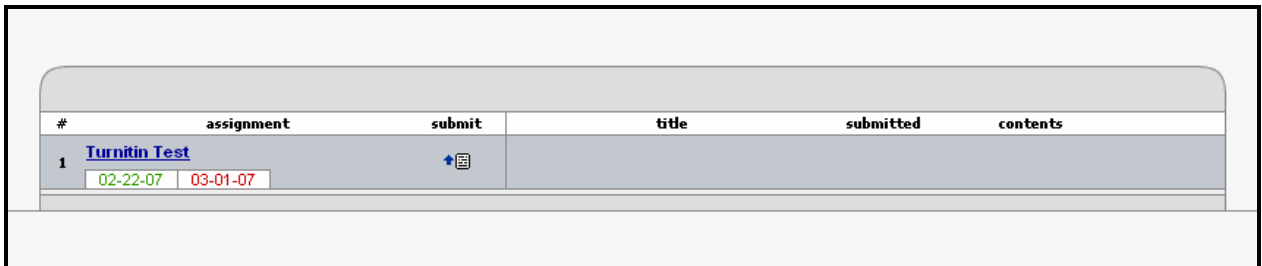


## Submitting Assignments through Turnitin Inside Blackboard Vista (WebCT)

Turnitin is an online service to prevent plagiarism. It checks submitted documents against the Internet, commercial databases, and the Turnitin databases of tens of thousands of previously submitted student papers. For every submitted work, Turnitin generates an originality report and sends it to the instructor. The instructor then decides whether or not plagiarism actually took place.

To submit your assignments through Turnitin inside Vista, carefully follow these simple steps:

1. On the Homepage of the course, click on the link to the assignment.
2. You will see a screen similar to the one below (Figure 1). There will be a link to the assignment and underneath this link shows you the time period the assignment will be available for you. After the due date you will not be able to upload your assignment.





#	assignment	submit	title	submitted	contents
1	<a href="#">Turnitin Test</a>				
	02-22-07	03-01-07			

Figure 1

3. If you click on the link with the assignment title you will see a description of the assignment and the related instructions (see below). Once you are done with this information, close this window by clicking on the  on the upper right hand side of the window. You will now be back the screen in Figure 1.

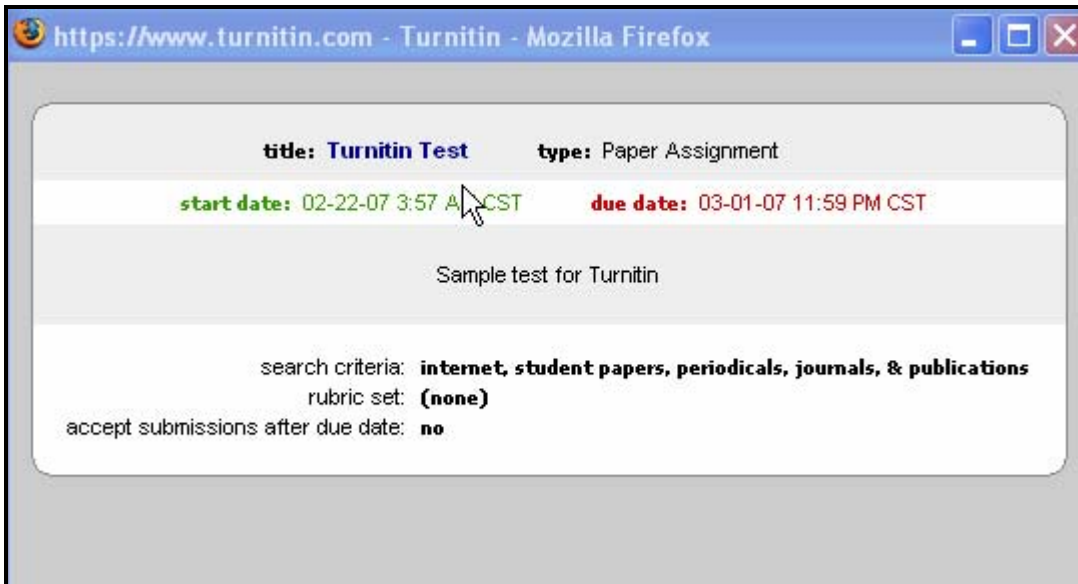


Figure 2

4. To submit your assignment file, click on the  icon underneath the submit column. You will be taken to the screen shown in Figure 3.

