

Handwritten Time Limited Assessment (TLA) Paper Submission Option

This guide will take you through the access and recommendations for completion of the Time Limited Assessment (TLA) paper for your module, alongside the bespoke information given to you by your tutor. It will provide two options for **handwritten** paper submission; however, it cannot account for every scenario in terms of the devices you may have available to you.

Departments will also have in place other options for submission of handwritten TLAs.

Remember that with your Edge Hill account you have access to Office 365 in a browser or can [download the software](#) on up to 5 personal devices (desktop or mobile).

You will find links to relevant software and mobile apps at the end of this document.

Option 1

Access the TLA Paper in the relevant Blackboard module, complete the assignment questions on paper. Take photographs of the sheets to insert into a Word type document, or generate a PDF of the photos in one document using a mobile app scanning feature. Submit to Turnitin as usual via your desktop PC or Mac.

N.B. Please refer to the separate guide 'Student Guide - TLA Paper Submission via Blackboard Turnitin Dropbox' for instructions on how to access and submit on a desktop PC or Mac.

Option 2

Access the TLA Paper in the relevant Blackboard module on your mobile device, complete the assignment questions on paper. Take photographs of the sheets and generate a PDF of the photos in one document using a mobile app scanning feature. Ensure this PDF is saved into either a Google Drive or Dropbox account so that you can submit to Turnitin on your mobile using the Blackboard Student App or mobile browser.

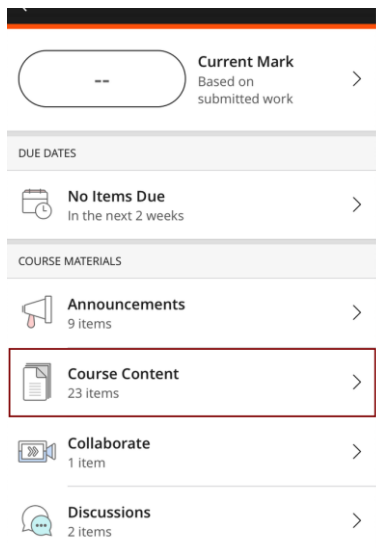
You may use a combination of the above. The following will guide you through general recommendations on how to do these.

Access the Module TLA Paper and TLA Submission Dropbox via MOBILE DEVICE

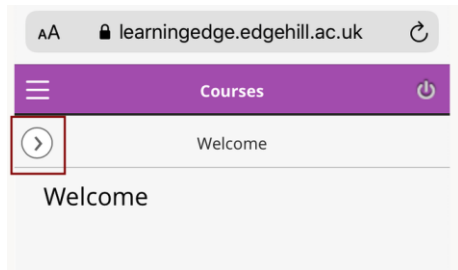
You may access Blackboard either via the Blackboard Student Mobile App, or in a mobile browser.

1. Access the module and navigate to 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 content menu on the mobile app view.**

In the mobile app, click on the relevant module. Additional menu links to content/submission points will be under Course Content:



In a mobile browser window login at <https://learningedge.edgehill.ac.uk> and click on the relevant module. Depending on the size of your screen, you may need to click an arrow to the left of the screen to reveal the course menus.

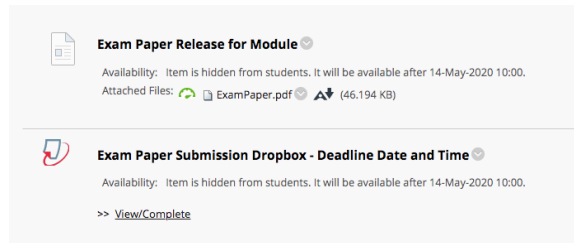


2. In this location, at the time of the TLA a link to view and download the released TLA paper will appear (you may need to refresh the page)

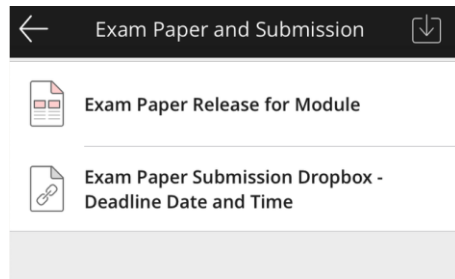
3. Read any instructions and the conditions for the TLA thoroughly, this information is important and set for you by your tutor.
4. In the same course there will also be a Turnitin TLA Submission Dropbox. This may be in the same area as the TLA paper.
5. Note these links will only become visible at the release date/time.

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

Browser:



Mobile App:



Capturing Handwritten Paper Digitally for Submission

Take photographs of your written TLA paper responses on your mobile device or digital camera.

If you will be inserting into a Word Document on your desktop PC or Mac, you will need to transfer the photos. From your mobile device you can email them to yourself (or save to a cloud storage app such as OneDrive, Google Drive or Dropbox) to access from there. There are other options aside from these, please explore before the TLA date.

