

# SacCT

## Submit a Turnitin Assignment

### HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

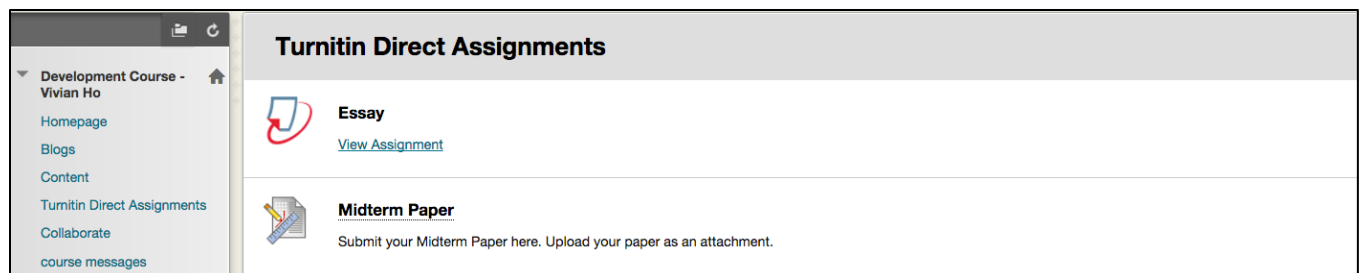
### WHAT IS TURNITIN?

Turnitin is an online plagiarism prevention tool for students and instructors to use when developing quality writing and research skills. Turnitin is available for both students and instructors to use in SacCT. In the following sections we will go over how to access a Turnitin assignment, review the main areas in Turnitin, and learn how to submit an assignment and review a submitted assignment.

### ACCESS THE ASSIGNMENT

- step 1.* Login to [SacCT](#)
- step 2.* Click on the Course name
- step 3.* From the Course Menu, click on either Content or Assignments depending on where your professor placed the Turnitin assignment.
- step 4.* Under the assignment name, click on **View Assignment**.
- step 5.* The **Assignment Information** page will display.

Now that you have opened up your assignment, read through the assignment instructions carefully. In the next section, we will go over the main areas in the Turnitin Assignment layout.



## TURNITIN ASSIGNMENT OVERVIEW

There are two main areas in a Turnitin Assignment:

1. **Submit-** area that allows you to submit your assignment electronically.
2. **Submissions Inbox-** contains an overview of your assignment submission(s) including the date submitted, a link to the originality report and grade.

Status	Start Date	Due Date	Post Date	Grade Total	Tools
Active	22 Dec 2015 09:57	22 Jan 2016 09:57	22 Jan 2016 00:00	100	

Please submit something.

Search

Paper title / author	Paper ID	Date Submitted				
Vivian Ho -						

After reviewing the main areas in a Turnitin assignment, you now can proceed to the Submit section to upload your assignment.

