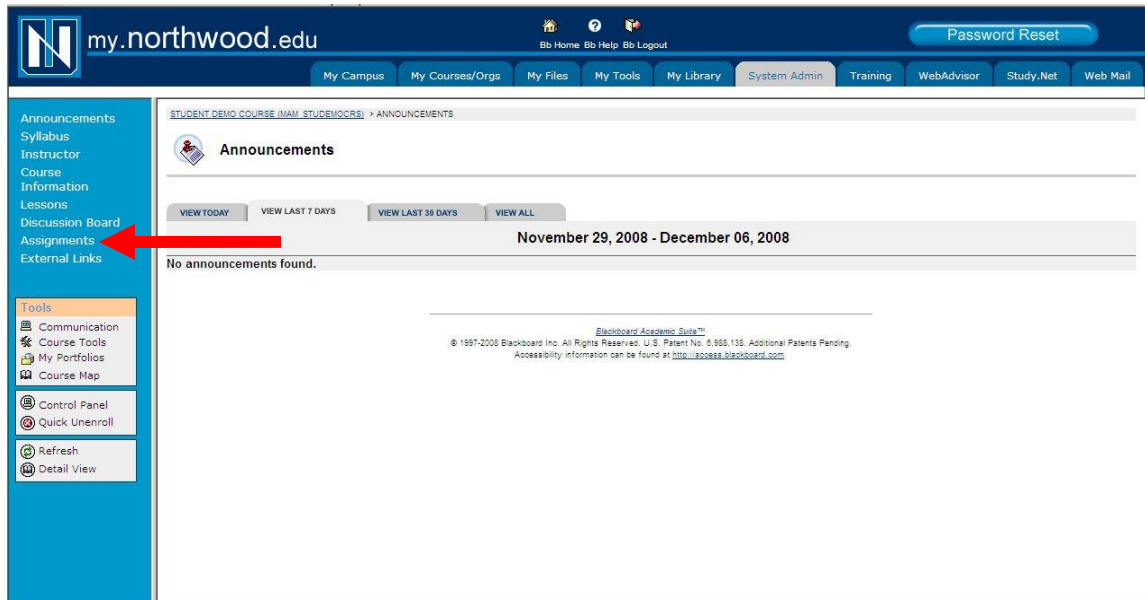


Submitting an Assignment Through a Turnitin Course Link

1. Enter my.northwood at <http://my.northwood.edu>, Click the tab My Courses/Orgs, from Course List box, Click title of course (link) to open course, next:
2. Click menu area where assignment link is housed (use course map to locate if unsure)



The screenshot shows the Blackboard interface for a course. The top navigation bar includes "my.northwood.edu", "Bb Home", "Bb Help", "Bb Logout", and a "Password Reset" button. Below this are tabs for "My Campus", "My Courses/Orgs", "My Files", "My Tools", "My Library", "System Admin", "Training", "WebAdvisor", "Study.Net", and "Web Mail". On the left sidebar, the "Announcements" menu item is highlighted with a red arrow. The main content area shows "STUDENT DEMO COURSE (MAM_STUDEMOORE) > ANNOUNCEMENTS" with a sub-header "Announcements". There are buttons for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". The date range "November 29, 2008 - December 06, 2008" is displayed, followed by the message "No announcements found." At the bottom, there is a copyright notice for Blackboard Academic Suite.

3. Click the Turnitin View/Complete link to open the assignment submission screen (note: Turnitin

assignments can be identified by the Turnitin Logo  associated with the assignment)