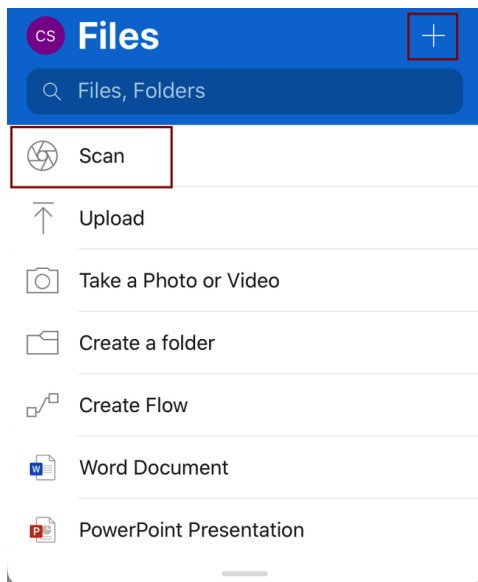
Using OneDrive Mobile App to generate a PDF file for Submission

The following instructions run through how to use the ONEDRIVE app for capturing your written TLA paper responses as photograph and generating a PDF, either for submission on a desktop or on a mobile device.

We have tested this process and confirmed that Turnitin accepts the PDF generated. There are other apps which can do similar conversions however we cannot guarantee how they will work.

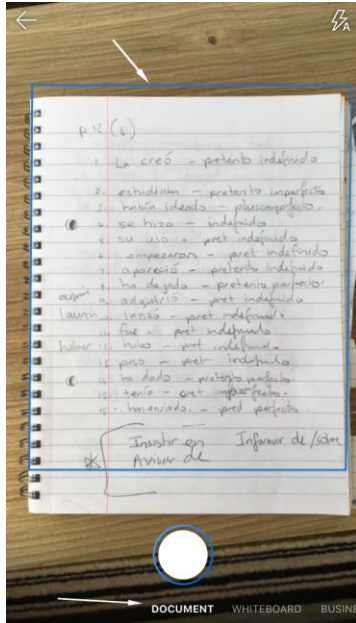
Software links are found at the foot of this document. **We recommend that you try this app before the TLA itself, to get used to the process.**

1. After you have installed the App on your device, you should sign in with your Edge Hill University email address and password. You will see any exiting files in the OneDrive App.
2. In the OneDrive app, tap **Add** + at the top of the screen, then tap **Scan**. (To exit out of Scan mode without scanning anything, just tap the left arrow icon in the upper left corner of your screen.)

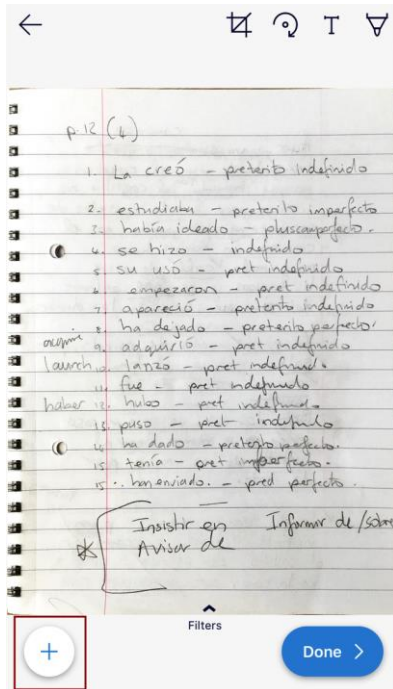


3. Select the appropriate flash setting (on, off, automatic, or torch) by tapping the Flash icon in the upper right corner.

4. Select the DOCUMENT option. You will be taking a series of photographs of the pages you want to include. Use the blue line as a guide to what is captured. Press the white button to capture the page:



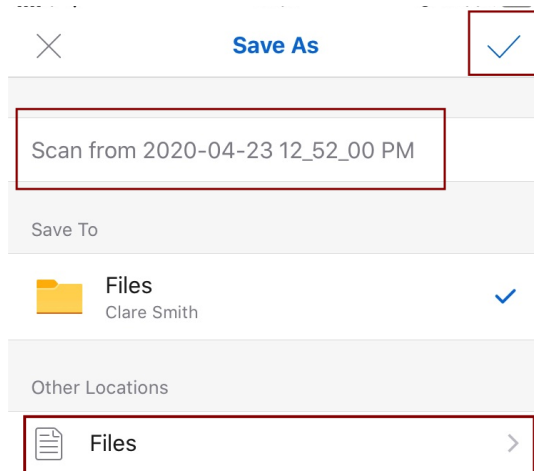
5. On the next page you will see a screen preview of the image, and a plus sign to add the next one:



6. Click DONE when you have added all the pages, and you will then need to give the end result a name (or it will be saved as the default 'Scan with date and time') and choose where to save it in OneDrive by clicking Files.

