

MyAberdeen: Submitting an Assignment to Turnitin in Ultra

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Turnitin is an online service which compares student assignments with online sources including web pages, databases of reference material, and content previously submitted by other users across the UK. Turnitin is accessed directly through MyAberdeen.

Below you will find advice on how to submit your assignment, as well as some basic troubleshooting advice should you encounter any issues during submission.

Submitting your assignment

Assignments that you are required to submit through Turnitin will be made available by your lecturer/tutor on one of the **areas**, such as **Assessment**, within your MyAberdeen course area. Log in to MyAberdeen, click on **Courses** in the Ultra Base Navigation (on the left-hand side) and select your chosen course. Your course view will look similar to this:

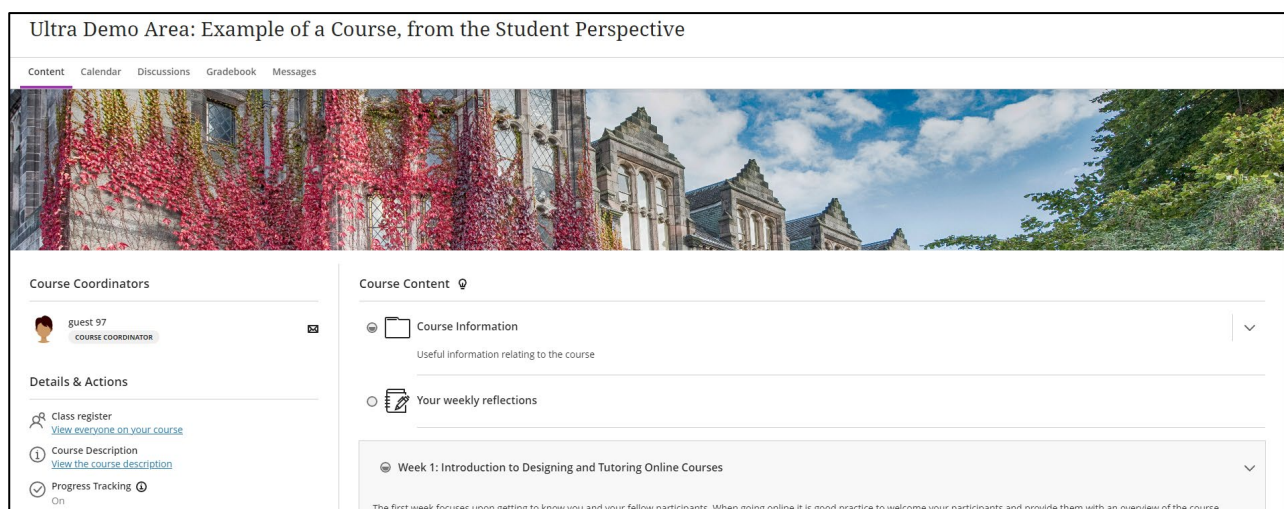


Figure 1 An example of a MyAberdeen Course Area

Your assignment submission area can be accessed from the **Course Content** page. Your lecturer/tutor will tell you where this area is within your course. Click on the assignment name. Turnitin assignment can be recognised by their icon, now a blue box with an arrow point into one corner of it – see below.

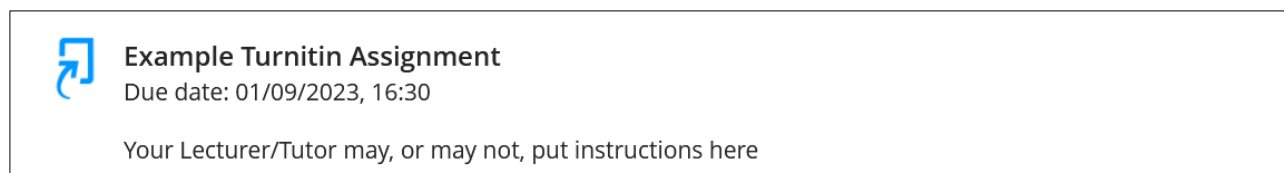


Figure 2 An example of a Turnitin assignment in the Course Content area.

This will then open a panel of the right-hand side of the screen. Click the **Launch** button to open the **Assignment Dashboard**.

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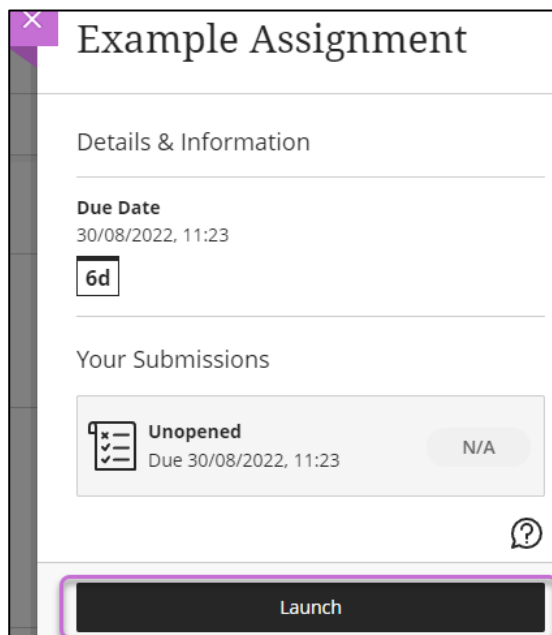


Figure 3 The assignment panel with the 'Launch' button.

