

Student Submits in MyCourses

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Are you submitting a draft or a final version for grading?

Aalto University Code of Academic Integrity recommends that a teacher arranges students a possibility to practice originality check before the final submission.

Idea of practising is to prevent possible mistakes in using sources and writing in own words. If these kind of mistakes, like minor changes to the source text (plagiarism), are found in a paper during grading, a teacher can not grade the paper before the case has been handled according to [the procedure described Code of Academic Integrity](#).

A teacher can arrange practising in several different ways. If there seemed to be only one submission inbox for an assignment which will be graded, it can, if possible, be changed to a draft submission before a final version, see more information in [teacher's instructions](#). If you are not sure whether the submission inbox in question has this feature, ask it from your teacher.

If a course workspace does not contain a possibility to practice Turnitin submission or your thesis supervisor has not arranged a MyCourses workspace for you, you can also go to [Independent Turnitin Originality Check](#) which is a common workspace for all students in MyCourses.

Supported file formats and file size

The supported file formats for Turnitin originality check are

- Microsoft Word® (.doc/.docx)
- OpenOffice Text (.odt)
- WordPerfect® (.wpd)
- PostScript (.ps/.eps)
- HTML
- Hangul Word Processor file (.hwp)
- Rich text format (.rtf)
- Plain text (.txt)
- Google Docs via Google Drive™
- Adobe® PDF
- Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)
- Microsoft Excel® (.xls and .xlsx)

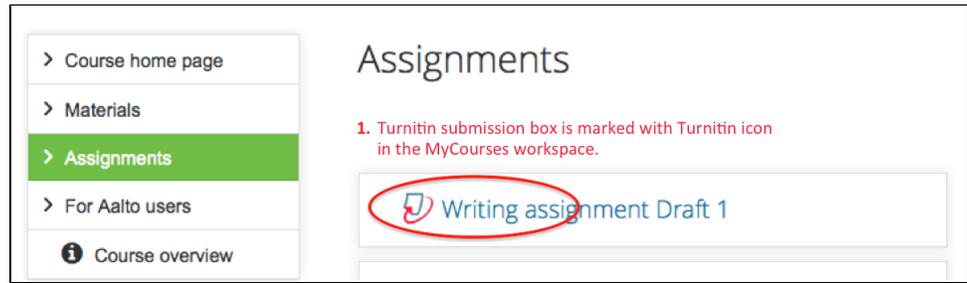
A LaTeX file should be converted into PDF-format with PdfLaTeX: take a preview of .tex source code and a pdf file is created. Note, that not all converted pdf files are supported by Turnitin. For example, according to few experiences, xetex/xelatex will produce pdf version that looks fine, but is not readable by Turnitin, while luatex/lualatex will produce pdf version that is readable by Turnitin.

A file should contain at least 20 words. The maximum file size per a submission box is 40MB or less than 400 pages. If the file is bigger than that, you have to submit separate files and submit the first one into *Part 1* and the other one into *Part 2*. By default, there is only *Part 1* in a submission box. Teacher can add parts by adding more submission boxes.

See a full description of restrictions in [submitting files in Turnitin guides](#).

Submission in MyCourses workspace

Follow the steps 1-16 marked on the screenshots below.

	<p>1. Turnitin submission inbox is marked as a MyCourses workspace.</p>
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My Submissions

3. Draft Final version

Title	Start Date	Due Date	Assessment available	Maximum Mark
Assessment X (Draft)	30 Aug 2016 - 16:25	6 Sep 2016 - 16:25	6 Sep 2016 - 16:25	4. 5

2. Description:
Assignment instructions...
Turnitin instructions...

Refresh Submissions

Submission Title Turnitin Paper ID Submitted Similarity Grade Overall Grade

5. Submit Paper

2. Assignment instructions can be seen if you hide the description by clicking the submission function (5.) can be seen

3. A submission inbox can contain one submission as it is in this screen capture. By default, tabs are named *Final version*. A teacher can rename them. Check that the right tab.