By default it will just save to the top level of your OneDrive area.

Press the Tick in the top right corner to confirm.



This PDF file is now saved to your OneDrive as a PDF. View it to check the content is as expected.

Also, check that the file size is no more than 100MB as this is the limit for submission to Turnitin.

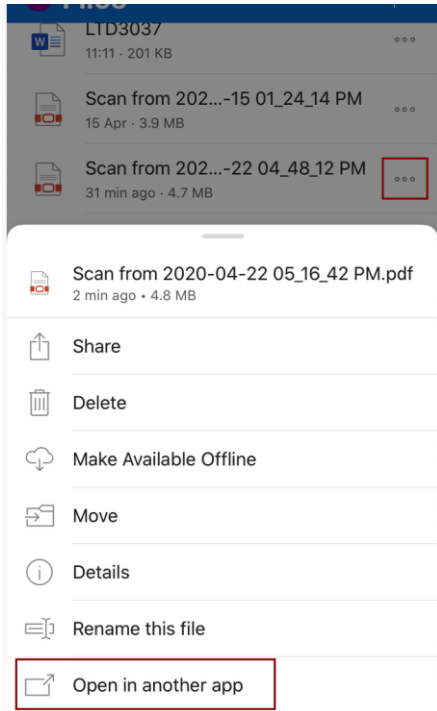
If you are now submitting on a desktop PC or Mac, you should login to O365 OneDrive on that machine and save the PDF to your computer ready to upload to Turnitin as usual.

Submitting to Turnitin on a Mobile Device – File Location

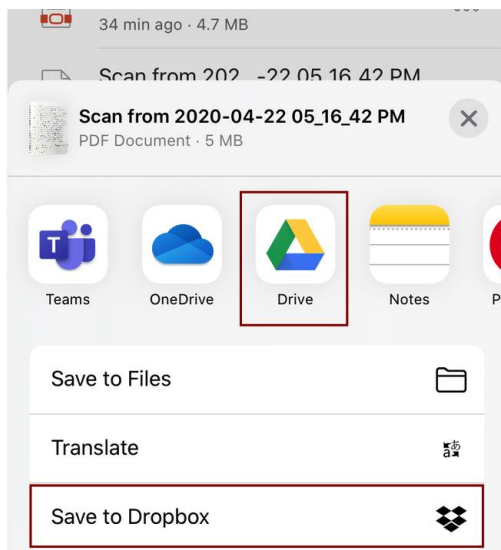
You may attempt to submit via a mobile device, however your document must be stored in Google Drive or Dropbox. You must therefore transfer any PDF you have generated into Google Drive or Dropbox. We cannot support all device and system options, depending on your mobile device, screens and apps may work differently. We advise to test these options before the TLA date.

You may have the option to do this from within the **OneDrive App** on your phone:

1. Click the three dots alongside the PDF file you wish to copy elsewhere, then select 'Open in another App.' (OneDrive will download the file)



2. You may then have the option to save to Google Drive or Dropbox if you have accounts in these Cloud storage services.

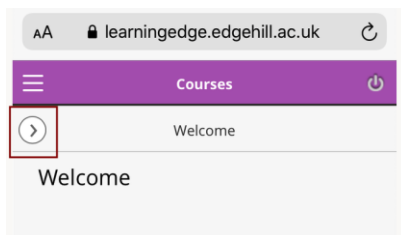


3. Follow instructions to login if required and save the file to a location in one of these Cloud storage services.

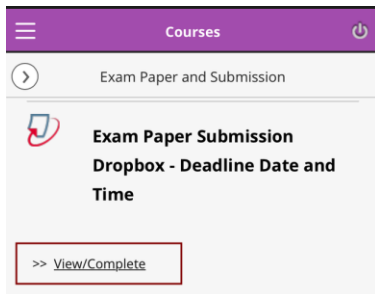
Submitting to Turnitin on a Mobile Device – Using the browser

We recommend that if you must submit on a mobile device, to use the mobile browser rather than the app. This is due to variations in how the app works on different devices, in that some may error when launching Turnitin.

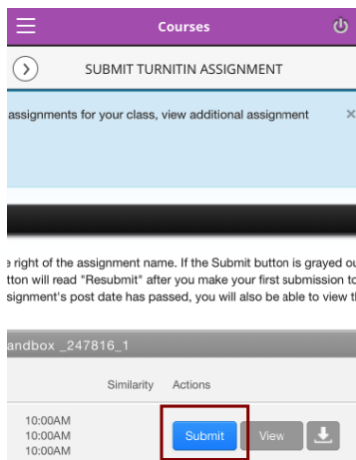
1. **In a mobile browser window** login at <https://learningedge.edgehill.ac.uk> and click on the relevant module. Depending on the size of your screen, you may need to click an arrow to the left of the screen to reveal the course menus.



