

# Submitting your work to Turnitin

You will only be able to access Turnitin if it has been set up within your modules in Blackboard. If you cannot find it in your module you will need to contact your tutor.

**If you are unsure of any information regarding assignment submission you should contact your tutor immediately.**

1. Go into Blackboard.
2. Find the relevant course and module area.
3. A TurnitinUK assignment submission area should be located in each of your modules, if this is part of your submission procedure.
4. After accessing the submission box you will see two sources for student support:  
How to submit a paper information sheet  
How to submit a paper student video

Both guides contain this information and are a useful source for help.

5. The assignment submission area contains:
  - Information about the assignment
  - The start and due date for your assignment
  - A submission icon which is indicated by a green cross
6. Click on the submit icon to the right of the assignment name
7. Your work can be submitted by a *file upload* or you can copy and paste. We recommend that you select *file upload*.
8. Click the *browse button* and select the file to upload (in a similar way to attaching a file to an email). Click on to the file you wish to submit.
9. Click to *submit*
10. You can now see a preview of the work you have selected. If it is the correct version you can continue to submit. At this stage you can decide to cancel and go back.
11. Lastly, click to *Submit Paper*.

12. You should have a page display with the title *digital receipt* which confirms that you have submitted successfully.

## Understanding the Originality Report

Once you have submitted your work to Turnitin, you and your tutor will be able to view an Originality Report which will show you where there are similarities between your work and that of others.

1. On submitting a paper to Turnitin you will see a greyed out icon. This means your work is being processed.
2. When your paper has been processed you will see a percentage and a colour appear in this box.
  - Blue (no matching words)
  - Green (one matching word – 24% similarity)
  - Yellow (25-49% similarity)
  - Orange (50 – 74% similarity)
  - Red (75-100% similarity)
3. These percentages do not show an assessment of whether a paper contains plagiarized material or improperly used material but it does show where your work is similar to that of others.
4. The Originality Report will provide a view of your work to enable you to look at your assignment and check that you have used all your sources appropriately.
5. If you click on the coloured box or percentage you will be able to view the *Originality Report*.
6. The *Originality Report* will show you any similarity between your work and that already held in the Turnitin databases.
7. If you need further help with referencing consult the Harvard guide ([http://www.edgehill.ac.uk/documents/learningServices/Harvard\\_Referencing.pdf](http://www.edgehill.ac.uk/documents/learningServices/Harvard_Referencing.pdf) ).

Note: If you are unsure of a definition of plagiarism you should consult your personal tutor. This information should be included in your module booklet.