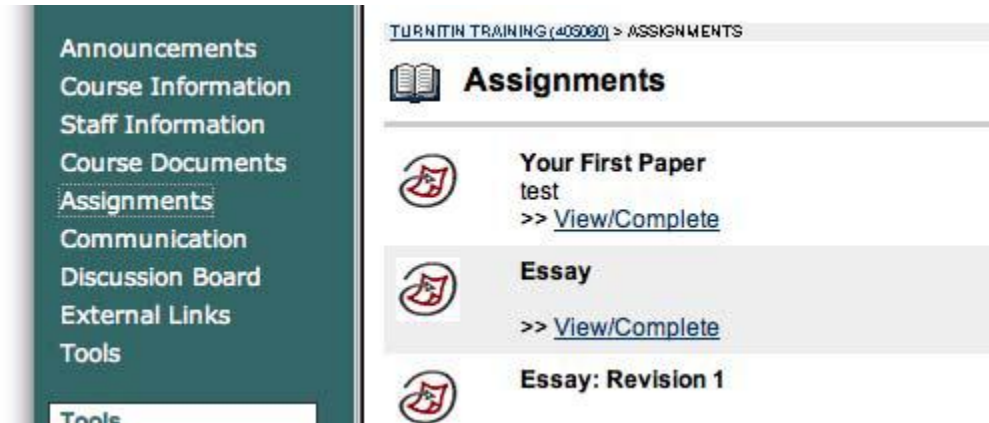


How to Submit a Turnitin Assignment in Blackboard

1. Log into Blackboard and access the content area where the assignment resides. Turnitin assignments can be identified by the Turnitin logo to the left of the assignment.



Note: 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.

2. Click on the view/complete link for the Turnitin assignment in the assignments 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.

#	assignment
	Assignment Demo
1	start: 11-05-08
	due: 11-12-08

3. Click the submit icon to submit your paper.
4. On the next screen, leave the submission method as “single file upload”.



choose a paper submission method:

Your name should be pre-populated.

5. Enter a title for your submission.

first name *

last name *

submission title *

6. Click the Browse button and select the file to upload.

browse for the file to upload *

7. Click upload to upload the file. A status bar will appear displaying the upload progress.

[cancel, go back](#)

8. Review the preview panel. This is a text only version of the paper being uploaded. Confirm it is the correct version of the file to send.

Preview

The central theme of Nicholas Nickleby is flattery. In his fashion,

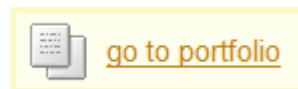
9. Click Submit.





Warning: This step must be completed, or the submission is not finished. The paper will not be available to the student or the instructor.

After the submission has been completed, a digital receipt is displayed on the screen. A confirmation is also sent via e-mail. Save the receipt and the paper ID it contains, as this is proof of a completed submission.

Click “go to portfolio” to view the dashboard. You can return to this view by clicking



View/Complete Assignment.

#	assignment	submit	title	submitted	contents
9	Test Assignment start: 09-29-09 due: 10-06-09		Test Submission	09-29-09	  

Click the Assignment title to view the Assignment

Click the Paper icon to download your submission

Click the Submit icon to re-submit (if permitted by instructor)

Click your submission title to view the submission.

Resubmitting

Some assignments may allow students the ability to overwrite their previous submissions until the due date. This setting is chosen by the Professor.

To resubmit, click the submit icon  and follow the previous instructions.

Note: Only a single file may be submitted by a student user to any Turnitin assignment. Any second or subsequent submission will overwrite the original file submission in this assignment. Multiple files cannot be uploaded to the same assignment by a student.

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.

Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

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.

Tip: When converting a file to a new file format, users should rename their file with a name other than that of the original file. This is suggested to prevent permanent loss of the original formatting or image content of a file due to it being overwritten.