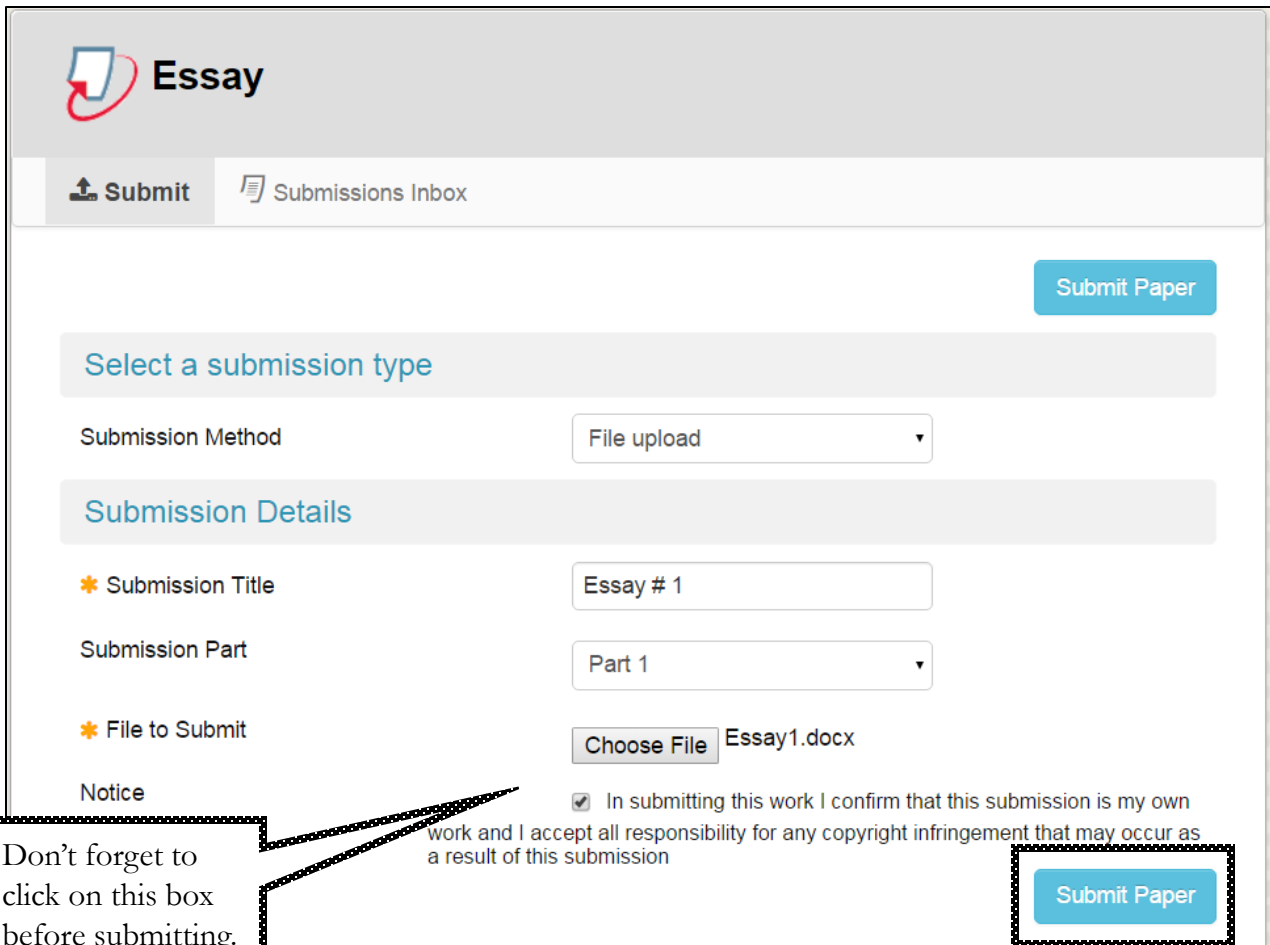
## SUBMITTING AN ASSIGNMENT

Turnitin currently accepts file types such as Microsoft Office (Word, Excel, PowerPoint), Google Docs, Plain text, Adobe PDF, OpenOffice Text, WordPerfect, PostScript, HTML, and Rich text format. Depending on the instructions provided to you, you might be able to submit your paper as an attachment or as a text submission.

### Submit an Assignment using File upload

- step 1.* Click on the **Submit** Tab.
- step 2.* Next to the **Submission Method**, click on the drop down arrow to **File upload**.
- step 3.* Enter a name for your assignment submission in the **Submission Title** field.

- step 4.* Next to File to Submit, click on **Choose File** to browse for the file on your computer.
- step 5.* Make sure to read and select the box next to the disclaimer.
- step 6.* Once you have uploaded a file, click on **Submit Paper**.



**Essay**

Submit Submissions Inbox

Submit Paper

Select a submission type

Submission Method File upload

Submission Details

\* Submission Title Essay # 1

Submission Part Part 1

\* File to Submit Choose File Essay1.docx

Notice  In submitting this work I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission

Submit Paper

Don't forget to click on this box before submitting.

## Submit an Assignment using Text Submission

- step 1.* Click on the **Submit** tab.
- step 2.* Next to the **Submission Type**, click on the drop down arrow and select **Text submission**.
- step 3.* Enter a Name in the **Submission Title** field.
- step 4.* Type or paste in your response in the **Text to Submit** box.
- step 5.* Read the Notice and click the checkbox
- step 6.* Click on **Submit**.

