

Quick start guide for submission of assignments to Turnitin

Version 2 (4/3/2024)

- Click “Submission” button to open assignment list in the e-Submission system.
- Click the Assignment Number link to open the assignment.

The screenshot shows a navigation menu with three main sections: 'Course News' (green), 'Course Timetable' (blue), and 'Assignment Files' (yellow). The 'Assignment Files' section is expanded to show a list of assignments:

Assignment	Progress	Due Date
Assignment 1	(3/11)	24/7/2018
Decision making	(0/11)	13/9/2018

Below the list is a 'Submission' button. A red arrow points from this button down to the 'Assignment Status' table in the next block.

No.	Assignment Title	Submit Date/Time	Marking date	Late	Ans. Sheet Status
Assignment 1	Assignment 1 (24/7/2018)	---	---	---	---
Assignment 2	Decision making (13/9/2018)	---	---	---	---
Sample Assignment 1	Sample Assignment (31/12/2019)	---	---	---	---

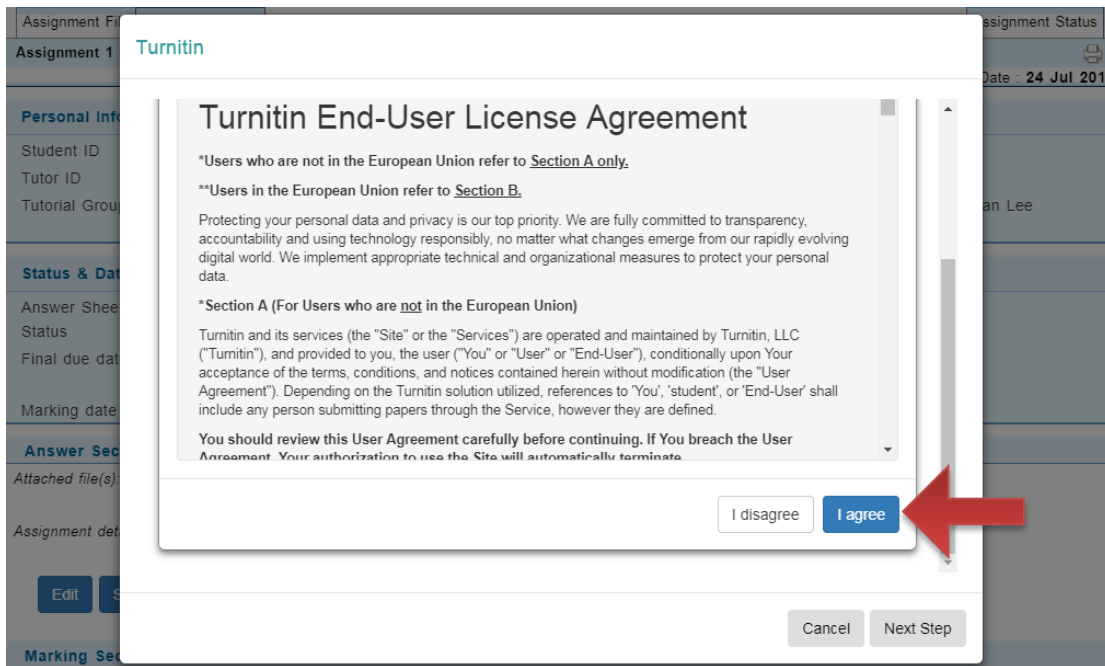
Sample Assignment The Sample Assignment is used only for the purpose of practicing the online assignment submission procedure. This assignment does not count as part of your marks for the course.

- Click the “Upload file to Turnitin” button to launch Turnitin Assignment inbox and upload file

