



Turnitin Blackboard Vista4, 8, CE6 and CE8[®]
Student User Manual

Student Usage

Welcome to the student usage section of the Turnitin Blackboard Vista Integration Manual. This section will educate students on how to submit papers to a Turnitin assignment. Other topics that will be covered are: how to resubmit to an assignment, a walkthrough of the assignment inbox interface and how to view an Originality Report.

Submitting a Paper

Student users submit papers to a Turnitin assignment from the Turnitin assignment inbox for that particular assignment. To access the Turnitin assignment inbox the student will need to click on the assignment that they would like to submit to on the student homepage.




File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word™
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

The file size may not exceed 10.48576 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:** 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.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

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.


How to Submit a Paper

To submit a paper to a Turnitin assignment, the student user must log in and upload a file to an existing assignment. 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.

To check the start date and due date information, click on the Turnitin assignment in the student homepage. 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	submit	title
1	Assignment Demo start: 11-05-08 due: 11-12-08		

Clicking on the name of the assignment in the assignment inbox will open a pop up window containing all the assignment information.

 title: Essay
type: Paper Assignment
start date: 07-29-08 09:28 PDT
due date: 08-05-08 23:59 PDT
(instructions): No instructions have been entered for this assignment.
search criteria: internet, student papers, periodicals, journals, & publications
rubric set: (none)

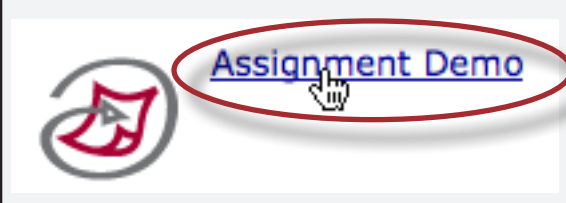

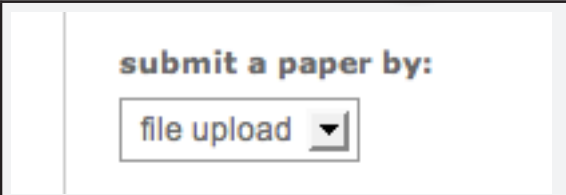
There are two options for a student to submit a paper: file upload or cut and paste.

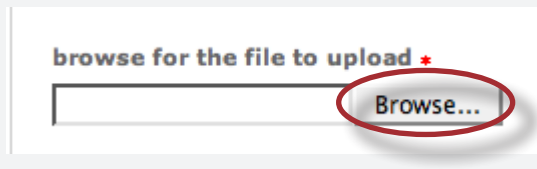
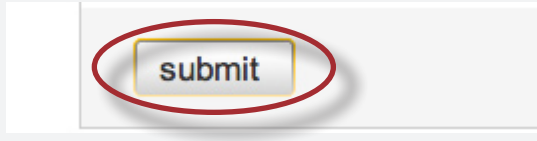
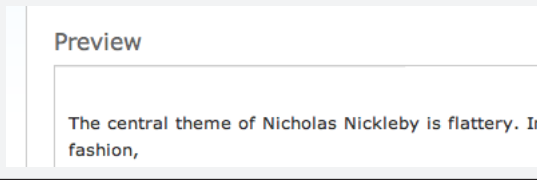
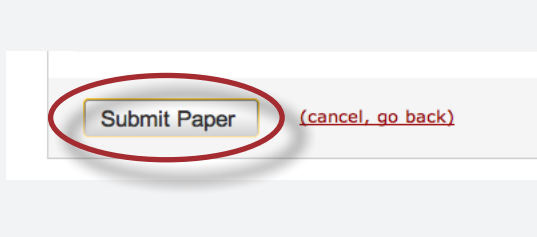
File Upload

The file upload allows students to submit to the assignment by directly loading the file from their computer.

Warning: Make sure that the file type being submitted can be accepted by Turnitin.

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.