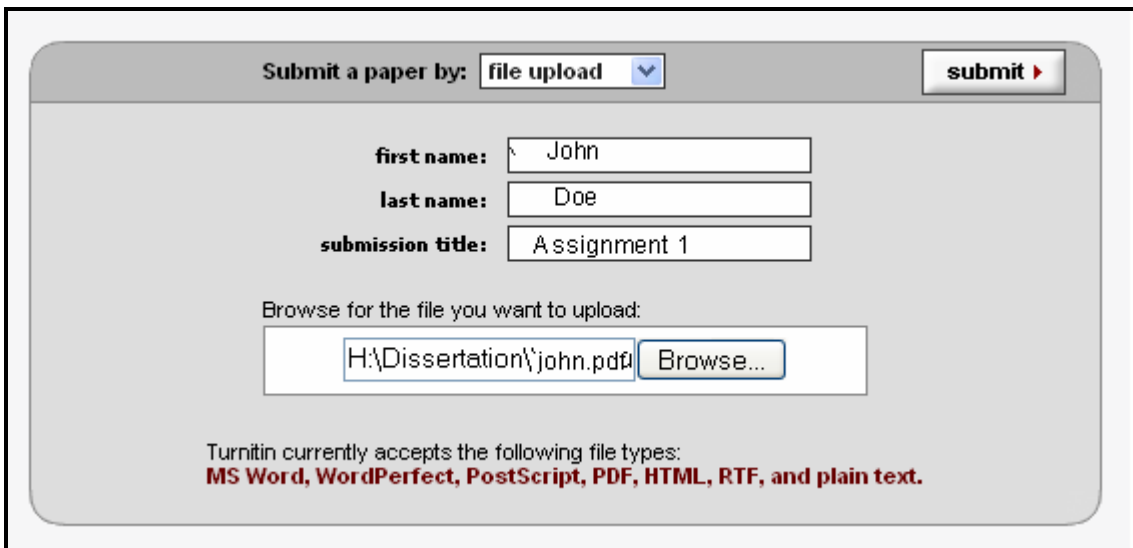



Figure 3

5. You should see your name already filled in. Give a name to your submission file. **Never put your name or your UIN in the file name.**
6. Browse for the file you want to upload. Once you find this file in your computer, click on  button on the upper right hand side.

7. You will be displayed a preview of the file you are uploading for you to make sure that you are uploading the correct file (Figure 4).

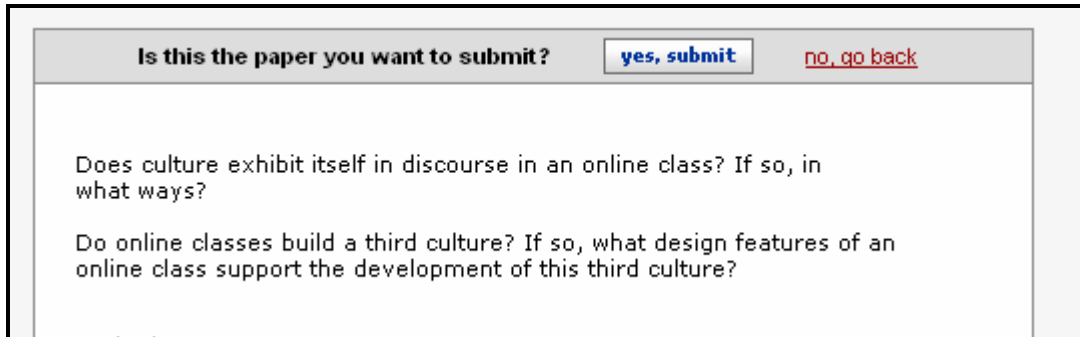


Figure 4

If this file is correct, click on **yes, submit**. If not, click on **no, go back** and resubmit your file following the steps above.

8. Once the submission goes through you should receive a confirmation (Figure 5). Make sure you receive this confirmation.

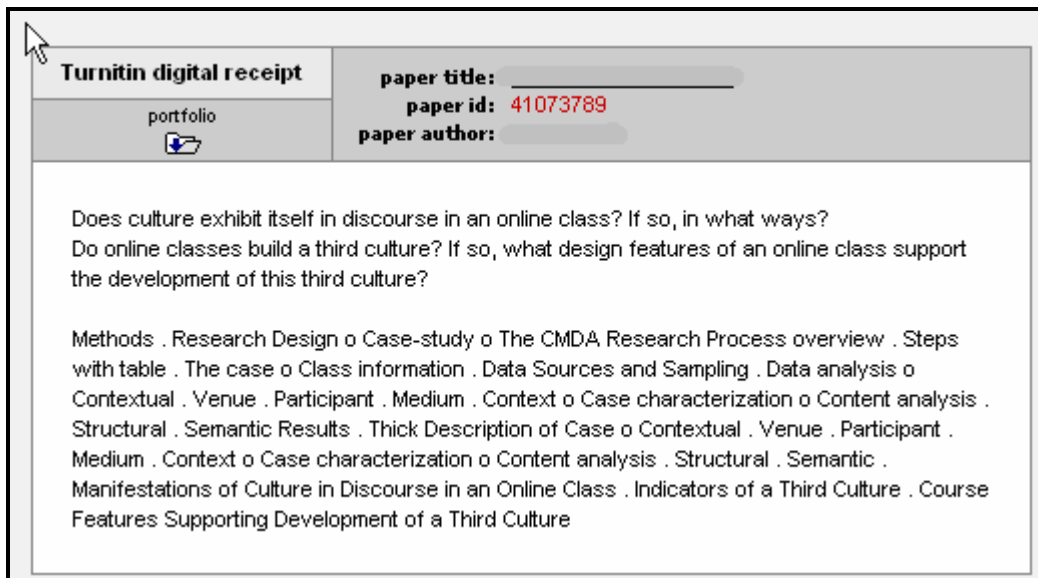


Figure 5

**Never wait until the due date to submitting your assignments as technical difficulties may prevent you from turning in your work on time.**

If you encounter any difficulties during this process of submitting your assignments contact ITS Helpdesk at [helpdesk@qatar.tamu.edu](mailto:helpdesk@qatar.tamu.edu), call 423-0009, and notify your instructor.