The screenshot shows the Blackboard interface for a course, specifically the "Assignments" section. The top navigation bar is the same as in the previous screenshot. The left sidebar shows the "Assignments" menu item highlighted. The main content area shows "STUDENT DEMO COURSE (MAM_STUDEMOORE) > ASSIGNMENTS" with a sub-header "Assignments". There is a checklist icon next to the assignment title "Assignment to be Submitted Through a Course Link". The assignment description states: "Homework, course papers, projects, etc. can be submitted using an Assignment Course Link. Instructions from your instructor will be found between the assignment title and link. As the student you will follow these steps to submit work using this method of delivery: Open your course Open the menu area where the assignment link is housed Click the Link (View/Complete) followed by Assignment Name) to open the submission screen Review assignment information/directions Add comments for instructor (optional) Click Browse button to attach a local file Use Choose File pop-up Window to locate work to be submitted>Click file once to highlight>Click open (pop-up closes and you are returned to submission screen) Click Submit". A note follows: "Note: Clicking Save DOES NOT submit your work for grading. Clicking Save allows you to attach a document or multiple documents for submission at a future time. This tool will only allow one submission--be sure you are attaching the correct/complete file prior to submission." Below the note, there are two links: ">> View/Complete Assignment: Assignment to be Submitted Through a Course Link" and "Example Turitin Assignment". The "Example Turitin Assignment" section includes a note: "Note: you will submit your work and review returned graded work and originality reports by accessing the same assignment area and assignment link." and a link ">> View/Complete" which is highlighted with a red arrow. At the bottom, there is a section for "sample online test" with a description: "This is a sample test that contains each of the question types available for instructors to incorporate in their online tests."

4. Click the Submit icon to upload an assignment to Turnitin

my.northwood.edu

STUDENT DEMO COURSE (MAM_STUDEMOCRS) > ASSIGNMENTS > SUBMIT TURNITIN ASSIGNMENT

#	assignment	submit	title	submitted	contents
1	Example Turitin Assignment				

start: 12-06-08
due: 12-13-08

About this page
(This is your class portfolio page. To submit a paper, click on the paper shaped submit icon to the right of the assignment. To view more information about an assignment, click on the assignment name. For more information on how to submit, please view the links below: [How to submit a paper information sheet](#) [How to submit a paper video](#))

5. Complete the Turnitin Upload Screen

my.northwood.edu

STUDENT DEMO COURSE (MAM_STUDEMOCRS) > ASSIGNMENTS > SUBMIT TURNITIN ASSIGNMENT

submit paper: by file upload

submit a paper by:
file upload

first name *
Test

last name *
Bb User

submission title *

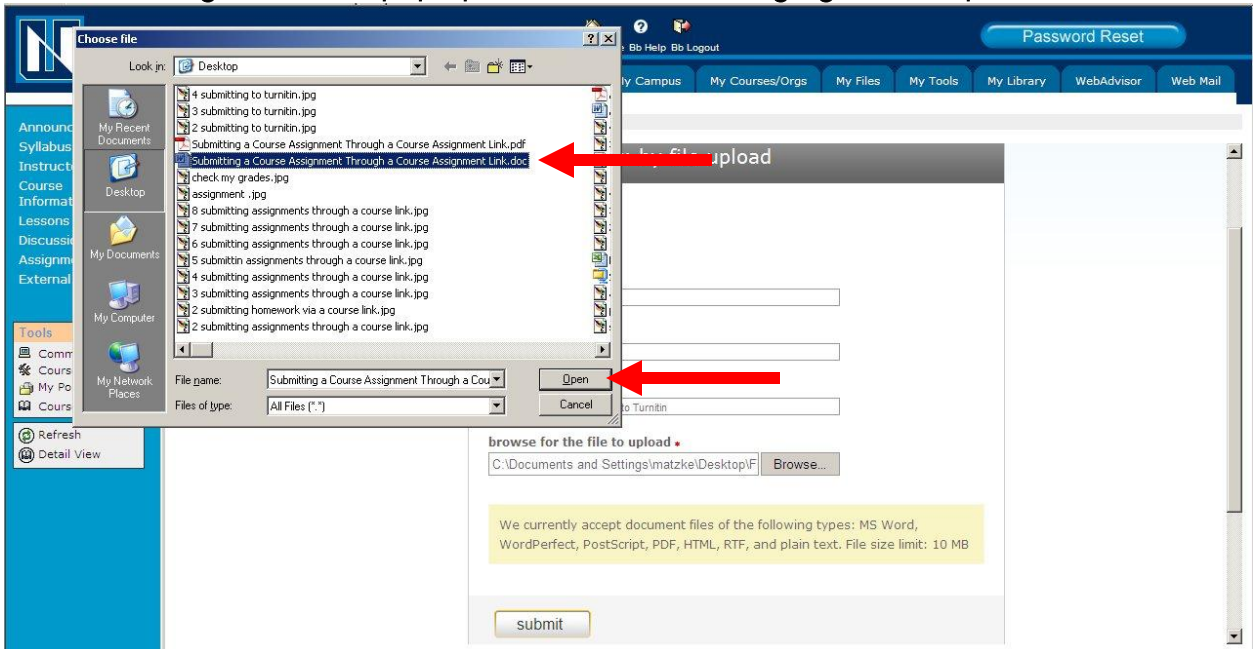
browse for the file to upload *
Browse...

