

## How to submit assignments on NMIT Online

Your tutor may ask you to submit assignments online for feedback and/or marking. Some tutors are also using the Turnitin.com plagiarism detection system to help you maintain the academic integrity of your assessed work.

This guide will take you through the process of uploading your assignment files within NMIT Online, including submitting for final marking. A separate guide will cover the details of how you interpret Turnitin reports.

### Where to submit your work?

Within your course you should look for the appropriate assignment “drop box”. Be sure to submit your work in the right place – double check the course and the name of the assignment.



Sample online submission drop box

SAMPLE ONLINE SUBMISSION DROP BOX

Demonstration of submitting your assignment online, including use of Turnitin. Do not submit your actual assignment here!

SUBMISSION STATUS

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Sunday, 28 April 2013, 9:45 AM
Time remaining	52 days 17 hours

Click the Add submission button to go to the upload page

Add submission

SAMPLE ONLINE SUBMISSION DROP BOX

Demonstration of submitting your assignment online

This assignment has Turnitin activated. Read the on-screen instructions for details on how it works. Not all assignment drop boxes use Turnitin

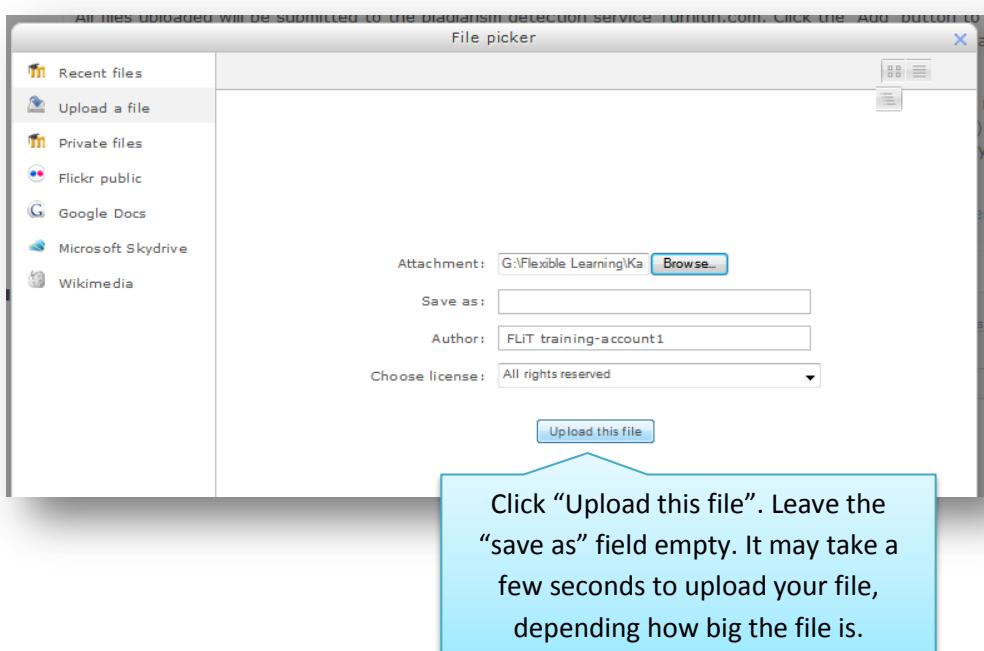
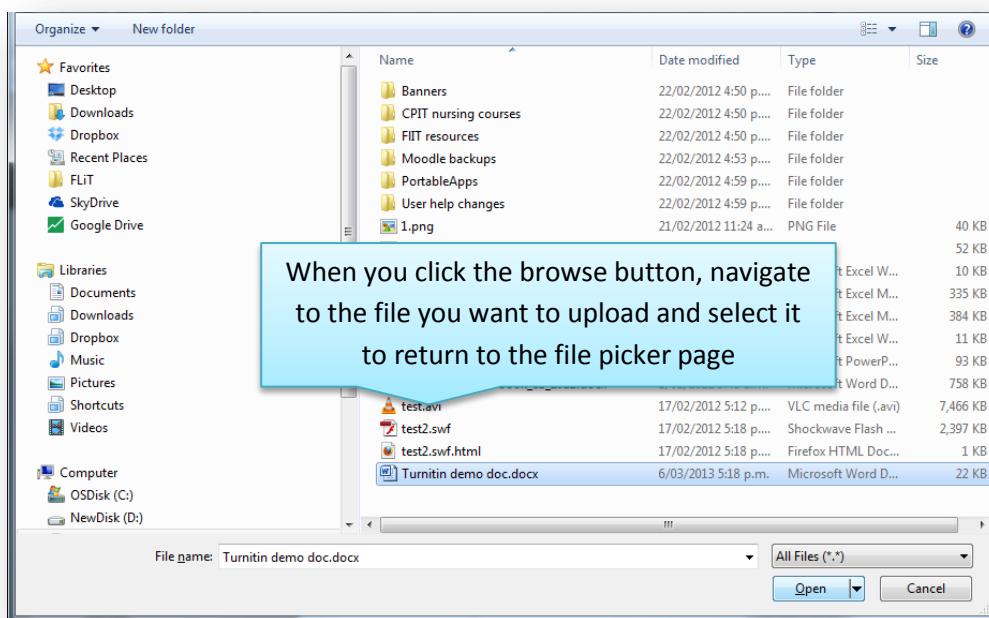
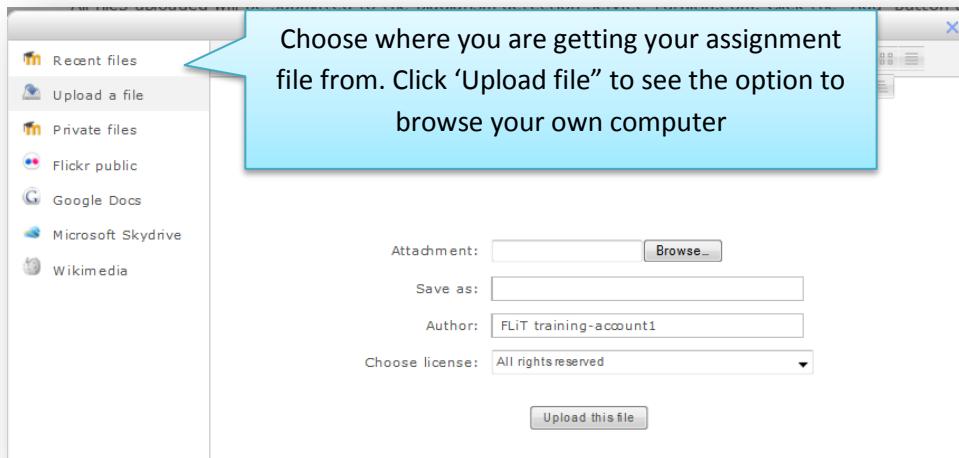
All files uploaded will be submitted to the plagiarism detection service Turnitin.com. Click the "Add" button to upload your file (or files) here and then click the "Save changes" button to return to the Submission status page. Please be assured you have not submitted your assignment yet.

