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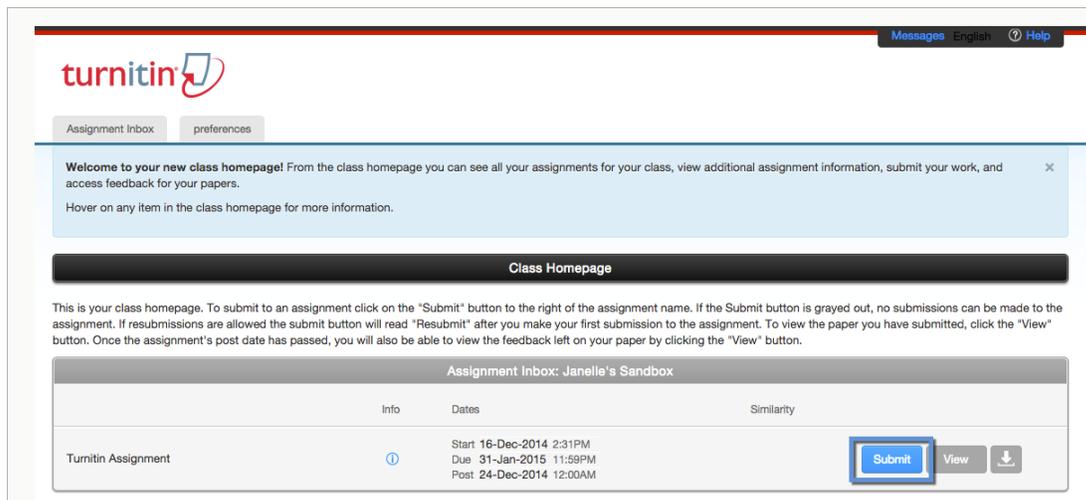
3. Name your submission and upload your document through one of the three given options. Then click "Upload."

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

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.

6. When you get the "Congratulations…" message, your assignment has been successfully submitted and you may return to your Blackboard homepage.

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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).

