How to submit for assessment, Turnitin & Blackboard assignments.

Please use the Google Chrome browser when submitting your assignment to Turnitin and Blackboard

This help guide explains how submit for assessment on Blackboard Ultra. There are a number of different assignment handlers at the University, the most common of these are Turnitin Assignments and Blackboard Assignments. Both submission methods will be covered in this help guide along with how to view your submissions after submitting.

When submitting for assessment it is always recommended that you allow plenty of time before your deadline to submit.

Turnitin assignment

Turnitin assignments tend to be used to submit written assessments such as essays, reports or dissertations.

Please note: Turnitin assignments need at least 20 words of selectable text, it will not accept scanned images or image heavy portfolios.

1 Navigate to your module, go to the Assessment Submission folder (Inside the Assessment & Submission folder) and find your Turnitin assignment.

Your Turnitin assignments will normally be denoted by icon with a chain link in it.

Click on the name of the assignment to begin the submission process.
2 Click on **Launch** to begin submitting.

3 If it is your first time using Turnitin you might be asked to Agree to the terms and conditions of using Turnitin, if you do not click **I agree** you will not be able to submit.

   Otherwise you be taken straight to the Upload Submission page.

4 When you enter in to the submission inbox you will be presented with the following screen.

   Click **Upload Submission** to begin.
5 Step 1 – Upload

Write the title of your submission in the **Submission Title** field.

Click **Choose file** and browse your computer to find the file you wish to upload.

When you have selected the file you want to upload, click **Upload and Review** to go to Step 2

![Upload File](image)

7 Step 2 – Review

**Please note:** your assignment is not yet submitted.

This is the stage where you want to check over your assignment to ensure that it is the correct document you are uploading.

You can click the **Preview Submission** button to zoom in and out of your document and to do a final proof read of it.

If you are happy with what you have uploaded, click **Submit to Turnitin** to finalise your submission.

![Preview File](image)
8 Your Turnitin assignment has been successfully submitted.

9 You will see your submitted assignment after the Submission Complete! screen disappears.

**Proof of submission (Digital receipt)**

**Important:** Your digital receipt is not emailed to you automatically, it is advised that you download your digital receipt once you have submitted your final assignment so that you have a record of your submission date & time.

<table>
<thead>
<tr>
<th>Paper Title</th>
<th>Uploaded</th>
<th>Grade</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorem Ip...</td>
<td>19 Aug 2019 10:06 BST</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>
Blackboard assignments

Blackboard assignments can be used for text based submissions but they are also used for submitting CAD projects, portfolios, websites and many more assignment types. You can also submit multiple files to a Blackboard assignment.

1. Navigate to your module, go to the **Assessment Submission** folder (Inside the **Assessment & Submission** folder) and find your Blackboard assignment.

Your Blackboard assignments will normally be denoted by an icon that looks like a document.

Click on the name of the assignment to begin the submission process.
2. A window will slide out from the right of your screen. This will provide details for your assignment:

**Due Date:** When your assignment is due to be submitted by.

**Attempts:** The number of attempts you have to submit. Your tutors will set this.

Click **View assignment** to be taken to your submission page.

3. A new window will slide out, it will display a place for you to start adding content to your Blackboard Assignment.

Your tutors may have included a bit of information for you to remind you of things such as your word count or to remember your referencing.

Click the **Add Content** button to start uploading your assignment.
4. This will load a submission box for you. If you wish you can actually write your assignment here.

However you might just want to upload your assignment file here instead, as you may be submitting an assignment that isn’t text based, such as a portfolio or a fashion project.

Click on the + button at the far right of the submission field and select **Insert local file** if you want to upload from your U drive on campus or a local drive on your home computer.

If your submission is stored on Cloud Storage, either your University OneDrive or one of the other available cloud storage solutions (Google Drive or DropBox.) Click **Insert from Cloud Storage** to upload from there.

5. Your file browser will load. Find the file(s) you want to submit.

If you have multiple files you can select them all at the same time. Click **Open** once you have selected all the files you want to upload.

You will see a screen which shows your files being uploaded. Larger files may take longer to upload so please allow time for that.
6 You will see your files uploaded into your submission space.

Click outside of the text window. This will go opaque briefly and then you will see all of your files you have uploaded.

If you have uploaded any text based documents such as Word files or PDFs you will be able to preview these before your submit them. Click the more options ellipses and select **Preview File**.

![Submission](image1)

**Submission**

- Cad Project - Kiera Coates.zip
- Project report - Kiera Coates.docx

If you are happy with what you have uploaded, click **Submit** from the bottom right of the submission.

You will also see when your assignment was last saved.

**Important:** Clicking **Save and Close** will save your submission as a draft and will not actually submit your assignment.

![Submission](image2)

**Last saved 11:21:01**  **Save and Close**  **Submit**
You will receive one more prompt to ensure you have definitely uploaded the correct files. If you are happy, click **Submit** again to finalise your submission.

Your submission is complete, you will see that your attempt count has change and your submission status is **Pending**.

You will see the date and time when you submitted your assignment under the **Marking** section.
Viewing your submitted Blackboard assignment(s)

Single submission attempt

1. If your assignment had a single submission attempt, you will be able to click the submission in the Marking section to view your uploaded attempt.

2. You will then see the assignment you have submitted with the marking pending.
Multiple submission attempts

1 If your assignment has multiple or unlimited submission attempts, you will need to click on the submitted link in the Attempts section when clicking back on your submission point.

Important: Please do not click the View assignment button, this will start a new attempt for your assignment.

2 Click on the attempt you wish to view; we recommend viewing the latest submission as this will be the submission that is most likely marked by your tutor(s).

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3 You will then see the attempt you selected load.

<table>
<thead>
<tr>
<th>Final Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last attempt with a mark</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Attempt 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted 30/01/2020, 13:52 (GMT)</td>
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</table>

Your instructor will reveal the correct answers after all students have submitted.

Lorem Ipsum

24 HOURS

IT SERVICE DESK - OPEN 24 HOURS, 365 DAYS A YEAR

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Chat northumbria.ac.uk/itchat