Turnitin.com requires up to 30 minutes to process your assignment. You can leave the assignment page and return later or if you choose to wait, please click the refresh/reload button in your browser (or the F5 key on your key board) to see if the Turnitin result has become available. **DO NOT click the Submit your assignment for marking button** until you have seen and are satisfied with your Turnitin result.

You can Click “Add” to find your assignment file

OR if you see this large arrow you can drag and drop a file onto this box to upload it

Save changes Cancel



## SAMPLE ONLINE SUBMISSION DROP BOX

Demonstration of submitting your assignment online, including use of Turnitin. Do not submit your actual assignment here!

All files uploaded will be submitted to the plagiarism detection service Turnitin.com. Click the "Add" button to upload your file (or files) here and then click the "Save changes" button to return to the Submission status page. Please be assured you have not submitted your assignment yet.

Turnitin.com requires up to 30 minutes to process your assignment. You can leave the assignment page and return later or if you choose to wait, please click the refresh/reload button in your browser (or the F5 key on your key board) to see if the Turnitin result has become available. **DO NOT click the Submit your assignment for marking button until you have seen and are satisfied with your Turnitin result.**

You can read further instructions on [submitting assignments and interpreting Turnitin results in our help pages](#).

### File submissions

If you upload the wrong file, click on it to see the delete option

Click save changes when you are ready

## SAMPLE ONLINE SUBMISSION DROP BOX

Demonstration of submitting your

### SUBMISSION STATUS

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Sunday, 28 April 2013, 9:45 AM
Time remaining	52 days 17 hours
Last modified	Wednesday, 6 March 2013, 5:33 PM
File submissions	Turnitin demo doc.docx Export to portfolio

Your file is still has the “draft” status. If you are waiting for a Turnitin report it can take up to 30 minutes to process your file. You can go away from this page – you don’t need to wait. If you choose to wait on this page, click the refresh button in your browser to check if the report has been completed.

Click the “Edit my submission” button to upload an additional file and/or delete the one you have uploaded.

Only click the “Submit for marking” button when the file you have uploaded is the version you want your tutor to mark.

If the previous page mentioned that Turnitin has been activated in this assignment, it will take up to 30 minutes to process your file/s. When it has been processed a score and link to a full report will appear beside your assignment file/s. You don’t have to wait here - you can leave this page and return later. Or if you choose to wait, please click the refresh/reload button in your browser (or the F5 key on your key board) to see if the Turnitin result has become available. If Turnitin is active, **DO NOT click the Submit for marking button until you have seen and are satisfied with your Turnitin result.**

You can read further instructions on [submitting assignments and interpreting Turnitin results in our help pages](#).

See the next page for more details on Turnitin. When you are ready to submit for marking, click the “Submit for marking” button. Then confirm your submission is your own work. You will receive an email confirmation.