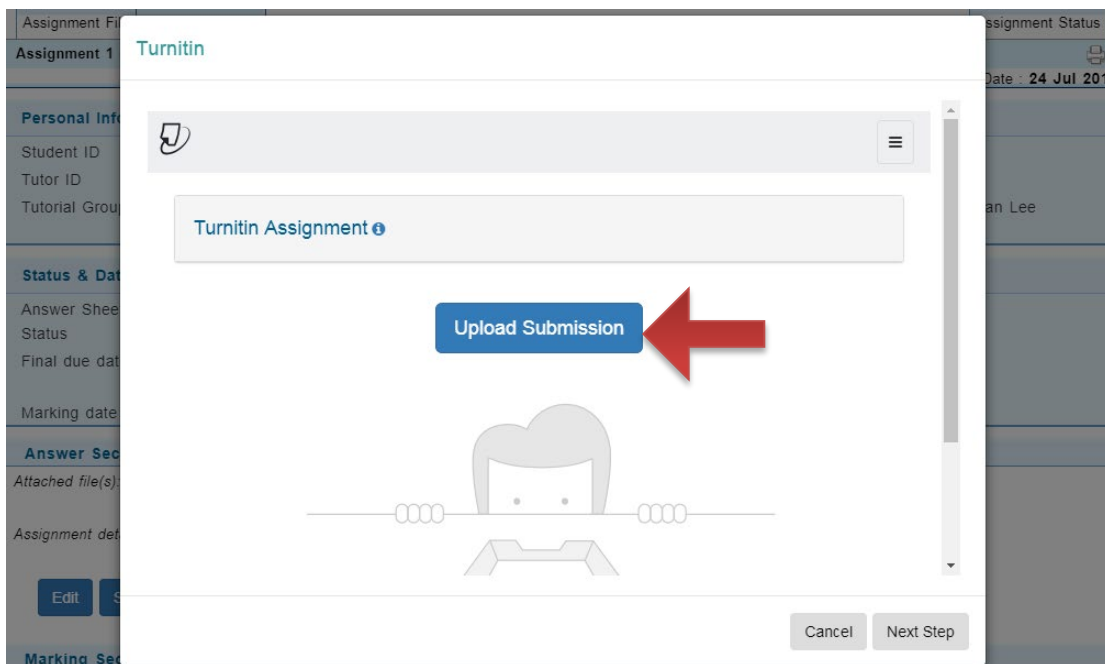
The screenshot shows the Turnitin Assignment inbox for 'Assignment 1 (Assignment 1)'. The 'Due Date' is 24 Jul 2018. The page is divided into several sections:

- Personal Information:** Student ID: 87600039, Student Name: HONG Wilson, Tutor ID: t998899, Tutor Name: WONG Elizabeth, Tutorial Group: 01, Course Coordinator Name: DR. CHOW Chi Wai; MR. Alan Lee.
- Status & Date:** Answer Sheet: ---, Submission mode: ---, Status: ---, Final due date: 24/07/2018, Server receiving date/time: ---, Marking date: ---, Late status: ---.
- Answer Section for Student:** Includes a red arrow pointing to the 'Upload file to Turnitin' button and a text area for assignment details.

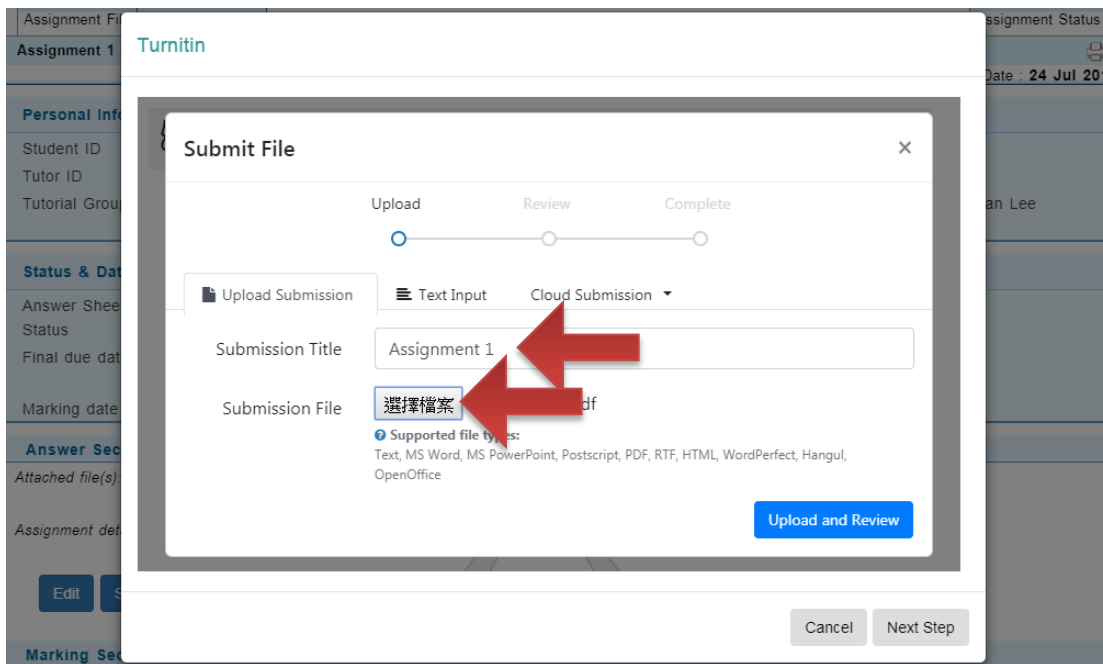
- First-time users of Turnitin will be asked to accept the End-User License Agreement. Read the agreement and click “I agree” to accept the agreement.