2. Locate the TLA submission dropbox as advised by your tutor (this may be in the same menu location as the TLA paper was). Click on View/Complete:



3. Depending on your screen size you will need to scroll and locate the 'Submit' button for Turnitin.



4. This will take you to the first screen. Your name should be automatically entered.
 - **Type a suitable title in the 'Submission Title' box.**
 - 'What can I submit?' has information about file restrictions. As standard, **the file must be no more than than 100 MB** 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?' If you have generated a PDF using OneDrive App, then the file type should be accepted.

5. Choose the file you want to upload to TurnitinUK from either 'Choose from Dropbox' or 'Choose from Google Drive'.

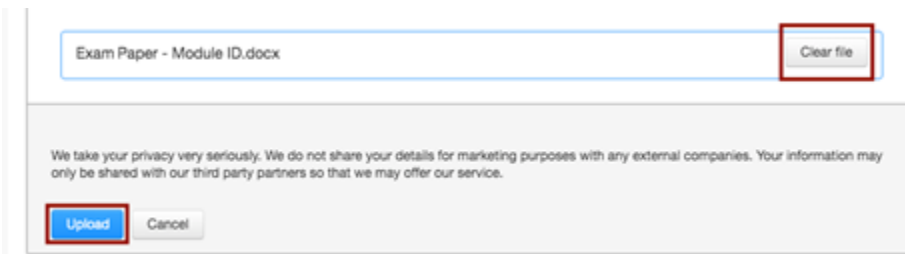
The screenshot shows a mobile-style interface for submitting a Turnitin assignment. At the top, there is a header with a back arrow and the text "SUBMIT TURNITIN ASSIGNMENT". Below this are two input fields: "Last name" with the text "SMITH" entered, and "Submission title" which is currently empty. A blue link "What can I submit?" is positioned below the title field. Underneath, the text "Choose the file you want to upload to TurnitinUK:" is followed by three buttons: "Choose from this computer", "Choose from Dropbox" (with a Dropbox logo), and "Choose from Google Drive" (with a Google Drive logo).

Dropbox - Turnitin will launch a new browser window for the Dropbox option. If you are already logged in simply select the file and press 'Choose'. The window will close and the document will be listed in the Turnitin submission point as in Step 6 below.

Google Drive – Turnitin will launch a new browser window for you to sign in or give permission for Turnitin to access Google drive. It then opens a pop-up on the Turnitin submission area for you to browser Google Drive for the file. Highlight the file and press 'Select'. The window will close and the document will be listed in the Turnitin submission point as in Step 6 below.

You may need to give permission to Turnitin to allow it access to either of these cloud areas. Please follow the instructions from the whichever service you are uploading the file from.

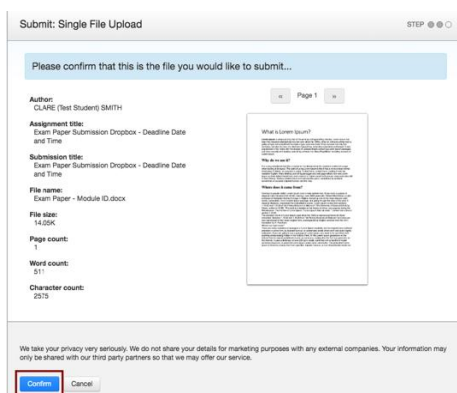
6. Once your file is showing in the browse window, click Upload. Note that if you select the wrong document, you can clear the file and select again.



7. 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.

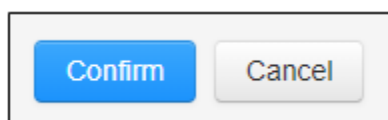


8. Once processed you can see details about the file uploaded, plus a preview of the content.



9. 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.



10. 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.



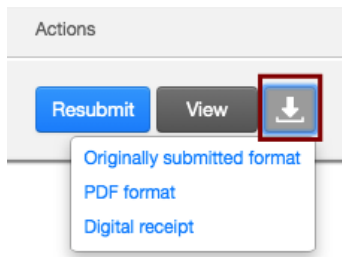
Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

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



TurnitinUK No Reply
This is your TurnitinUK Digital Receipt 09:15
CAUTION: This email originated from outside of the organisa

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



Software and App Links

Download Office365 software: <https://www.edgehill.ac.uk/services/office-download/>

To download the OneDrive App for iOS: <https://go.microsoft.com/fwlink/p/?LinkId=232802>

To download the OneDrive App for Android: <https://go.microsoft.com/fwlink/p/?LinkId=259455>

To download the BlackBoard Student App for iOS:

<https://itunes.apple.com/app/blackboard-app/id950424861?mt=8>

To download the BlackBoard Student App for Android:

<https://play.google.com/store/apps/details?id=com.blackboard.android.bbstudent&hl=en>

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/>