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Submitting a Paper

To submit a Blackboard Direct assignment, the file must be uploaded to an existing assignment that has been created by an instructor. Turnitin cannot accept student submissions until the assignment's start date & time. Students may submit an assignment anywhere up to the due date and time.

Turnitin may reject an assignment after the due date and time has elapsed. However, a submission may be permitted after the due date and time if your instructor has enabled Late Submissions. Please check with your instructor to clarify whether Late Submissions has been enabled in your assignment.

To check the start date and due date information, click the *Content* link via the left-hand menu of the course homepage. By clicking the *View Assignment* link in your list of assignments, which will take you to the Submissions Inbox.

Part 1				
Status	Start Date	Due Date	Post Date	Grade Total
Active	02 Apr 2015 10:00	01 May 2015 10:00	08 May 2015 10:00	100

The post date and time details your instructor's deadline for providing assignment feedback to you. Please consult your instructor for further information on this date and time, and its flexibility.

Submission Types

There are two submission types a student may use to submit a paper: File Upload or Text Submission. Your instructor may set up the assignment to require the assignment to be submitted in only one of the two available submission types or allow their students to decide which submission type they would like to use.



File Upload

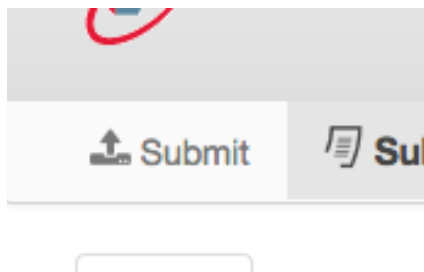
The file upload submission type allows you to submit to an assignment through directly loading the file from your computer.

Warning: Make sure that the file type you are submitting can be accepted by Turnitin.

Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

1. Click on the *View Assignment* link from your list of assignments. Locate this page by selecting *Content* from the course homepage menu at the left-hand side of the page.

Click the *Submit* tab to open the assignment submission page.



2. If you are given a choice of which submission type to use to submit your assignment, you will need to select *File Upload* under *Submission Method*.

If the assignment requires you to submit by *File Upload*, please go to the next step.



Select a submission type

Submission Method

File upload

3. Enter the submission title

Submission Details

* Submission Title

Enter a submission title

4. If there is more than one part to your assignment, you must select which part you are submitting from the *Submission Part*. Click the dropdown menu and select the relevant part.

Submission Part

Part 1

5. Click on the *Choose File...* button to select the file that you would like to submit. This will open a dialog box, allowing your to locate your assignment in your computer.

* File to Submit

Choose file

6. If your instructor has enabled this option, before submitting the assignment, you must check the box next to *Notice*.

Notice

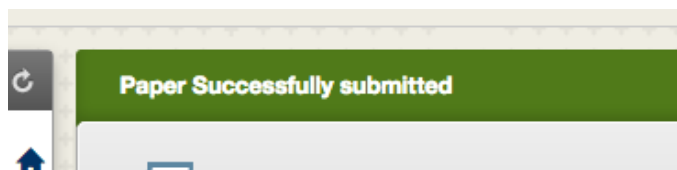
In submitting this work I confirm that
as a result of this submission

7. Click the *Submit* button to submit your paper. This button is located at both the top and bottom of the Submissions Inbox page.



Submit Paper

8. Upon submission, a green box advising you that the paper has been successfully submitted will appear above the assignment title. Alternatively, if any issues have occurred, you must correct these before attempting to submit again.

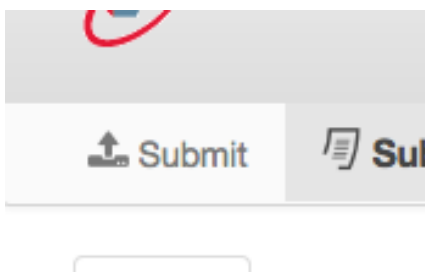


Text Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Similarity Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting will be lost when pasting into the text submission box.

1. Click on the *View Assignment* link from your list of assignments. This can be found via the *Content* link on the left-hand side of the course homepage. Click the *Submit* tab to open the assignment submission page.



2. Enter the submission title

Submission Details

* Submission Title

3. If there is more than one part to your assignment, you must select which part you are submitting from the *Submission Part*. Click the dropdown menu and select the relevant part.

Submission Part

4. Copy the text you want to submit and paste it within the text box

* Text to Submit

Tip: To cut and paste text, highlight the text of your assignment in a word processing or text editing program, and select *copy* from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select *paste* from your browser's edit menu.

5. If your instructor has enabled this option, before submitting the assignment, you must check the box next to *Notice*.

