

Time Limited Assessment (TLA) Paper Submission via Blackboard Turnitin Dropbox - Guidance

This guide will take you through the access and recommendations for completion of the Time Limited Assessment (TLA) paper for the module, alongside the bespoke information given to you by your tutor.

It is assumed that you have access to a desktop computer and internet access to complete the steps outlined.

Important information about submitting your TLA paper in Blackboard

Recommended Browsers: [Google Chrome](#) or [Mozilla Firefox](#) are the best for navigating and accessing tools and resources in Blackboard, particularly when submitting to Turnitin. Avoid Internet Explorer and Safari (on Mac).

File Size Limit: 100MB - Turnitin Submission Dropboxes have a submission file size limit of 100MB.

Important information about the TLA date and time

TLA Paper Release: The TLA paper will be released in the specified course menu at a time specified by your tutor on the date of the TLA.

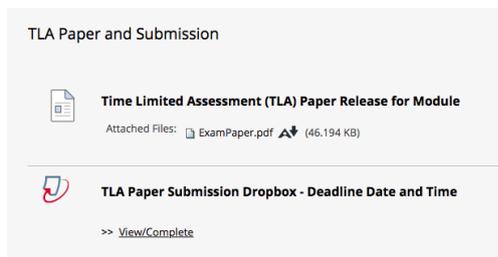
TLA Paper Submission Dropbox: You must check the timings for the TLA, both in guidelines given by your tutor and the due date/time of the submission dropbox. For many the dropbox will be open for a 24 hour period, **but there are exceptions to this** depending on the individual assessment. You must check and note down the specific submission deadline date/time.

Results and Feedback: Results and feedback will be given on a specific date, determined by your tutor.

Accessing your Module TLA Paper and TLA Submission Dropbox

1. Access the module and the area where the TLA paper has been set – your tutor will advise you of this location. **This may be in a new menu link in the course, under ‘Assessment’.**
2. In this location, at the time of the TLA a link to view and download the released TLA paper will appear (you may need to refresh the page – press F5 or the browser refresh icon).
3. Read any instructions and the conditions for the TLA thoroughly, this information is important and set for you by your tutor.
4. In the same module/area there will also be a Turnitin TLA Submission Dropbox.
5. Note these links will only become visible at the release date/time.

Example Set Up shows the TLA Paper and the Submission Dropbox in the same location:



Completing the TLA:

- You may start the TLA at any point in the 24 hour period and for a time constrained TLA, it is advised you complete the TLA in one sitting. You may have a shorter time frame depending on the assessment, please ensure you are clear on the submission date/time.
- It is strongly advised that you complete the TLA at least 3 hours before the submission deadline (where you have a 24 hour window), to allow time to submit and seek support in the event of a technical difficulty.

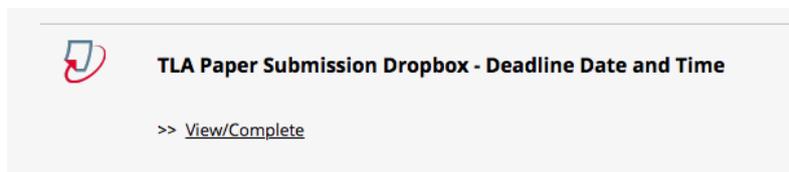
Recommended Format: Use Microsoft Word or other text editor. Remember that with your Edge Hill account you have access to Office 365 in a browser or can [download the software](#).

1. Include at the start of the document: Your Name, Student ID, Module ID, Date and **any information your tutor has requested.**
2. Number your responses as the questions are numbered. If possible, copy and paste the TLA question onto the Word document.
3. Save the document as a word document or .txt file if using a non-standard text editor.

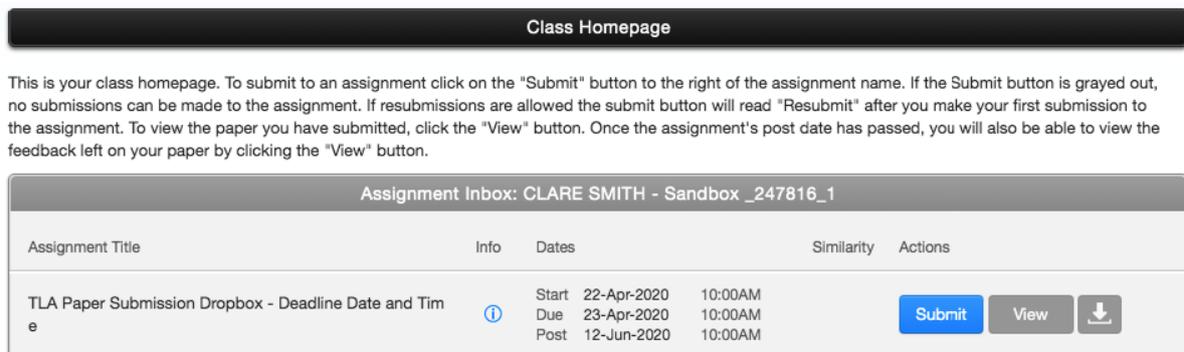
Submitting the TLA in the Turnitin Dropbox

You will most likely have submitted a normal assignment to Turnitin before during the course of the year, this process is the same. **Below are example screens, please follow department guidance for the location and name of the submission point.**

