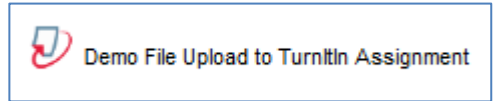


Student Tutorial to Submit a File to Turnitin Assignment in Moodle

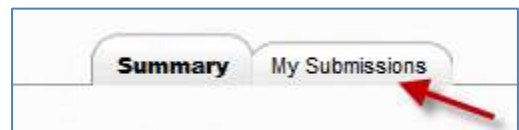
Step 1 – Locate the Turnitin Assignment on your Moodle

course page and click on it. Read the directions carefully and complete the assignment in your word processing program. Save the file as .doc or .docx which is the Microsoft Word format. You can do this using Word Perfect and use the Save As command and select the option to save as Microsoft Word. You can also log into your LACCD email and use the One Drive and create the document using the Microsoft Word cloud application.



Step 2 – Submit the Assignment in Moodle

- After clicking on the Turnitin Assignment, click on the My Submissions Tab.
- Verify that the assignment wants you to upload a file. It indicates this where it says “Submission Type”.
- Enter the Title of your Submission – See red arrow marked 1 in the image below.
- Click on the Browse button – see red arrow marked 2 in the image below. Find your file and double click on it. If the name doesn’t appear in the box, then click the open button.
- Click in the box next to the statement indicating the work you are submitting is your own – see the red arrow marked 3 in the image below.
- Click on the “Add Submission” button – see red arrow marked 4 below

A screenshot of the Moodle submission form. It contains several fields and buttons. Red arrows with numbers 1 through 4 point to specific elements: 1 points to the Submission Title text input field; 2 points to the "Browse..." button; 3 points to the checkbox next to the confirmation statement; 4 points to the "Add Submission" button. The form includes labels for "Submission Type" (File Upload), "Submission Title", "Submission Part" (Part 1), and "File to Submit" (Browse... No file selected.). A confirmation statement reads: "By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission."