

How to submit an assignment to Turnitin



**Northumbria
University**
NEWCASTLE

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

This help guide for explains how to submit an assignment to Turnitin. There are a number of different assignment handlers used by the University, the most common of these are Turnitin Assignments and Blackboard Assignments.

Please note the following:

- Turnitin assignments need at least 20 words of selectable text, it will not accept scanned images or image heavy portfolios.
- When submitting your assignment, it is always recommended that you allow plenty of time before your deadline to submit.
- Your similarity report should generate straight away but can take up to 24 hours during busy times.
- If you are allowed multiple submissions your similarity report for the first 3 times will generally be available straight away, but during busy times can take up to 24 hours. On your 4th submission onwards, it will always take 24 hours.

Submit your assignment

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

Note: In some cases, the Turnitin assignment might be in a different location, contact your tutor if you unable to find it.

Click on the name of the assignment to begin the submission process.

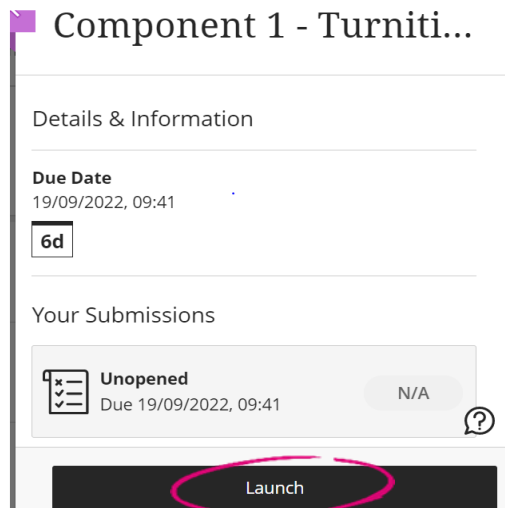
A screenshot of a folder named "Assessment Submission Points". The folder contains a sub-item named "Component 1 - Turnitin Assignment" with a due date of "19/09/2022, 09:41". The sub-item is circled in pink. The folder icon is a simple outline of a folder. The sub-item icon is a rocket ship. The text "This folder contains your assessment submission points." is displayed below the folder name.

Assessment Submission Points

This folder contains your assessment submission points.

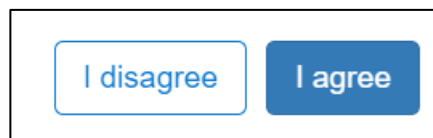
Component 1 - Turnitin Assignment
Due date: 19/09/2022, 09:41

- 2 Click on **Launch** to begin submitting.



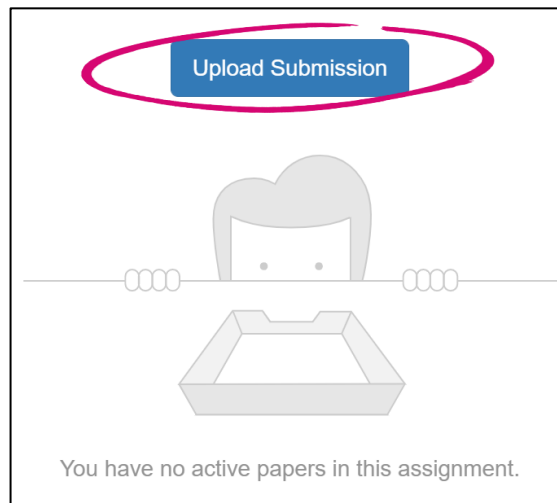
- 3 If it is your first time using Turnitin you might be asked to Agree to the terms and conditions of using Turnitin.

Click **I agree** to go to the Upload Submission page.



- 4 You will see the following screen in on the submission inbox page.

