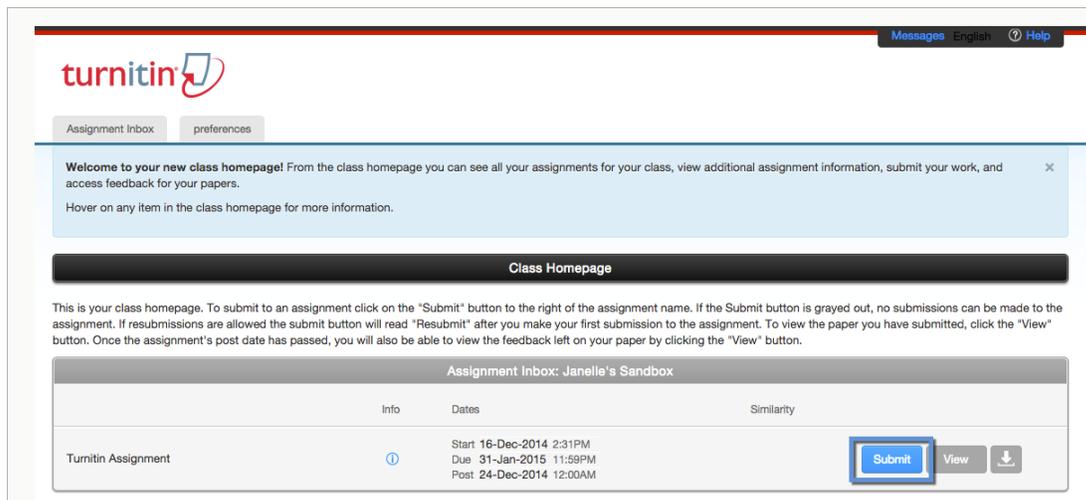


## How to Submit an Assignment

1. Find your assignment in Blackboard. Click on the “View/Complete” link displayed directly below the assignment.



2. You will see a list of all your Turnitin assignments for this course. Click on the “Submit” button next to the appropriate assignment.



3. Name your submission and upload your document through one of the three given options. Then click “Upload.”

Assignment Inbox preferences

Submit: Single File Upload - STEP ●○○

First name  
User

Last name  
Eight

Submission title  
Christmas!

What can I submit?

Choose the file you want to upload to Turnitin:

- Choose from this computer
- Choose from Dropbox
- Choose from Google Drive

Upload Cancel

4. You will see a loading page for a few moments while the file is processed.

Submit: Single File Upload STEP ●●○

Processing: Christmas!.docx

**Author:**  
User Eight

**Assignment title:**  
Turnitin Assignment

**Submission title:**  
Christmas!

This should take less than 2 minutes. Please wait... you will be asked to confirm to complete the process.

Confirm Cancel

- Once the document has been uploaded, you will need to confirm that this is the document you want to submit. If it is the document you intended to submit, click “Confirm” at the bottom of the page. If it is not the correct document, you may click “Cancel” and begin the submission again.

Submit: Single File Upload
STEP ●●●○

Please confirm that this is the file you would like to submit...

**Author:**  
User Eight

**Assignment title:**  
Turnitin Assignment

**Submission title:**  
Christmas!

**File name:**  
Christmas!.docx

**File size:**  
68.95K

**Page count:**  
1

**Word count:**  
183

**Character count:**  
760

<<
Page 1
>>

All of us took a big green steel pillowcase with our names on it, the Christmas Eve we got the pillowcase at the end of our bed when we went to sleep. Sometimes in the middle of the night Mr. and Mrs. "Tasty Cheese" would come in and put all our Christmas presents in the pillowcase. I remember waking up and feeling a big weight at the end of my bed for my bed. When you opened the mouth of the case you could smell the crisp crinkly smell of wrapping paper, and hear the crackling as they pulled inside. We would look at them and feel them, but we wouldn't open any presents until Tom when we went into their and their rooms. There we would sit on their big bed and read the Christmas story and thank God for all the kind people who gave us things. There we took turns opening a present one by one and everyones' presents were gone.

My favorite Christmas story is "What Child is This", but a close second is "O Come, O Come, Emmanuel".

Confirm

Cancel

- When you get the “Congratulations...” message, your assignment has been successfully submitted and you may return to your Blackboard homepage.

