

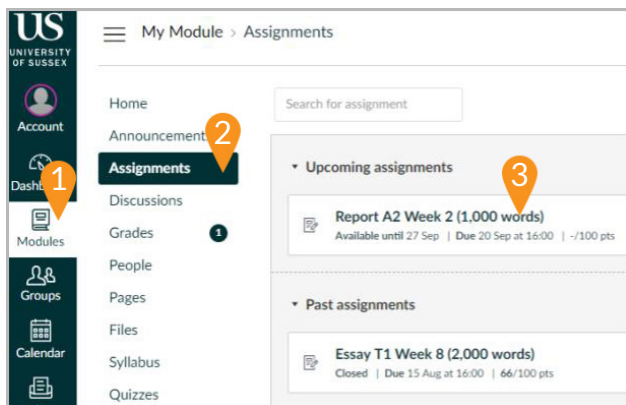


This guide provides step-by-step instructions for students submitting and resubmitting files to assessments with a Canvas Turnitin submission point.

For assessments which have been set up for electronic submission, you will be required to submit work to your module sites in Canvas. Turnitin is the software used for providing marks, feedback and checking for similarity on text-based assignments. The similarity check compares the text within submitted documents against a vast database of online sources to identify matching text and original sources and presents the results in a report. See [www.sussex.ac.uk/tel/turnitin-similarity](http://www.sussex.ac.uk/tel/turnitin-similarity) for detailed information on how to interpret your similarity report.

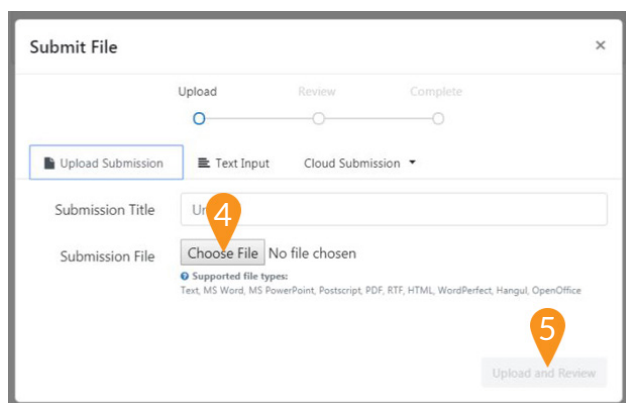
## Submitting your work to Turnitin

Please use the Turnitin Similarity Checking site for submitting drafts to Turnitin and your module site for final submission only. Technical support for electronic submission is provided by IT Services [support@its.sussex.ac.uk](mailto:support@its.sussex.ac.uk)



You can view and submit your work from the “Assignments” page in Canvas modules.

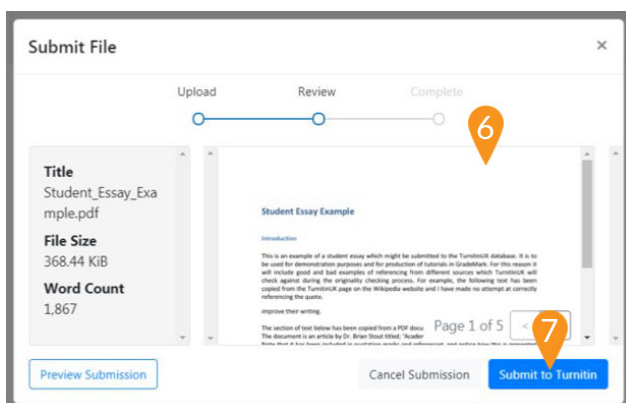
1. Select the module from the Dashboard or Modules list.
2. Select the ‘Assignments’ tab to view all assessments for this module which require an online submission.
3. Click onto the assignment to begin submitting a file.



Select the **Upload Submission** button to begin the **Submit File** process.

4. Click the **Choose File** button to select a file for submission.\*
5. Click the **Upload and Review** button to review your submission.

