

Submitting an Assignment to TurnitinUK

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This Quick Guide will take you through the process of submitting an assignment to TurnitinUK through MyAberdeen.

TurnitinUK is an online service which compares student assignments with online sources including web pages, databases of reference material, and content previously submitted by other users across the UK.

As of Academic Year 2011/12, TurnitinUK will be accessed directly through MyAberdeen. (Note: this is not the case with students studying Medicine or Dentistry. In this instance you should continue to access TurnitinUK via www.submit.ac.uk).

Further Information

Advice about avoiding plagiarism, the University's Definition of Plagiarism, a Checklist for Students, Referencing and Citing guidance, and instructions for TurnitinUK, can be found in the following area of the Student Learning Service website: www.abdn.ac.uk/sls/plagiarism.

Step 1 – Submitting an Assignment

Assignments that you are required to submit through TurnitinUK will be made available by your lecturer/tutor on one of the **course areas**, such as **Assessment**, within your MyAberdeen course

- Log in to your MyAberdeen account and select your chosen course from the **course list**
- Select the **course area** where the assignment has been created from the **course menu** on the left side of the homepage – your tutor will tell you where to find assignments in MyAberdeen
- TurnitinUK assignments can be recognised by the TurnitinUK icon  at the left of the assignment title
- To submit your assignment, click the **view/complete** link beneath the item title – this opens your **class homepage** of Turnitin where Turnitin assignments will be listed – **read any instructions given on the page**
- If an assignment is ready to receive submissions, a **Submit** button will appear to the right of the assignment
- Click **Submit** – the **file upload** page will appear as Step 1 of 3 in the submission process
- Select **single file upload** as your submission method (unless instructed otherwise by your tutor)
- Make sure that your name is given correctly in the **first name** and **last name** boxes
- Type the **title** of your paper in the submission title box
- Click **Browse** to locate the file you want to upload and submit on your computer
- When you have selected your assignment file, click **Upload** – when the upload process is complete you will be taken to the **preview** page where you can preview the uploaded file and confirm that it is the file you want to submit (Step 2)
- Click **Submit** to submit your assignment (or click **return to upload page** to cancel the process and re-upload a document using the process detailed above)
- If your submission has been successful, the next page will be your **digital receipt** (Step 3) – this will be sent to you via email (if unsuccessful, follow the on-screen instructions to re-submit your assignment)
- Click **Go to Portfolio** to return to the class homepage – the status of your assignment will now be updated in the inbox list - if resubmissions are permitted for the assignment, a **Resubmit** button will be visible to the right of the assignment. Follow the procedure as above to resubmit further attempts

Step 2 – Viewing More Details For Your Assignment

Your tutor may choose to make your **originality report** and **your graded paper** available to view on TurnitinUK

- Click on the **show details** link to the right of the assignment title to expand the **Assignment Inbox and Portfolio**
- Clicking the **Submission title** at the bottom left of the inbox opens a document viewer which lets you view your submission
- If available, clicking the links beneath the **Report** and **Grademark** headings, at the bottom right of the inbox, will open the corresponding documents for you to view