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB

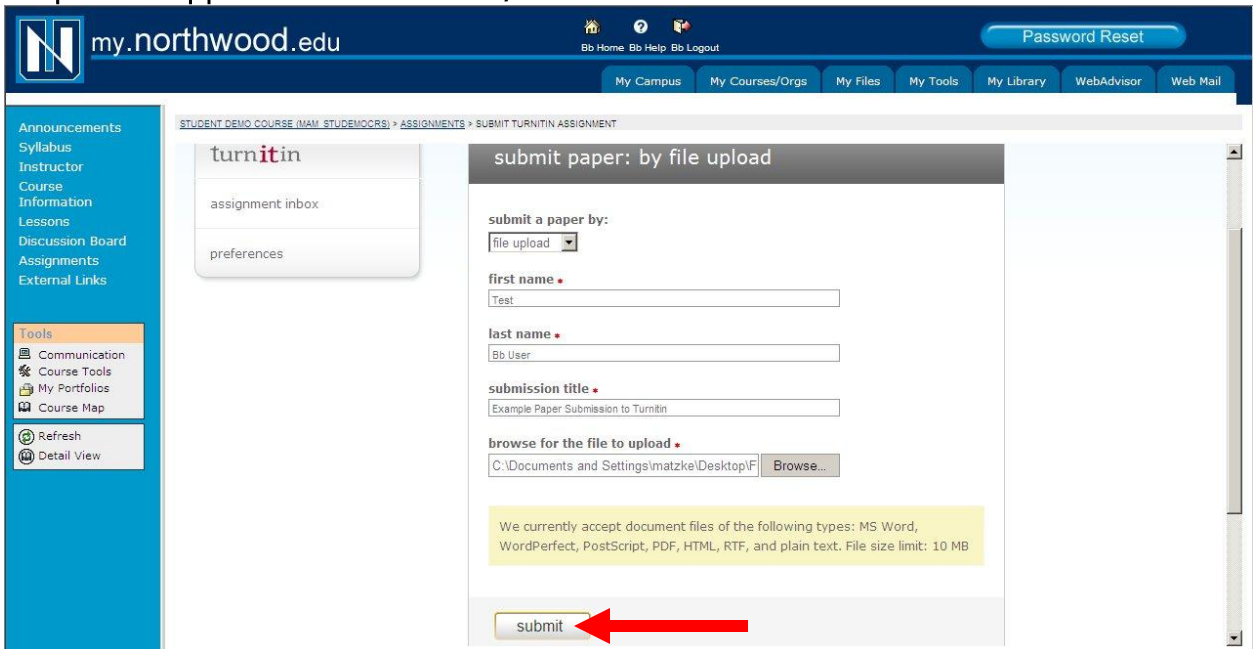
submit

- Add your first and last name (if not automatically populated)
- Add submission (paper) title
- Click Browse – under heading, “browse for the file to upload”