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.
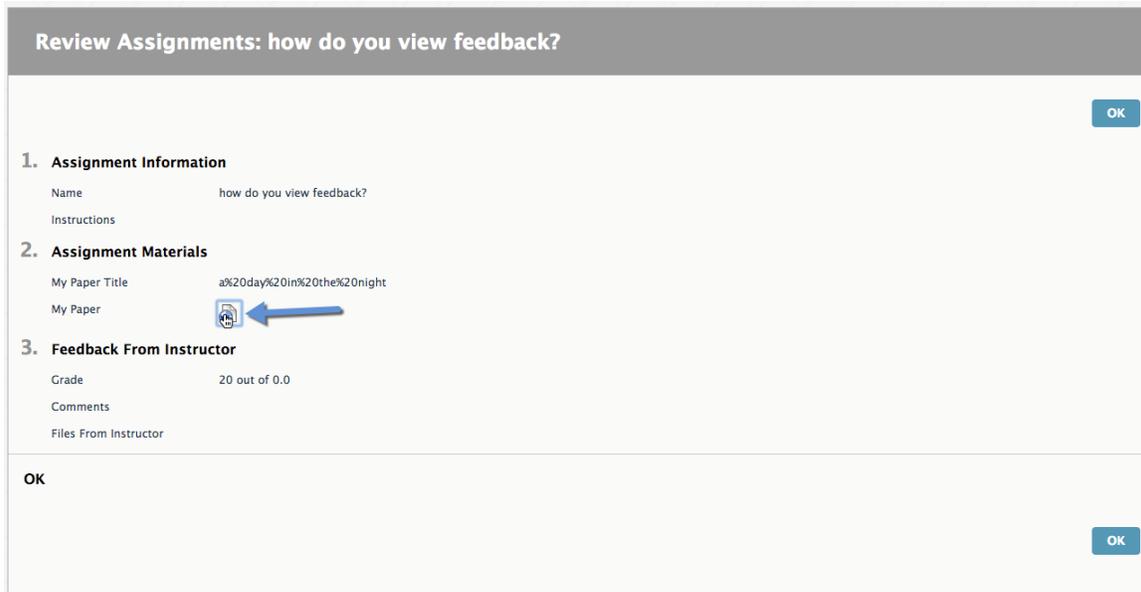
4. Inside Turnitin you will see your submission on the left side. Your score (if it has been graded) and originality report will be in the top-right corner.
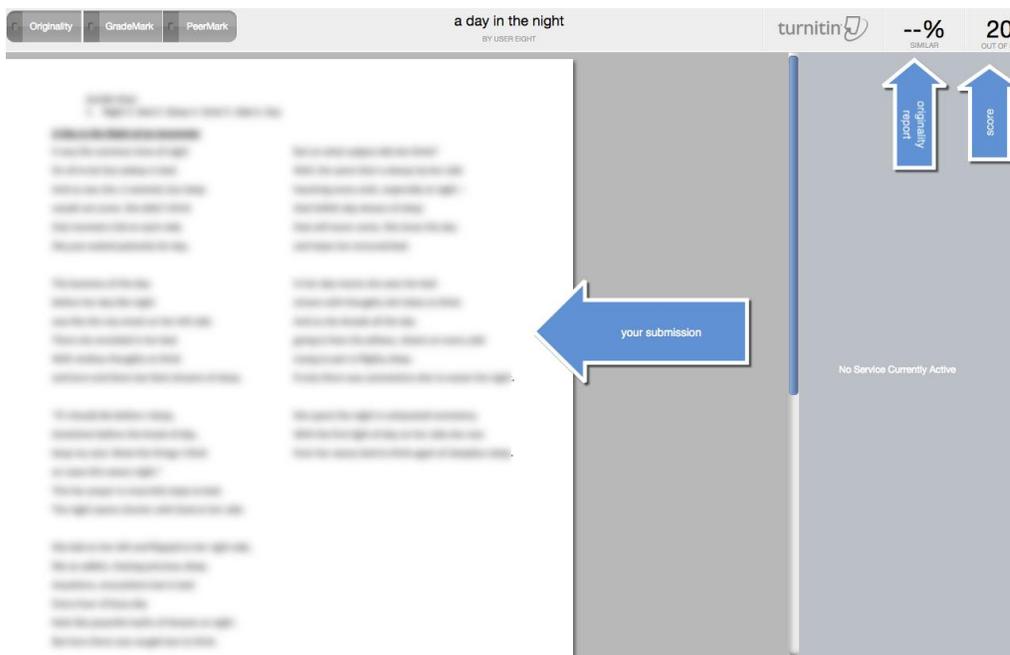
5. To view your professor's feedback click the button in the top-left corner called "Grademark." If your professor has made specific comments on parts of your submission, you will see blue and white dialogue icons. Click on these to see those comments. If your professor has made any overall comments about the paper as a whole, these will display in the panel to the right of your submission.
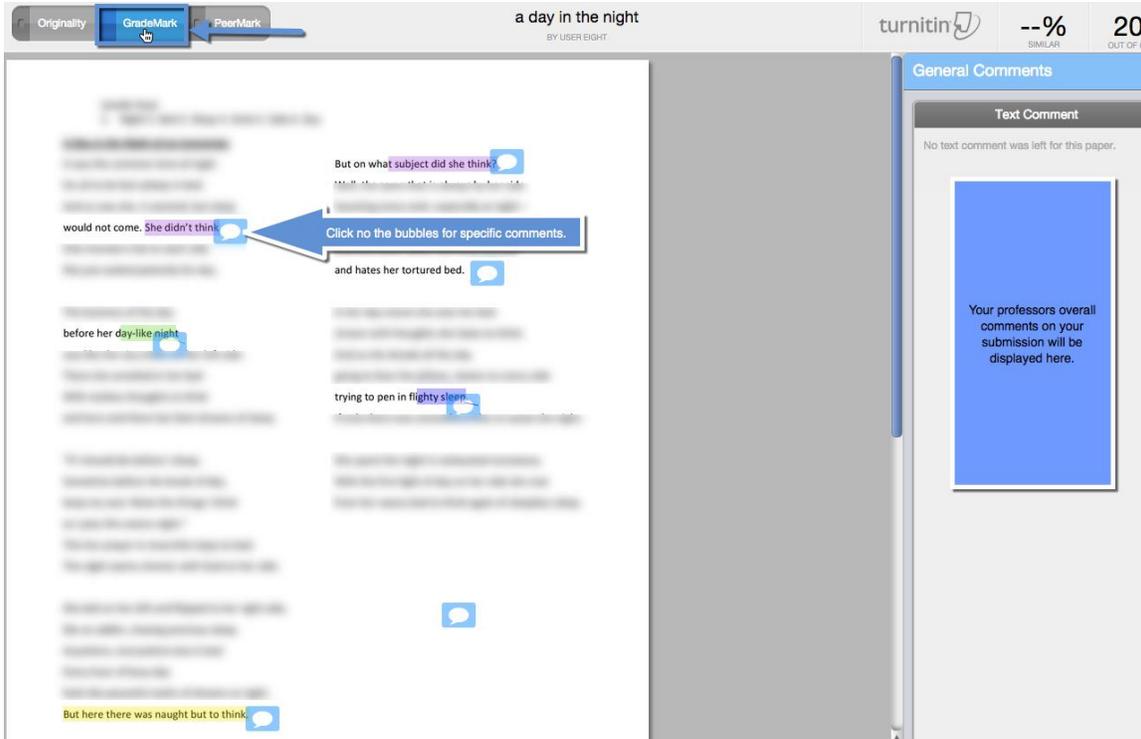
6. If you your professor has used a rubric, you can view this by click on the far-right icon at the bottom right-hand corner of the "Comments" area. Navigate between the three icons in the lower right corner to view general comments, specific comments and the assignment rubric.

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.