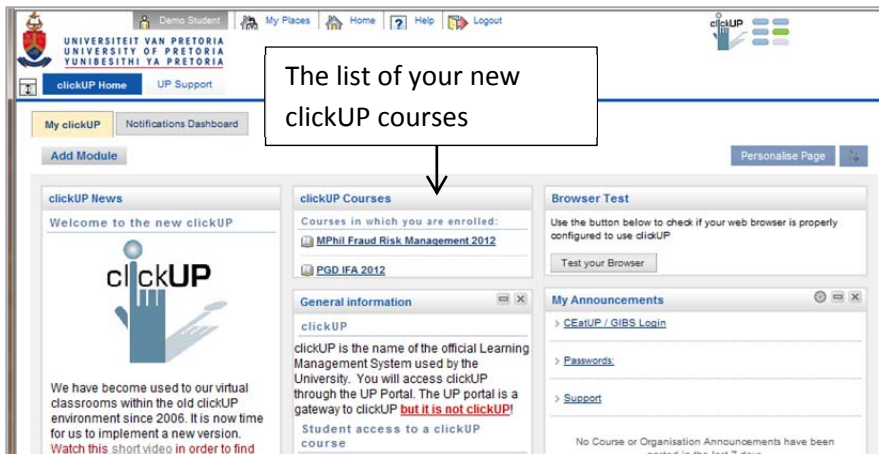




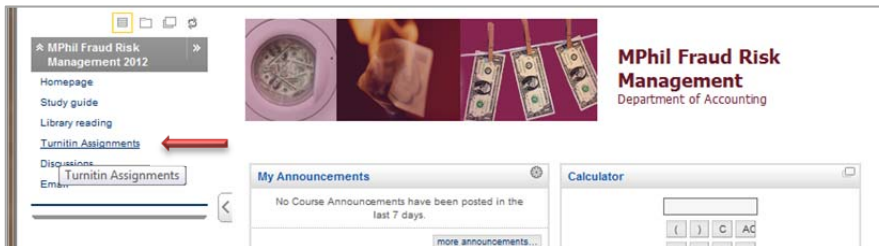
Turnitin for students

How to submit an assignment

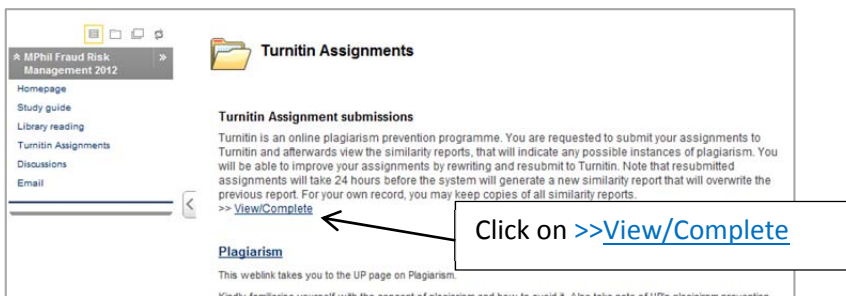
1. Log in through the Portal on the UP homepage: web.up.ac.za
2. Choose New clickUP within 15 seconds of entering the student portal.
3. Under clickUP courses, choose the course where you have to submit an assignment



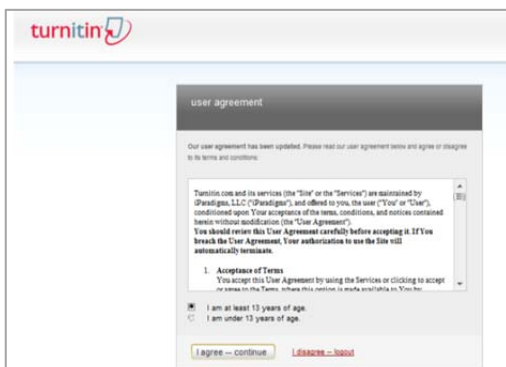
4. In your course, look for the link to Turnitin, it might be on the menu to the left.