Submitting a paper by file upload:	
1. In the student homepage click on the assignment to open up the assignment inbox	
2. Click on the <i>submit</i> icon to the right of the assignment name	
3. Select <i>file upload</i> from the <i>Submit a paper by:</i> pull down menu	

Submitting a paper by file upload:	
4. Click the <i>Browse</i> button and select the file to upload. Fill in the <i>submission title</i> field with the paper name	
5. Click <i>Submit</i> to upload the file	
6. 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	
7. Click the <i>Submit Paper</i> button	

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

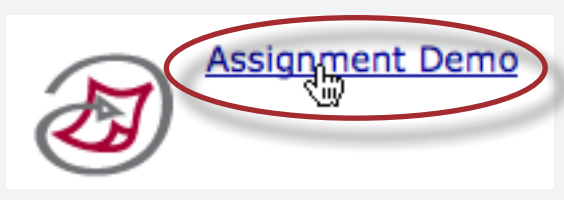
After the submission has been completed on step 7 a digital receipt is displayed on screen. Save the receipt and the paper ID it contains, as this is proof of a completed submission.


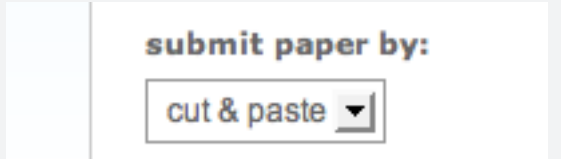

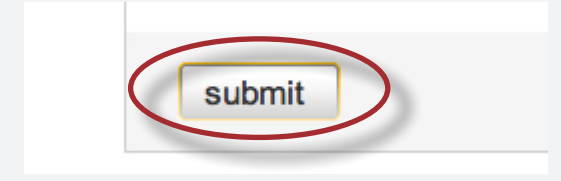
The digital receipt contains a unique paper ID number, the name of the user profile submitting, the paper title given by the submitting party, the assignment title, and the body text of the file submitted.

Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

Submitting a paper by copy and paste:	
1. In the student homepage click on the assignment to open up the assignment inbox	

Submitting a paper by copy and paste:	
2. Click on the <i>submit</i> icon to the right of the assignment name	
3. Select <i>cut & paste</i> from the <i>submit a paper by:</i> pull down menu	
4. Fill in the submission title field and copy the text from the text document. This must be done from a word processor able to open the file chosen to submit content from. Do not manually type an entire paper in the copy/paste field, which could cause the user login to time-out, losing all the entered data	
<p>Tip: To cut and paste text, highlight the text of a paper in a word processing or text editing program and select <i>copy</i> from the edit menu. To transfer the text into the browser, place the mouse cursor in the text box of the submission page and select <i>paste</i> from the browser's edit menu</p>	
4. Click <i>submit</i> to complete the cut and paste submission of the text pasted into the content box	

Resubmitting

Some assignments may allow students the ability to overwrite their previous submissions until the due date and time set for the assignment. This option can be set by the instructor on an assignment by assignment basis. If overwriting is not enabled, the instructor must manually delete a previous submission to allow the student user to submit a second file.

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.

Tip: If there is more than one file that must be submitted to complete the directions given by an instructor, contact the instructor immediately. Additional assignments may be created, or the student users may need to combine multiple documents into a single file of an acceptable file type to be uploaded into Turnitin.

How to Resubmit to an Assignment

If resubmission by overwrite has been enabled or an instructor has deleted the student user's first submission, resubmitting a paper is handled in an identical manner as a first time submission to an assignment. Follow the steps for a first time submission as listed in this handbook.

Note: When a student user clicks on the *submit* icon in the class portfolio page for an assignment allowing overwrite resubmission, a warning pop-up will appear. This serves to notify the student user that, if available, Originality Reports for any resubmission that is made in this assignment will require an additional twenty four hour delay to generate.

This applies to all submissions past the first submission made by any student user in any assignment.

Originality Reports

Instructors can choose for each assignment whether or not to allow students to view Originality Reports. If a student has been given access to Originality Reports, they can view their report by clicking on an assignment from the student homepage. This action will take the student to the assignment's inbox. In this screen the student can click the Originality Report icon to view their Originality Report. For more information about Originality Reports view the Student User manual available at www.turnitin.com/training.html.

Assignment Inbox Preference and Help Menus

The *preferences* and *Training Material* links in the Assignment inbox provide easy access to customizing the assignment inbox and links to user guides, training videos and a searchable knowledge base.

