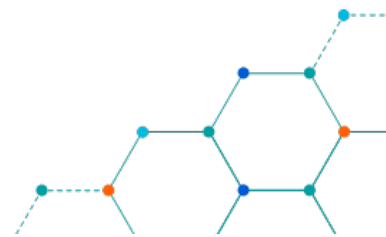


Submitting to Turnitin in KEATS

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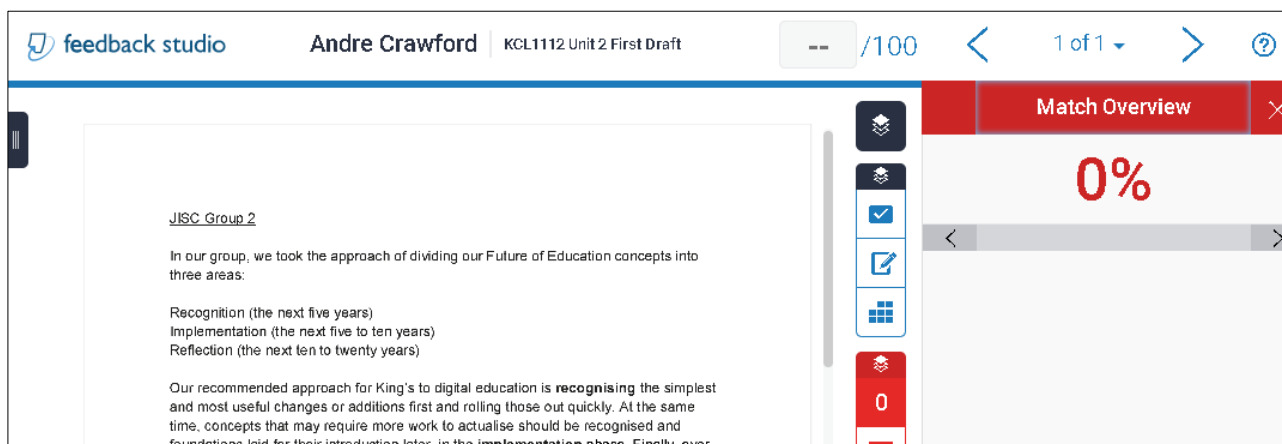
INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series](#). Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

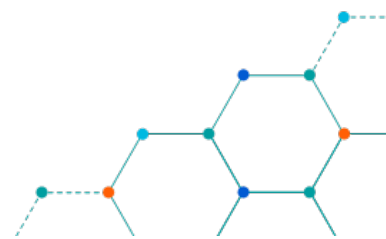
This guide looks at the steps of submitting to Turnitin in KEATS.

Important information

Turnitin helps instructors assess the originality of student work and ensure the proper citation of references by comparing students' electronic documents to a variety of online sources and to the Turnitin database. The software then creates an "originality report" that rates submitted assignments and highlights text that appears in its databases or elsewhere on the Internet.




Your lecturer can control whether you can make only one submission or upload files after deadlines



