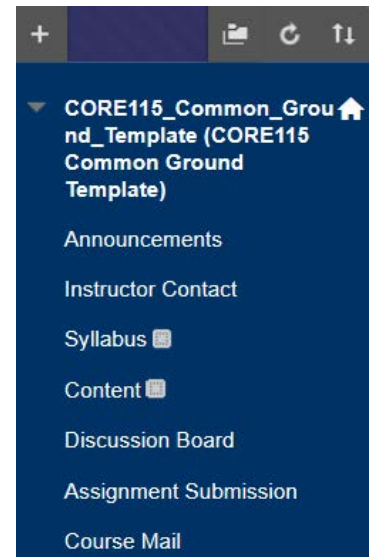




Submitting a Paper

Student users submit papers to a Turnitin assignment from the Turnitin assignment inbox for that particular assignment.

To access the Turnitin assignment inbox the student will need to click on the '5gg][ba Ybh'Gi Va]gg]cb link to view the assignments created for the course. The 5gg][ba Ybh'Gi Va]gg]cb page lists all the assignments created by the instructor for students to submit to. Turnitin assignments can be identified by the Turnitin logo to the left of the assignment.



File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

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

The file size may not exceed 20 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.

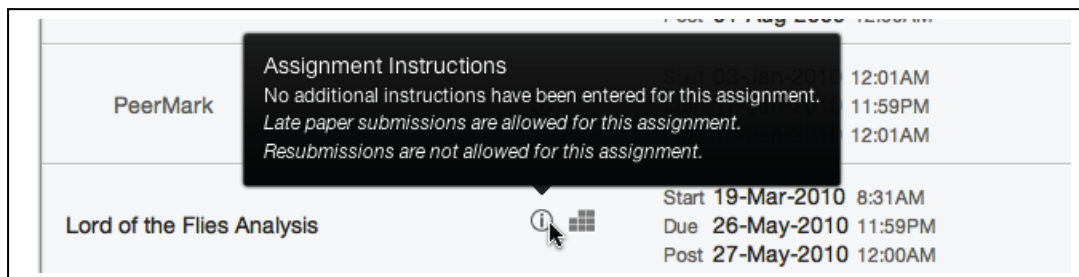
Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit.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



How to Submit a Paper

To submit a paper to a Turnitin assignment in Blackboard, the user must log in and upload a file to an existing assignment. Turnitin assignments cannot accept student submissions until the assignment start date and time has passed. Assignments may also reject submissions after the due date and time set by the instructor.

To check the start date and due date information, click on the *view/complete* link for the Turnitin assignment in the Content page. This action opens the assignment inbox showing assignment information, including start and due dates/times as well as other assignment information or special instructions.



Click on the "i" icon to the right of the assignment to view the assignment details containing information about whether resubmissions and late submissions are allowed.

There are two options for a student to submit a paper: single file upload or cut and paste.

Single File Upload

The single file upload allows students to submit to the assignment by directly loading the file from their 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.



Note: Only a single file may be submitted by a student

Tip: If there is more than one file that must be submitted to complete the directions given by an instructor, contact the instructor immediately. Additional assignments may be created, or the student users may need to combine multiple documents into a single file of an acceptable file type to be uploaded into Turnitin.



Submitting a paper by file Upload

1. In the assignment submission page click on the Turnitin assignment to open the assignment inbox for the chosen assignment.



Sisters of Charity

Click View/Complete t
>> [View/Complete](#)

2. Click on the "Submit" button to the right of the assignment name.

Submit

3. Fill in the submission title with the name of your paper

Submission title

4. Choose your uploading option, if it is saved on your computer select "Choose from this computer"

Choose the file you want to upload to Turnitin:

Choose from this computer

 Choose from Dropbox

 Choose from Google Drive

5. Click upload.

Upload

6. Review the preview panel. This is what is being submitted, if this is what you want to submit hit "Confirm" Otherwise hit cancel and repeat the steps above to put in the correct document and information.

WARNING: You must hit Submit to finish submitting your paper otherwise it will not be uploaded.

File name:
name.txt

File size:
1.66K

Page count:
6

Word count:
226

Character count:
1399

Confirm

Cancel