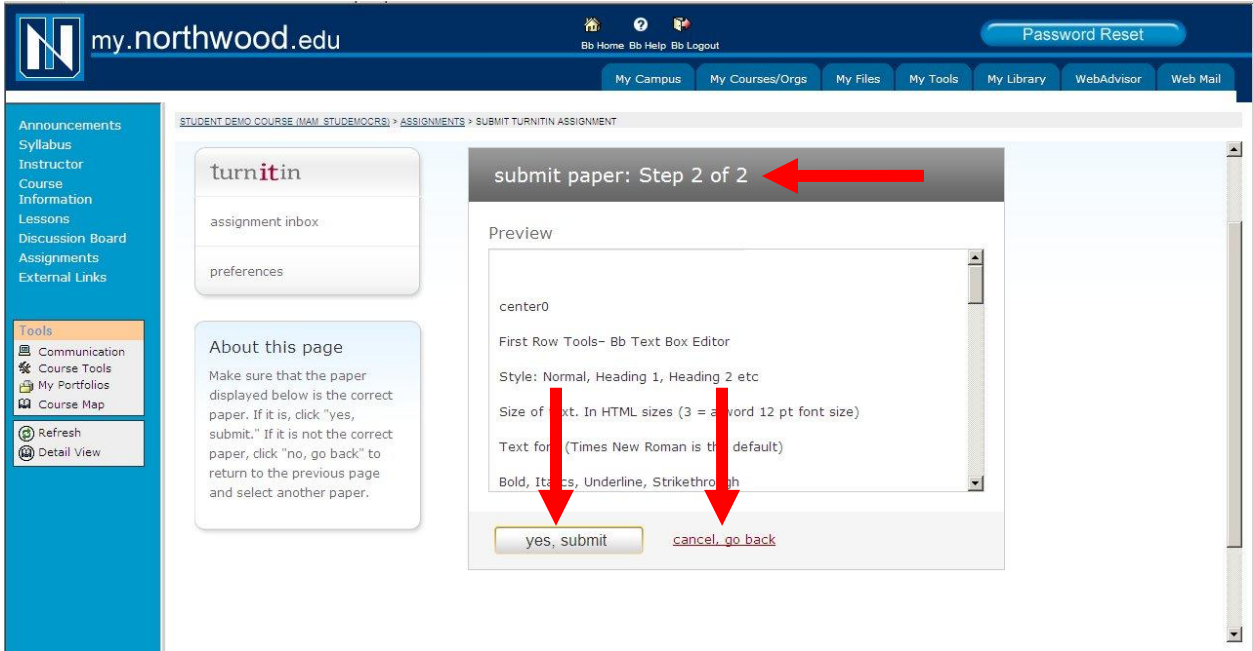
d. Locate file using Choose file pop-up window, click file to highlight, click Open



