Guidance for Students on Submitting an Early Stage Assessment (ESA) to Turnitin, via Blackboard

1.   Important information

1.1   Any research which contains data from human participants should be fully annoymised, prior to submitting to Turnitin.

1.2   You are reminded that the College requires all doctoral students to complete mandatory online training on plagiarism awareness, by the ESA. By way of refresher, you can refer back to this course at any time through your blackboard account.

        You can find out how to self-enrol onto the course here:

        https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/online-courses/

        Upon completion of this training course, you will be able to:

   1. **Explain** what plagiarism is
   2. **Identify** incorrect referencing and possible potential cases of plagiarism
   3. **Apply** techniques to avoid the different types of plagiarism
   4. **Reference** properly someone else's work as well as your own work
   5. **Evaluate** and relate the impact of academic integrity to your own work as researcher and in your career

1.3   When you submit your work to Turnitin, your work will be cross-referenced against the Turnitin database. Turnitin will then produce a similarity report which shows the percentage of matched text. It is therefore important to reference others' work properly, your own previously published work, or work you have previously submitted for assessment. The online training course provides more information on how to avoid self-plagiarism.

1.4   It is not your responsibility to interpret the Turnitin similarity report. Interpreting the similarity report is a matter of academic judgement and is the responsibility of your main supervisor and your assessors.

1.5   If your similarity report indicates a high percentage of text matches, please do not worry. There may be very good reasons for this result and your supervisor will discuss these with you.   For example, matched text could include, quotations, references, matching formats, tables, charts or statistics.

2. Which file types can Turnitin accept?

Turnitin will accept the following file types:

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

Please note that all submissions must contain at least 20 words of text. Turnitin <u>will not accept PDFs, .doc files or any other format listed above that is comprised **solely of images**</u> (i.e. a scanned image embedded in the file).

If your ESA is larger than 100MB, then you should reduce the file size in one of the following ways:

- Save the file as a PDF (click here to learn how).
- Reduce the resolution of images which can often be of a higher resolution than necessary. The images can be reduced without significant loss in image quality (click here to learn how).
- For particularly ESAs, you may need to divide your work up into smaller parts and submit each part separately to Turnitin. Please talk to your supervisor about the best way to do this.

3. What file sizes can Turnitin accept?

- less than 100mb;
- a minimum of 20 words; and
- less than 800 pages.

If you submit a file which has less than 20 words of highlightable text (a .jpg or .mp4 for example), a similarity report will not be generated and you will receive the following warning:

Note: This document contains fewer than 20 words. A similarity report will not be generated for it

For further information and guidance on Turnitin file requirements see:

https://help.turnitin.com/feedback-studio/blackboard/basic/student/submitting-a-paper/file-requirements.htm

4.   Process for submitting your ESA to Turnitin, via Blackboard

1. Select "ESA Assignment Submission Area" in the left hand navigational menu
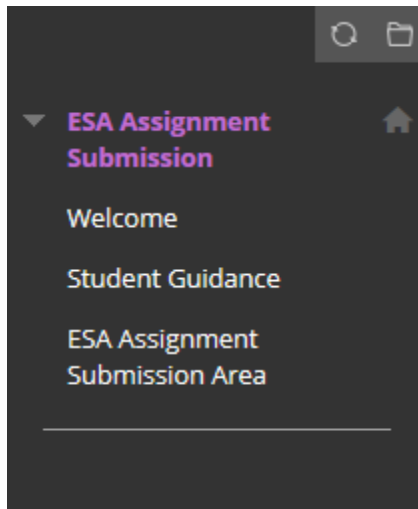
2. Click on the ESA Assignment Submission Area.
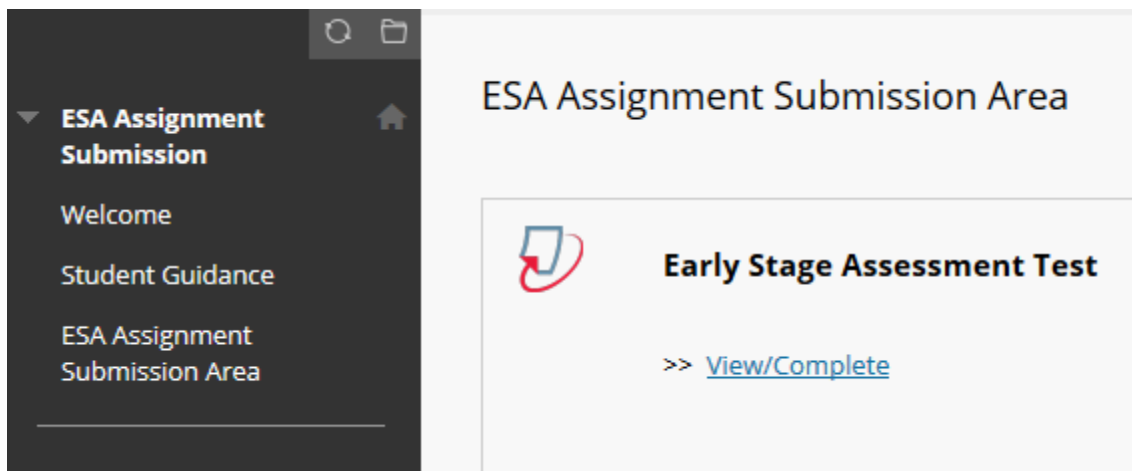
3. Select the blue submit button

4. Enter the Title of your submission

5. Now, choose your submission to the assignment in one of three ways and select Upload:
   - Choose from this computer – Select a file from your computer for upload
   - Choose from Dropbox – Sign in to your Dropbox account and select a file
   - Choose from Google Drive– Sign in to your Google Drive account and select a file

Submission title

A title

The file you are submitting will not be added to any repository.

What can I submit?

Choose the file you want to upload to TurnitinUK:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Upload   Cancel

6. Once your submission has been uploaded, a thumbnail image will be displayed on your screen for you to check. Use the arrow buttons to scroll through each page. The word, page and character counts are also displayed and you should check these against your original file.

7. When you are satisfied that your uploaded submission should be made, select the Confirm button

8. If your file was submitted successfully, you will see the following message on your screen:

"Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer."

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author:
A Test

Assignment title:
Early Stage Assessment Test

Submission title:
A title

File name:
Follow the steps below to submit a Turnitin assignment.docx

File size:
19.29K

Page count:
2

Word count:
249

Character count:
1212

Submission date:
29-Jul-2019 11:35AM (UTC+0100)

Submission ID:
109720518

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9. You will now receive a digital receipt to your Imperial College email address. Ensure that you also make a note of the submission ID displayed on screen.

10. If you do not receive an emailed receipt, please contact your Department's PGR Admin Officer and/or Supervisor.