



Submitting using Turnitin

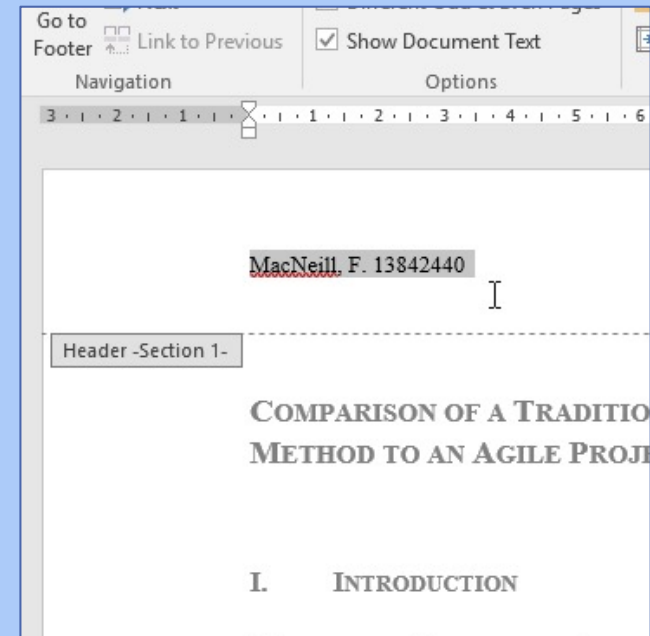
5 things you need to know

1

Prepare your work for submission...

- Remove identifying information from your written work. Your work will be marked anonymously.

Tip* check your headers/footers and cover page for your name and student number).



- Submit as PDF format if you have used SmartArt, icons and shapes in Word.

Tip* if you have these elements, charts or several tables save a PDF copy of your Word document for submission.

Submitting your work

2

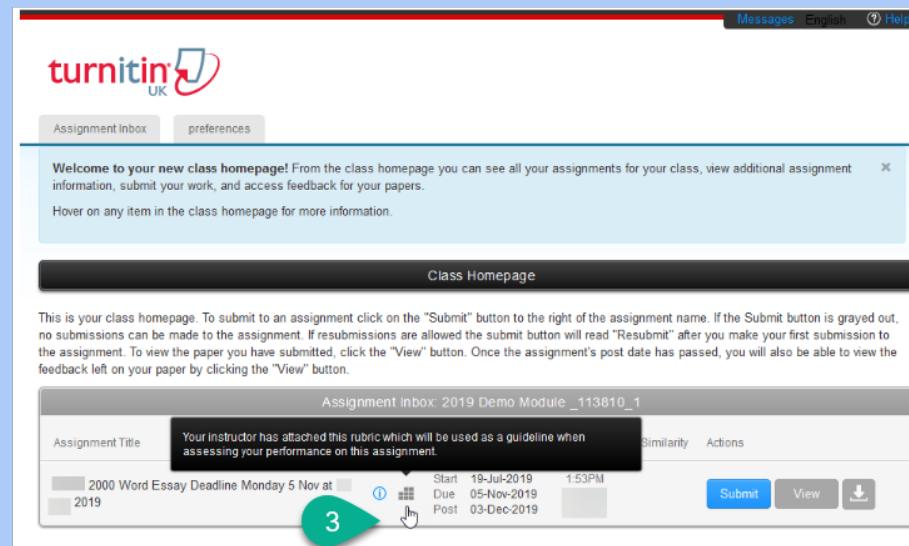
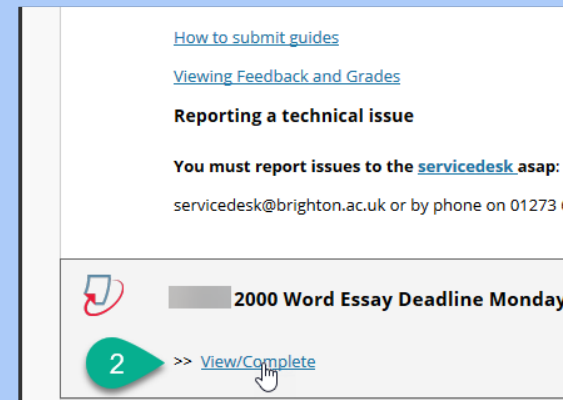
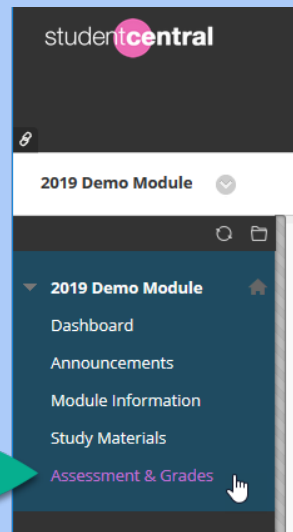
- Locate the correct...
 - ...module
 - ...assessment info
 - ...submission point
- Do review the assessment criteria
Do not leave it until the last minute 🕒

1. Find your modules on the **home tab** in studentcentral
2. Assessment information is in the module handbook and specification. Both are in **Module Information**
3. You can find submission points in...
Assessment & Grades
4. You can find the assessment criteria in the...
rubric or grading form in the submission point

Accessing the rubric or grading form

In the module where you will submit...