**Essay**

Submit Submissions Inbox

Submit Paper

Select a submission type

Submission Method Text submission

Submission Details

\* Submission Title Essay # 1

Submission Part Part 1

\* Text to Submit

their enormous tragedy on European invaders; instead, they attributed their own ravaging epidemics to a conspiracy among the animals they hunted or to the displeasure of a divine spirit. The contrasts between Amerindian and white American notions about epidemics need to be probed, not just reported

Notice  In submitting this work I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

Submit Paper

Don't forget to click on this box before submitting.

Once you have submitted your assignment, you can verify that it was submitted by going to the Submissions Inbox tab.

## REVIEWING A SUBMITTED ASSIGNMENT

This section will cover how to review a submitted assignment once your professor has finished grading it.

To view your submitted assignment, click on the **Submissions Inbox**.

The screenshot shows the Canvas LMS interface for reviewing a submitted assignment. The top navigation bar includes a 'Submit' button and a 'Submissions Inbox' tab. Below this, there are tabs for 'Part 1', 'Part 2', and 'Part 3'. A table displays the assignment details, including Status (Active), Start Date (22 Dec 2015 09:57), Due Date (22 Jan 2016 09:57), Post Date (22 Jan 2016 00:00), and Grade Total (100). A search bar and pagination controls are also visible. Below the table, a list of submissions is shown, with one entry for 'Vivian Ho - Essay #1' showing a 'Date Submitted' of 'Dec 22nd, 2015 1:48 pm' and a 'Grade' of 'Pending'.

In the Submissions Inbox, there are 6 important sections.

- 1) **Status**- shows if the assignment is in active or completed.
- 2) **Dates**- the start date, due date and postdate for the assignment are listed.
- 3) **Grade Total**- shows the total number of points the assignment is worth.
- 4) **Paper title/author**- area where your submitted assignment(s) will be listed. Assignment submissions will begin with the user's name followed by a link to the assignment submission.
- 5) **Date Submitted**- shows the date and time that the assignment was submitted
- 6) **Grade**- the grade that your instructor gave you










## VIEWING GRADE

When your instructor has finished grading, you will be able to see any comments in the GradeMark section and your grade will appear on top right hand corner of the page.

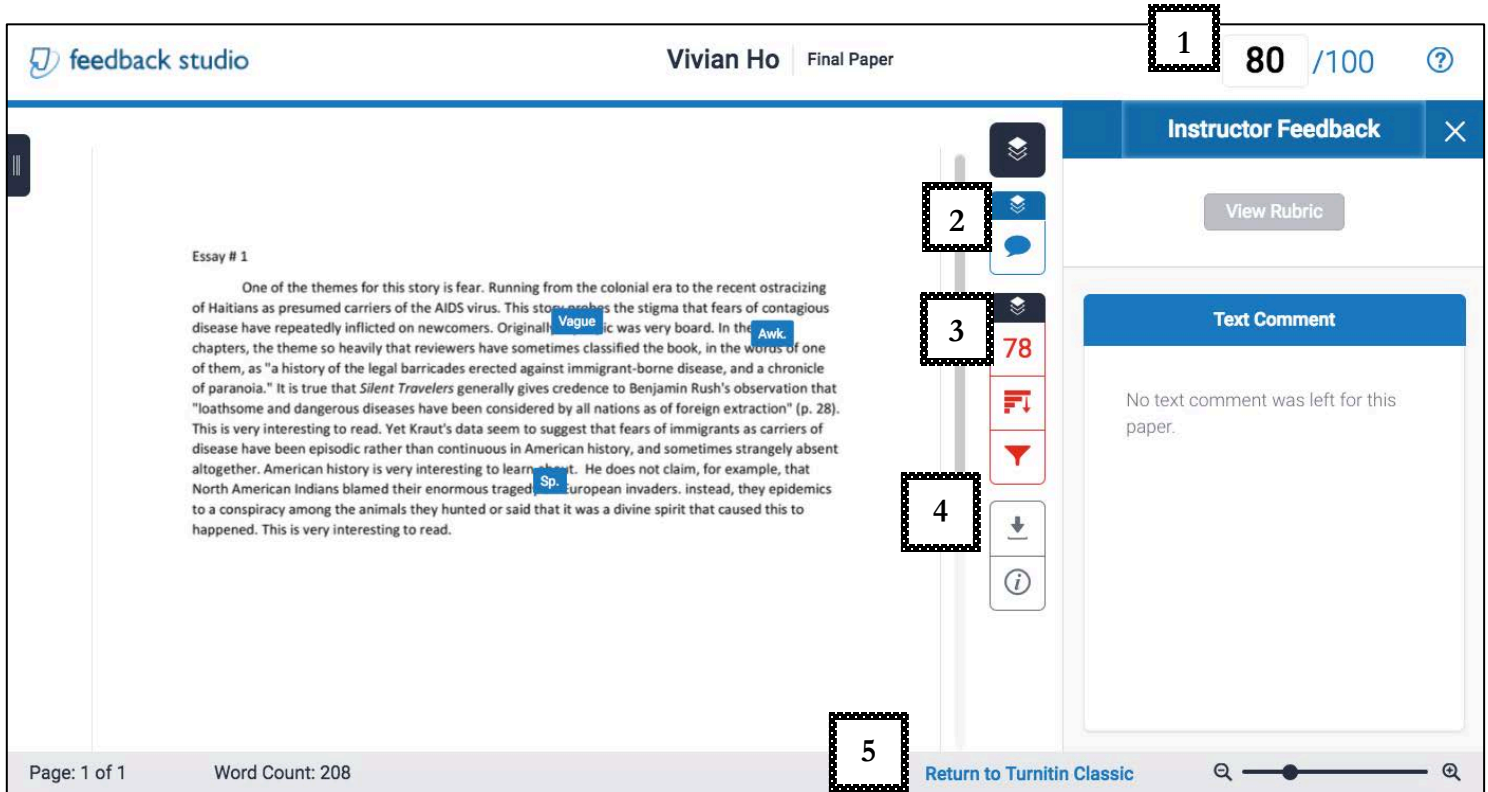
To access your grade, click on the assignment submission link or the score under the Grademark icon.