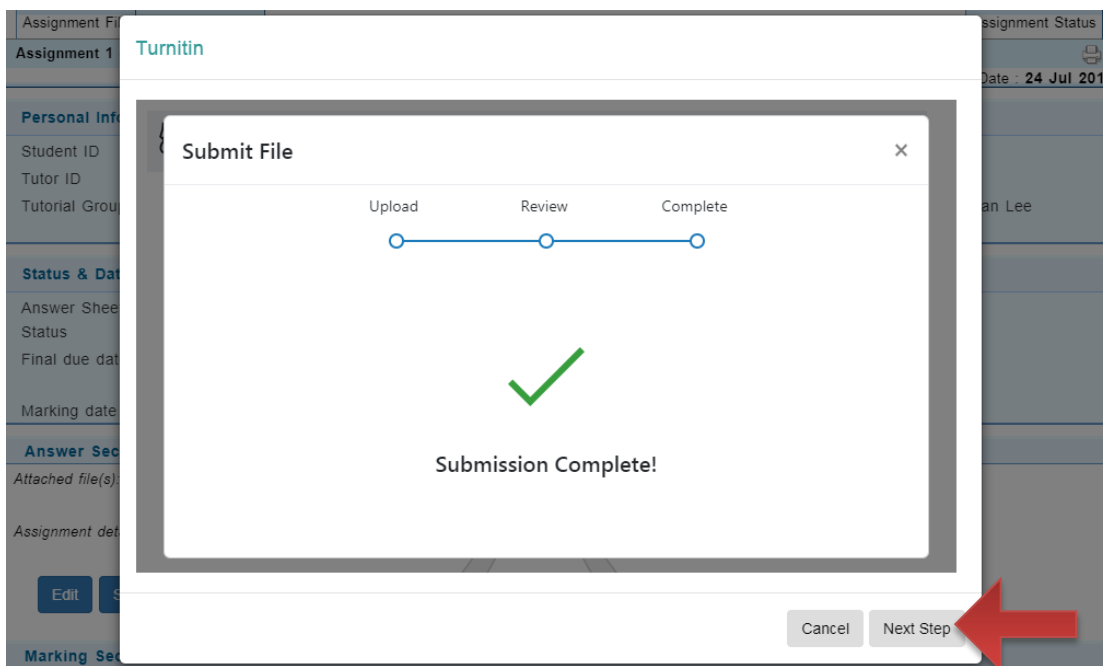
- Click the “Upload Submission” button to continue.



- Input Submission Title and click “Browse...” to select file on your PC
- Click “Upload and Review” button to continue.



- Once submission is complete, click “Next Step” to continue the submission process on the OLE .



- Click "Submit" button to confirm your submission or "Edit" to input remarks.

The screenshot shows a web interface for an assignment submission. At the top, there are tabs for "Assignment File" (selected), "Answer Sheet", and "Assignment Status". Below this, the assignment is identified as "Assignment 1 (Assignment 1)" with a "Due Date : 24 Jul 2018".

