

ual:

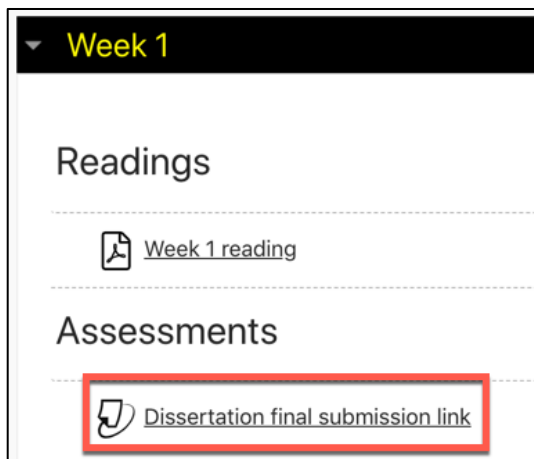
How to submit to Turnitin

You can also [view these instructions on YouTube](#).

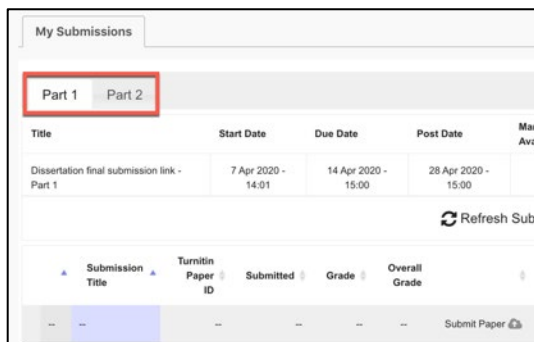
Uploading your submission

- 1) Go to <https://moodle.arts.ac.uk> and log into Moodle using your UAL username and password.
- 2) On the **Dashboard** click to your course or unit Moodle site.
- 3) In your course/unit Moodle site look for the Turnitin submission link for your assessment and click on it.

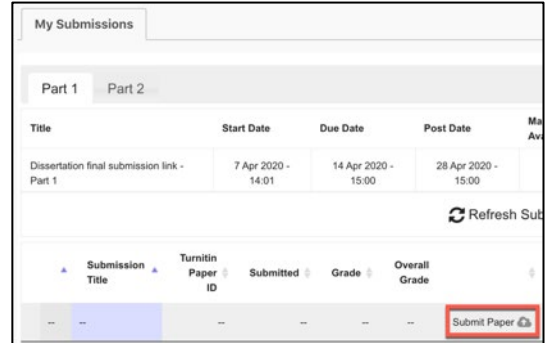
Note that there may be multiple Turnitin links so make sure you identify the correct one.



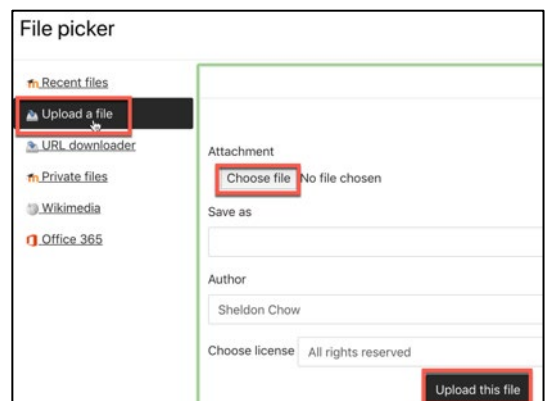
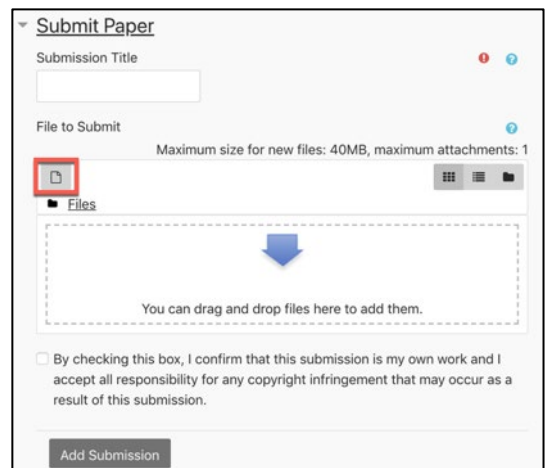
- 4) After you've clicked the Turnitin submission link, check if there are multiple parts to the assignment. If there are multiple parts listed, make sure you click the correct part before uploading.



- 5) Click the **Submit Paper** button.



- 6) Give your submission a name. We suggest it includes your name and the assessment title.
- 7) Drag and drop your file into the window **or** the file icon and on the **Upload a file** screen click **Choose file** and locate the file on your computer and then click the **Upload this file** button.



- 8) Check the agreement and then click **Add submission**

Submit Paper

Submission Title ⓘ ⓘ John Smith Dissertator

File to Submit ⓘ

Files

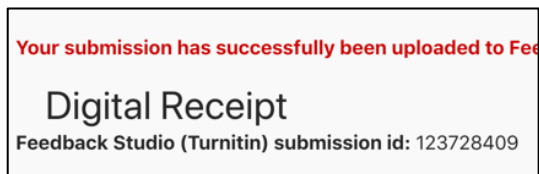
SampleAssig

By checking this box, I co
responsibility for any copy

Please check the box to indicate

Add Submission

- 9) Wait a few moments and your file will be uploaded and you will see your **Digital Receipt** on the screen. This will also be emailed to your UAL email.



- 10) Click the **Close** button at the top right.

- 11) You have successfully submitted your file.

Tips for submission

- 1) Make sure your file is 40MB or less. If it is bigger than 40MB please see the Optimise files webpage for help.
- 2) Make sure you are uploading the correct file type. Please refer to the description in the Turnitin submission link or your Unit Handbook.