5. The page might contain other information regarding the assignment.

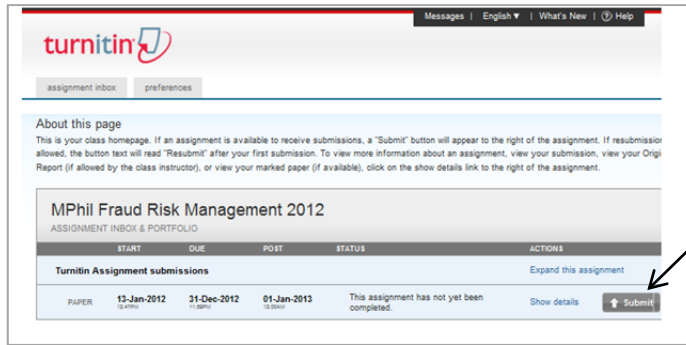


6. Complete the once-off user agreement



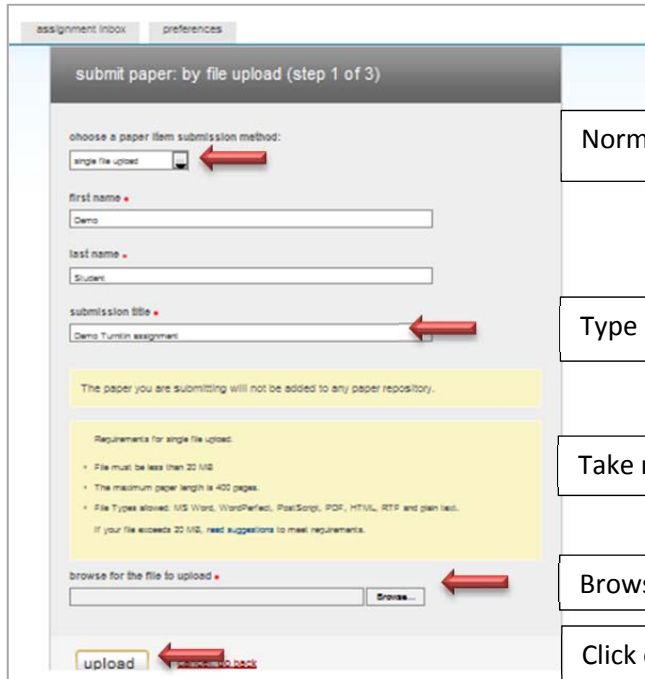
Tick the radio button stating you are older than 13 and also the **agree – continue** button.

7. Turnitin web opens



If you want to submit an assignment, click on the Submit button next to the assignment

8. The submit paper screen opens; you browse for the file and upload.



Normally you will submit a single file.

Type in the title of your document.

Take note of file sizes and document types.

Browse your computer to find the file

Click on Upload

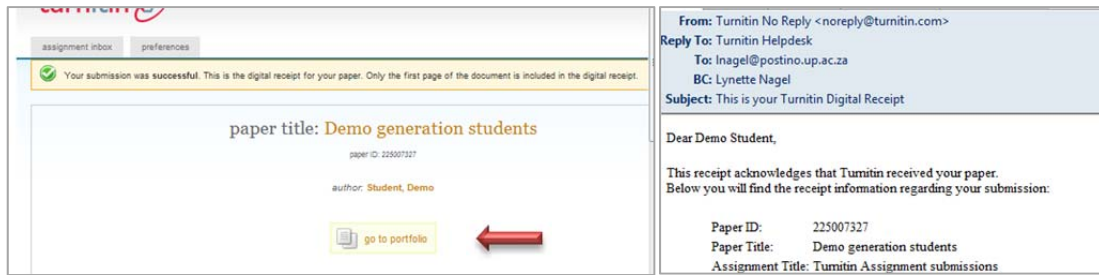
9. Turnitin confirms the file, you submit



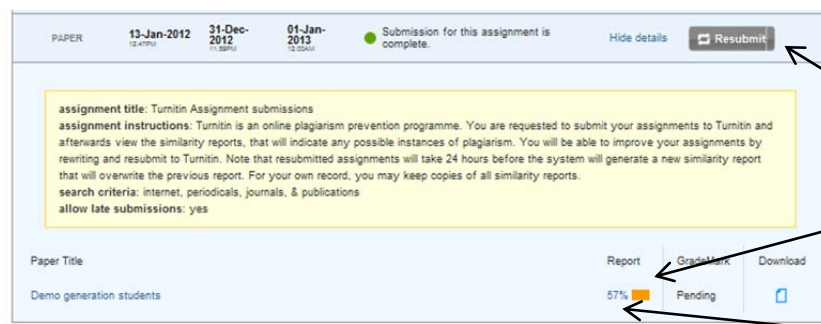
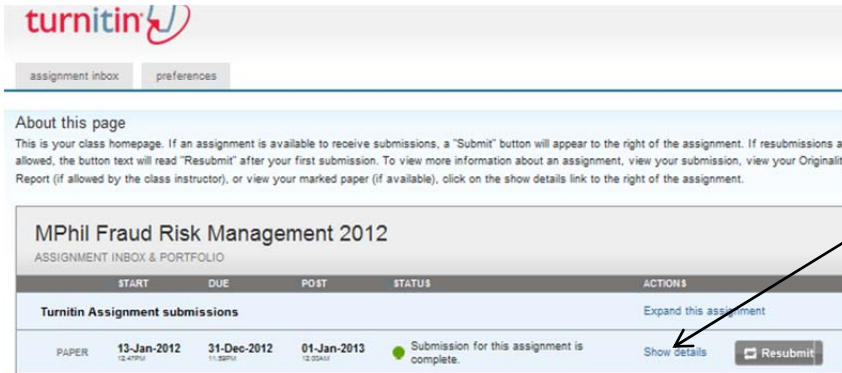
Check the text of your submitted file in the window in step 2, making sure it is the right version.
Click on submit
If not right, click on **return to upload page** (see step 7).

10. You will receive a digital receipt on the screen and also in your email. You might have to forward the email receipt to the Department as proof of submission.

Tip: allow ample time before a deadline to submit your assignment, as connections might be slow and servers overloaded.