2



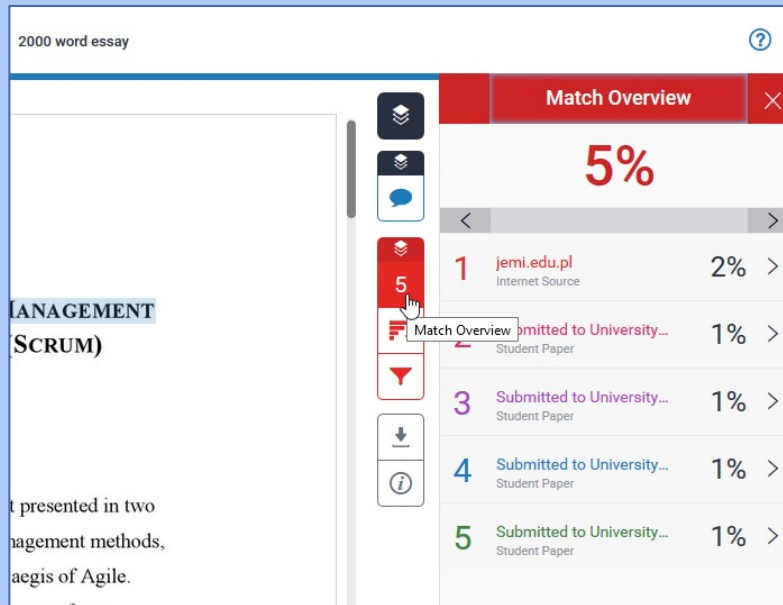
Understanding your similarity report

3

- **The similarity report score is not a grade** - it is a rating of how much of your work matches writing from the web and scholarly sources
- It is normal to have **matches to content in your work**
- You can **use your similarity report** to:
 - Check that you have cited your sources correctly;
 - Check that you have not unintentionally plagiarised;
 - Improve your work and then resubmit prior to the deadline.
- **Guidance on understanding your similarity report** is available in the Assessment & Grades area in each of your modules (“Turnitin” link)

Try out your similarity report...

Check the Match Overview



2000 word essay

Match Overview

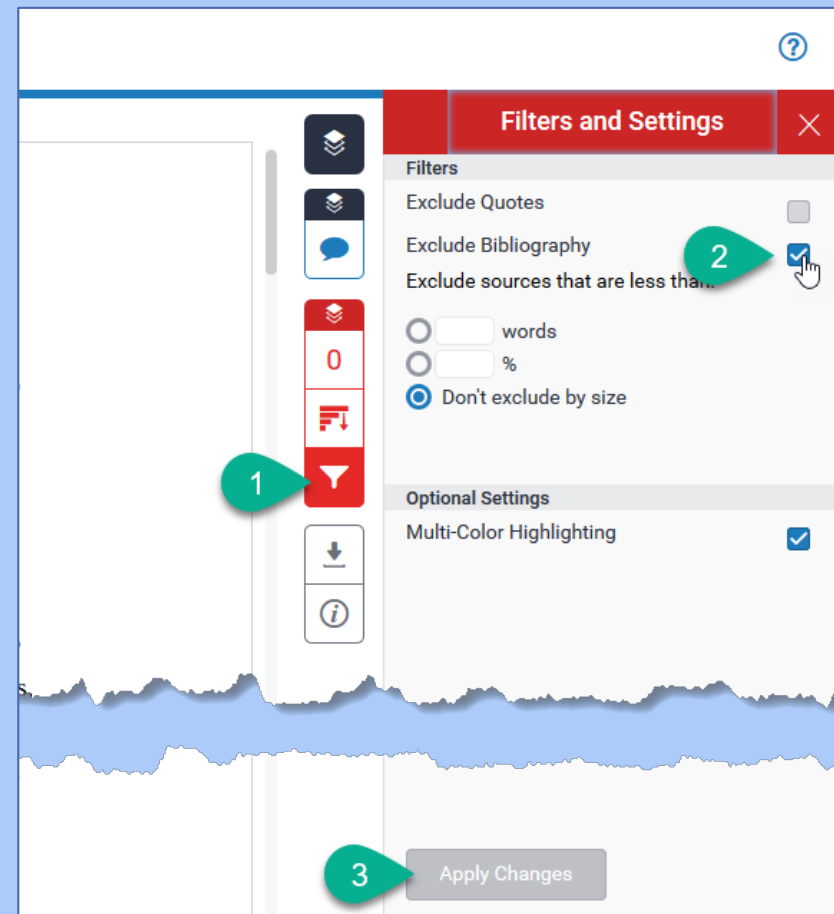
5%

| Rank | Source | Similarity |
|------|---|------------|
| 1 | jemi.edu.pl Internet Source | 2% |
| 2 | Submitted to University... Student Paper | 1% |
| 3 | Submitted to University... Student Paper | 1% |
| 4 | Submitted to University... Student Paper | 1% |
| 5 | Submitted to University... Student Paper | 1% |

MANAGEMENT (SCRUM)

t presented in two
agement methods,
aegis of Agile.

