Blackboard Help Topic

Walden Blackboard Help Topic:
How to Submit an Assignment

## Walden 2012

Welcome to the "How to Submit an Assignment" demonstration.

After you have completed this demonstration, you will be able to:

1. Identify the difference between Turnitin and non-Turnitin submission links.

2. Identify the acceptable file types for Turnitin and non-Turnitin submission links.

3. Name your assignment file using the naming convention provided with the assignment submission link.

4. Submit an assignment using a Turnitin submission link.

5. Submit an assignment using a non-Turnitin submission link.

In your online courses, you will be required to submit various types of assignments. When submitting these assignments, you will submit them using either a Turnitin submission link or a non-Turnitin submission link, depending on the nature of the assignment.
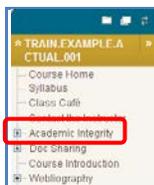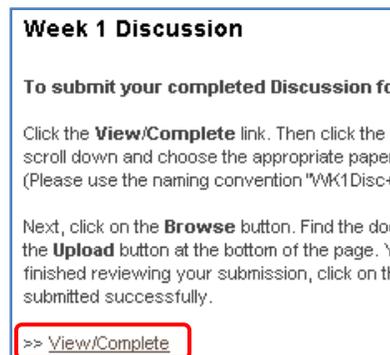

*Turnitin is a plagiarism prevention tool, which will allow you to be proactive in identifying potential plagiarism issues. For more information about Turnitin and Walden University's Academic Integrity policy visit the **Academic Integrity** area in the left navigation bar of your classroom.*

Let's start by taking a look at the difference between Turnitin and non-Turnitin submission links.

Step 1:
Identify the Difference Between Turnitin and Non-Turnitin Submission Links

Example of Turnitin Assignment Link

Example of *Non*-Turnitin Assignment Link

When you navigate to an assignment, there will be a submission link underneath the directions.
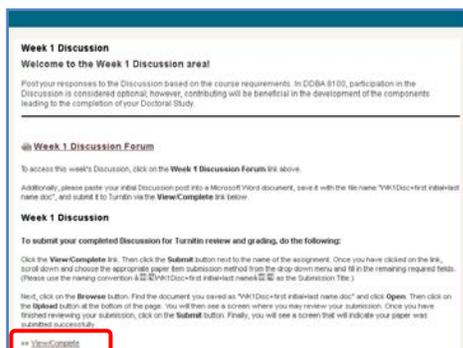
The assignment submission link will either be a Turnitin submission link or a non-Turnitin submission link. To identify whether the assignment link that you see is a Turnitin or non-Turnitin submission link, look for the type of link that is available for you to click on in order to submit your assignment.
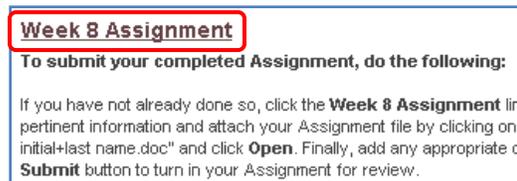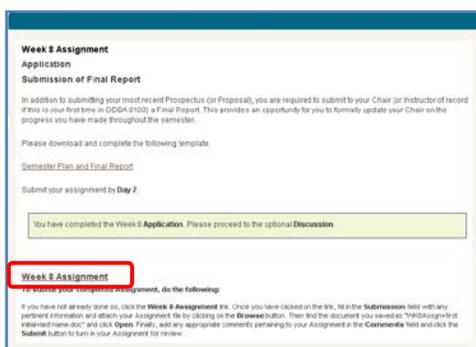

Turnitin submission links are identified by a **View/Complete** link. If you see a **View/Complete** link present, the assignment is being submitted via Turnitin.

