Turnitin (& Moodle) assignment submission checklist

Key tips

1. **Submit in good time.** Please submit your assignments or take-home exams well in advance of the deadline (e.g., several hours before, for assignments, or by using your **30 minutes' tech time** in exams) 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 Troubleshooting Guide). 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
6. **Practice** before you submit. Use the Test Your Text dropbox.

Check the icon on your dropbox in your module to see which kind of assignment you are being asked to submit to.

Turnitin Assignment

File size up to: 100 MB
Filename: $\leq$ 40 characters (including the suffix e.g., .pdf)
A scanned document? Must have 20 readable words in addition to the scan
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.
File types: Submit .PDF, or. docx, or file format described in your assignment instructions
Submission status: Your submission has been successful if you receive a digital receipt. The receipt will appear in a popup window, and it will confirm your submission has successfully uploaded and provides you with a submission ID number. You will also receive an email with a Turnitin receipt.

Figure 1: An example of the digital receipt

Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 220060368

Submission extract:

Moodle Assignment with Turnitin report

File size up to: 100 MB
Filename: < 40 characters (including the suffix e.g., .pdf)
A scanned document? Must have 20 readable words in addition to the scan
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.
File types: Submit .PDF, or. docx, or file format described in your assignment instructions
Submission status: You will normally receive confirmation of your submission status and an email with a Turnitin receipt.

Figure 2: An example of the submission confirmation

Submission status

Attempt number: This is attempt 1

Grading status: Not marked

Due date: Thursday, 21 Oct 2023,6:00 PM

Time remaining: 0 days 2 hours

Last modified: Thursday, 21 Oct 2023, 3:07 PM

File submissions:
    ft 198764325_PRFXl022_OU920.doc» 21 Oct 2023, 3:07 PM
      Turnitin status: Queued

Submission comment: XXX

Moodle assignment without Turnitin report

File size up to: 250 MB
Filename: < 40 characters (including the suffix e.g., .pdf)
A scanned document? Ok to submit with no readable words in the document
Turnitin Terms of Agreement: Not required
File types: Submit .PDF, or. docx, or file format described in your assignment instructions
Submission status: You will normally receive confirmation of your submission status

Figure 3: An example of the submission confirmation for Moodle assignments without Turnitin

Submission status

Due date: Thursday, 28 May 2023,12.-00 AM

Last modified: Thursday, 21 May 2023, 3:08 PM

File submission: 133751325 РЯРХ1022 О1 1920.dec»   21 May 2023,3:08 PM

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)
- Guidelines for students recording audio and video for submission for assessment

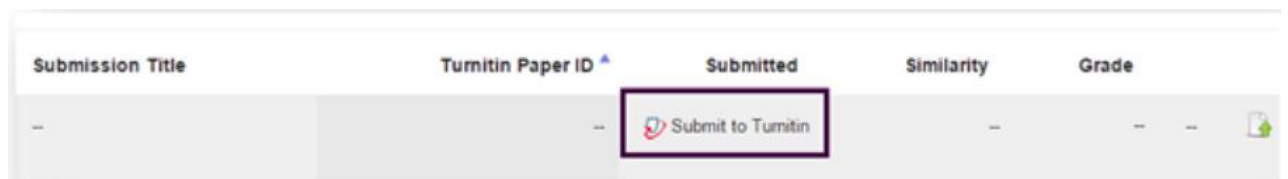*Submitting your assignment*
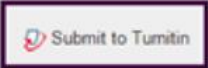
- Turnitin Assignments - how to submit an assignment to Turnitin through Moodle
- Moodle Assignments - How to submit a Moodle assignment
- How to submit a media file via a Moodle Assignment

If submission to Turnitin Assignment fails

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 still showing.

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.**

Assignment Troubleshooting Guide

Filename length
Recommendation: <40 characters
Guidance: 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 format
Recommendation: No nonalphanumeric characters
Guidance: 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 spaces
Recommendation: No letter spaces
Guidance: Must not contain spaces between   e v e r y l e t t e r

File size
Recommendation: Must be less than 100 MB
Guidance: To be certain it's accepted, we recommend no more than 50 MB if possible

Number of pages
Recommendation: Maximum is 400

Typed words
Recommendation: 20 or more
Guidance: You must have at least 20 typed words. If your document is scanned, combine it with a PDF generated from Word or similar with 20 readable words or more. For example: add the details of the assignment, a title, etc.

Header (Insert header option)
Recommendation: Avoid
Guidance: 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
Recommendation: keep to one column
Guidance: If at all possible, keep to ONE column of text per page

Title of file
Recommendation: Keep it short
Guidance: When adding a title within the submission page, please keep it relatively short as long titles affect the rendering size of files downloaded from Turnitin such as feedback.

Alignment
Recommendation: left-justified
Guidance: Don't use fully justified text: it may be rejected.

Track changes
Recommendation: Turn off
Guidance: 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

Recommendation: See list below

Guidance: Must be one of the file types listed below. Turnitin may 'accept' other filetypes, but they do not generate a similarity report, nor can they be marked, so please stick to the filetypes listed. PDF is recommended. (For Moodle Assignments please follow the instructions you are given regarding your assignment.)

Supported filetypes (Turnitin)

- 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)

Filetypes not supported by Turnitin (but may be accepted by Moodle)

- 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 macrosenabled files .docm (.doc and .docx are fine)
- Zip files may be accepted but cannot be rendered and are not recommended

For more help

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