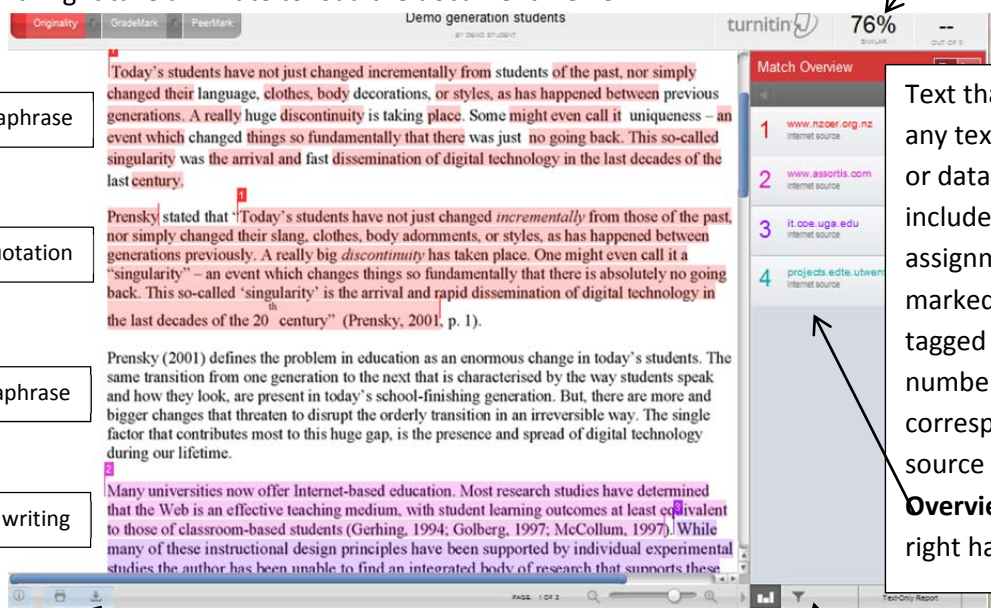



11. Clicking on either **Go to portfolio** or **Assignment inbox**, takes you to the **Inbox**



12. The similarity report opens in a new window.

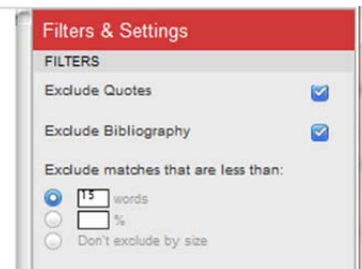
It might take a minute to load the document viewer.



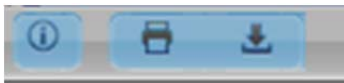
13. Change settings: Quotations might be marked as similarities. You can change settings by clicking on the funnel icon on the bottom of the screen.  the

Using the filters, you can include / exclude quotes and /or the References (Bibliography) from the similarity index. Remember to click on **Apply Changes**.

This might change your similarity score



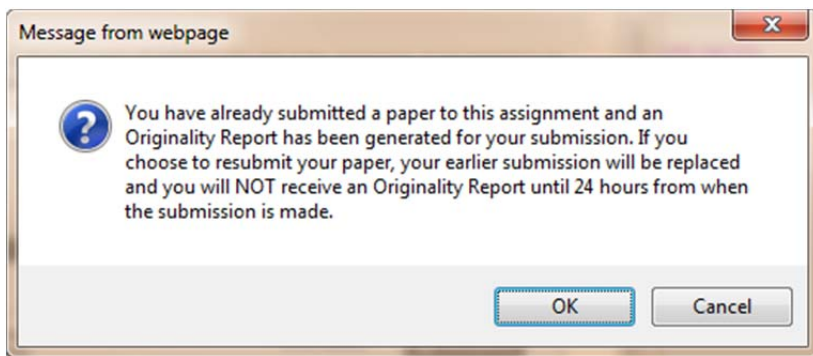
14. You can keep a copy of this report by clicking on the icons at the bottom left of the screen, that enable printing and saving as a pdf. When saving, pop-ups will ask to confirm the following:



Do you want to download your file?

Then: **Do you want to open or save this file?**

15. To resubmit this assignment, go to the Inbox and click on resubmit. This message will pop up



Depending on your lecturer's choice of settings, you might see your similarity report immediately and be able to overwrite it by resubmitting, up to the due date.

Some assignments do not show you your report till after the due date, and you will not be able to resubmit.

It is your responsibility to find out what plagiarism is (use the Library web page on plagiarism, and prepare your document using your Department's prescribed citation and reference style.

Tips on writing a good assignment:

- Use high quality, verified, scholarly resources found from the Library's e-resources (if unsure, talk to the information specialists on how to create web-searches for your topic.
- Keep track of where information comes from: use a reference organiser like Refworks (online) or Endnote (enquire about student licencing) or Zotero (freeware). Use reference style consistently.
- Always try to write information in your own words, as you would explain it to someone else, while still citing the original author whose idea it was.
- When quoting someone's own words use quotation marks and give a full citation (including page numbers)
- Avoid using social networking as resource.
- Revise, revise, revise...