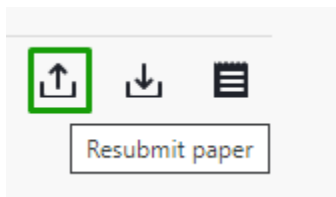

You will not receive an emailed digital submission receipt, but you can download one here, straight after submitting, or later, by clicking the paper icon to the right of the submission:
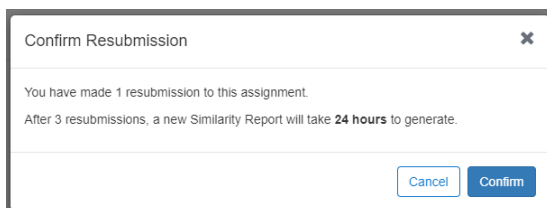

Re-Submitting to Turnitin

If you wish to re-submit to Turnitin, if the settings permit it, then click back onto the assignment Blackboard to load the same Assignment Dashboard and click the up arrow icon.

You will see a pop-up explaining that after 3 re-submissions, a new similarity report will take 24hrs to appear.
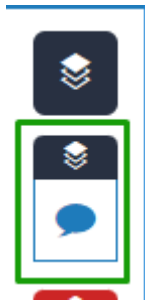
Viewing Grades and Feedback

To view your grade after the feedback release date, access the same assignment dropbox, your grade will be entered by the tutor against your submission:

Paper Title	Uploaded	Grade
Assignment 1 Submission.docx	11 Apr 2022 17:10 BST	--

When you click on the assignment, it will open up, and you will be able to view any feedback entered by the tutor:

You can download a pdf copy of your assignment with the feedback included, by clicking the download icon, and selecting 'current view':