# Handing in a *TurnItIn* Assignment in Moodle

Before you begin: Complete your paper (eg. typed in Microsoft Word) and save it. If you are on campus, save it on the H: drive. If you are off campus, please make a note of the folder where your file is saved. (eg. "My Documents", "Desktop", etc.)

Step 1: On your Moodle course page, find the TurnItIn assignment in the center column of the page and click on the assignment name. You can recognize it by the icon with the circular red arrow.
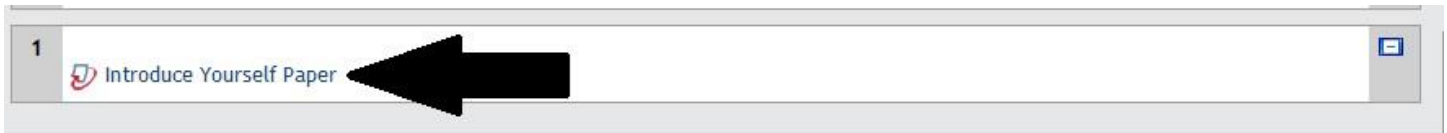

Step 2: This brings up an assignment description page that shows the due dates and the "Post Date", which is when you can expect to receive your grade if the assignment is graded. To submit your file, click "Submit Paper" at the bottom right corner of this page.
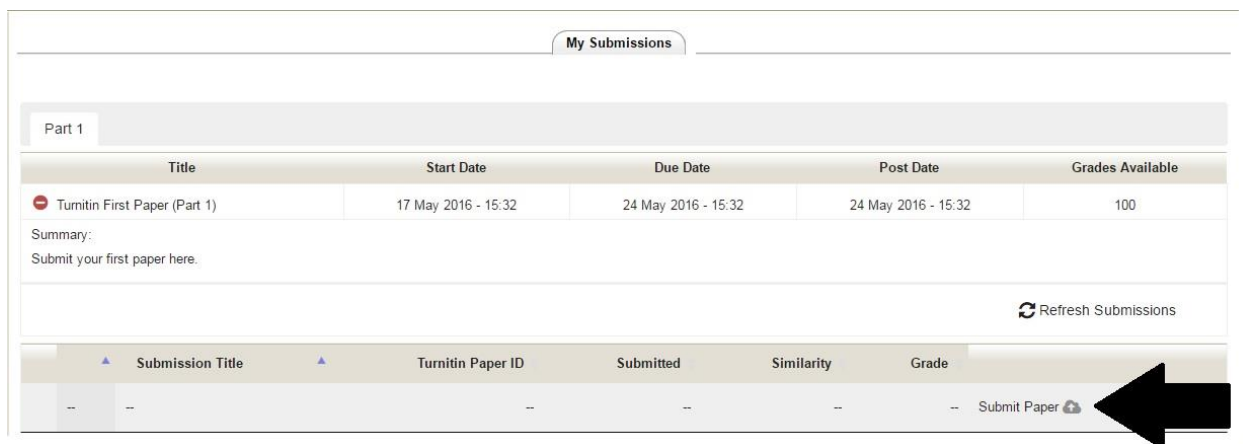