The "Personal Information" section contains the following details:

Student ID	: 87600039	Student Name	: HONG Wilson
Tutor ID		Tutor Name	: WONG Elizabeth
Tutorial Group		Course Coordinator Name	: DR. CHOW Chi Wai; MR. Alan Lee

A yellow "Note" popup is overlaid on the "Tutor ID" field. The note text reads: "This assignment has not been submitted. Please check the assignment carefully and press **Submit** if the assignment is ready for submission or **Edit** to continue editing the answer sheet." A "CLOSE" button is at the bottom of the note.

The "Status & Date" section includes:

Answer Sheet Status		Submission mode	: ---
Final due date		Server receiving date/time	: ---
Marking date		Late status	: ---

The "Answer Section for Student" section shows an "Attached file(s)" area with a green "Open file in Turnitin" button. Below this, the "Assignment details" section contains two buttons: "Edit" and "Submit". A large red arrow points to the "Submit" button.

- You are required to acknowledge the ways of using Generative AI in the process of undertaking your assignments.



Confirmation of Submission

You are required to acknowledge on the OLE the ways you use Generative AI in the process of undertaking your assignments. See the following examples.

Did you use Generative AI to complete this assignment?

- Yes
- No

If yes, please specify.

Which Generative AI did you use?

I used GenAI while undertaking my assignment in the following ways:

- To generate ideas
- To explain concepts
- To structure my work
- To develop the outline of my assignment
- To identify sources on the topic
- To paraphrase part of my assignment
- To edit the assignment
- To summarise the articles and resources used
- Others

Please check carefully before you confirm your submission.

- If everything is OK, please click the button 'Confirm'.
- If you want to make any changes, please click the button 'Cancel'.

As resubmission request must be made one day before due date, once you submit, you will not be able to request resubmission.

Confirm


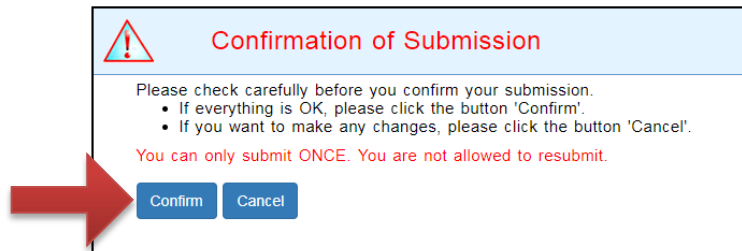
Cancel

- After completing the form, click “Confirm” to confirm your submission.

Answer Section for Student

Assignment details:

Attached file(s):

 Turnitin Original File


- Your assignment has been successfully submitted.



Successful Submission

HONG Wilson, you have successfully submitted your assignment. Details are as follows:

Submission Date : 7/8/2018 (DD/MM/YYYY)
 Submission Time : 下午 12:43:19
 Assignment Title : Assignment 1 (Assignment 1)



- If you are allowed to re-submit your assignment and to check Turnitin similarity report, you will see the following screen.

Assignment File	Answer Sheet	Ext (1-7)	Ext (8-21)	Ext (>21)	Assignment Status
Assignment 1 (Assignment 1)					Weighting :20% Due Date : 24 Oct 2022
▶ Personal Information : LO I.X. (stu1011)					
Status & Date : ■					
Answer Sheet Status	: Submitted	Submission mode	: Online		
Final due date	: 24/10/2022	Server receiving date/time	: 21/09/2022 17:52		
Marking date	: --	Late status	: No		
Answer Section for Student					
Attached file(s):					
 Download file from Turnitin		Turnitin PDF report will be available after submission for 3-4 hours.			
Assignment details:					
					
Marking Section for Tutor					
This section contains your assignment marks and tutor's comments. It will be released after your tutor has marked your assignment.					

Last Modified : 2022/09/21 下午 05:50

- Once the similarity report is ready, you will see the Open Turnitin report button. Click to review your assignment's similarity report. Normally, you need to wait 3-4 hours after your submission.

Menu Home > Assignments > Submission & Extension Logout

Assignment File **Answer Sheet** Ext (1-7) Ext (8-21) Ext (>21) Assignment Status

Assignment 1 (Assignment 1) Weighting :20% Due Date : 24 Oct 2022

▶ Personal Information : LO I.X. (stu1011)

Status & Date : ■

Answer Sheet Status	: Submitted	Submission mode	: Online
Final due date	: 24/10/2022	Server receiving date/time	: 21/09/2022 17:52
Marking date	: ---	Late status	: No

Answer Section for Student

Attached file(s):

[Download file from Turnitin](#)
[Open Turnitin report \(For student reference only\)](#)

Assignment details:

[Re-submit](#)

Marking Section for Tutor

This section contains your assignment marks and tutor's comments. It will be released after your tutor has marked your assignment.

