## How to Submit an Assignment

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

Ð	Testing Assignment
	Tell me about your favorite family Christmas tradition (or if you can't think of one, just a Christmas memory).

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

turnitin (J)					
Assignment lobox preferences					
Welcome to your new class homepage! From the class homepage you can see all your assignments for your class, view additional assignment information, submit your work, and access feedback for your papers. Hover on any item in the class homepage for more information.					
		Class Homepage			
is is your class homepage. To submit to signment. If resubmissions are allowed t titon. Once the assignment's post date h	an assignment click on the "S he submit button will read "Re has passed, you will also be ab	Class Homepage submit* button to the right of the assignment in ssubmit* after you make your first submission ble to view the feedback left on your paper by or Assignment Inbox: Janello's Sandbo	ame. If the Submit button is grayed out, no submissions can be made to t to the assignment. To view the paper you have submitted, click the "View" clicking the "View" button. x		
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3. Name your submission and upload your document through one of the three given options. Then click "Upload."

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	

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

Processing: Christmaal door	
Processing. Christmas.docx	
Author:	
User Eight	
Assignment title:	
Turnitin Assignment	• •
Submission title:	• •
Christinas:	• • •
	This should take less than 2 minutes. Please wait you will
	be asked to confirm to complete the process.

5. 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.

ubmit: Single File Upload	ST	EP 🔘 🔘
Please confirm that this is the file you would	d like to submit	
Author: User Eight	« Page 1 »	
Assignment title: Turnitin Assignment	All of with bulk a big queues string physics are with our tance on K. On Christman Dru way doth ap physics are at dire radii durc bulk on wave to the day.	
Submission title: Christmas!	Somitors in the mable of the might An address, "insta Gaue" would go and heading part all we Obstitutes proved in the prioritization in non-their would go and heading which are shown in the start of any heading would be may be address of the most address of the start of the case proceeded most the entry entry small of weighting papers, and hear the	
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File size: 68.95K	Mp farentie Christiania Ayna in "Mat Châlă în Thir", Mat a done second în "O Gone, D Gone, Bonazanet".	
Page count: 1		
Word count: 183		
Character count: 760		
Confirm		

6. 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 comp copy of this receipt from within the Docum	plete! This is your digital receipt. You can print a nent Viewer.
Author: User Eight	« Page 1 »
Assignment title: Turnitin Assignment	All of a to do that a long queres stant aplications on with one taken so it. One Quantum for we up that pathonisms or it offer and of and to de down are were to storp.
Submission title:	Sometime in the middle of the night Mr. and Mrs. "Sorts Clauss" would come in and
Christmas!	a big weight at the end of my beilty my fort. When you opened the mosth of the
	care you could small the ontop crisidy small of wrapping paper, and heat the cruchling as they posted inside. We could look at them and field them, but we
File name:	couldn't open any presents until 2am when we went into Mam and Duf's room.
Christmas!.docx	There we would all sit on their highed and read the Christmas story and thank God for all the kind people who gave us things. Then we took tarms opening a present
File size:	one by one statil everyout's presents were good. Mr forwards Christians hown in "Bhad Child in Thin", but a three second in "O
68.95K	Pip servers commany system in a mater cause is non-, etter a construction in U. Cons., O. Cons., Emissional?.
Page count:	
Word count: 183	
Character count: 760	
Submission date: 17-Dec-2014 10:34 AM CST	
Submission ID: 491127261	

## 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).

69 19 19	My Grades		Janelle's Sandbox Janelle's Sandbox		November 12, 2014 1:44 PM
	<b>47.00</b> Current Grade (Total) In <i>Janelle's Sandbox</i>	11 days ago	All Graded Upcoming Submitted	LAST ACTIVITY UPCOMING	Order by: Course Order ÷ GRADE /10
	<b>127.00</b> Current Grade (Total) In Jason's Playground (Oct 2012)	3 months ago	blah DUE: SEP 25, 2013 Assignment testing Test	Aug 14, 2014 10:34 AM GRADED UPCOMING	<b>7.00</b> /10
	<b>621.00</b> Current Grade (Total) In Janelle's Sandbox	3 months ago	test Test Vester practical Test		/967 -
	- Current Grade (Total) In Christian Ministry		Everything you need to know Test	UPCOMING Oct 30, 2014 2:16 PM GRADED	/10 /16 <b>20.00</b>
			For anna Assignment something Turnitin Assignment	Nov 10, 2014 10:13 AM GRADED UPCOMING	<b>0.00</b> /12

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.

F	Review Assignments: how do you view feedback?				
		1	ОК		
1.	Assignment Informati	ion			
	Name	how do you view feedback?			
	Instructions				
2.	Assignment Materials				
	My Paper Title	a%20day%20in%20the%20night			
	My Paper				
3.	Feedback From Instru	ctor			
	Grade	20 out of 0.0			
	Comments				
	Files From Instructor				
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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.

C Originality C GradeMark C PeerMark	a day in the night BY USER BOHT	turnitin	%	20
			originality	Lecos
	your submission	No Service		

5. 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.

originality GradeMark PeerMark	a day in the night BY USER EIGHT	turnitin D% 20
		General Comments
would not come. She didn't think	But on what subject did she think	Text Comment   No text comment was left for this paper.   Your professors overall
before her day-like night	trying to pen in flighty steep.	comments on your submission will be displayed here.
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But here there was naught but to think		

6. If you your professor has used a rubric, you can view this by click 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.