

Submission Checklist

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Have you read the Assignment Brief?

Make sure you read the submission information carefully. This will give you important information like the file format, file size and the deadline for the submission.

The screenshot shows the 'Arts Moodle' submission interface. It features a navigation bar with 'Courses > Introduction to Moodle > Course Information > Assignment Submission'. The main content area is titled 'Arts Moodle' and includes a 'My Submissions' section. A table lists submission details with callout boxes pointing to specific elements:

- Check how many parts you need to submit:** Points to 'Part 1', 'Part 2', and 'Part 3' in the submission list.
- Date/time the submission opens:** Points to the '1 Nov 2016 - 10:40' column.
- Date/time the submission closes:** Points to the '3 Nov 2016 - 12:30' column.
- Date/time the report is displayed:** Points to the '5 Nov 2016 - 12:31' column.
- Information about the submission will be here. Make sure you read this as it will have vital information:** Points to the 'Summary' section, which includes details like 'Search Proposal', submission instructions, and a 'Refresh Submissions' button.

At the bottom, a table shows submission statistics:

* Submission Title	* Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade
Assignment Title_12345678	61228835	2/11/16	56%	100	

Is the file in the correct format?

Assignment briefs will normally specify the type of file you must submit your work, this is generally DOC, DOCX or PDF format. However, if an assignment is set to *allow any file type*, Turnitin will accept any file:

- is less than 40mb
- has a minimum of 25 words within the file
- has less than 400 pages
- has no spaces between each letter `like this`

Turnitin will accept

If the assignment is set to allow only file types that Turnitin can check for originality, Turnitin will only accept files that can generate Originality Reports. This includes:

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

Note: If you are using an unsupported word processor, you may need to save your plain text file as .txt or .rtf in order to upload to Turnitin.

Note: If submitting with Google Drive™, third party cookies must be allowed in your browser, otherwise, any attempts to sign into Google to upload from Google Drive will fail. Do not upload Google Doc (.gdoc) files directly to Turnitin; a .gdoc file does not store the document, but contains a reference to it online, in Google Docs.

Note: Turnitin will not accept PDF image files, forms, or portfolios, files that do not contain highlightable text (e.g. a scanned file - usually an image), documents containing multiple files or files created with software other than Adobe Acrobat®.

Note: The version of the file that can be viewed in the Document Viewer will look the same as it would if the Excel file had been saved as a PDF and submitted to Turnitin. We highly recommend that users pay attention to the image preview provided in the single file submission to verify that the file is presented in an acceptable manner. Users can adjust the way the file looks by editing the page setup and print area settings for the file prior to saving it and submitting it to Turnitin.

Turnitin will not accept

Turnitin will not accept the following to generate Originality Reports:

- Password protected files
- Microsoft® Works (.wps) files
- Microsoft Word 2007 macros-enabled .docm files
- OpenOffice Text (.odt) files created and downloaded from Google Docs online
- Document (.doc) files created using OpenOffice, as they are not 100% Microsoft Word equivalent
- Apple Pages
- Spreadsheets created outside of Microsoft Excel (i.e. .ods)
- Text with visual effects

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.

Rename the file so that it is meaningful for example;

- Managing Fashion Marketing abc12345678.docx
- Dissertation abc12345678.pdf
- Unit8 Submission abc12345678.docx

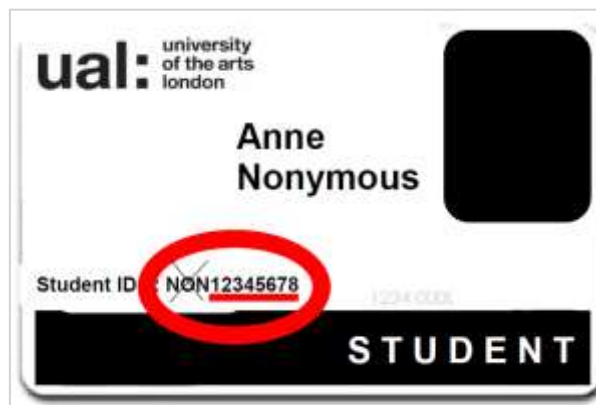
Beware: Check that your file is named correctly. If the file ends in .doc.docx it will load in Turnitin but will produce a blank document.

Should you be submitting anonymously?

If your assignment should be anonymous please follow these steps:

- Your essay will be marked anonymously so do not put your name anywhere on your work, instead please enter the number part of your Student ID only (do not include the first three letters of your surname) in the header and footer.