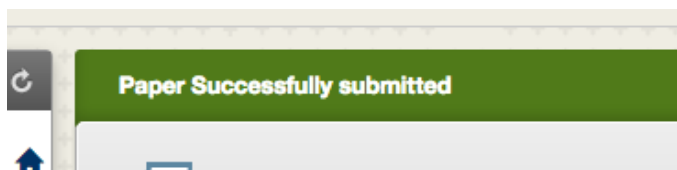
Notice In submitting this work I confirm that as a result of this submission



6. Click the *Submit* button to submit your paper. This button is located at both the top and bottom of the Submissions Inbox page.



7. Upon submission, a green box advising you that the paper has been successfully submitted will appear above the assignment title. Alternatively, if any issues have occurred, you must correct these before attempting to submit again.



File Types and Size

Turnitin currently accepts the following file types for upload into an assignment to generate an originality report:

- Microsoft Word® (DOC and DOCX)*
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- OpenOffice (ODT)
- Hangul (HWP)

The file size may not exceed 40 MB. Files of larger size may be reduced in size by removal of non-text



content or the instructor may be contacted to request multiple assignments to submit the document in sections.

Note: Text only files may not exceed 2 MB.

PDF File Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

PDF Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Embedded Links Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

File Type Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Tip: When converting a file to a new file format, users should rename their file with a name other than that of the original file. This is suggested to prevent permanent loss of the original formatting or image content of a file due to it being overwritten.





Submissions Inbox

Once an assignment submission has been made to Blackboard Direct, the Turnitin Submission Inbox will contain your submitted paper and the assignment status will change from *Active* to *Completed*. Your instructor may or may not have allowed students to view the Originality Report for assignments; your access to the Originality Report depends on the report generation speed that your instructor has chosen.

The Originality Report will appear either immediately after submission, or on the assignment's due date. If the report is set to generate on the due date, *pending* will appear until this time.

Once the report has been generated, a percentage will appear under the *bar chart* icon. If your instructor has used GradeMark to grade the paper, then once the post date passes, students will see a comment icon that will open GradeMark when clicked.

Part 1	Status	Start Date	Due Date	Post Date	Grade Total	Tools
	Completed	02 Apr 2015 10:57	02 Apr 2015 13:59	02 Apr 2015 14:32	100	

Paper title / author	Paper ID	Date Submitted	Score	Grade	Tools
Student One - Essay	233943367	Apr 2nd, 2015 1:57 pm	15	15%	

After submission, the Submissions Inbox contains the following information:






Paper title / author

contains the student's name and submission title of the assignment submitted.

Paper ID

is the unique ID associated with your assignment.



Date Submitted		contains the date and time of the submission. Late submissions are color coded red.
Grade Mark		contains the grade received for this submission
Overall Grade		determines the maximum allowed grade for the assignment. Each part has a maximum mark allocated, which is used to proportionally distribute the grades in order to determine a student's overall grade.
Similarity Report		contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories. 100% indicates a full match and 0% indicates no match. By clicking on the % icon, this opens the Similarity Report
Upload Icon		enables you to resubmit your submission until the due date and time. If the icon is grey, rather than blue, your instructor has not enabled assignment resubmissions.
Download Icon		enables you to download a copy of your submission.





My Results

The Blackboard My Results page gives users a full overview of a Blackboard Direct assignment. Click on the *Tools* link in the course's sidebar, then click on the *My Grades* link.



My Results

Displays detailed information about your results.

Click on the assignment name within the item column to view further details for your assignment.

My Results

All Evaluated Upcoming Submitted

ITEM

Weighted Total View Description Evaluation Criteria
Total View Description Evaluation Criteria
Sample Assignment Turnitin Direct Assignment

The My Results page will include all information visible in the Submissions Inbox. Under the *Student* tab, you can view instructor comments and instructor comment files; this page will also allow you to make your own comments, as well as upload comment files.



 Student

Instructor Comments

Instructor Comments Files

Name

No files

Student Comments

Optional comments to instructor

Save Feedback

Student Comments Files

Name

No files

Choose file

No file chosen

Upload





Originality Reports

Instructors can choose for each assignment whether or not to allow students to view Originality Reports. If a student has been given access to Originality Reports, they can view their report by clicking on the Originality Report icon in the Similarity column within the My Submissions tab.

For more information about Originality Reports [click here to view the Originality Report chapter of the Student User manual](#).





GradeMark®

To access GradeMark, click on the comment icon in the Grade column within the *My Submissions* tab. For more in depth information on using GradeMark [please click here to view the GradeMark chapter of the Turnitin Student manual](#).

Please note that not all accounts have purchased the GradeMark product, if GradeMark has not been purchased the grademark column will be blank where the GradeMark icon should appear.