Submit: Single File Upload
STEP ●●●●

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

**Author:**  
User Eight

**Assignment title:**  
Turnitin Assignment

**Submission title:**  
Christmas!

**File name:**  
Christmas!.docx

**File size:**  
68.95K

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183

**Character count:**  
760

**Submission date:**  
17-Dec-2014 10:34 AM CST

**Submission ID:**  
491127261

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Page 1
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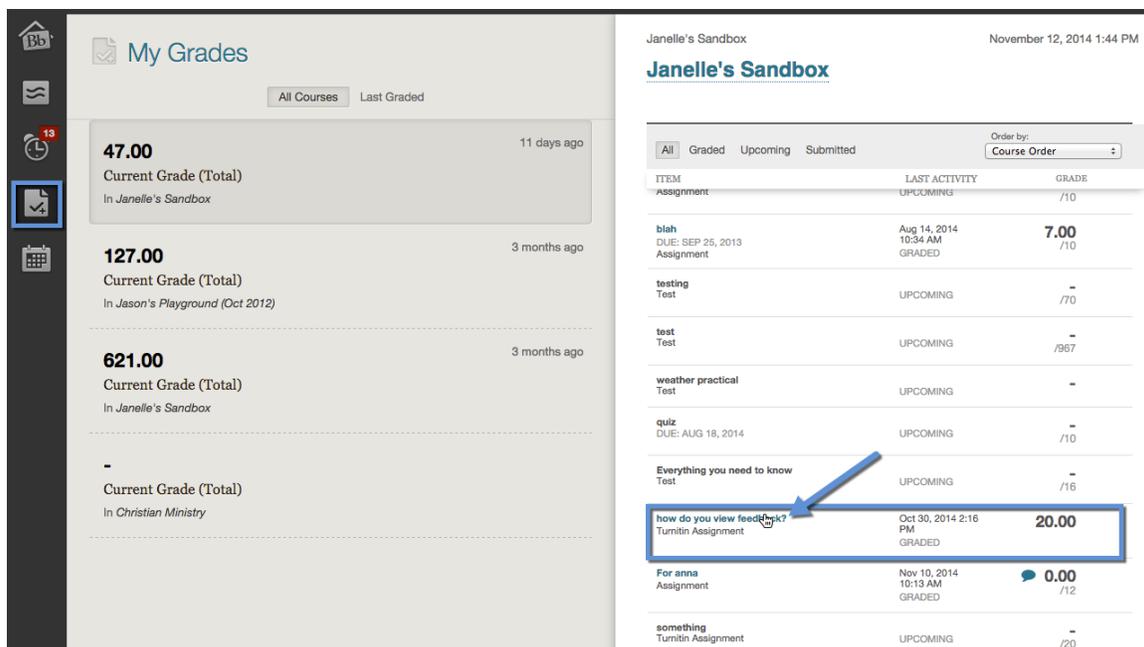
My favorite Christmas story is "What Child is This", but a close second is "O Come, O Come, Emmanuel".

## How to View Feedback

1. Access your grades, either by clicking the “My Grades” link on the “My Blackboard” tab or by clicking the drop-down menu icon in the upper-right corner next to your name (choose the “My Grades” icon).



2. Go to the course that contains your Turnitin assignment, and select it from the list of grades and assignments on the right-hand side of the screen. Click the name of the assignment (after you have submitted your document it will be a blue hyperlink).



