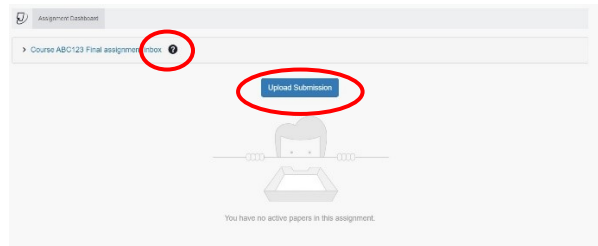


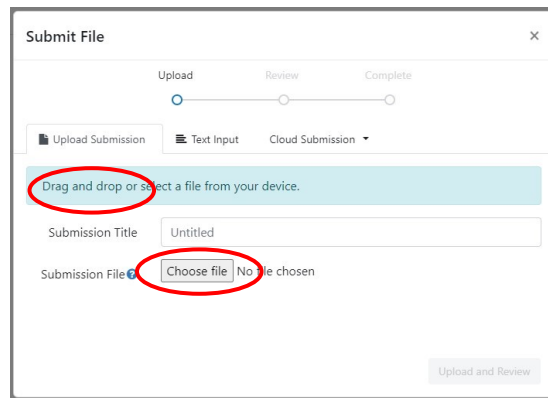
Submitting to a Turnitin (LTI) inbox - a student guide

Before submitting your assignment, make sure you have followed the advice given to you in your course (e.g. word count, format).

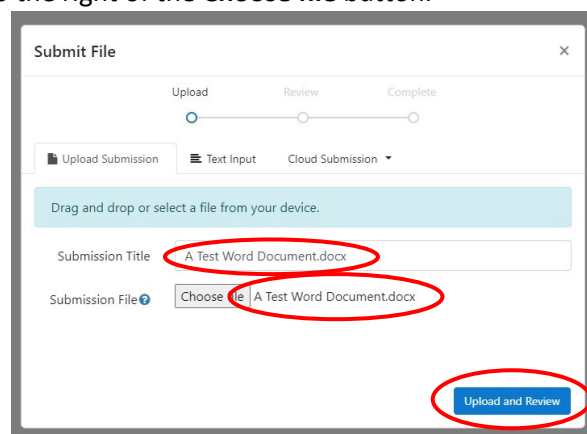
1. Select the Turnitin Assignment where you will submit your work. A new window will appear. Click on the question mark to the right of the Assignment name if you want to see details about the inbox (which may include instructions, so it is worth checking).



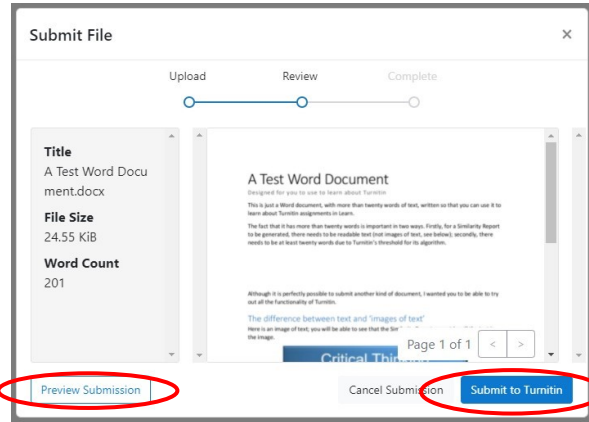
2. Click the **Upload Submission** button. A new window will appear. To upload your work, you can either **drag and drop** your file onto this window, or click **Choose file** and browse to the correct file on your computer.



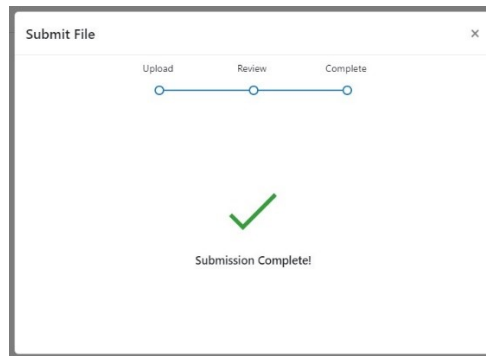
3. When you have done this you will see the **Submission Title** box has been completed (you can edit this if you need to; make sure it has no special characters or long dashes) and the name of your file appears to the right of the **Choose file** button.



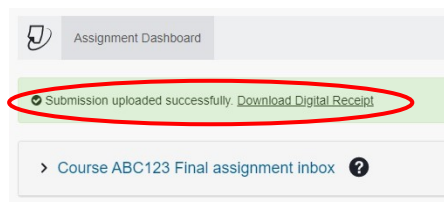
- Click on the **Upload and Review** button. Once the file has uploaded you will see a new window appear. You can click on the **Preview Submission** button to check the file you have uploaded is the correct one before you go any further. If this is not the correct file, click **Cancel Submission** and start again. If this is the correct file, click **Submit to Turnitin**.



- If you have successfully submitted your file, a new window will appear briefly, indicating that the submission is complete.

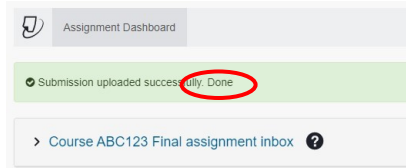


- You will now see a banner near the top of the screen confirming that your upload has been successful and giving you a link to **Download Digital Receipt**. You should click on this link immediately.

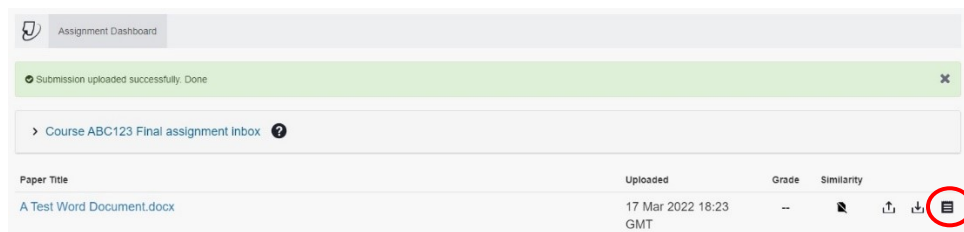


7. When the receipt has downloaded you will see a message appear confirming this has been **Done**. You should immediately store your receipt somewhere safe.

This receipt is not only your proof that you submitted your work, but also a record of the time and date this took place; if there are any issues in the future with this submission you will be required to produce this receipt. Receipts are no longer emailed to students.



8. If you need to, you can also click on last icon on the right to download a copy of your receipt.



Alternative format:

If you require this document in an alternative format, such as large print or a coloured background, please contact IS Helpline:

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