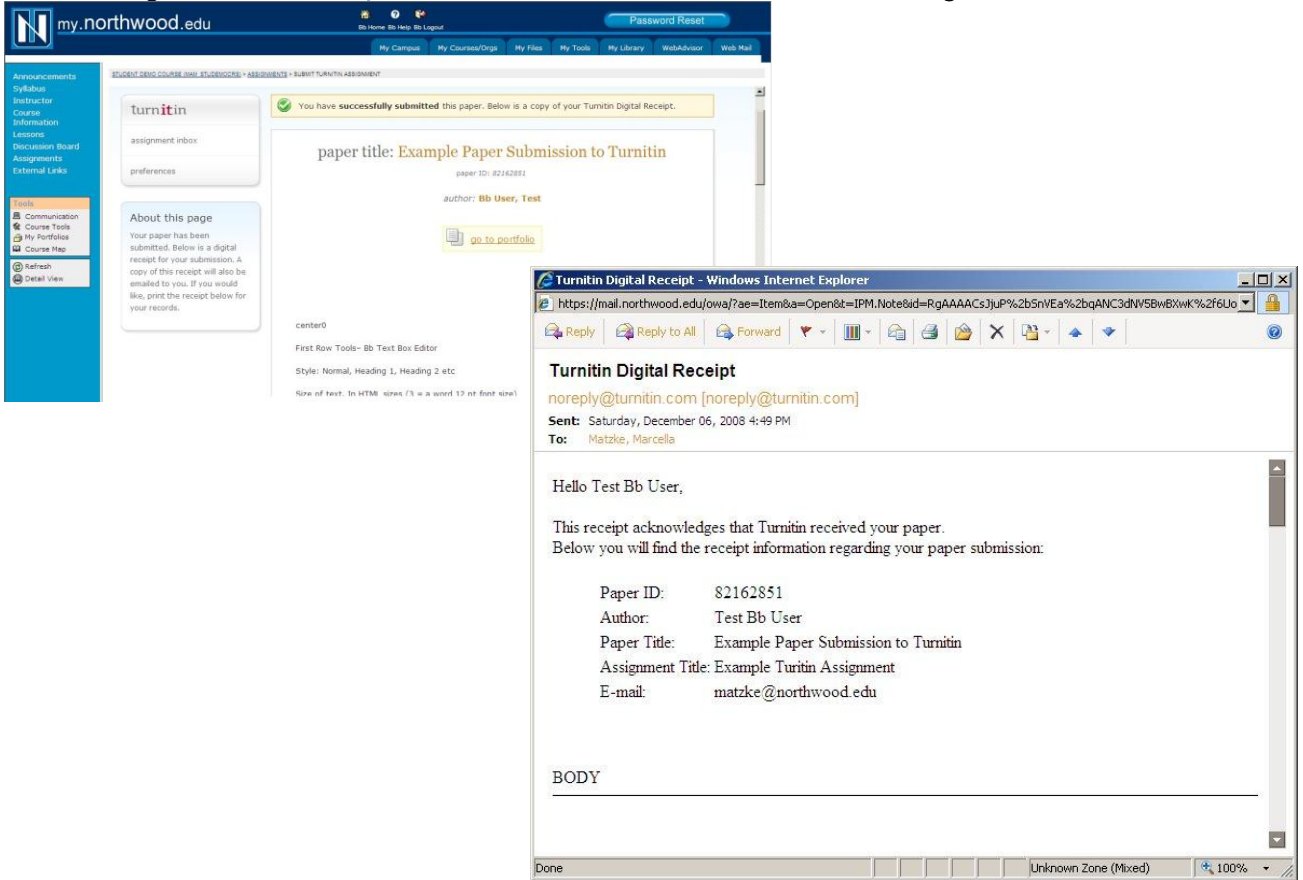
e. File path will appear in Browse window, Click Submit button



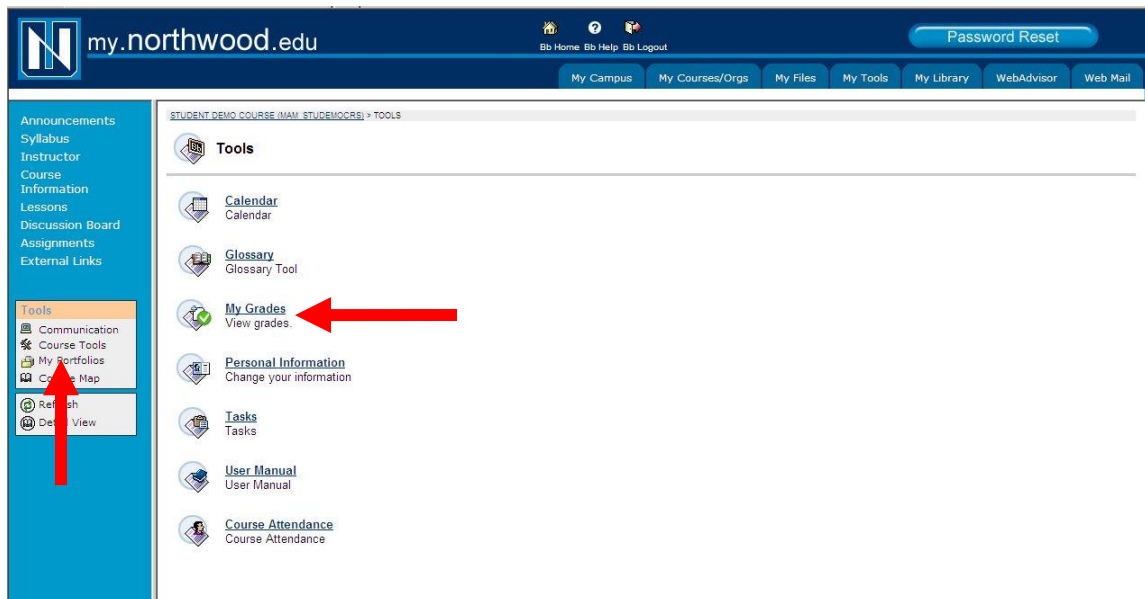
- f. Confirm correct file is attached, if not click cancel, go back link
- g. If correct file is attached, click yes, submit button



