Instruction sheet for online submission via Turnitin

Submitting on Turnitin

1. Make sure you have saved your assignment in a .doc or .docx format. Make sure you have used the following filename protocol:

   **Unit of Study code__SID.docx**

   *e.g. PSYC6072_123456789.docx*

2. If this is the first time you will be using Turnitin, this will take you to a screen with a user agreement. Press the “I agree – continue” button.

3. By agreeing, you will be taken to your Class Homepage:

   ![Class Homepage](image)

   You can start the submission of your assignment by clicking on the _submit button_ on the right hand side of the screen.

4. The first step (out of three) of the actual uploading process has started now. In the next screen your first and last name will appear in the corresponding boxes. You will have to fill in a **submission title**. This submission title should be in the format: **your SID**. Example:

   ![Submission title](image)

5. Read the Academic Honesty Disclaimer.

6. Choose your file to upload to Turnitin by clicking the button: Choose from this computer.

   If it is the correct content click the **Upload** button (otherwise go back to reload the correct content)
7. Confirm that it is the correct content and click the Confirm button.

8. Congratulations you have reached the final step. This page will give you your digital receipt.

9. In order to print your receipt with date and time of your final submission, go back to the home page/inbox of Turnitin (you can choose this in the top menu) and choose the “View” button. This will take you to your submitted assignment.

   ![Image of Turnitin receipt]

   From here, click on the “print” icon at the bottom left and it will allow you to either print out your submitted assignment, or print out your receipt.

   ![Image of Print icon]

   You will also be emailed your digital receipt, as a confirmation that you have submitted your assignment – make sure you keep this email.

   Congratulations, you have completed your online assignment submission!

   **IMPORTANT:** Only submit your FINAL version of the assignment.

   Please leave yourself plenty of time to complete your submissions.