Submitting your essay electronically using Blackboard and Turnitin

Please do not leave your electronic submission to the last minute: when there is heavy traffic through the 'Turnitin' system, it slows down. If your essay is finished and printed before the deadline, then don't wait to upload it.

A.   Preparing your Work for Electronic Submission
1.   Make sure that your work is anonymised, for paper and electronic submission. Do not put your name in the header or footer or front page of your work.
2.   Don't use your own name in the filename: Blackboard will identify your work by your Blackboard username, so your essay will not get lost in the system.
3.   Keep the filename for your essay simple: no spaces or punctuation characters (except _underscore) and don't use a fullstop except at the end, where the file prefix is (.pdf or .docx)

B.   How to submit a Turnitin assignment
1.   Log into Blackboard, click on the 'Enrolments' tab, and then click on the Blackboard course for the relevant module. If you have more than one essay to submit, you will need to submit them one at a time, each time going through the Blackboard course for that module.
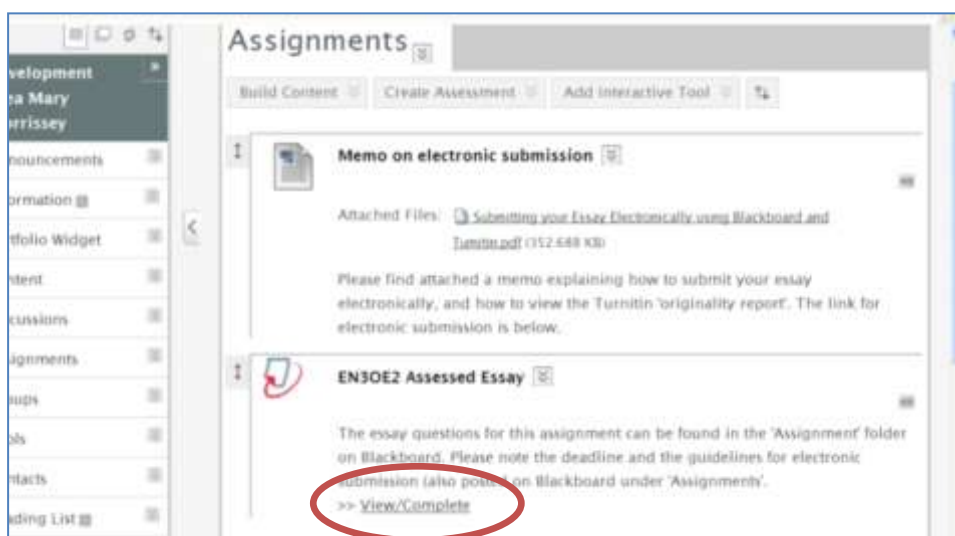
2.   Once in the Blackboard course for the module, you need to find the link for electronic submission. This will usually be found in a folder called 'Assignments' or 'Essay questions' (or something similar) in the left hand menu. Check the information provided by your module convenor before contacting them to query the location of the link.

You will see a link for uploading your work. It will have the 'Turnitin' logo (grey page in a red circle) and a link called '>>View/Complete':

3. Click on the '>>View/ Complete' link.
A new page opens with the 'Assignment Inbox'.

There are three steps to submitting your work.

4.   Step 1 'Submit paper by file upload':

- – Select submission method (single file).
- – Select author (your name from the drop-down list) or type in your name.
- – Type in the essay title (remember to keep the filename for your essay simple: no spaces or punctuation characters (except _underscore) .
- – Make sure the file is in the correct format and that it is smaller than 20 MB (unless there are big pictures, this should not be an issue).
- – Click 'Browse' to find the essay where you have saved it (on your desktop or pen- drive etc.)
- – Select the relevant file from your folders and click 'Open'.
- – **Click 'upload'.**
- – If you cannot upload your document, use the check-list above to make sure that you have taken all of the necessary steps.
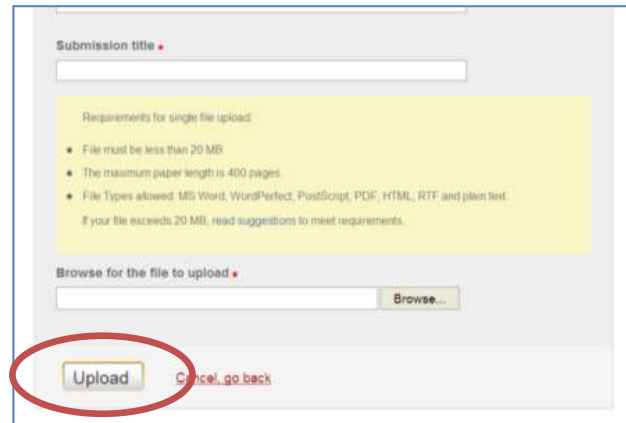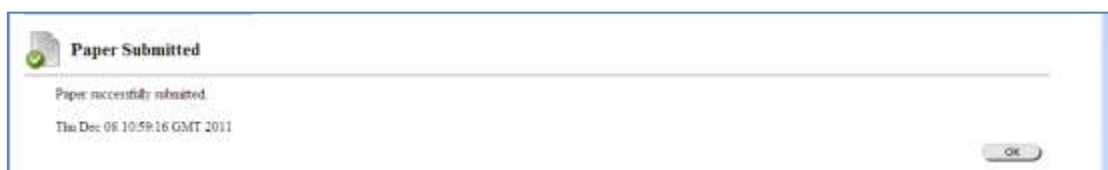
5.   Step 2: A new page opens with the preview panel. This is a text-only version of the paper being uploaded. Check over what you see in the preview to make sure that it is the right file to upload.