### SUBMIT FOR MARKING

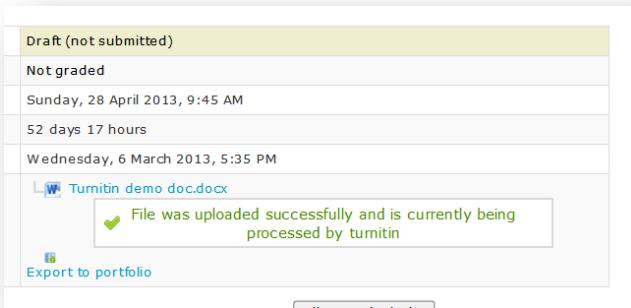
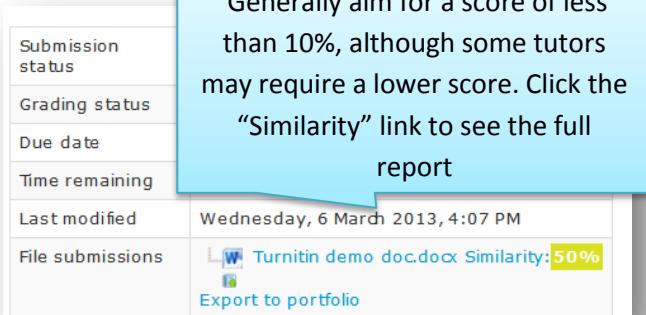
Are you sure you want to submit your work for marking? You will not be able to make any more changes.

In submitting your work here you are also acknowledging that it is your own work and complies with the guidelines for referencing and academic honesty as detailed in your programme handbook or course outline.

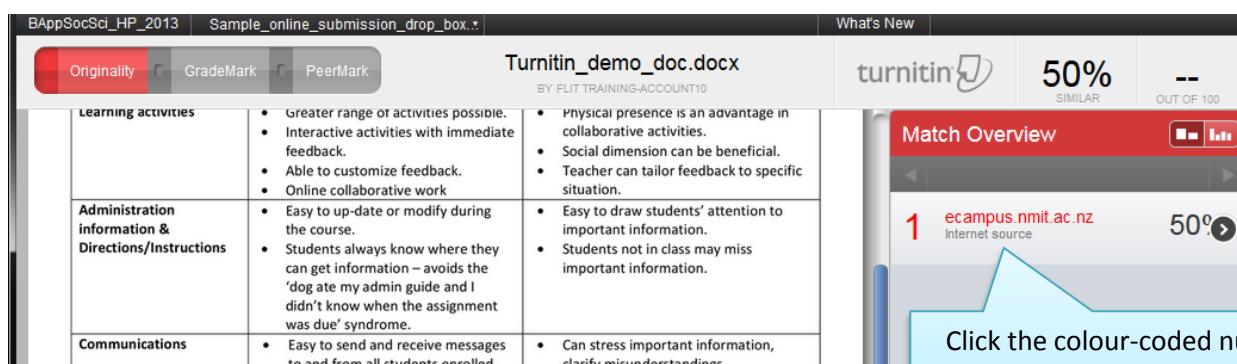
## Turnitin – how it works

Turnitin.com provides a service for checking academic work for possible sources of plagiarism. Your tutor will provide details on what they consider plagiarism to be and how to maintain your academic integrity.

Turnitin can only generate reports for the following file formats: Microsoft Word (.doc, .docx); Plain text (.txt); Adobe Acrobat PDF (.pdf); Rich Text Format (.rtf); PostScript (.ps); HTML (.html, .htm), Open Document Format (.odt).

Turnitin submission still being processed	Turnitin result available
	 <p>Generally aim for a score of less than 10%, although some tutors may require a lower score. Click the "Similarity" link to see the full report</p>

Click on the “Similarity” link to see the full Turnitin report. See the Turnitin student support site for a more detailed description - [http://turnitin.com/en\\_us/training/student-training/viewing-originality-reports](http://turnitin.com/en_us/training/student-training/viewing-originality-reports). Note: ignore the first 20 seconds of the video.



turnitin 50% SIMILAR OUT OF 100

Match Overview

1 ecampus.nmit.ac.nz Internet source 50%

Click the colour-coded number to see the text highlighted in your document. Turnitin has matched your work with content from this source.

**1 Why learn online?**

When you study online at NMIT, you enter your course through the NMIT Online website. After logging in, you can access your course materials such as readings, learning activities and assessments. Online communication tools like discussion forums and chat, let you interact with your teacher and classmates. You will be supported in how to do this and receive relevant training for specific software. Many students find that online learning offers them the flexibility to study when, where and how they want.

A concise print version of this book can be [downloaded here](#).

• Courses taught through the Internet or 'online' provide opportunities for student-centred learning. Online, learners are empowered to learn by themselves and to teach each other. Online, you have the opportunity to share, collaborate and critique each other's work.

• You have an opportunity to write more online. Because you have time to think before you write, and reflect on your and others' writing, your writing will improve.

• It's geared to lifelong learning - you will be learning for the rest of your life, and much of it will be ...

Click here to download a printable copy of your report

PAGE: 1 OF 2 Text-Only Report

Click the filter funnel icon to check if quotes and your bibliography have been excluded from the report score.