Adjust the Filters and Settings - helpful for 0% reports



Filters and Settings

Filters

- Exclude Quotes
- Exclude Bibliography
- Exclude sources that are less than...

words

%

Don't exclude by size

Optional Settings

- Multi-Color Highlighting

1 (Callout to Filter icon)

2 (Callout to Exclude Bibliography checkbox)

3 (Callout to Apply Changes button)

Apply Changes

3

Report issues with submission

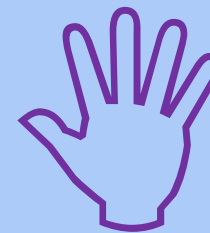
1. Check you have **received a receipt**
2. Check that **your work looks right in the submission point:**
 - Is the formatting right?
 - Is all the text visible/legible?
 - Is anything missing?
 - Is there something wrong with the similarity report?

4

If your submission is not right or working **contact Service Desk**
(Mon-Thurs: 8.30-5.00; Fri: 8.30-4.30)

Please add this number to your phone **now:**

Service Desk: 01273 644444
servicedesk@brighton.ac.uk



help

Service desk will need to know...

Places to find your 'Submission ID'

Which **module**
you submitted to;

The name
**submission
point** in the
module e.g. *to
add example*

The
'Submission ID'
number for your
paper.

4

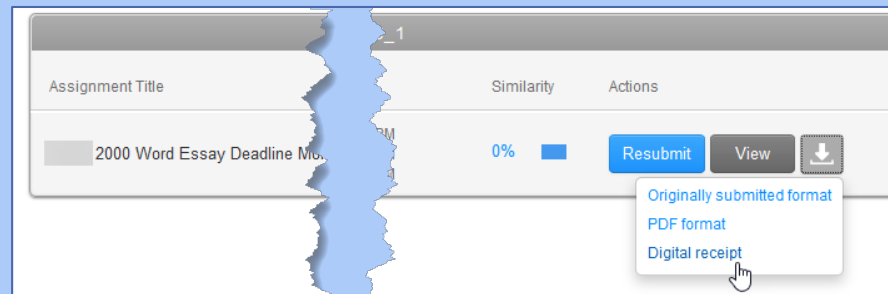
Dear Demo Student,

You have successfully submitted the file "2000 word essay" to the assignment "2000 Word Essay Deadline Monday 5 Nov at 2019" in the class "2019 Demo Module _113810_1" on 05-Nov-2019 03:24PM (UTC+0000). Your submission id is **109628240**. Your full digital receipt can be downloaded from the download button in your class assignment list in Turnitin or from the print/download button in the document viewer.

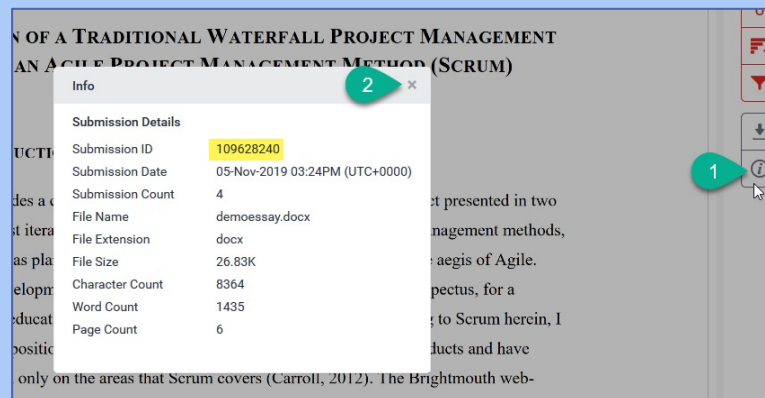
Thank you for using TurnitinUK,

The TurnitinUK Team

Email Receipt



**Download
a receipt
from the
submission
point**



**From
the paper view**

Ask for help

Download a copy of your similarity report.

The screenshot shows a plagiarism checker interface. At the top, it displays 'ent | 2000 word essay' and a progress indicator '/100'. A 'Match Overview' sidebar on the right shows a total similarity of 5% and a list of matches:

| Match ID | Source | Similarity |
|----------|---|------------|
| 1 | jemi.edu.pl Internet Source | 2% |
| 2 | Submitted to University... Student Paper | 1% |
| 3 | Submitted to University... Student Paper | 1% |
| 4 | Submitted to University... Student Paper | 1% |
| 5 | Submitted to University... Student Paper | 1% |

The main document area shows a snippet of text: 'TERFALL PROJECT MANAGEMENT' and 'AGEMENT METHOD (SCRUM)'. A 'Download' menu is open over the document, with three options: 'Current View', 'Digital Receipt', and 'Originally Submitted File'. A hand cursor is pointing at 'Current View'. Numbered callouts (1, 2, 3, 5) highlight specific UI elements: 1 points to the 'Download' icon in the sidebar, 2 points to the download icon in the sidebar, 3 points to the 'Current View' option in the download menu, and 5 points to the '5%' similarity percentage in the sidebar.

If you need to take your report to be reviewed by someone else such as a Personal Tutor or Student Support and Guidance Tutor (SSGT).

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