
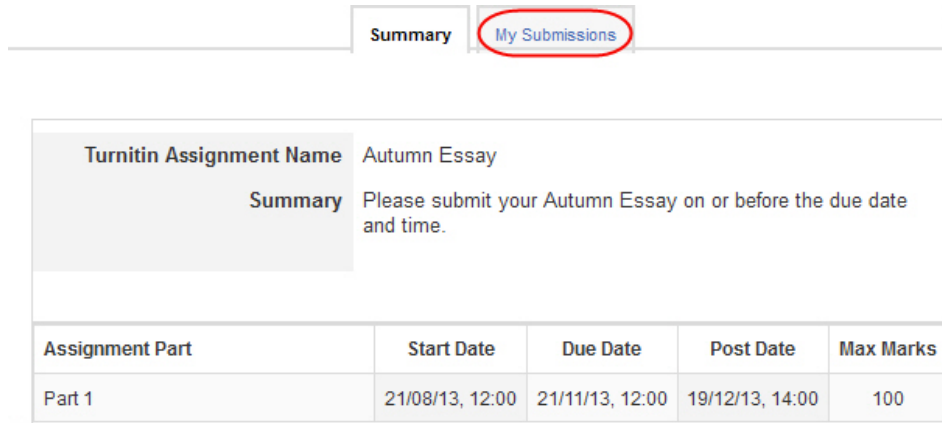


Submitting an assignment/essay to Turnitin (through Moodle) 2014

1. Logging in and accessing Turnitin

- i. Log-on to Moodle, go to your course and click on the assignment. 
- ii. The Assignment page will appear, showing the assignment instructions and the due date
- iii. Click on the **My Submissions** tab



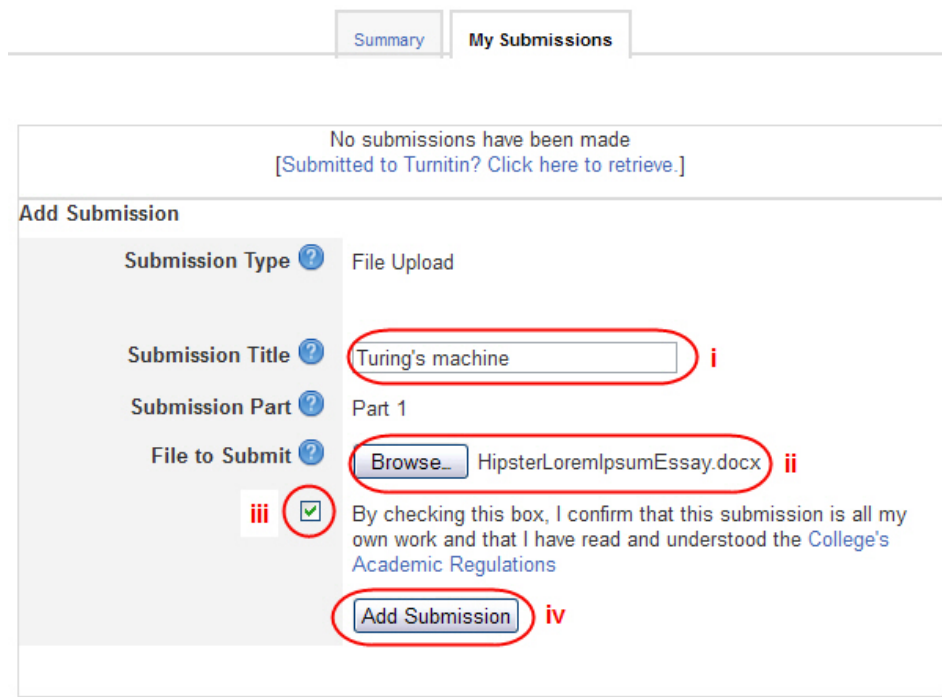
Summary **My Submissions**

Turnitin Assignment Name: Autumn Essay

Summary: Please submit your Autumn Essay on or before the due date and time.

Assignment Part	Start Date	Due Date	Post Date	Max Marks
Part 1	21/08/13, 12:00	21/11/13, 12:00	19/12/13, 14:00	100

2. Submitting an assignment or essay to Turnitin



Summary **My Submissions**

No submissions have been made
[Submitted to Turnitin? Click here to retrieve.]

Add Submission

Submission Type File Upload

Submission Title **i**

Submission Part Part 1

File to Submit HipsterLoremIpsumEssay.docx **ii**

iii By checking this box, I confirm that this submission is all my own work and that I have read and understood the [College's Academic Regulations](#)

iv

- i. Enter a **Title** for your assignment - do not enter your name as submissions are anonymous
- ii. Click **Browse** to find the file on your computer/network drive/USB stick - ensuring it is **no larger than 20Mb**
- iii. Check the **tick-box** to confirm that you have read and understood the College's Academic Regulations
- iv. Click **Add Submission** to upload your work.

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3. Acknowledgment of a submission to Turnitin

Moodle will pass your submission to the Turnitin service. This process can take between 2 and 30 seconds, or longer at busy times during the academic year.



Once your submission is accepted, **you will receive a digital receipt by e-mail**. This is sent to your Royal Holloway account. Make sure you keep this, as you may need it as proof of submission

Once your submission is accepted, the following screen appears, and provides a record of your submission(s) for a given assignment, and allows you to download them if necessary:



Submission	Submitted	Similarity	Grade	Comments	
Turing's machine Status: Submission successfully uploaded to Turnitin.	16/09/13, 16:56	-	-/100	(0)	

Should you be required to submit further documents in support of your assignment then you will be reminded of this and should repeat **Step 2**.

4. Re-submitting an assignment or essay

Should you submit the wrong file, e.g., a draft or another essay, you can resubmit either from the acknowledgement screen above, or by repeating **Steps 1-2**.

Turnitin Troubleshooting

In the first instance you should refer to the [Turnitin FAQs](#) in the [Avoiding Plagiarism](#) site.

If you cannot see a Turnitin Assignment in your Moodle course, please contact your Departmental Administration Office.