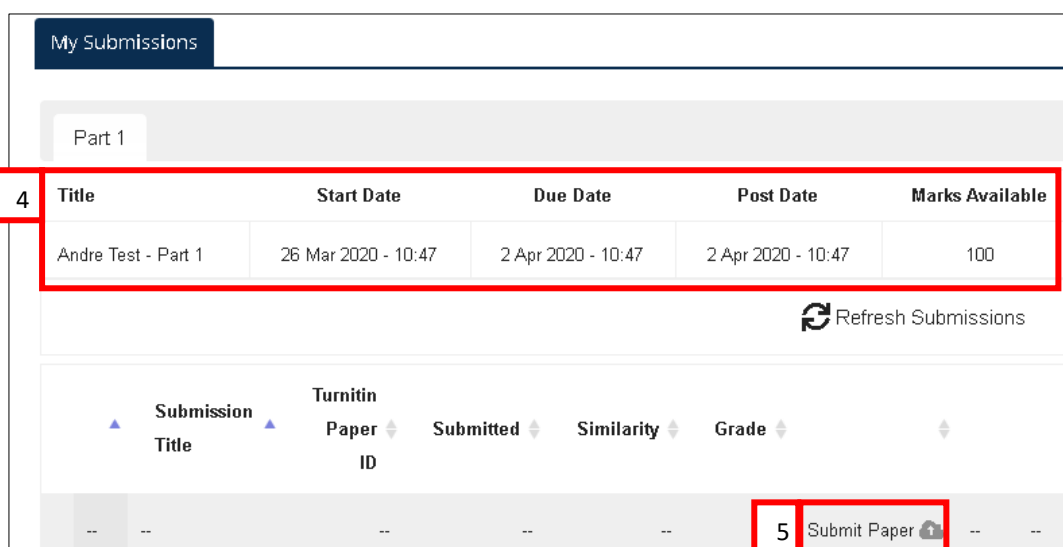
GUIDE

Submitting to Turnitin via KEATS

1. Sign into KEATS (<https://keats.kcl.ac.uk>) and navigate to the course
2. Links to assignments can always be found in the sections down the **centre** of the KEATS course. It will be listed as an activity marked with the Turnitin logo ():

To submit your assignment:


3. Click the Turnitin assignment. The My Submissions page will open. (You may be asked to accept the Turnitin license agreement before you can proceed.)
4. At the top of the page, you will see the Start Date, Due Date and Post Date (the post date is the date at which grades and feedback are made available), along with the total points available for the grade. Below this row is the Submission Inbox.
5. In the Submission Inbox, click on **Submit Paper** and the Submit Paper dialog box will open.




4	Title	Start Date	Due Date	Post Date	Marks Available
	Andre Test - Part 1	26 Mar 2020 - 10:47	2 Apr 2020 - 10:47	2 Apr 2020 - 10:47	100

Refresh Submissions

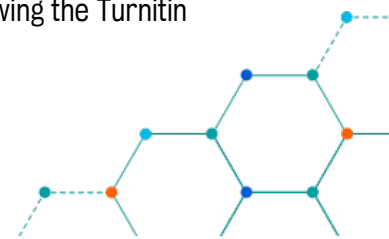
Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
--	--	--	--	--

5 Submit Paper 

6. In the **Submit Paper** dialog:
 - a. From the Submission Type drop-down menu (if available), select **File Upload** or **Text Submission**.
 - b. In the Submission Title field, enter a name for your submission. This is usually the title of your paper or a combination of the course and assignment name, e.g. "KCL1112 Unit 2 First Draft".
 - c. For a **Text Submission**, in the Text to Submit field, type or paste your submission.
 - d. For a **File Upload** submission, in the File to Submit field:
 - i. Drag and Drop your file to the blue arrow.
 - ii. Or, click the Add button (). The File picker window will open. Locate the file you wish to upload, select it, and click Open.

Note: Check with your instructor for accepted file formats. For papers, PDF or Word files are usually the best options.

- e. Click the **Add Submission** button. A Digital Receipt pop-up will open showing the Turnitin submission id and Submission extract to the assignment.



- f. Click *Close* (top right) or click away from the message box. You will be returned to the My Submissions page.

Note: To print a Digital Receipt, click the View Digital Receipt. A Digital Receipt pop-up will open showing the date and time you submitted to the assignment. To print the digital receipt, click Print (Printing is optional, Turnitin will send a submission confirmation by email).

The screenshot shows the 'Submit Paper' interface. Key elements are highlighted with red boxes and labeled as follows:

- a**: Submission Type dropdown menu set to 'File Upload'.
- b**: Submission Title text box containing 'KCL1112 Unit 2 First Draft'.
- c/d**: The 'File to Submit' section, which includes a file upload icon and a file named 'JISC Group 2'.
- e**: The 'Add Submission' button at the bottom of the form.
- f**: A pop-up 'Digital Receipt' window showing the message 'Your submission has successfully been uploaded to Turnitin.' and the Turnitin submission ID: 122857719.

Below the main form, there is a confirmation message: 'Please check the box to indicate that you accept the agreement before submitting your work. By checking this box, I confirm that this submission is my own work and I accept the Turnitin submission.' with a checked checkbox.

7. Some Turnitin assignments have multiple parts. For example, you may be asked to make a submission, receive comments from your instructor or an originality report, then submit another draft of your work, for example, improving your writing, or citations. In this case, each part will have its own tab, and own due dates. At the top of the page look for Part 1, Part 2, Part 3.
8. If your instructor allows, you may be able to resubmit and overwrite previous submissions until the due date and time. Click Submit paper (🔄) to resubmit.
9. Once the Post date for the assignment has been reached, grades and feedback may be made available. For written or audio remarks, under Grade click the pencil icon next to your score.

