

ACCESSING STUDENT SUBMISSIONS THROUGH THE PORTAL

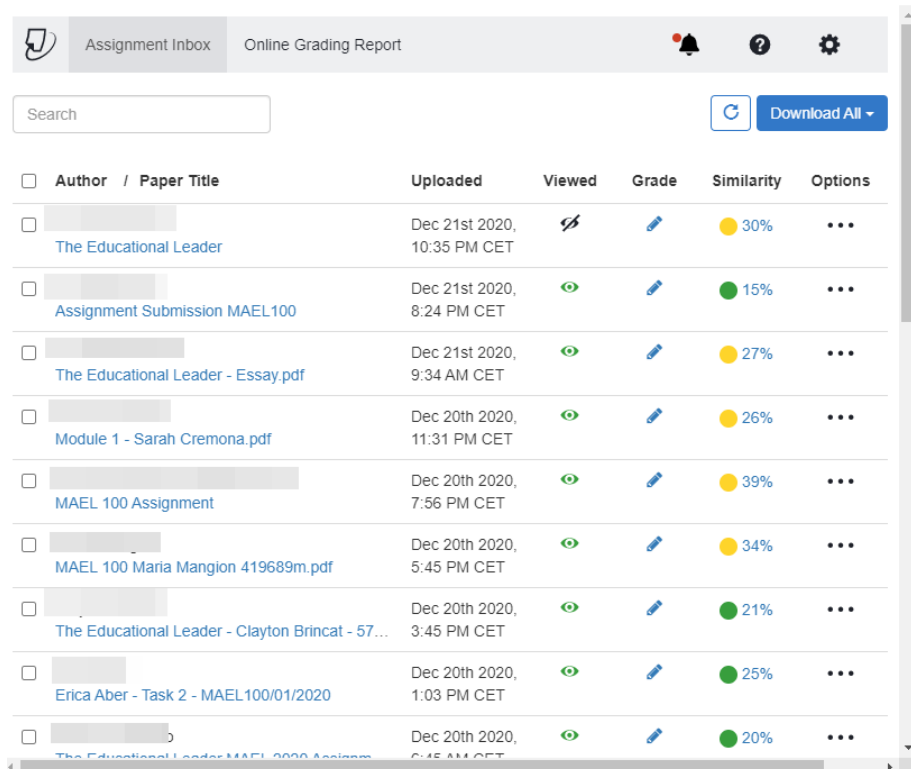
1. Search a specific module by navigating to **Administer > Module Resources**, then click on the required module.
2. There are two options available at this stage from where to access submissions. These will be detailed below:
 - a. Option 1:

Click on the Edit Resource (pencil icon) far right



A slide-over will show, scroll down and you would be able to see the submissions made by the students within the Turnitin Submission window.

When clicking on the percentage similarity value the document submitted

A screenshot of the Turnitin submission list table. The table has columns for Author / Paper Title, Uploaded, Viewed, Grade, Similarity, and Options. The rows list various submissions with their respective dates, times, and similarity percentages. The similarity percentages are color-coded: yellow for 30%, 27%, 26%, 39%, 34%, and 20%; green for 15%, 21%, and 25%. The 'Options' column contains three dots for each row.

<input type="checkbox"/>	Author / Paper Title	Uploaded	Viewed	Grade	Similarity	Options
<input type="checkbox"/>	The Educational Leader	Dec 21st 2020, 10:35 PM CET			30%	...
<input type="checkbox"/>	Assignment Submission MAEL100	Dec 21st 2020, 8:24 PM CET			15%	...
<input type="checkbox"/>	The Educational Leader - Essay.pdf	Dec 21st 2020, 9:34 AM CET			27%	...
<input type="checkbox"/>	Module 1 - Sarah Cremona.pdf	Dec 20th 2020, 11:31 PM CET			26%	...
<input type="checkbox"/>	MAEL 100 Assignment	Dec 20th 2020, 7:56 PM CET			39%	...
<input type="checkbox"/>	MAEL 100 Maria Mangion 419689m.pdf	Dec 20th 2020, 5:45 PM CET			34%	...
<input type="checkbox"/>	The Educational Leader - Clayton Brincat - 57...	Dec 20th 2020, 3:45 PM CET			21%	...
<input type="checkbox"/>	Erica Aber - Task 2 - MAEL100/01/2020	Dec 20th 2020, 1:03 PM CET			25%	...
<input type="checkbox"/>	The Educational Leader MAEL 100 Assig...	Dec 20th 2020, 6:45 AM CET			20%	...

will open.

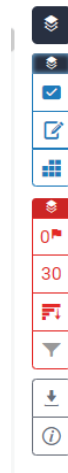
Lecturers can leave feedback on the files submitted through Turnitin Feedback Studio by clicking on the document and the below menu will show.

One could leave quick marks, a comment or add inline text. Most commonly used being the comment.



One can also add a voice comment or a text comment through Turnitin by clicking on the right-side menu (coloured in Blue).

One can also see the sources from where the student might have copied text by clicking on the similarity value shown in the right menu (coloured in red).



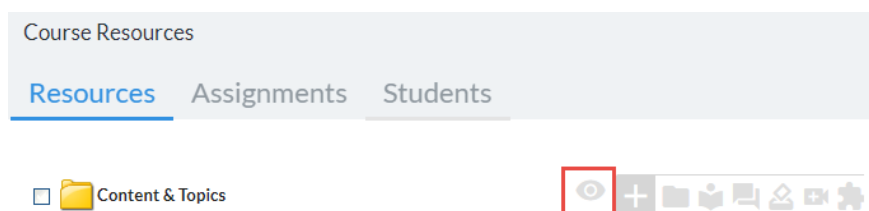
No grading is to be done through Turnitin.

b. Option 2:

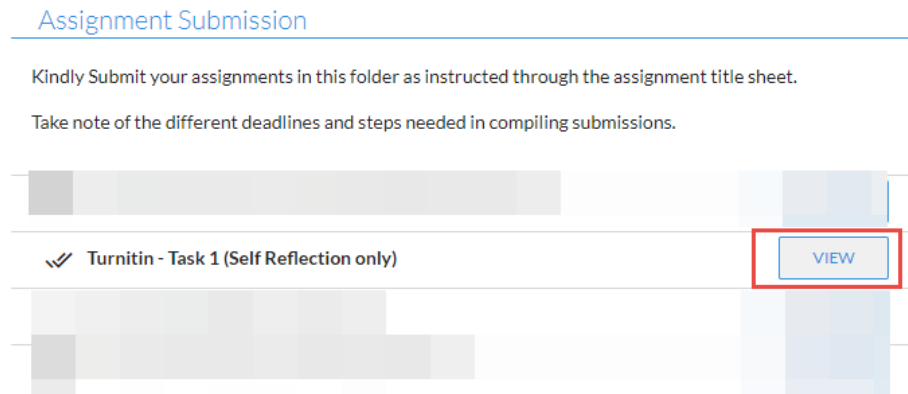
This option provides another means of accessing the submission. You would still need to search a specific module by navigating to **Administer > Module Resources**, then click on the required module.

Now click on the eye icon in line with 'Content and Topics' as shown below.

The material will now show in student view.



Search for the submission required and click on the button 'View' as shown hereunder.



From here on, the same things as mentioned in Option 1 apply.

The following is a link to a video which visually illustrated the process of accessing the submission mentioned above: [video](#)