\* Your file can be up to 40mb in size and must contain at least 25 characters of text. The file should be in one of the supported file formats. See [www.sussex.ac.uk/tel/turnitin-files](http://www.sussex.ac.uk/tel/turnitin-files)



Check that you have selected the correct file before you finally submit it.

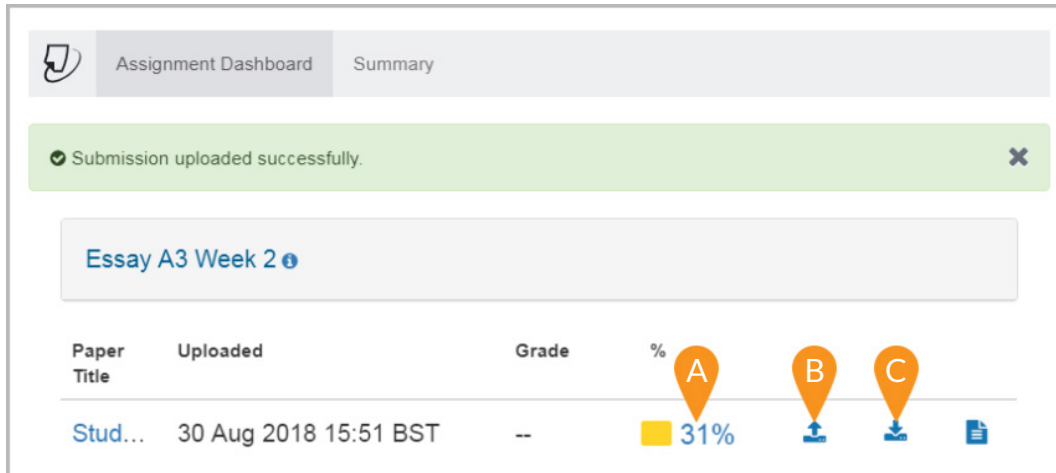
6. This will display the file that you are about to submit.
7. Click the **Submit to Turnitin** button to confirm your submission.

Please note: the time recorded for your submission will be the time you click “Submit to Turnitin” not the time you click “Upload and Review”.



## Viewing your submission and similarity report

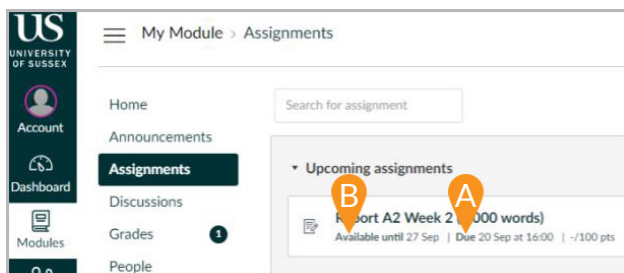
The assignment page (after you have made a submission) will provide a record of when your submission was made, access to a similarity report and the option to download your submitted file or resubmit a new file.



- A. Similarity Report:** view your similarity report. The report will usually generate and become available within minutes but can take anything up to 24 hours.
- B. Re-submit:** delete and replace your submission with a different file.
- C. Download:** a copy of your submitted file.

## Resubmitting your work

Select the “Resubmit” button (See ‘B’ in the above image) to replace your submission with a new file. The following rules outline when it is (and isn’t) possible to submit and resubmit work based on the Due and Available Until dates which display on the “Assignments” page.



- A. Due:** the assessment deadline. Any submissions after this date may incur late penalties.
- B. Available until:** the end of the period of permissible lateness.

**Before the Due date:** You can submit and resubmit work up to your assignment Due date. Any file present in the system at the Due date will be used as your final submission.

**After the Due date:** after the Due date has passed, if no previous submissions are present in the system, you will be able to submit work during the period of permissible lateness (before the Until date).

**After the Until date:** once the period of permissible lateness has ended (Until date), the assignment will be closed and you will no longer be able to submit any work.

Please refer to the ADQE web page for more information on assessment regulations [www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission](http://www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission)

