



### **User Guide on How to submit your assignment on Moodle via Turnitin**

What is Turnitin?

Turnitin is software that is used by UCFB to help to identify plagiarised work. It allows you to submit your work via your Moodle Module, where an originality report may be generated. This report will highlight text in your submission that matches text from one or more of the following sources:

- Other students' work at the UCFB
- Students' work at other institutions
- Academic publications
- Internet sources

These reports are examined as a standard part of the assessment process. When your work is submitted to Turnitin it will normally be added to an international database of student papers.

*For your information Turnitin will only accept the following file types*

Microsoft Word™ (DOC and DOCX)	Corel WordPerfect®	HTML	Adobe PostScript®	Plain text (TXT)
Rich Text Format (RTF)	Portable Document Format (PDF)	Microsoft PowerPoint (PPT, PPTX, and PPS)	Hangul (HWP)	

You need to login to Moodle (My.ucfb.com) and search for your required academic module that you want to submit your coursework or presentation on.

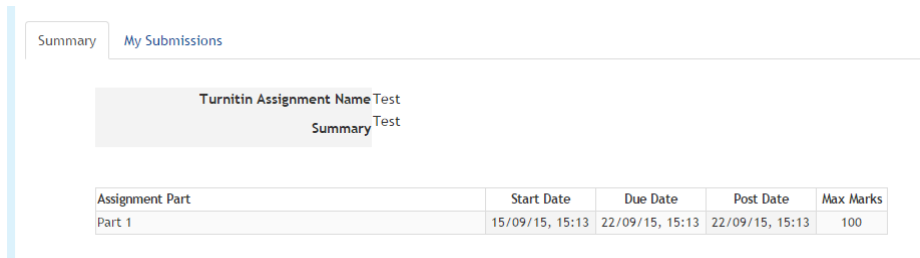


The Turnitin icon on Moodle looks like this –

It may look like this on your Moodle site.

Click on the submission

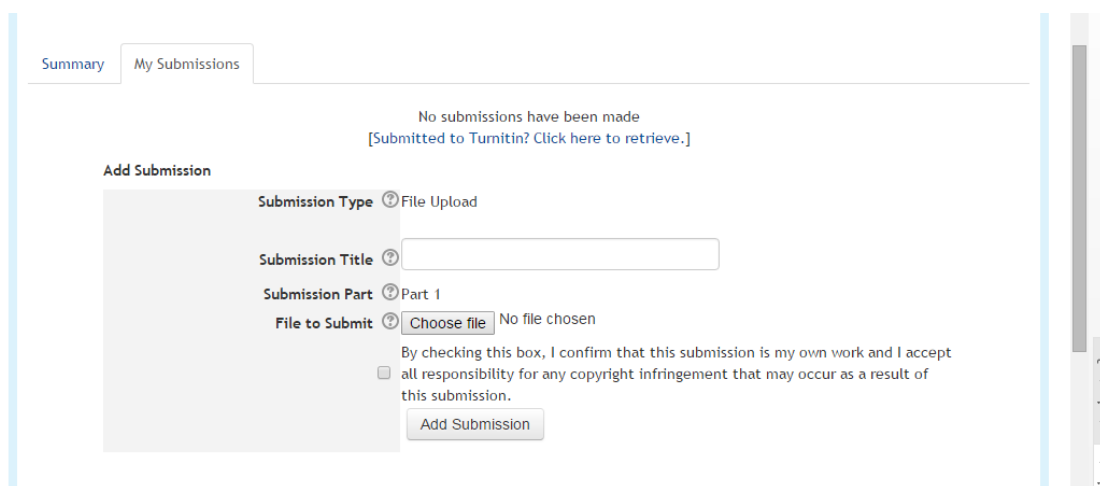
It will lead you to options like this



The screenshot shows a Moodle submission page with two tabs: 'Summary' and 'My Submissions'. The 'My Submissions' tab is active, displaying a submission titled 'Turnitin Assignment Name Test' with a 'Summary' link. Below this is a table with the following data:

Assignment Part	Start Date	Due Date	Post Date	Max Marks
Part 1	15/09/15, 15:13	22/09/15, 15:13	22/09/15, 15:13	100

Click on My Submissions



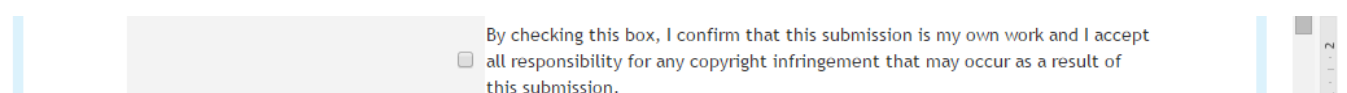
The screenshot shows the 'Add Submission' form in Moodle. The 'My Submissions' tab is active. The form contains the following fields and options:

- Submission Type: File Upload
- Submission Title: [Empty text box]
- Submission Part: Part 1
- File to Submit: Choose file (No file chosen)
- A checkbox for confirming ownership and accepting responsibility for copyright infringement.
- An 'Add Submission' button.

Type in your assignment title for example it could be Coursework 1 – Different Organisations

Click on choose file now find where you have stored your assignment or presentation is it on your pen drive, have you downloaded from your email and saved it to the device you are using.

You must click on checking the checking box to confirm that it is your submission



This is a close-up of the confirmation checkbox from the previous screenshot. It shows the text: "By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission." The checkbox is currently unchecked.

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Now click on Add submission

Turnitin will now add your assignment to the submission inbox

The Similarity will show you what percentage of your document has been matched against Webpages, Journal articles and previously submitted papers.