4. The highest grade of a grading scale is seen in the title *Maximum mark*. The default scale can be seen also in cases when a teacher has attached assessing criteria to the submission. An icon can be seen next to the maximum

5. Start submitting.

Submit Paper

6. Submission Title* ?

File to Submit ?

7.1. Browse...

7.2. Upload this file

Maximum size for new files: 40MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

8.

I confirm that this submission is my own work and I agree that my work is stored in the Turnitin Student Paper Repository. If I do not agree, I contact the teacher. I know [the Turnitin instructions in Aalto University](#)

Vakuutan, että palautukseni on omaa työtäni ja suostun työni arkistointiin Turnitinin opiskelijatöiden vertailukantaan. Jos en suostu tähän, otan yhteyttä opettajaan. Tunnen [Aalto-yliopiston Turnitinin käytön ohjeet](#).

Jag försäkrar att dokumentet jag lämnar in är mitt eget arbete och jag accepterar att mitt arbete lagras i Turnitin-databasen av studiearbeten. Om jag inte accepterar detta tar jag kontakt med läraren. Jag känner till [Aalto-universitetets anvisningar till studerande om användningen av Turnitin](#).

9. Add Submission

6. Write a title of your work.

7. Start choosing a file from your computer (drag and drop a file).

7.1. Browse and select a file

7.2. Confirm your file selection.

8. Submission is not possible without a confirmation box. Your agreement is asked even if you are in the Turnitin Student Paper Repository as submissions in the repository are protected against plagiarism. Chosen in settings whether submission repository or not. It is recommended that students be aware of the choice.

9. Add the submission. If you use Turnitin, you are asked to agree the Turnitin

10.

Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 699473508

Submission extract:

10. A digital receipt appears on screen if the submission is successful. If you get any other notification from Turnitin support.

My Submissions

Draft Final version

Title	Start Date	Due Date	14. Assessment available	Maximum Mark
Assingment X (Draft)	30 Aug 2016 - 16:25	6 Sep 2016 - 16:25	6 Sep 2016 - 16:25	5

Description:
Assingment instructions...
Turnitin instructions...

13. Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade	
11. View Digital Receipt	Essee draft	699473508	30/08/16, 17:14	12. 39%	15. --/5	16. Submit Paper

11. A receipt of a submission is also a submission inbox.

12. - 13. Turnitin originality report is re-similarity percentage appears in the inbox several minutes up to 24 hours. If there is instead of a percentage, click *Refresh* to see the latest state. A teacher might have default settings. For example, a student originality report at all or a report will be due date.

Open the originality report and possible percentage. The view is opened or and it may take a moment, because Turnitin opens and MyCourses remains in the

Note! Do not pay too much attention to percentage. Similarities must always be matches can be ok, like matches in a report may not be ok. [See tips for interpreting](#)

14.-15. Possible feedback and grade can be available after the date *Assessment available* and a pencil icon appears in the inbox (15). Click to enter Turnitin Feedback studio. See [the views feedback](#)

16. Possible resubmission is possible if available. See more information about

Resubmission

A resubmitted paper replaces the earlier file and the new report overwrites the earlier one. After 3 resubmissions a report of the fourth file will not be generated for 24 hours. Resubmission may also be disabled by the teacher (setting "Report Generation Speed = Generate reports immediately, resubmission not allowed").

If resubmission is allowed before the due date, you can submit a draft of an assignment at first, interpret the originality report of it, correct possible flaws and then submit the final version for grading.

Removing a submitted file

If the file is stored in Turnitin student paper repository (comparison database), it will be stored there as long as Aalto University determines. Teachers may remove a submission from the inbox in MyCourses, but this action does not remove the submission from the comparison database. *By default the submissions are **not** stored into a repository* may have changed this setting. It is students' interest to save their submissions into the repository as they are protected against plagiarism.

If you want your submission removed from the repository, send a removal request with the paper ID to [turnitin\(at\)aalto.fi](mailto:turnitin(at)aalto.fi). The work ID is on the digital receipt.

However, the paper submitted in a course submission inbox can not be removed for 8 weeks after submitting because of possible grading. A paper submitted in a course submission inbox can be deleted right away.