Step 3: On the Submit Paper page, you have two options to upload your paper:
Option A: You can drag and drop your file onto the "Drag and drop files here" arrow in the center of the page.
Or:
Option B: You can click the "Add file" button at the top left corner of the files box to open the file picker.
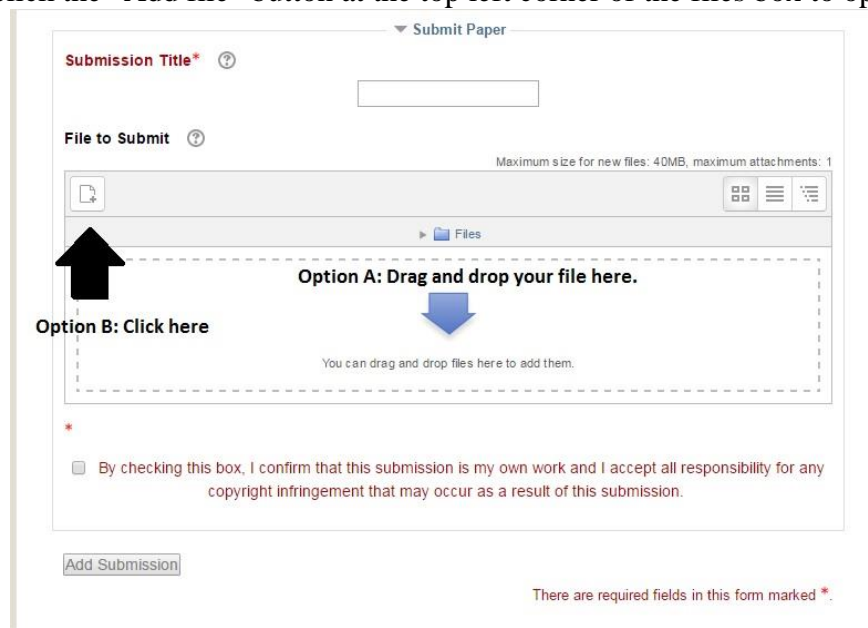
Step 3: Option B, continued.: In the file picker, click "Upload a file" from the menu on the left. Then click the "Choose file" button in the center of the page. This opens up a standard "open file" window for your computer. Find the file that you want to hand in, select it, and click "Open". Finally, click the "Upload this file" button to finish uploading the file.
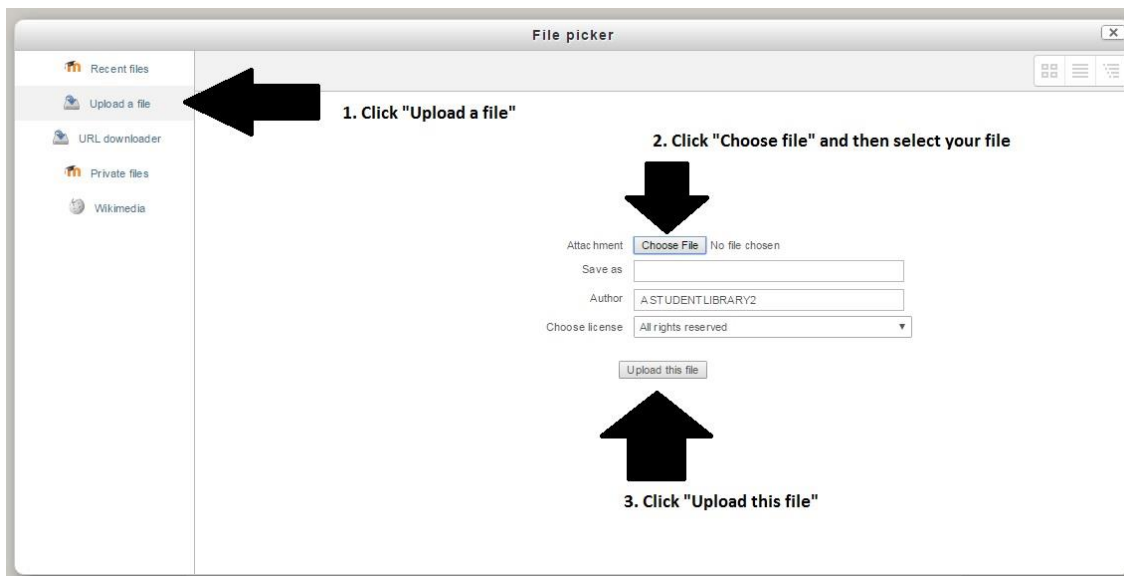
Step 4: Now that your file is in the "Files" box, you are ready to title and submit your assignment:
1. Enter a title for your assignment in the "Submission Title" textbox.
2. Click the checkbox confirming that you are submitting your own work.
3. Click the "Add Submission" button.
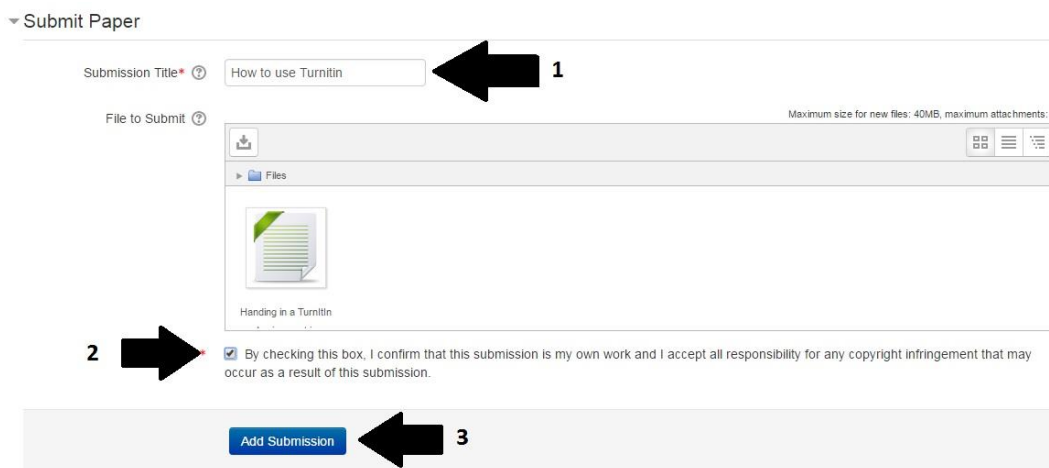
Step 6: You will see an "Uploading Your Submission to Turnitin" message for a few moments. Once your file has been processed, you will see a digital receipt page confirming that your assignment was submitted. You will also receive an e-mail receipt in your Highland e-mail confirming that your submission was successfull. Keep this e-mail receipt in case you need to refer to it later in the semester.

Once your paper has been checked for originality, you will see a similarity percentage instead of the word "pending" in the similarity column. You can click on that percentage to view your paper and see areas that may not have been properly cited. If this is a graded assignment, once your instructor has graded the assignment, you can click on the paper title you entered to see your instructor's comments.