Click on the assignment submission link.

Click on the score.

Paper title / author	Paper ID	Date Submitted							
 Crysel Vera - Crysel Paper	695976223	Aug 16th, 2016 11:30 am							
				80	80	 97%			

The Originality Report along with the GradeMark section and your grade will be listed.



The screenshot shows the Turnitin Feedback Studio interface. At the top, the student's name "Vivian Ho" and "Final Paper" are displayed. The score "80 /100" is shown in the top right corner, with a circled "1" next to it. The main content area displays "Essay # 1" with a paragraph of text. The text contains several highlighted words: "Vague", "Awk.", and "Sp.". To the right of the text is a vertical toolbar with icons for navigation and actions, with a circled "2" next to the top icon and a circled "3" next to the "78" icon. Below the toolbar is a circled "4" next to a download icon. At the bottom of the interface, there is a circled "5" next to the "Return to Turnitin Classic" link. The bottom status bar shows "Page: 1 of 1" and "Word Count: 208". On the right side, there is an "Instructor Feedback" panel with a "View Rubric" button and a "Text Comment" section that says "No text comment was left for this paper."

Legend	
1	Your score for the assignment.
2	Instructor Feedback side panels allows your instructor to give you more general feedback on your paper.
3	Match Overview side panel shows your originality report.
4	You can download and/or print your originality report along with your paper.
5	There is an option to return back to the Turnitin Classic layout.

## Turnitin Originality Report

The Turnitin Originality Report page will appear under the Match Overview panel. The report provides a summary of matching or similar text in your submitted paper.

The screenshot displays the Turnitin Match Overview interface. On the left, a document titled "Essay # 1" is shown with a red highlight and a small red icon indicating a match. The main content area shows a paragraph of text with several red highlights and small red icons. On the right, a red "Match Overview" panel is visible, displaying a large "78%" score. Below the score, a list of matches is shown, including "Submitted to California..." with a score of "78%". A callout box points to the "78" score in the list, containing the text "Summary of the originality report." The interface also includes a "Return to Turnitin Classic" link at the bottom right and a "Word Count: 208" indicator at the bottom left.



### TIP : Turnitin Support Website

To learn more about the details of a Turnitin Originality report please refer to the student resources on our [Turnitin Support Website](http://www.csus.edu/atcs/tools/turnitin/index.html) (<http://www.csus.edu/atcs/tools/turnitin/index.html>).