Step 3: If you are happy with everything click 'submit'
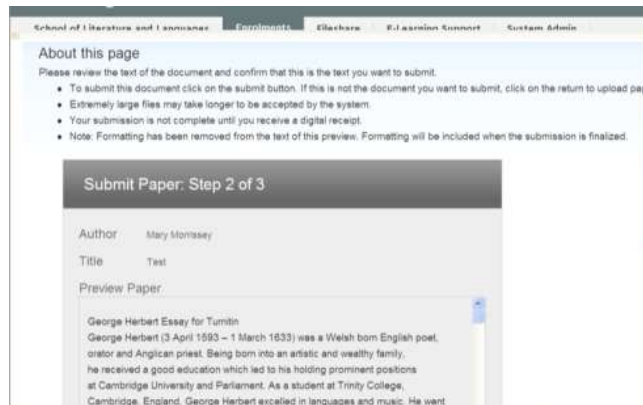
You must click 'submit' to complete the submission.

6.   You will now see a 'Paper successfully submitted' message.

You can also confirm your essay submission by accessing the My Grades area (click on the 'Tools' option on the left-hand menu). An exclamation point will appear next to any assignment that has been successfully submitted.

Planet Paper	Details	Dec 15, 2008 11:38 AM	!	100
Pluto Opinion		Grading Period: None		10
17-Jupiter mass object		Category: Assignment Description:		15
Extra Credit Assignment	Details	-		0

At busy times, the Turnitin system may not give you a confirmation email with reference number straight away, but as long as the assignment shows up in the My Grades area (with either a grey or coloured icon), it has been submitted successfully.

C. How to view the Originality Report on your Essay

You can access the originality report for your essay any time before the due date for submission, but not afterwards.

1. Go back to the folder ('Assignment', or 'Essay', etc.,) where you began the process of uploading your work.
2. Find the assignment (i.e. 'EN3OE2 Essay', 'Dissertation', etc.,) and click on the 'View/ Complete' link again.
3. This brings you to the 'Assignment Inbox'.
4. Click on 'Show details'

5. Click on the Originality Report icon to the right of the paper's title.

The colour coding works from blue (no matches) to red (a lot of material in the essay matches material found in the database) :

You will be offered a 4 minute video explaining the Originality Report and other features of Turnitin. You only need to look at the sections related to the Originality Report, so you are strong advised to look at this short explanation.

The originality report will show all of the text in your essay that has been matched to sources in the database being highlighted, a different colour for each source:

An Originality Report does not *prove* that a piece of work has been plagiarised.

The Turnitin software simply compares strings of words in your essay with all of the other material available in its database (everything on the web and the other essays that have been submitted to Turnitin in other UK universities) and looks for strings of words that match. Sometimes the matches it finds are completely legitimate: A long quotation that is indented (and therefore not in inverted commas) will come up as a match, but this is not plagiarism. The Originality Reports generated for each assignment will be examined by a tutor, so that legitimate matches can be distinguished from cases of collusion or plagiarism.