**My Grades**

All Courses Last Graded

**47.00** 11 days ago  
Current Grade (Total)  
In *Janelle's Sandbox*

**127.00** 3 months ago  
Current Grade (Total)  
In *Jason's Playground (Oct 2012)*

**621.00** 3 months ago  
Current Grade (Total)  
In *Janelle's Sandbox*

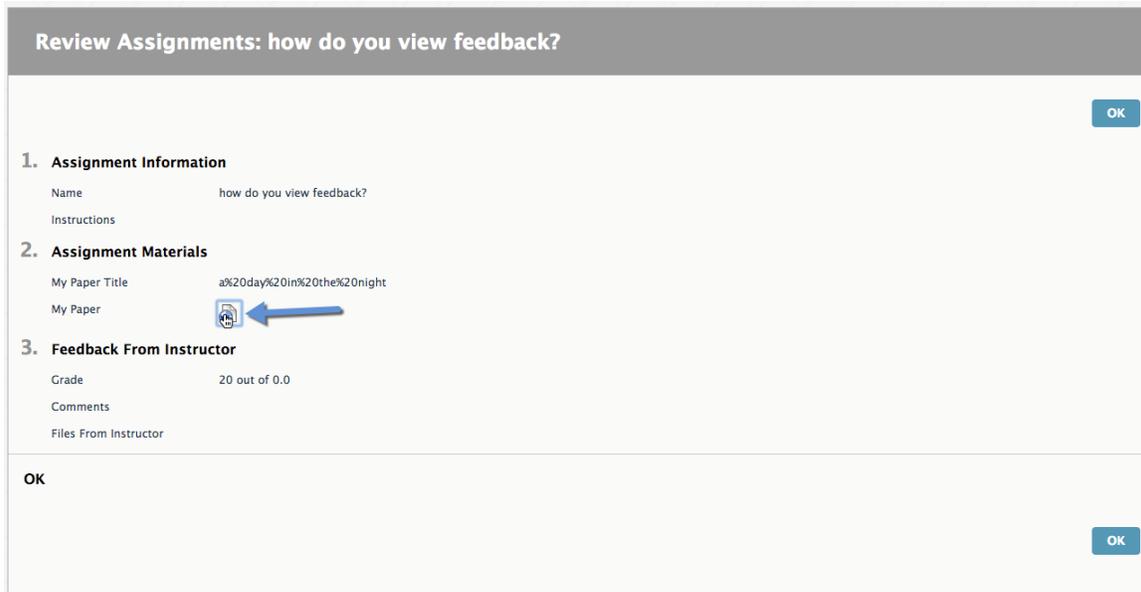
**-**  
Current Grade (Total)  
In *Christian Ministry*

Janelle's Sandbox November 12, 2014 1:44 PM

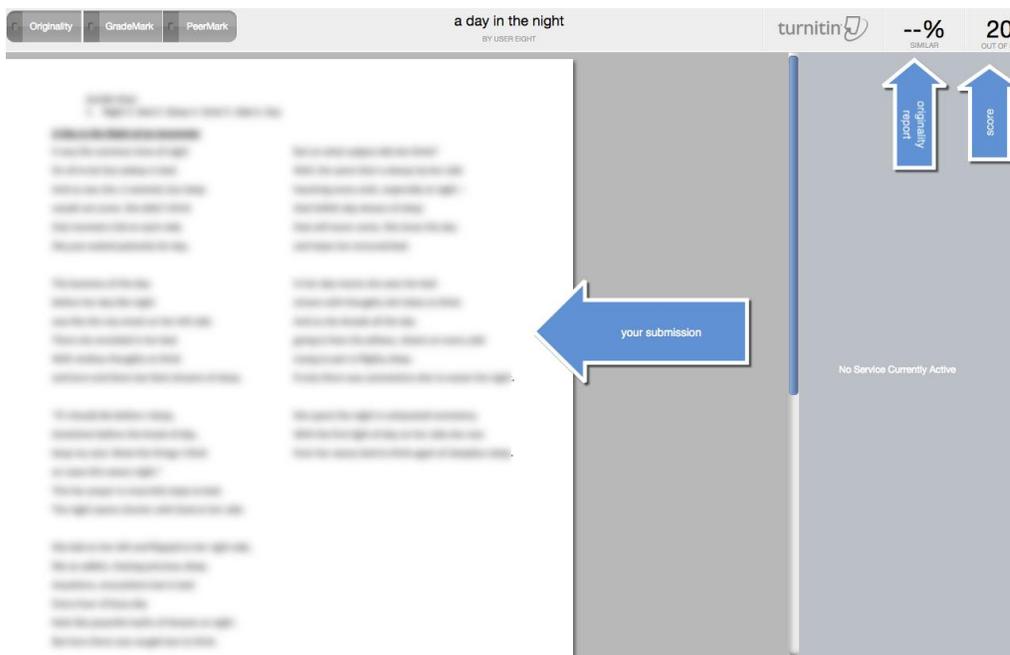
**Janelle's Sandbox**

ITEM	LAST ACTIVITY	GRADE
Assignment	UPCOMING	/10
<b>blah</b> DUE: SEP 25, 2013 Assignment	Aug 14, 2014 10:34 AM GRADED	<b>7.00</b> /10
testing Test	UPCOMING	- /70
test Test	UPCOMING	- /967
weather practical Test	UPCOMING	-
quiz DUE: AUG 18, 2014	UPCOMING	- /10
Everything you need to know Test	UPCOMING	- /16
<b>how do you view feedback?</b> Turnitin Assignment	Oct 30, 2014 2:16 PM GRADED	<b>20.00</b>
For anna Assignment	Nov 10, 2014 10:13 AM GRADED	<b>0.00</b> /12
something Turnitin Assignment	UPCOMING	- /20