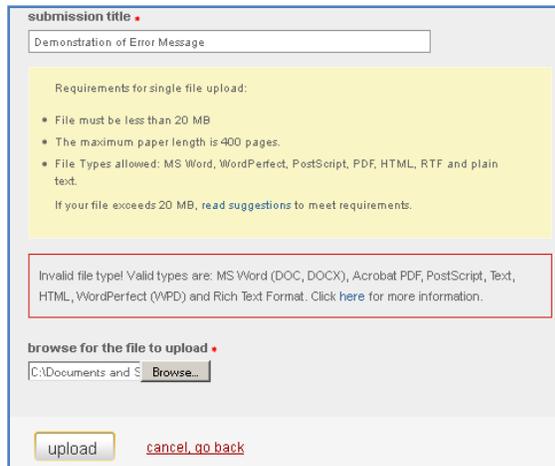Non-Turnitin submission links are identified by the hyperlinked title of the assignment submission link.

Now that we have identified the difference between a Turnitin and non-Turnitin submission link, let's take a look at the types of files that can be submitted to each.

Step 2:
Identify the Acceptable File Types for Turnitin and Non-Turnitin Submission Links

Once you have identified the type of submission link that is located on an assignment page, it is important to understand the types of files that can be submitted using that submission link.
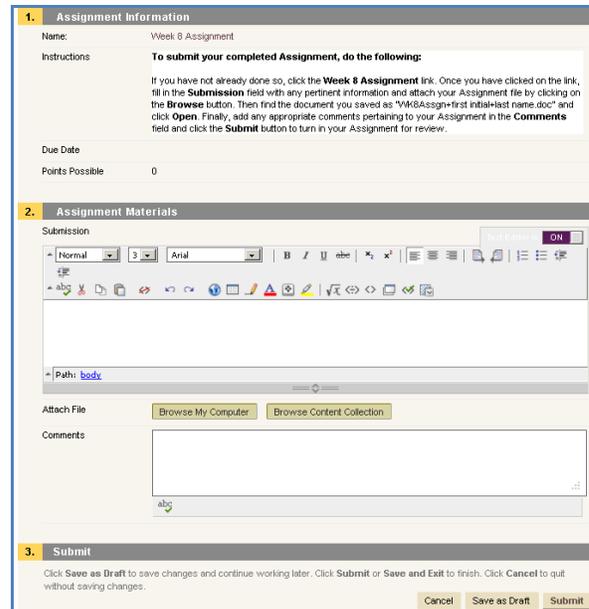

Part of a Turnitin Submission Page

The instructions describe acceptable file formats, and an error message will appear if an attempt to upload an unacceptable file is made.

Turnitin submission links will accept the following file types:

1. Microsoft Word
2. WordPerfect
3. PostScript
4. PDF
5. HTML
6. RTF
7. Plain text

Note that Turnitin will accept these types of files, as long as they contain text. A PDF document consisting of scanned images will be rejected.
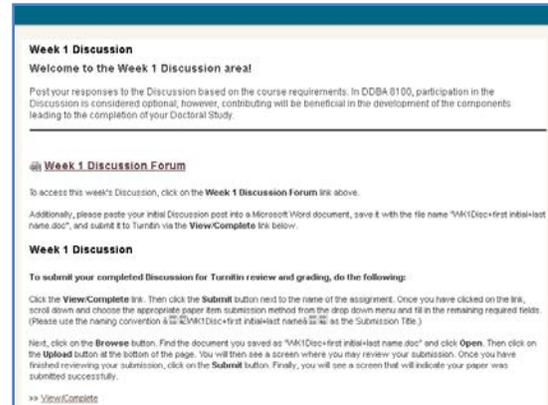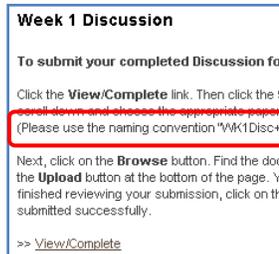

A *Non-*Turnitin Submission Page

A specific file type may be described in the instructions, but the system will accept almost any file type.
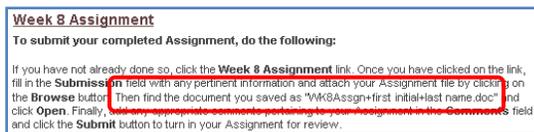
Non-Turnitin submission links will accept all file types, including Microsoft Excel and Microsoft PowerPoint, as well as any other type of file that you might need to attach when submitting an assignment.

