Moodle & Turnitin assignment submission checklist

Key tips:

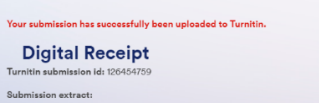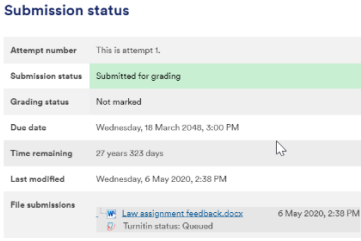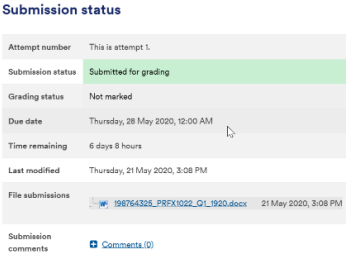1. **Submit in good time.** Please submit your assignments or take-home exams well in advance of (e.g., several hours before) the deadline so that if you have any problems you can fix them before running out of time.
2. **Convert to PDF**. Unless advised otherwise, convert your document into a readable PDF for submission (other acceptable file types are listed in the table below). Please make sure that any document you submit is readable, i.e. all pages are in the same orientation, and, for any scanned documents, that these are legible.
3. **Browser needs**. Check JavaScript and popups are enabled in your browser. Do not use Safari (Chrome is recommended) and avoid trying submission on a smartphone.
4. **Which dropbox?** Check which kind of assignment dropbox you are submitting to, as the requirements are slightly different.
5. **Audio or video?** For audio or video submissions please see [How to submit a media file via a Moodle Assignment](#)

	Turnitin Assignment	Moodle Assignment: with Turnitin report (f you aren't sure whether your dropbox includes Turnitin, follow these guidelines)	Moodle Assignment: no Turnitin report
File size up to:	40 MB	20 MB	250 MB
Filename	< 40 characters includes the suffix (e.g., .pdf)	< 40 characters includes the suffix (e.g., .pdf)	< 40 characters includes the suffix (e.g., .pdf)
A scanned document?	Must have 20 readable words as well as scan	Must have 20 readable words as well as scan	OK to submit with no readable words in the document
Turnitin Terms of Agreement	Before submitting to Turnitin for the first time you will be asked to agree to TurnitinUK's terms and conditions (popups are required for this). Agreeing to this is a condition of submitting your assignment to the University.	Before submitting to Turnitin for the first time you will be asked to agree to TurnitinUK's terms and conditions (popups are required for this). Agreeing to this is a condition of submitting your assignment to the University.	
Your submission has been successful if you see the following …..	You will also receive an email with a Turnitin receipt.	You will normally receive an email with a Turnitin receipt.	
File types	Submit .PDF, or. docx, or file format described in your assignment instructions	Submit .PDF, or. docx, or file format described in your assignment instructions	See the details of your assignment for file types. Most are accepted.

These pages may help you further:

Preparing your assignment

- Recommended ways to create PDF files for submitting assignments
- Combining multiple files into a single PDF
- Scanning handwritten work for submission
- Scanning files on University machines
- Reducing file size by optimising images
- Reduce Video File Size (Quick Guide)
- Reduce Video File Size (Background)
- Recording media for submission
- Use the Assignment Troubleshooting Guide (below)

Submitting your assignment

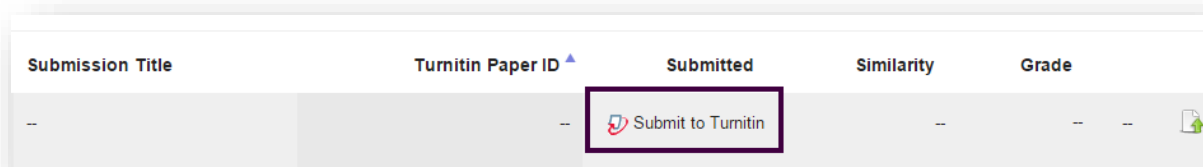- Turnitin Assignments - how to submit an assignment to Turnitin through Moodle
- Moodle Assignments - How to submit a Moodle assignment (which may also include Turnitin)
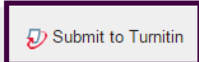- How to submit a media file via a Moodle Assignment

Failure of submission to Turnitin Assignment

NOTE: some assignments may be set up by lecturers to NOT show originality reports to students.

It is rare that submission is not successful to Moodle Assignments. For a Turnitin Assignment, your submission has been unsuccessful if:

- There is a Submit to Turnitin button as shown bellow:

- You get an error message or see a paper title but not the Paper ID

To resubmit

1. First check your submitted file against the Assignment Troubleshooting Guide, and amend the file if necessary
2. Click the resubmit button to replace the original submission. ***You can only do this before the deadline.***

For further Help contact learning-technologies@nottingham.ac.uk

Assignment Troubleshooting Guide

☐	Filename	≤ 40 characters	Filename should have no more than 40 characters (you may get an error message if filename is too long: it will be "XML Response could not be parsed") Check the assignment instructions as there is often a prescribed filename format
☐	Filename	No non-alphanumeric	Filename must not contain unrecognizable (non-alphanumeric) characters in the submission title, such as & , . ( ) % # ” / \ – { } [ ] < > : ; @. (Check there are no extra full stops other than the one before the three-letter file extension) An underscore is acceptable
☐	Filename	No letter spaces	Must not contain spaces between e v e r y l e t t e r
☐	File size	see table above	
☐	No. of pages	≤ 400	
☐	Typed words	see table above	
☐	Headers	Avoid	There have been reports that headers have prevented students from being able to submit their assignment. If your submission is not initially accepted please remove the headers and try submitting again.
☐	Columns	Keep to one	If at all possible, keep to ONE column of text per page
☐	Title of file	Keep it short	When adding a title please keep it relatively short as long titles affect the rendering size of files downloaded from Turnitin such as feedback
☐	Track Changes	Turn off	Accept or reject all changes/edits in your document and switch off Track Changes before submitting it (if you don't do this, Turnitin will match everything in the deleted and formatted text, thus falsely inflating the similarity index)
☐	File type	See List	Must be one of the file types listed below left. Turnitin may 'accept' other filetypes, but they do not generate a similarity report, nor can they be marked by GradeMark, so please stick to the filetypes listed above. PDF is recommended. For Moodle Assignments please follow the instructions you are given in your assignment.

Supported

- Microsoft Word® (.doc / .docx)
- OpenOffice Text (.odt)
- Google Docs via Google Drive
- WordPerfect® (.wpd)
- PostScript (.ps/.eps)
- Adobe® PDF
- Microsoft PowerPoint® (.pptx, .ppt, .ppsx, .pps) *
- Microsoft Excel® (.xls and .xlsx) *
- HTML
- Rich text format (.rtf)
- Plain text (.txt)
- Hangul Word Processor file (.hwp)
  *Will be converted to static PDF

Not supported

- Microsoft Works (.wps).
- Apple Pages file types.
- Spreadsheets created outside of Microsoft Excel (i.e. .ods).
- Open Office files saved as .doc, or Google Drive .odt files
- Microsoft Word 2007 macros-enabled files .docm (.doc and .docx are fine)
- Zip files may be accepted but cannot be rendered and are not recommended.