

# How to submit an assignment using Turnitin.

This help guide will show you how to submit a Turnitin assignment.

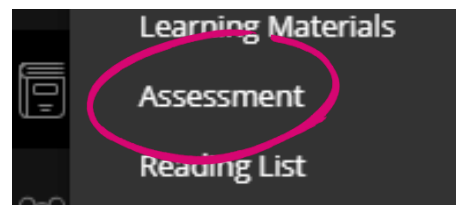
Your submission point may vary from module to module. Generally, your assignment submission area will be called **Assignment** or **Assessment**.

**Please note: Chrome is the recommended browser for using Blackboard**

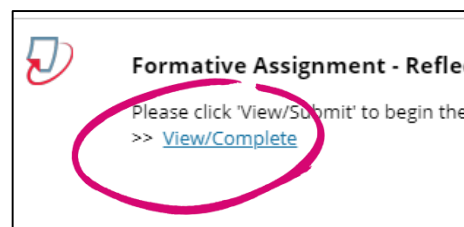
**IE (Internet explorer) is not supported**

Please contact your tutor if you cannot find the submission location.

- 1 Go to the relevant module and click on **Assessment** or **Assignment**.

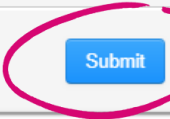


- 2 Click **View/Complete** on the appropriate assignment.



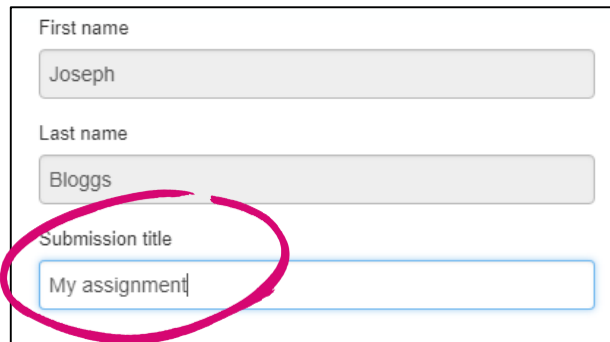
- 3 You can view details as well as the blue Submit button.

Dates		Similarity
Start	03-Jul-2018 8:48AM	
Due	16-Jul-2018 11:59PM	
Post	20-Jul-2018 12:00AM	

A blue 'Submit' button is located to the right of the table. It is circled in pink.

**4** You First and Last name will appear.

Type the assignment title into **Submission title**.



First name  
Joseph

Last name  
Bloggs

Submission title  
My assignment

There are certain requirements for a single upload.

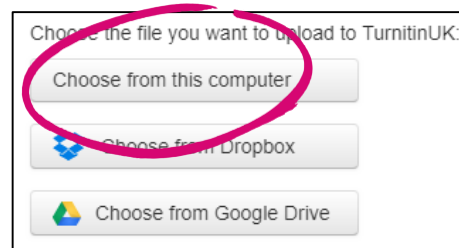
Requirements for single file upload

- File must be less than 40 MB ([read suggestions](#) to meet requirements)
- Files must have at least 20 words of text
- The maximum paper length is 400 pages
- File types allowed: Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text

**5** Chose the location of the file you want to upload.

Choose from this computer is the recommended option.

It is also advisable to save assignments on the U:Drive.



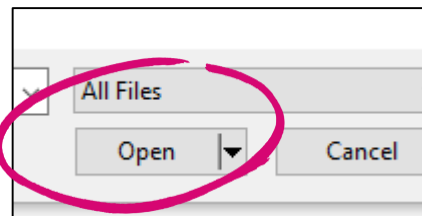
Choose the file you want to upload to TurnitinUK:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

**6** Select the assignment to upload and click **Open**.

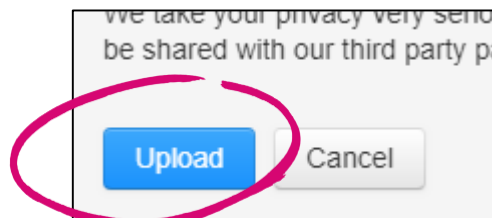


All Files

Open

Cancel

**7** Click the **Upload** button to continue the upload process.



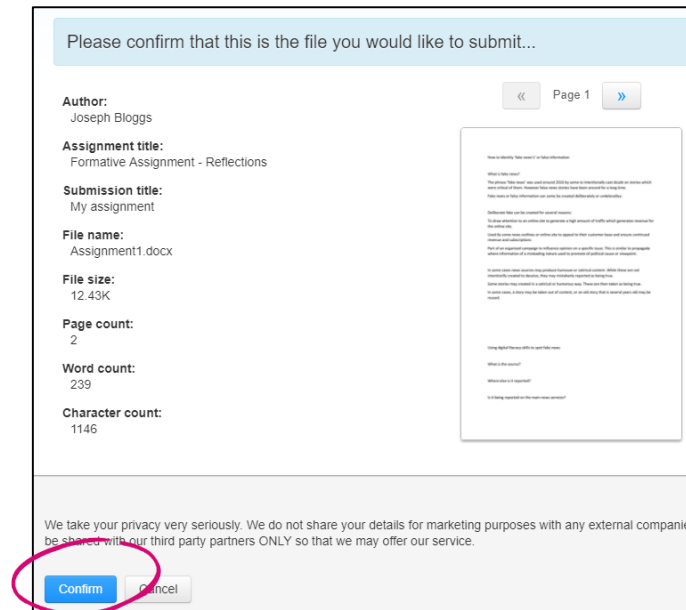
we take your privacy very seriously and will not be shared with our third party partners

Upload

Cancel

8 You will see a confirmation screen.

Click **Confirm** to continue the submission process.

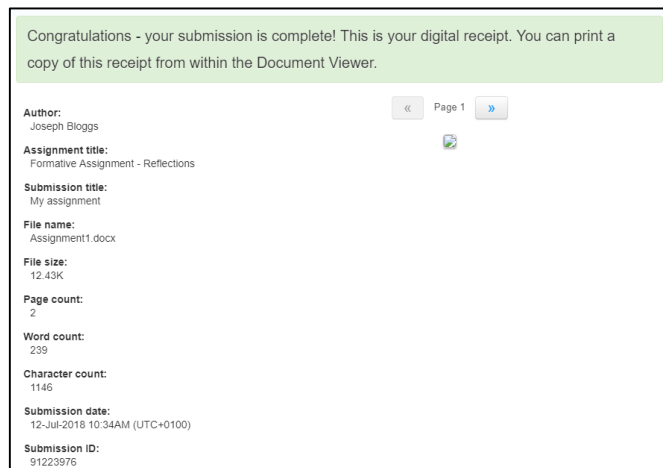


9 You have completed the assignment submission process.


You will see a **digital receipt** to confirm that your submission was successful and is complete.

**Important:** You should print this screen and take a screen capture.

This is prove that you have submitted your assignment.



## IT Support - open 24 hours, 365 days a year

Email [it.help@northumbria.ac.uk](mailto:it.help@northumbria.ac.uk)  
Phone 0191 227 4242  
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