1. Remember that **Google Chrome** or **Mozilla Firefox** are the recommended browsers, if you have technical issues, this is one of the first things to try if you are using a different browser. If you are already using one of these browsers, check that it is up to date.
2. Locate the correct Submission Dropbox as instructed by your tutor and click on View/Complete:



3. The Assignment Submission page will open, click on SUBMIT:



4. This will take you to the first screen. Your name should be automatically entered.
 1. Type a suitable title in the '**Submission Title**' box.
 2. Choose the file you want to upload to TurnitinUK from either '**Choose from this computer**', '**Choose from Dropbox**' or '**Choose from Google Drive**'. Ensure the file is saved and closed on your computer before selecting it for submission.
 3. Click '**What can I submit?**' for information about file restrictions. As standard, the file must be **less than 100 MB** (read suggestions to meet requirements) and the **maximum paper length is 800 pages**.

- Acceptable file types will depend on the settings set by the department, so please check '**What can I submit?**'

Submit: Single File Upload - STEP 1

First name
CLARE (Test Student)

Last name
SMITH

Submission title
My TLA Submission - Student ID 123456789

What can I submit?

Choose the file you want to upload to TurnitinUK:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Upload Cancel

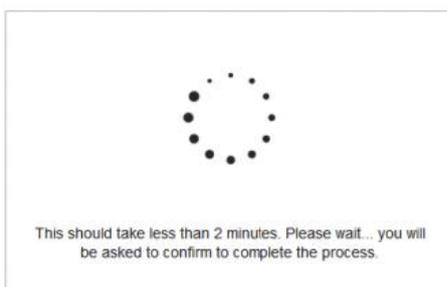
- Once your file is showing in the browse window, click Upload. Note that if you select the wrong document, you can clear the file and select again.

What can I submit?

TLA Paper - Module ID.docx

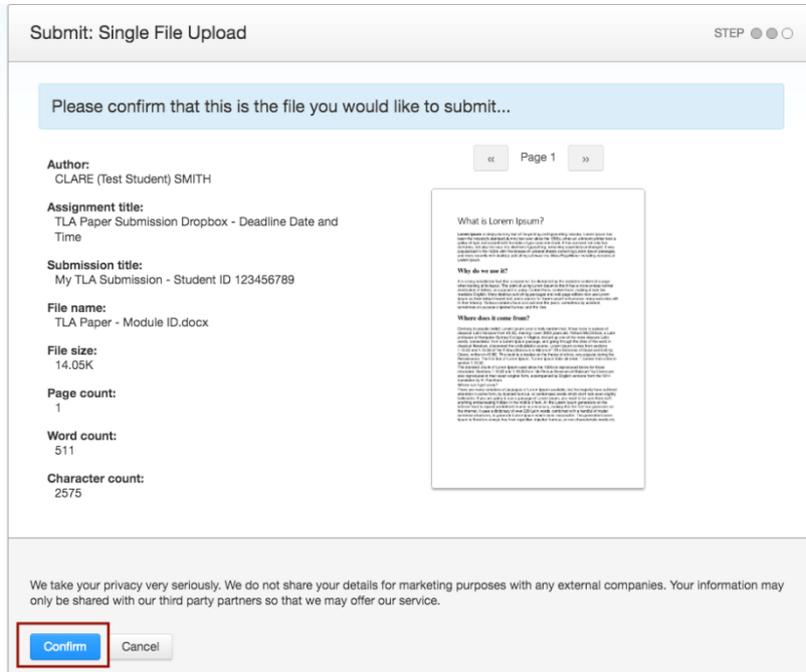
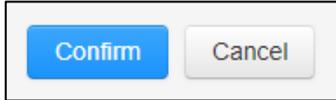
Clear file

- On the next screen you will see a message to show the upload is being processed. You need to wait while the file is processed by TurnitinUK.



- Once processed you can see details about the file uploaded, plus a preview of the content.
- Once sure this is the correct file click **Confirm** to upload it to TurnitinUK. Clicking Confirm will complete the submission process and move you on to the digital receipt.

YOUR PAPER IS NOT UPLOADED UNLESS YOU CLICK CONFIRM.



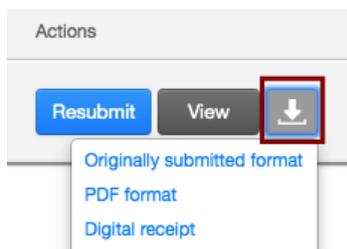
- 9. The final screen is the on-screen digital receipt. This screen includes all the information that was on the confirmation page and also the submission ID (previously the Paper ID) and submission date and time.

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

You will also receive an email receipt from TurnitinUK to your Edge Hill email account.



- 10. If you return to the Turnitin Assignment Inbox, you will also see the option to view your submission and obtain a digital receipt.



Help and support

Unforeseen circumstances

Should you be unable to complete the exam, through no fault of your own, you must contact your tutor **immediately**.

Support in case of a crisis

In the event of a crisis contact your tutor at the earliest opportunity.

Helpdesk Support

Contact our Virtual Helpdesk team via [email or live chat](#).

Please visit [Opening Times](#) for the most up to date virtual support hours.

The Helpdesk team will be able to answer your enquiry or triage it to the relevant team within Learning Services. You can also access our [Ask Us](#) knowledge base which contains answers to the most popular questions and contact details.

<https://askus.edgehill.ac.uk/>