Let's continue by taking a look at how to name an assignment file using the naming convention provided with an assignment submission link.

Step 3:
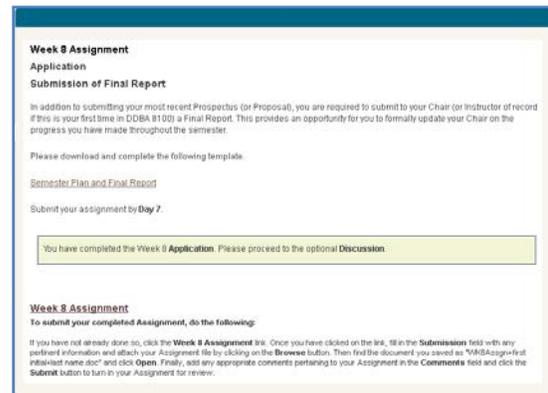## Name Your Assignment File Using the Naming Convention Provided With the Assignment Submission Link

Parts of Sample Submission Instructions

Both Turnitin and non-Turnitin submission instructions should describe the file naming convention.

Before submitting a file using a submission link, you must name it according to the file naming convention that is provided with the assignment submission link on your assignment page. Using this file naming convention will ensure that your Instructor can locate, grade, and return your assignment to you in a timely manner.

Example of Turnitin Submission Directions

Example of *Non*-Turnitin Submission Directions

To locate the file naming convention that you need, navigate to the assignment submission link and read the submission directions. These directions provide guidance on how to name your assignment file.

Once you have determined the appropriate name for your file, save your assignment file.

Remember that you must save your assignment file *before* submitting it via the assignment submission link.

Now that you have learned how to name your assignment file correctly, let's take a look at how to submit an assignment using a Turnitin submission link.

Step 4:
Submit an Assignment Using a
Turnitin Submission Link

Turnitin submission links are the primary type of assignment submission links you will use to submit assignments to your Instructor.

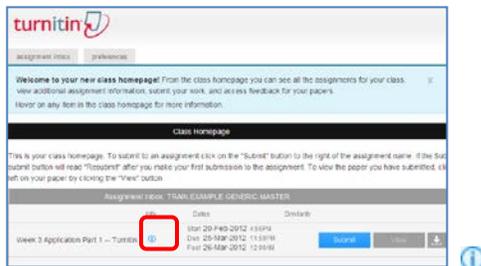If a Turnitin submission link is present on your Assignment page, you can submit your assignment by clicking on the **View/Complete** link.


Location and Appearance of the Info Icon

After you have clicked on the **View/Complete** link, you will be directed to the Turnitin Assignment Inbox for the particular assignment you are submitting. Here you can hover your mouse over the **Info** icon to display the assignment submission directions that appeared on your Assignment page above the **View/Complete** link. You may find it helpful to view this information to double check that you have named your assignment document correctly.
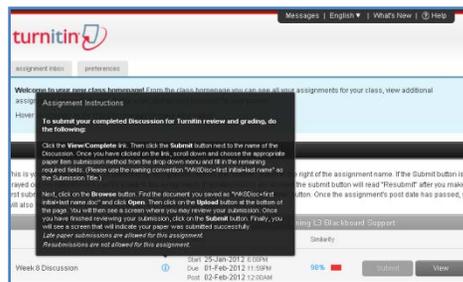

Directions Displayed by Mouse-Over of Info Icon
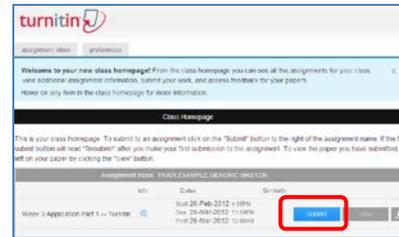
Next, click the **Submit** button to the right of the name of the assignment you want to submit.


