

How to submit your dissertation online to Turnitin



As part of your studies at the University you may be asked to submit your dissertation online via Turnitin.

This guide will demonstrate how to do that.

Turnitin restrictions:

- Max size of a file that can be submitted to Turnitin is 100mb
- No more than 800 pages long
- For Mac users, please do not submit *.pages* files, save them as a PDF or Word document before submitting

Please use the Google Chrome browser when accessing Blackboard to submit to Turnitin.

Signing into Blackboard

- 1 Go to <https://elp.northumbria.ac.uk/> and sign in.

- 2 In your **Modules & Programmes** page, find the module where you have been advised to submit your dissertation.

Finding my Dissertation Submission point

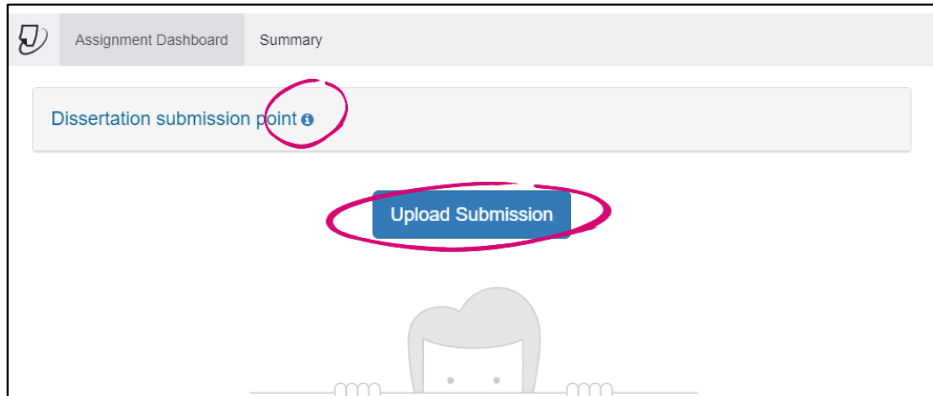
- 1 Your tutor will have placed your dissertation submission point online in your module site.

If you are unable to find it within the folder structure you can navigate to the Gradebook to access your submission point there.

- 2 Clicking on this will load up Turnitin for you to submit your dissertation.

To view more information on your submission, click the **information icon** next to the name of the submission point.

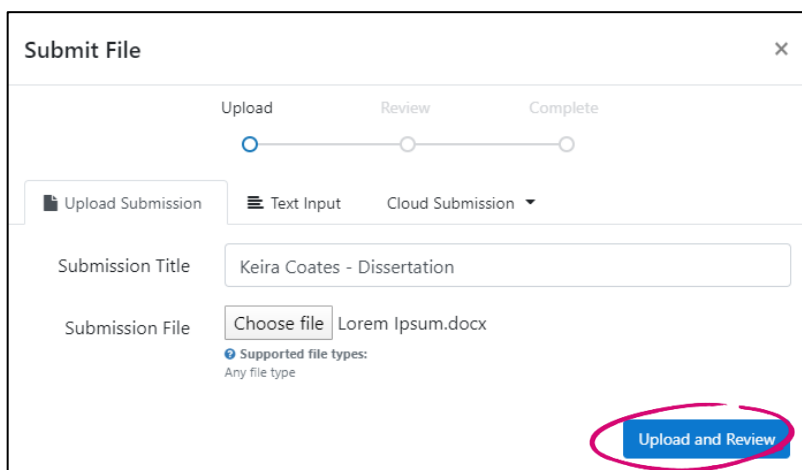
Click **Upload Submission** to begin the 3-stage upload process



3 Step 1 - Upload

Give your dissertation submission a title and choose the file you wish to upload, you can upload directly from your device or via cloud storage.

Once you have selected the appropriate file, click **Upload and Review**.

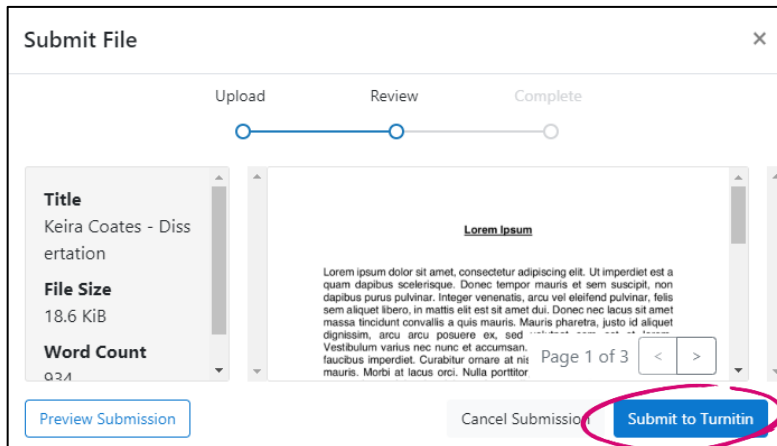


4 Step 2 - Review

You will be presented with your dissertation to review, please ensure you have uploaded the correct file.

At this stage you are able to use the in browser preview to look at the document you have uploaded. You can also see information such as the overall word count, file size and document title.

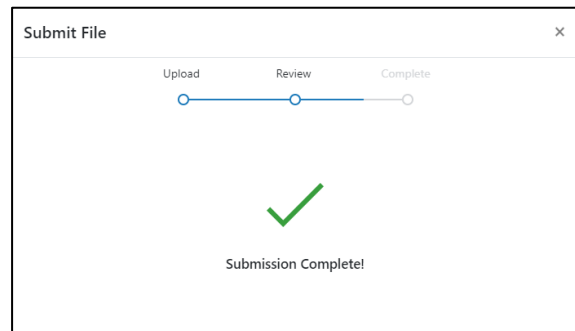
If you are happy with your submission, click **Submit to Turnitin**. If not, click **Cancel Submission** to return to step 1 and choose a different file to upload.



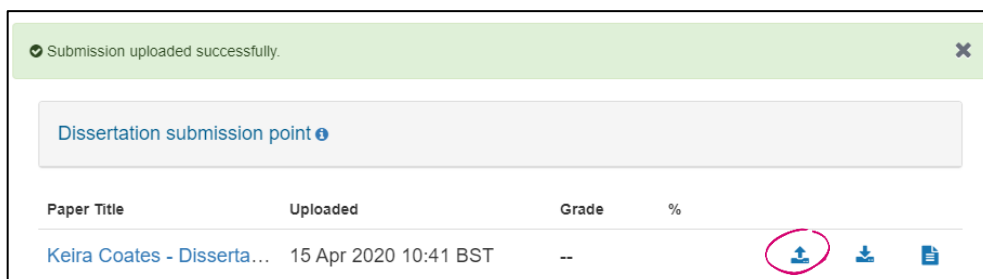
5 Step 3 – Complete

Your dissertation will begin to upload and upon successfully uploading will display **Submission Complete!**

Depending on the size of your document this may take some time to upload to Turnitin.



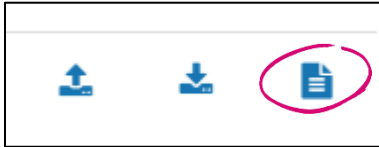
6 You will then be taken to your assignment inbox. From here you can reupload your assessment if you have multiple submission attempts. If not, the upload icon will be greyed out and not clickable.



Downloading your digital receipt as proof of submission

- 1 Your digital receipt is proof of what you have submitted to Turnitin, to download it, click the digital receipt icon.

This will download a PDF file of your digital receipt including the time you submitted your dissertation to the minute.



24
HOURS

**IT SUPPORT – AVAILABLE
24 HOURS, 7 DAYS A WEEK**

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