MOODLE
(TURNITIN INTEGRATION)

USER MANUAL: STUDENT

VERSION 1.0
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Moodle (Turnitin Integration)

❖ Submit Assignment

Step 1:

Open the course home page. Click on the course from the Dashboard.

![Diagram of Moodle interface with 'Choose course' highlighted]

Figure 1: List of Course in Student's Dashboard
Step 2:

Click on a Turnitin assignment from the course homepage. Kindly ensure that your lecturer has create the Turnitin assignment.

Figure 2: Turnitin Assignment

Step 3:

Click on the submission icon to submit the assignment.

Figure 3: Submit Paper Icon
Step 4:

Students must accept the latest Turnitin User Agreement before you can make a submission. Click on ‘Please click here to read and accept the Agreement’ to read the agreement.

Figure 4: Turnitin User Agreement Notification

Step 5:

Read the User Agreement, if you agree to its terms click I agree -- continue to proceed with your submission. Clicking I disagree -- logout will end your session and will be unable to proceed with your submission.

Figure 5: Turnitin User Agreement
**File Upload**

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

**Step 1:**

Select “File Upload” for the submission type.

*Figure 6: Choose Submission Type*

**Step 2:**

Enter the submission title.

*Figure 7: Insert the Title of the Submission*
Step 3:

3a) Drag and drop the file into the drag and drop area of the page. **OR**

![Image of drag and drop interface](image)

*Figure 8: Drag and Drop Function*

3b) Use the add a file method by clicking on the Add link. Select upload a file from the sidebar (Figure 10).

![Image of add file interface](image)

*Figure 9: Add File Function*
Figure 10: Select Upload File

Click on the “Choose File” button to select the file you would like to submit.

Figure 11: Choose File Button

Click on the “Upload this file” button to upload the selected file.

Figure 12: Upload File Button
Step 4:
Click ‘Add Submission’ when finish.

Figure 13: Submit Button

Step 5:
A screen will appear showing a digital receipt that contains Turnitin submission id and submission extract.

Figure 14: Digital Receipt
Text Submission

Step 1:
Select “Text Submission” for the submission type.

![Submit Paper](image)

*Figure 15: Choose Submission Type*

Step 2:
Enter the submission title (Refer Figure 7).

Step 3:
Copy and paste the text of the submission into the “Text to Submit” field.

![Text to Submit](image)

*Figure 16: Text to Submit field*
Step 4:
Click on the “Add Submission” button (Refer Figure 13) to submit the file.

Step 5:
A screen will appear showing a digital receipt that contains Turnitin submission id and submission extract (Refer Figure 14).
VIEW DIGITAL RECEIPT

Step 1:
Click on the ‘View Digital Receipt’ link.

![View Digital Receipt Link]

*Figure 17: View Digital Receipt Link*

Step 2:
A screen will appear showing a digital receipt, you can print this by clicking the print icon in the bottom right and view it at any time within the assignment.

![Submission Digital Receipt]

*Figure 18: Submission Digital Receipt*
VIEW SUBMISSION INBOX

Once a submission has been made to a Turnitin assignment, the submission inbox will contain the submitted paper. If the lecturer has allowed students to view the Originality Report for their paper, a percentage icon will appear once the report has been generated. If the lecturer used GradeMark to grade the paper, then once the post date passes, students will see a pencil icon that will open GradeMark when clicked.

![Table]

<table>
<thead>
<tr>
<th>Submission Title</th>
<th>Turnitin Paper ID</th>
<th>Submitted</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Digital Receipt</td>
<td>assignment1</td>
<td>655997417</td>
<td>15/12/15, 16:44</td>
</tr>
</tbody>
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Figure 19: Submission Inbox

The My Submissions tab contains the following columns:

- **Submission Title**: contains the title of the paper submitted and the status of the submission
- **Submitted**: contains the date and time of the submission
- **Similarity (if enable by lecturer)**: contains the Originality Report icon for the submission which displays the percentage of text within the paper that matches content in the Turnitin databases.
- **Grade**: contains the grade received for the paper and the GradeMark icon. Clicking on the GradeMark icon opens up the graded paper in GradeMark. After the post date of the assignment both the grade for the paper and GradeMark will be available to view.