Scroll down and choose the appropriate **Paper Item Submission Method** from the dropdown menu. You can either select **Single File Upload**, which will allow you to attach and upload a single document, or **Cut & Paste Upload**, which will allow you to copy and paste text into a message box to upload. It is preferred that you select the **Single File Upload** option from the **Paper Item Submission Method** dropdown menu.
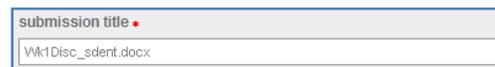
Next, fill in the **Submission Title** field with the file naming convention outlined in the submission directions, which are located with the **Info** icon in the **Assignment Inbox** or above the **View/Complete** link on your Assignment page.
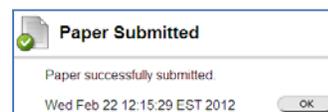

Then, to attach your assignment document, click on the **Browse** button and select the assignment document that you want to upload.
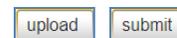

After you have located your assignment document, click on the **Upload** button at the bottom of the page.

On the next page, you may review your submission. Once you have finished reviewing your submission, click the **Submit** button.


Finally, you will see a confirmation that will indicate your assignment document was successfully submitted.

Now that you have submitted your assignment for Turnitin review and grading, you can also view the Originality Report for your submitted assignment, as well as download a copy of it, either in its original format or as a PDF.
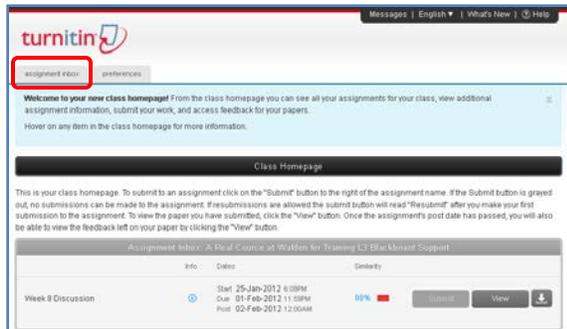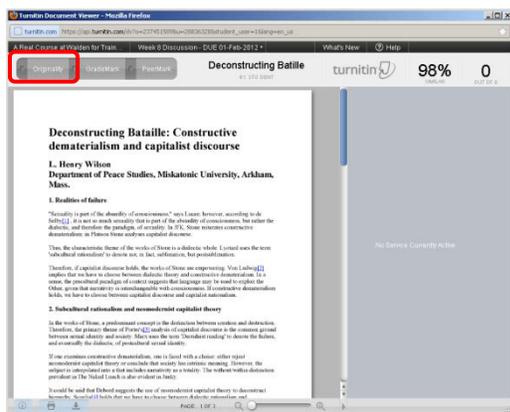

Location of Assignment Inbox Tab

To access the Originality Report for your submitted assignment, first click on the **Assignment Inbox** tab at the top of the page.
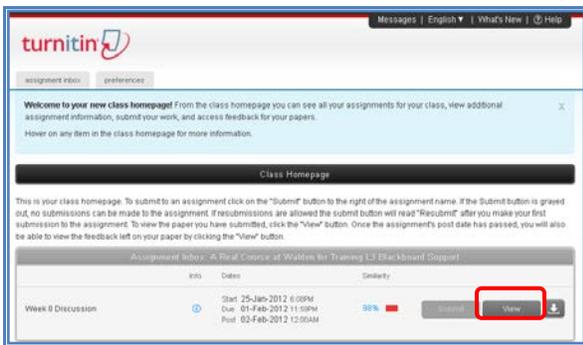
View Button

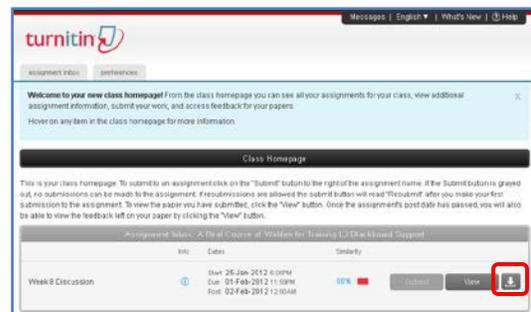Next, click on the **View** button.