Last Modified : 2022/09/21 下午 05:50

Important Notes: the PDF report is just for your reference, when there are more students submit their assignments, the online version will be changed from time to time. So, remember don't share your answers with classmates even after you have submitted your assignment.

- If you see the button “Re-submit”, that means you can make request to re-submit your assignment. Click the button and confirm your request.

- You will find the red button “Replace file in Turnitin” after making re-submission request. Click the button and follow the normal submission procedure to submit your updated version scripts to Turnitin.

The screenshot shows the Turnitin submission page for 'Assignment 1 (Assignment 1)'. At the top, there are tabs for 'Assignment File', 'Answer Sheet', and 'Ext (>21)'. The page includes a 'Personal Information' section for 'LO I.X. (stu1011)' and a 'Status & Date' section with fields for 'Answer Sheet Status', 'Final due date', 'Marking date', 'Submission mode', 'Server receiving date/time', and 'Late status'. Below this is the 'Answer Section for Student' with a text area for details. At the bottom, there are buttons for 'Save', 'Save & Submit', and 'Cancel'. A red button labeled 'Replace file in Turnitin' is visible in the Turnitin section.

- Please note that, the existing file in Turnitin will be replaced by the new uploaded file.

This screenshot is similar to the previous one but includes a modal dialog box titled 'Replace file in Turnitin'. The dialog contains the text: 'The existing file in Turnitin will be replaced by the new uploaded file. Do you wish to continue?' and has two buttons: 'Continue' and 'Close'. The background interface is dimmed.

- Once the new file has been submitted to Turnitin, remember to confirm your submission on the OLE by clicking the submit button to continue.

Assignment File **Answer Sheet** Ext (1-7) Ext (8-21) Ext (>21) Assignment Status

Assignment 1 (Assignment 1) Weighting :20% Due Date : **24 Oct 2022**

▶ **Personal Information : LO I.X. (stu1011)**

Status & Date :

Answer Sheet Status	: Not yet submitted	Submission mode	: ---
Final due date	: 24/10/2022	Server receiving date/time	: ---
Marking date	: ---	Late status	: ---

Answer Section for Student

Attached file(s):

[Download file from Turnitin](#) Turnitin PDF report will be available after submission for 3-4 hours.

Assignment details:

[Edit](#) [Submit](#)

Marking Section for Tutor

This section contains your assignment marks and tutor's comments. It will be released after your tutor has marked your assignment.

Last Modified : 2022/09/21 下午 05:58

- Once you confirmed your submission and you have no more chance to re-submit your assignment, you will see the following screen.

Assignment File **Answer Sheet** Ext (1-7) Ext (8-21) Ext (>21) Assignment Status

Assignment 1 (Assignment 1) Weighting :20% Due Date : **24 Oct 2022**

▶ **Personal Information : LO I.X. (stu1011)**

Status & Date :

Answer Sheet Status	: Submitted	Submission mode	: Online
Final due date	: 24/10/2022	Server receiving date/time	: 21/09/2022 17:59
Marking date	: ---	Late status	: No

Answer Section for Student

Attached file(s):

[Download file from Turnitin](#) Turnitin PDF report will be available after submission for 3-4 hours.

Assignment details:

You are not allowed to request resubmission now.

Marking Section for Tutor

This section contains your assignment marks and tutor's comments. It will be released after your tutor has marked your assignment.

Last Modified : 2022/09/21 下午 05:58

▶ **Personal Information : LO I.X. (stu1011)**

Status & Date : ■

Answer Sheet Status	: Submitted	Submission mode	: Online
Final due date	: 24/10/2022	Server receiving date/time	: 21/09/2022 17:59
Marking date	: ---	Late status	: No

Answer Section for Student

Attached file(s):

- [Download file from Turnitin](#)
- [Open Turnitin report \(For student reference only\)](#)

Assignment details:

You are not allowed to request resubmission now.