Your instructor may require you to submit your work to a Turnitin assignment. Turnitin is a WebCampus tool that checks your paper for potential plagiarism. You will submit your paper to an assignment in the appropriate WebCampus course. Keep in mind that different instructors will set up Turnitin assignments somewhat differently, and that not all instructors will allow you to see the Originality Report.

**SUBMITTING YOUR WORK TO A TURNITIN ASSIGNMENT**

Once an Assignment has been created and has opened for submission, you can submit work by following these steps:

1. Access the Assignment link within the course. The Turnitin User Agreement will open and you must agree to it before proceeding.

2. On the Turnitin Assignment Dashboard, you can upload a new submission by clicking on the blue Upload Submission button.

3. When the Submit File dialogue box opens, open the tab for your desired method of submission. Complete the title field, then upload, enter, or provide the link to the submission. **Note**: The size of the file may not exceed 40 MB or 400 pages. Most file types are accepted, including Word, PDF and Ppt.

4. A new dialogue box will open showing a preview of your submission. If there is a problem, you can Cancel submission and select a new file. Once you are satisfied with your submission, click the blue Accept submission – save button.

5. You can view the assignment information by opening the Summary tab or clicking the information icon to the right of the assignment name. Note the Max Grade, Instructions, and dates listed there. Additional settings provides important information about resubmissions, late submissions, and whether you will be able to view your Originality Report.
6. After submitting, you will see the **Paper title** and **Date uploaded** on the Assignment Dashboard. Wait about fifteen minutes, then refresh. You will see a percentage next to a colored box. This indicates the overall percentage of your paper that matched other sources.

7. If the instructor has set the assignment for students to see their Originality Reports, then you can click on the percentage and open the report.

![Assignment Dashboard](image)

8. If the instructor has set the assignment for multiple submissions, then you can resubmit.* However, a **new Originality Report will not be generated until 24 hours have passed.**

*Students who use a screen reader should contact their instructor if they need to resubmit.

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**UNDERSTANDING YOUR ORIGINALITY REPORT**

1. Your Originality Report shows where your paper matches other sources. With the red Originality tab selected, you will see your paper with matching sections highlighted and numbered.

2. The colors and numbers correspond to sources in the Match Overview column on the right. The type of source and percentage of the draft that matched that source are also provided.

3. Click on any highlighted section of your paper to open a window that shows the matching source. Comparing your writing with this source will help you determine if there is a problem with your use of this source.

4. You must look at each highlighted section of your paper and use your judgement to determine if sources are used properly. You can get help with this process from the UNR Writing Center.