A Student's Guide to Uploading to Turnitin

Many classes at EC, especially online classes, will require you to submit your student work electronically through our Moodle Learning Management System. Turnitin is a special tool which scans student work for possible plagiarism to ensure that the work is original. Submitting assignments on Turnitin is easy, the steps below show how.

This guide walks you through every step so you can submit your work.

1. Prep Your File

Before you log in to Moodle, double-check these three things:

- **File Format:** Make sure your document is in **PDF** or **MS Word (.docx)**. Avoid Apple "Pages" or "Google Docs" shortcuts. if you use these platforms, download them as PDFs first.

- **File Size:** Keep it under **100MB**.

- **The Name:** Use a clear file name and avoid special characters.

File requirements for accepting submissions in Turnitin – Turnitin Guides

2. Locate the Assignment

- Log into Edinburgh College Moodle

- Navigate to your specific **Course** and find the **Assignments** section.

- Click on the link for the specific assignment—it usually has a blue Turnitin icon

3. Accept the licence agreement

If it's your first time using Turnitin, you'll see the **EULA user agreement** pop up. Make sure to check the box! Turnitin won't be able to process your assignment until the agreement is accepted, so ticking that box is the key to a successful upload

For this submission to be sent to Turnitin, you must accept the Turnitin End User Licence Agreement.

I accept the Turnitin EULA   I decline the Turnitin EULA

4. The Upload Process

Once the Turnitin drop-box opens:

- Click the **Submit paper** button.

	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade				
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Previous **1** Next

SHOWING 1 TO 1 OF 1 ENTRIES.

- Enter a **Submission Title**.

∨ **Submit Paper**

Submission Title   ❗ ❓ [ ]

File to Submit   ❓   Maximum file size: Unlimited, maximum number of files: 1
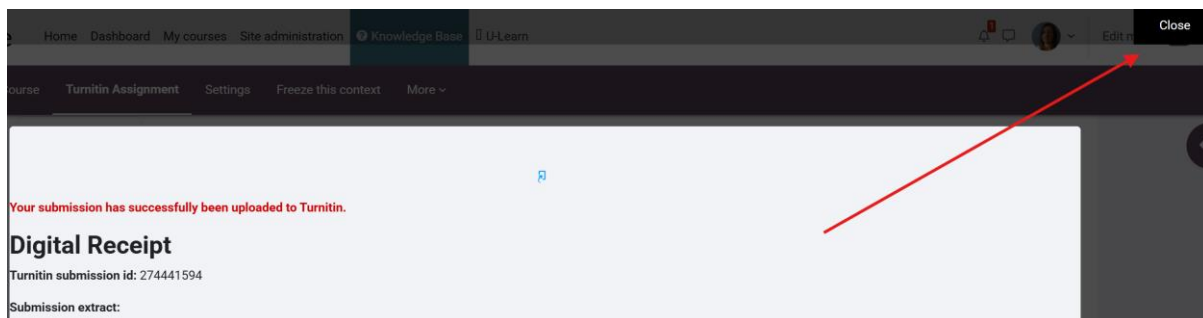
⊕
■ Files

⬇
You can drag and drop files here to add them.

Add Submission

- Drag and drop your file or click **Browse** to select it.
- Check the Preview and next click **Add Submission.**

5. Save Your Digital Receipt

Once successful, Turnitin will email copy of your digital Receipt. Keep this email, it is your proof of submission.

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Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 274441594

Submission extract:

Troubleshooting Your Submission

If you encounter any issues while submitting your work to Moodle, please follow these steps:

1. **Check the Due Date:** Turnitin typically blocks submissions once the deadline has passed. If you have missed the cutoff, please contact your lecturer directly for guidance.

2. **Accept the Agreement:** Ensure you have checked the user agreement box. If you have uploaded your document but Turnitin isn't processing it, you may have forgotten this step. Re-open your assignment submission page and ensure the agreement box is ticked.

3. **Check your file content:** If your document contains large images with very little text, Turnitin may struggle to process it. Ensure your assignment contains at least 200–300 words. If your work includes images or complex formatting, please convert it to a PDF before uploading.

4. **Technical Difficulties:** If the deadline hasn't passed but you're still experiencing issues, please contact moodle@edinburghcollege.ac.uk for assistance. When emailing, please include your full name, student number, and the assignment title.