

eLearning, updated: 30 November 2018

QG 017

Submitting an assignment to TurnitinUK

TurnitinUK is an online service which compares student assignments with online sources including web pages, databases of reference material, and content previously submitted by other users across the UK. TurnitinUK is accessed directly through MyAberdeen.

Submitting your assignment

Assignments that you are required to submit through TurnitinUK will be made available by your lecturer/tutor on one of the **areas**, such as **Assessment**, within your MyAberdeen course area.

- Log in to MyAberdeen, click on **Courses** in the Ultra Base Navigation (on the left-hand side) and select your chosen course.
- From the course menu on the left-hand side of the homepage, select the area where the assignment can be found – your lecturer/tutor will tell you where to find assignments in MyAberdeen.
- TurnitinUK assignments can be recognised by the TurnitinUK icon at the left of the assignment title. 
- To submit your assignment, click the **View/Complete** link beneath the item title.
- This will take you to Step 1 of 3 of the TurnitinUK submission process.
- Select 'single file upload' as your submission method (unless instructed otherwise by your tutor).
- Check that the details for your first and last names are correct.
- Fill in the **Submission title** box.
- Choose the file you would like to submit from your computer, Dropbox or Google Drive.
- Click on **Upload** – when the upload process is complete you will be taken to the preview page where you can preview the uploaded file and confirm that it is the file you want to submit (Step 2 of 3).
- Click **Confirm** to submit your assignment (or, if you need to re-upload a document using the process detailed above, click **Cancel** to return to the previous page).
- If your submission has been successful, the next page will be your digital receipt (Step 3 of 3) – this will also be sent to you via email (if unsuccessful, follow the on-screen instructions to re-submit your assignment).
- Click on **Return to assignment** list to return to the Turnitin Class Homepage – the status of your assignment will now be updated. You will be able to view the file that you submitted, download it or download the digital receipt. If resubmissions are permitted for the assignment, a **Resubmit** button will be visible to the right of the assignment. Follow the procedure as above to resubmit further attempts.

Viewing feedback for your assignment

Your tutor may choose to make your originality report and your graded assignment available to view on TurnitinUK.

Once the assignment has been graded, you can access it in three ways:

- In your **Activity Stream**, you will see a notification about it. You can view your grade directly from the Activity Stream; or, click on the assignment title link that will take you to the **My Marks** area within the specific course. If you click on the assignment title again, a new page will open. Click on the icons to the right of My Paper and Originality Report to access your feedback.
- You can also click on **Marks** in the Ultra Base Navigation menu, where you will be able to see all your grades in chronological order. Click on the assignment title and follow the instructions above.
- Finally, you can access your feedback by going back to the assignment in your course area (as you did when you were submitting it). If you click on the **View/Complete** link, the Turnitin Class Homepage will open again. If you click on the **View** button, you will be able to access your graded assignment.

Avoiding Plagiarism

“Plagiarism” is defined by the University as the use, without adequate acknowledgement, of the intellectual work of another person in work submitted for assessment. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his or her own (University of Aberdeen's definition of Plagiarism, Section 3.3, Code of Practice on Student Discipline (Academic), 2017 [accessed 30 November 2018]).

More advice about avoiding plagiarism, a Checklist for Students, Referencing and Citing guidance, and instructions for TurnitinUK, can be found in the [Student Learning Service avoiding plagiarism resources](#). Please also take a look at the Achieve (for undergraduates) and Achieve + (for postgraduates) resources on MyAberdeen. You will be able to find these in your Organisations list.

Other useful links

[Turnitin Student User Manual](#)

[Student Learning Service Website](#)

[SLS Improving Your Writing Resource](#)

[MyAberdeen: Accessing Feedback](#)