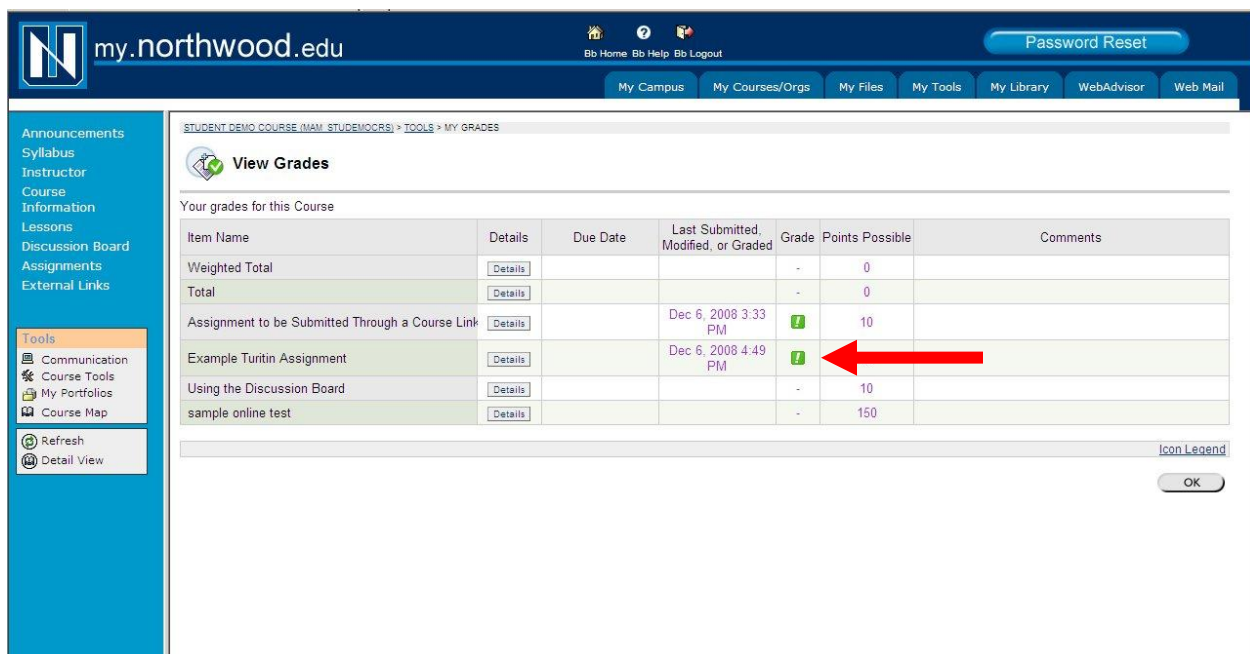
- h. Turnitin will generate a receipt screen and also send an email confirming successful submission



6. Check your My Grades – Click Course Tools from Tools on course menu, Click My Grades link



7. An icon, green square with an exclamation point inside, indicates assignment submission.



Summary:

- Login to my.northwood.edu, Click My Courses/Orgs tab, Click Course Title link,
- Click course menu item when Turnitin assignment link is housed (if the location is unknown, use course map in its expanded view to locate the link—look for Turnitin Logo);
- Click View/Complete link
- Add first and last name (if not automatically populated)
- Add Submission (paper) title
- Click Browse
- Locate file, click to highlight in choose file window, click open
- Click Submit button
- Confirm submission by reviewing receipt screen, email received from Turnitin and My Grades

If an assignment link cannot be located - contact course instructor.