Turnitin is simply a tool to help your tutors find sources that contain text similar to the submitted work. If your originality report finds a high percentage of matches, you might want to re-

examine your work, to check that you are referencing quotations properly, using secondary sources appropriately and are not being too reliant on the critics you have read.
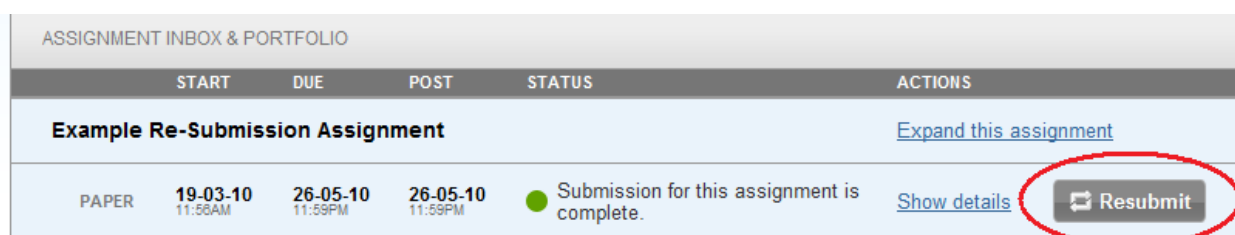
Also Note: While an Originality Report is generating, the originality report icon will appear in gray. The first time that you submit your essay, the originality reports should be available about ten minutes later. If the system is very busy this will take longer, perhaps up to 24 hours. Originality reports for essays that have been resubmitted can also take up to 24 hours to generate and the system will not let you resubmit until the originality report has been produced.
PLEASE NOTE: *Only submit the final version within the last 24 hours before the deadline and do not leave electronic submission until the last minute.*

D.   Re-submitting.

You can revise your work and then upload the revised version, if you wish. You will need to resubmit through the link that you used the first time. This must be done before the deadline.

1. Go back to the folder ('Assignment', or 'Essay', etc.,) where you began the process of uploading your work.

2. Find the assignment (i.e. 'EN3OE2 Essay', 'Dissertation', etc.,) and click on the 'View/ Complete' link again.
3. This brings you to the 'Assignment Inbox', as it did when you viewed the originality report.
4. To resubmit a paper, click the 'Resubmit' button.
5. This will present you with a warning, that in resubmitting it may take up to 24 hours for your new originality report to be completed. Click 'OK' (unless it is within 24 hours of the deadline and this is not your final version).

    DO NOT submit a draft within 24 hours of the essay deadline, as you will be in danger of having your draft essay marked as the final version.

6. If you clicked 'OK' you will then be asked for your name and submission title as if you were submitting for the first time. *Please don't change the file name, so that the system recognises this as the final version of the same document.*

Please note the University's policy regarding plagiarism and the use of software to assist academic staff in the identification of cases of academic misconduct:

> **It is a requirement that all work that students submit is their own and is not copied from others, and that all quotations and sources are duly acknowledged. In doing a piece of work, students will, of course, use sources, and the University generally encourages students to discuss their work with others. The final writing of a piece of work should be the student's, however, and to gain high marks students are expected to add value to material which they use. For further details, see the advice about plagiarism in your student handbook.**
>
> **It occasionally happens that we receive work which appears to have plagiarised material in it and, in common with other universities, the University of Reading subscribes to a Plagiarism Detection Service for comparing work received with that of other sources. Students agree that by taking their programme, all required work may be subject to submission for textual similarity review to this service for the detection of plagiarism. All submitted papers may be included as source documents in the system's reference database solely for the purpose of detecting plagiarism of such papers in the future. Use of the plagiarism service shall be subject to such Terms and Conditions of Use as may be agreed between the Service and the University of Reading from time to time and posted on the Service's and University's websites.**

We also hope to help those students who are concerned to develop their skills in using secondary sources and who worry about inadvertently producing work that might be suspected of plagiarism. Detailed advice can be found from the Study Advice website (http://www.reading.ac.uk/internal/studyadvice/StudyResources/Reading/sta-plagiarism.aspx) and from the Study Advisors themselves. Your department will also have some guidance and information available: check your student handbook. Please refer to these sources of information, and make an appointment to speak with your seminar tutor if you are in any doubt.

Problems? **Try Blackboard Help (search the 'Assignments and Grades' folder under the 'E-Learning support' tab,** or contact the Blackboard Local Administrator (**m.e.morrissey@reading.ac.uk** for English Literature, **j.i.brooks@reading.ac.uk** for Modern Languages). Please remember that members of staff have a different interface for some of these Blackboard pages, so we may be unaware of problems until alerted to them by you. A status report for Turnitin is usually posted on the Blackboard login page: sometimes the problem is not your fault!