~~NON~~12345678



- Submit the file in the format specified in your assessment brief and make sure your file name begins with the number part of your Student ID Number only

PREPARING YOUR WORK FOR ANONYMOUS MARKING:

When submitting work

- **DO NOT include your name or full student ID in the Submission Title or anywhere in the body of the work**
- **DO include your Student ID number without the first 3 letters of your surname in the Submission Title**

SUBMITTING WORK:

CORRECT:

A screenshot of a submission form titled "Submit Paper". It features a "Submission Type" dropdown menu set to "File Upload". Below it, the "Submission Title" field is highlighted with a green border and contains the text "12345678 - 'My Submission Title'".

WRONG:

A screenshot of a submission form titled "Submit Paper". It features a "Submission Type" dropdown menu set to "File Upload". Below it, the "Submission Title" field is highlighted with a red border and contains the text "John Smith SMI12345678 - 'My Submission'".

- You must include the Anonymised Essay Cover Sheet as part of this document.

Anonymised Assignment Cover Sheet

Student ID Number – number part only :	
Course Title:	
Unit Title:	
Assignment Title:	
Date:	
Assignment Question:	
Word count (excluding title page, bibliography and appendices):	

*All work contained within is my own work and conforms with
the University guidelines on plagiarism*

*No substantial part(s) of the work submitted here has also been submitted by me in other
assessments for accredited courses of study, and I acknowledge that if this has been done an
appropriate reduction in the mark I might otherwise have received will be made*

- Ensure you keep the email receipt of your successful submission.
- View the [Anonymous Marking Policy](#)

Is the file more than 40MB in size?

The file size of your assignment should be no more than **40MB** when you upload your written assignment. Turnitin will not accept an assignment that is larger than **40MB** and you will get an error message.

Compress your PDF file

If your file exceeds this limit, use the following sites to help compress your PDF file:

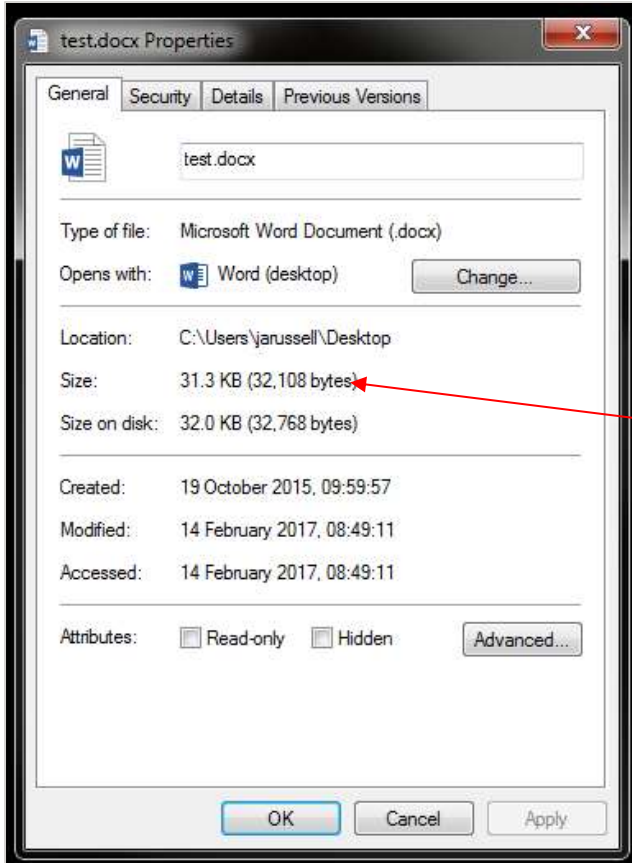
- <http://smallpdf.com>
- http://www.ilovepdf.com/compress_pdf
- <https://www.pdfcompress.com/>
- <http://pdfcompressor.com/>

Compress the image sizes in your Microsoft Word file

If your file size is too big it may be that your assignment contains uncompressed or un-optimised images or charts.