Originality Button

Then, in the new window that opens, click on the **Originality** button in the upper-left corner to display the Originality Report findings for your assignment submission.

Close Originality Report Window When Finished

To exit the Originality Report, click the **X** in the upper-right corner of the window.

Now that you are back in the **Assignment Inbox**, you can download a copy of your submitted assignment by clicking on the **Download** icon.

After you have clicked on the **Download** icon, you can select from the dropdown menu to download your submitted assignment in its **Originally submitted format** or in **PDF format**.
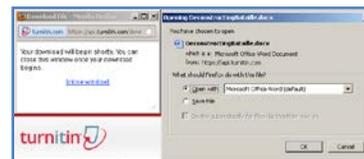
You will then be prompted to open or save your submitted assignment file to your computer.

Now that you have learned how to submit an assignment using a Turnitin submission link, let's take a look at how to submit an assignment using a non-Turnitin submission link.

Step 5:
Submit an Assignment Using a
Non-Turnitin Submission Link

Assignments that cannot be submitted to Turnitin will be submitted to your Instructor via a non-Turnitin submission link.

If a non-Turnitin submission link is present on your Assignment page, you can submit your assignment by clicking first on the hyperlinked title of the assignment.
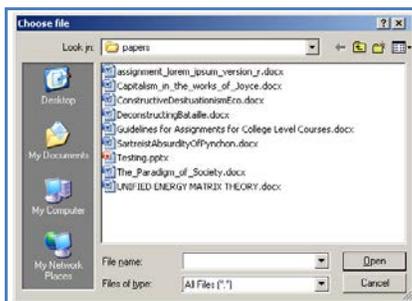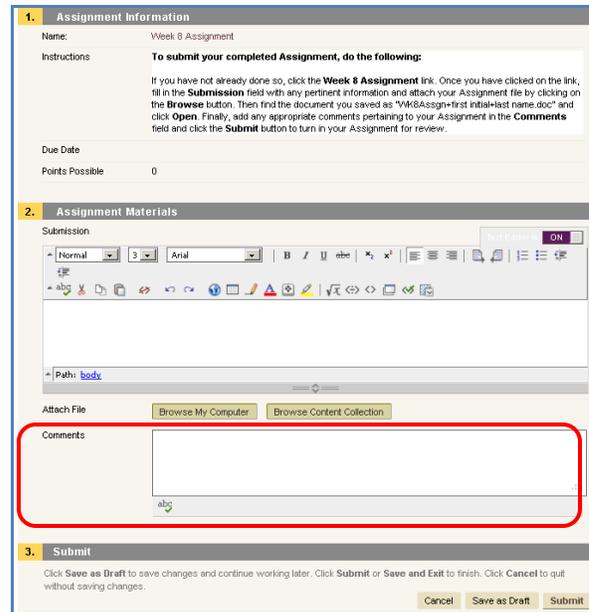

Submission Text Box

Next, fill in the **Submission** box with any pertinent information about your assignment that you would like to share with your Instructor.

You can then attach your assignment file by clicking on the **Browse My Computer** button.
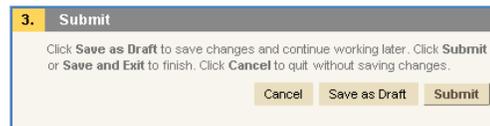

Locate your assignment file in the file menu and then click **Open**.

Comments Section

Next, you may add any additional comments pertaining to your assignment in the **Comments** box.

When you are ready to submit your completed assignment to your Instructor for review and grading, click **Submit**.

Finally, click **OK**.

Congratulations! You have now completed the "How to Submit an Assignment" demonstration.