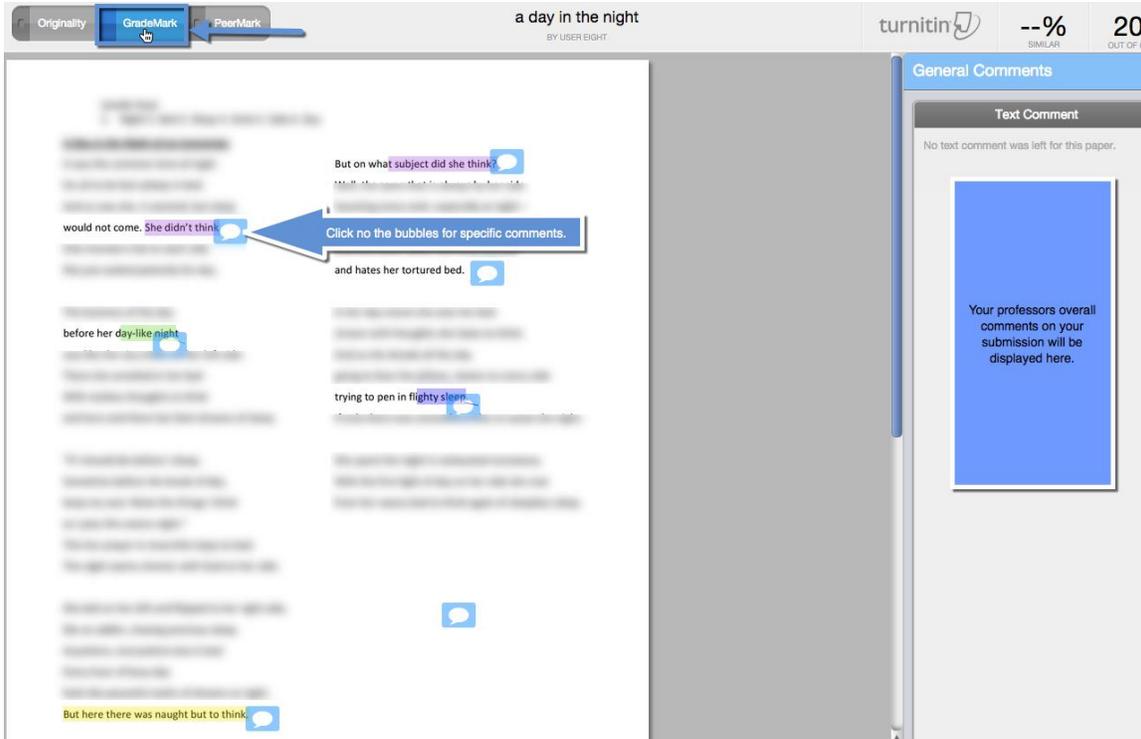
3. If your assignment has been graded already, you will be able to see the point value your professor has given your assignment. To view comments and specific feedback you will need to click on the globe icon. This will link out to the Turnitin site that is hosting your submission.



4. Inside Turnitin you will see your submission on the left side. Your score (if it has been graded) and originality report will be in the top-right corner.



- To view your professor's feedback click the button in the top-left corner called "Grademark." If your professor has made specific comments on parts of your submission, you will see blue and white dialogue icons. Click on these to see those comments. If your professor has made any overall comments about the paper as a whole, these will display in the panel to the right of your submission.



6. If your professor has used a rubric, you can view this by clicking on the far-right icon at the bottom right-hand corner of the “Comments” area. Navigate between the three icons in the lower right corner to view general comments, specific comments and the assignment rubric.



7. If you have questions or concerns about the grade of your paper, you should contact your professor. If you have difficulty viewing your paper and feedback after following this help sheet, please call the ITS Service Desk at (312)329-4067.