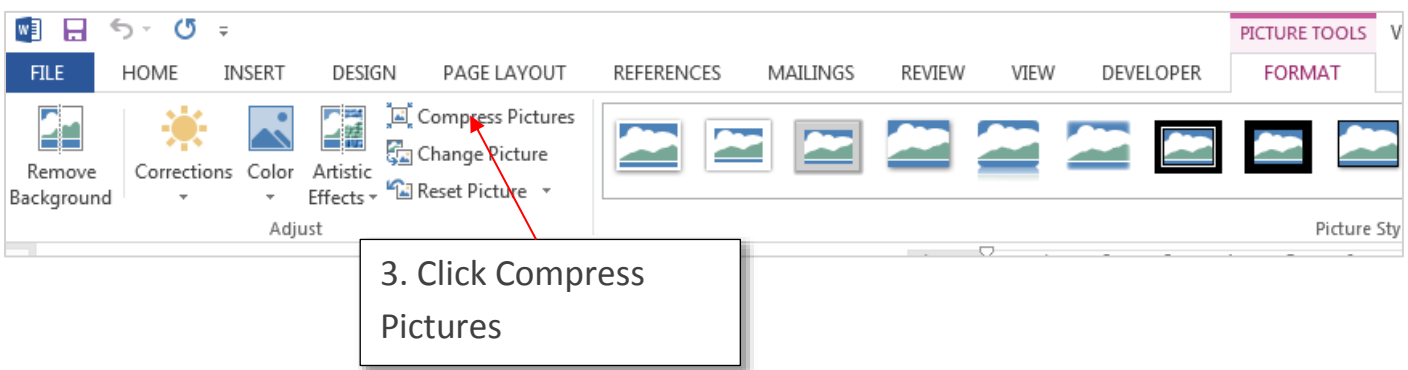
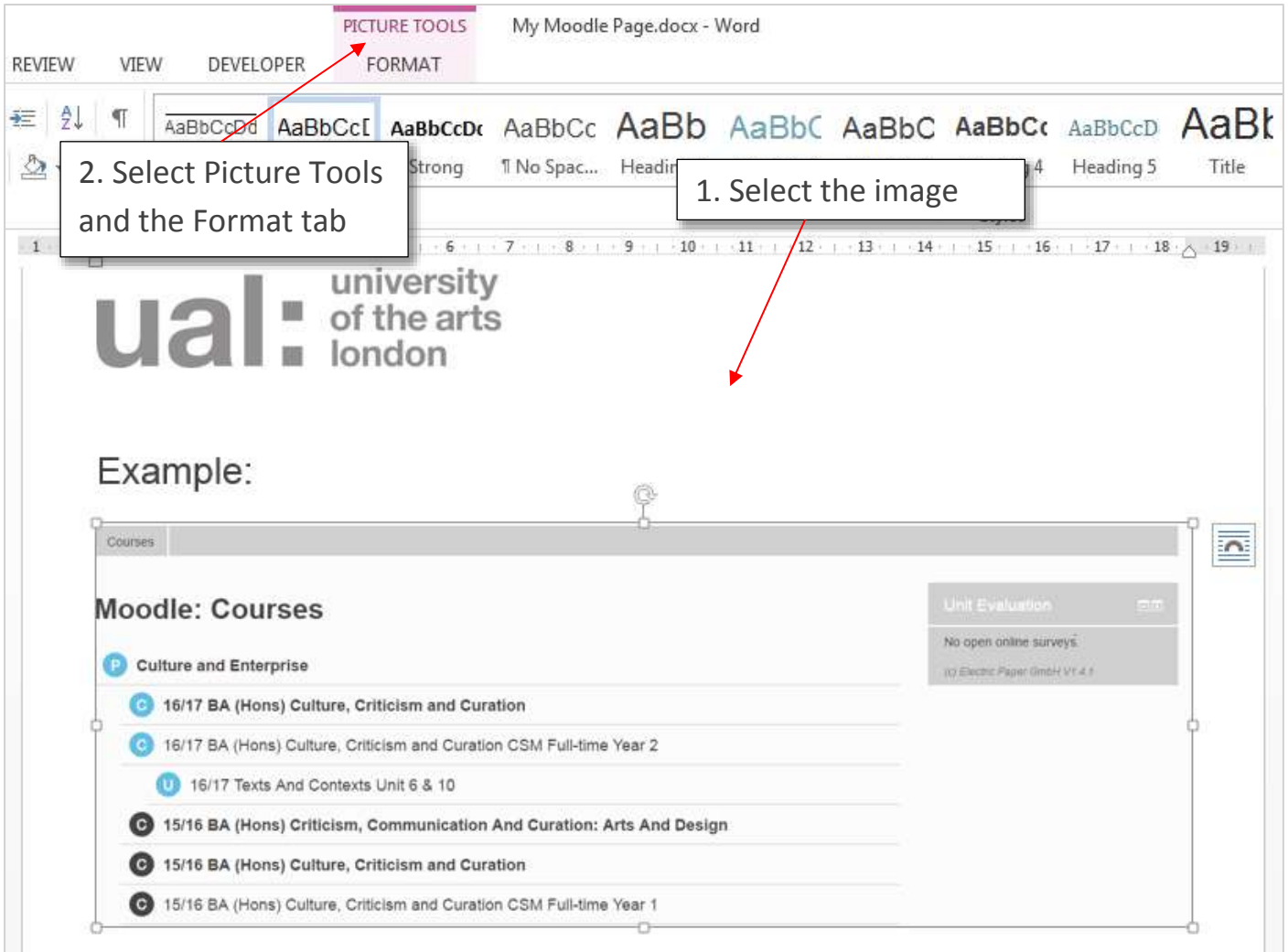
How to check your file size