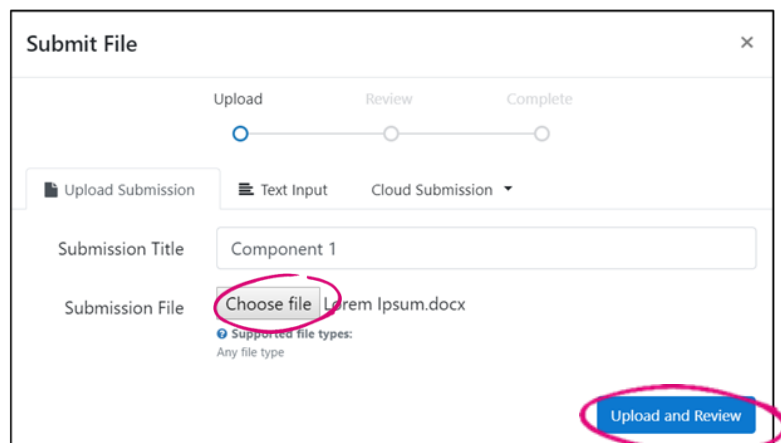
Click **Upload Submission** to begin



- 5 Write the title of your submission in the **Submission Title** box, e.g. *Component 1*.

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

When you have selected the file to upload, click **Upload and Review**.

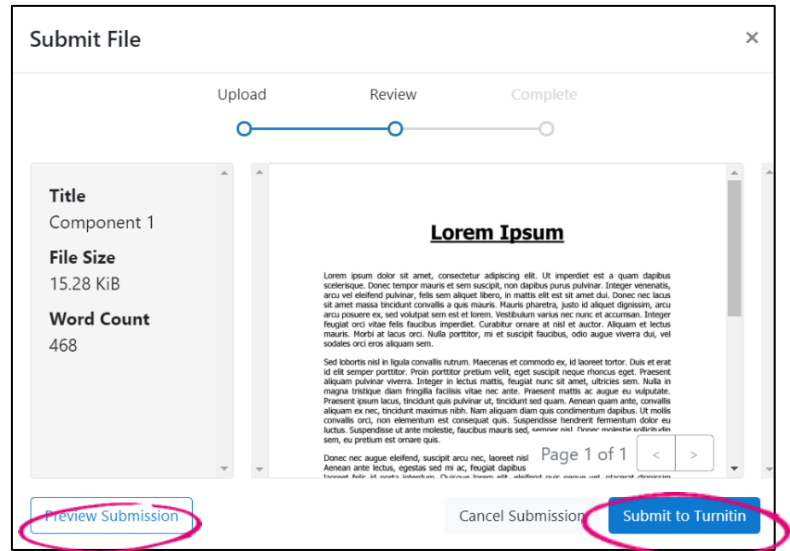


6 **Please note:** your assignment is not yet submitted.

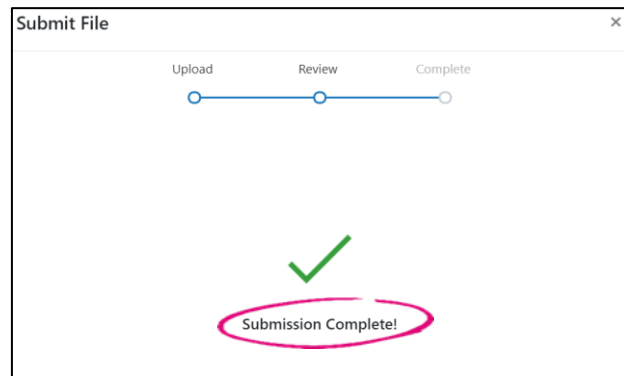
At this point, you can check the assignment to ensure that it is the correct document you are uploading.

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

If you are happy, click **Submit to Turnitin** to finalise your submission.



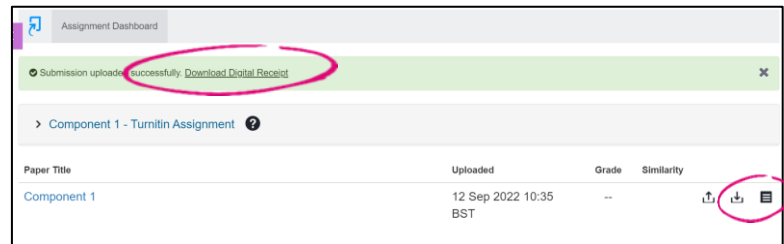
7 Your Turnitin assignment has been successfully submitted.



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

Click the digital receipt icon to download a **digital receipt**. This is a record and evidence of your submission date & time.

Please note: Your digital receipt is not emailed to you automatically.



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

Online northumbria.ac.uk/StudentIT

Chat northumbria.ac.uk/itchat