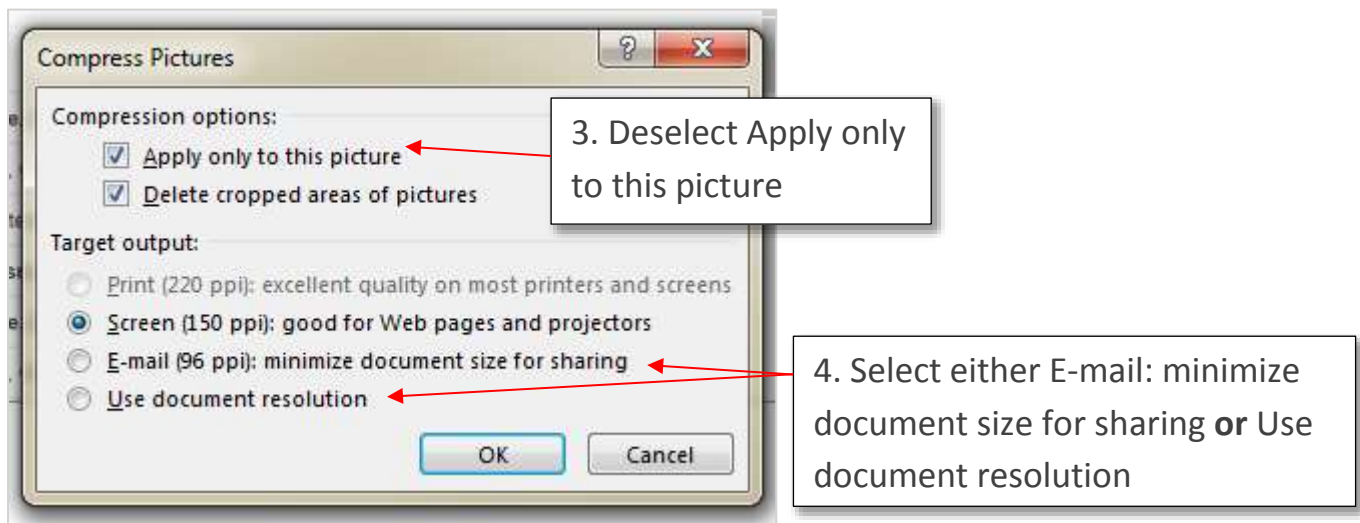
Right click on the file and select properties.



1. The size of your file will appear here

How to compress your images





Compressing images before you add them to your document

- Keep your image file size to around 100KB.
- Avoid compressing your images too much as the image quality will be poor.
- Check the file size of the image you want to put into your assignment document before you add it, right click on the image file and select properties.

Will Turnitin accept image files?

Does your file have scanned images?

In order for an image file to be accepted as a submission and be marked directly in GradeMark:

- The assignment must be set to “Allow any file type”
- The image file must be less than 40 MB
- The image file must be in one of the following formats: JPEG, GIF, PNG, TIFF, BMP, or PICT
 - Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, OpenOffice (ODT), Hangul (HWP), Google Docs that have little or no text also qualify as image files
 - Image files that are not one of file formats listed above will be accepted as submissions under “Accept Any File Type”

Are you using a supported internet browser on a stable connection?

Supported internet browsers on a stable connection are:

- Firefox
- Chrome
- Safari

Internet Explorer is not a supported internet browser.

If the connection is slow this can cause the page to time out.

Are you using AVG anti-virus software?

Firewall / Anti-virus

Your computer's firewall or anti-virus software (e.g, AVG) may be preventing Turnitin from working properly. If this is the case then you should add the following as a "safe site" (i.e, Trusted Site or WhiteList) to your firewall and/or browser:

- *.turnitin.com
- *.submit.ac.uk
- *.edgecastcdn.net
- *.edgecast.net

If you do not know how to do this, please contact the help desk for the antivirus/firewall program in question for instructions. Also, you must use a supported internet browser in order to successfully submit a paper.

Note: All submissions should be made through Moodle and not Turnitin directly.

Do not leave it until the last minute!

Leaving submissions to the last minute can be catastrophic in some instances.

- You may upload the wrong document
- You may get an error message and not be able to upload your document in time
- Your computer may have connection problems
- Support staff may not be able to assist you at that time

Further Support

Additional support is on hand should you require help. Contact the Digital Learning team at dlsupport@arts.ac.uk



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