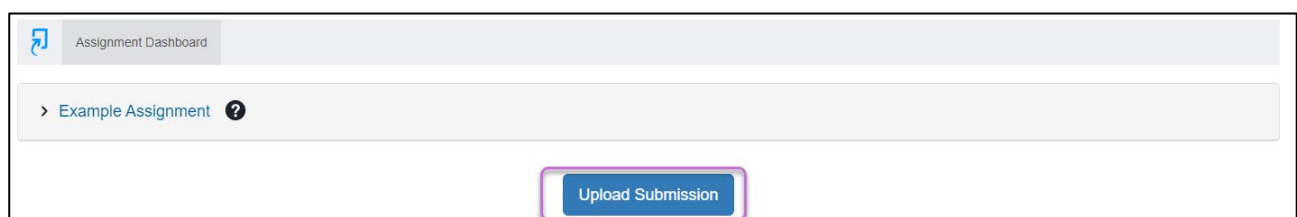


Figure 4 The Turnitin Assignment Dashboard

Click on **Upload Submission**. This will take you to the **Upload Submission** heading. Select **Choose file** under the **Submission File** heading and select the file you would like to submit from your computer. The **Submission Title** will automatically populate based on the file name, but you can edit this text if required. When you are ready, click **Upload and Review**.

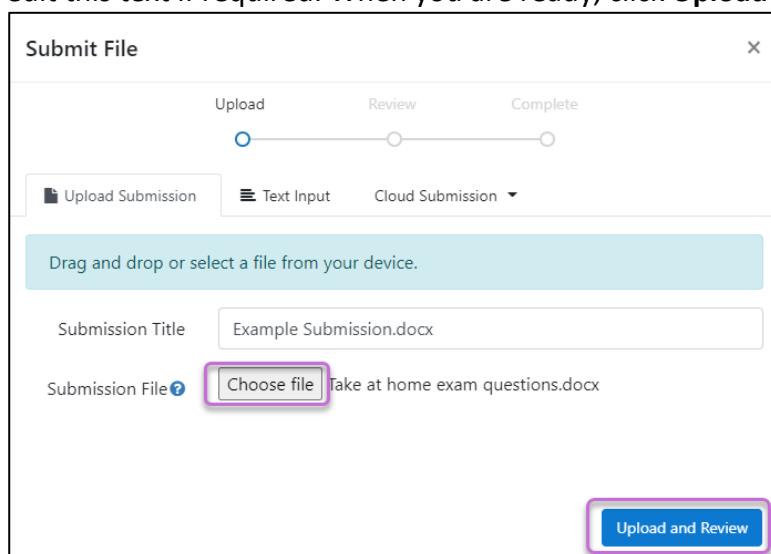


Figure 5 The Turnitin file submission window

MyAberdeen: Submitting an Assignment to Turnitin in Ultra

This will take you to the **Review** page. Once you are happy you have uploaded the correct document, press **Submit to Turnitin**.

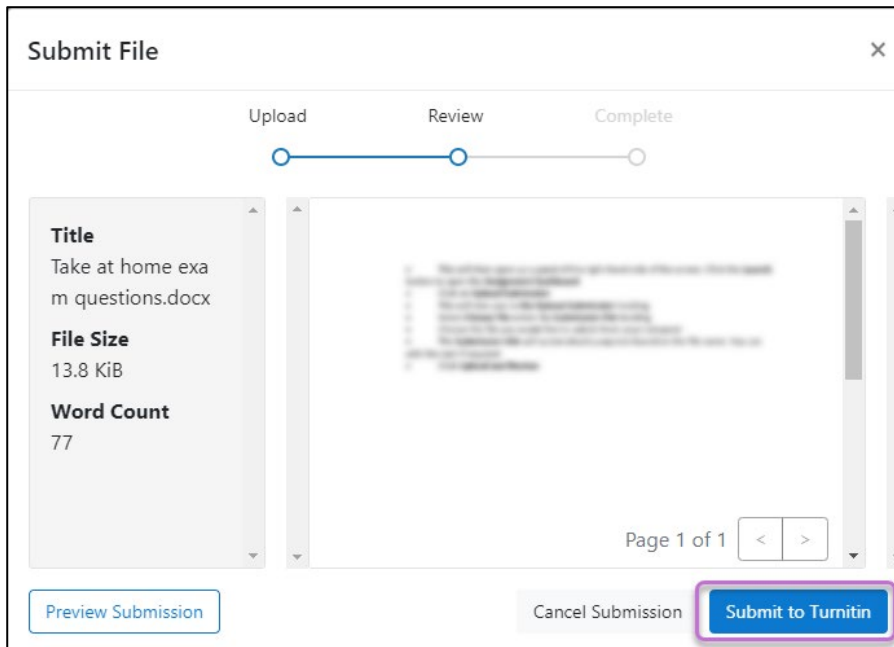



Figure 6 The Turnitin file review window

You will get a **Submission Complete** message on screen once this is complete and be taken back to the **Assignment Dashboard** where your submission will now be visible.

Warning: For submissions in Ultra you will not receive an email copy of your **Digital Receipt**. You should download it from the **Assignment Dashboard** instead, by clicking on the following icon found on the right-hand side of the submission title: 

Avoiding Plagiarism

“Plagiarism” is defined by the University as the use, without adequate acknowledgement, of the intellectual work of another person in work submitted for assessment. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his or her own (University of Aberdeen's definition of Plagiarism, Section 3.3, Code of Practice on Student Discipline (Academic), 2017 [accessed 30 November 2018]).

More advice about avoiding plagiarism, a Checklist for Students, Referencing and Citing guidance, and instructions for Turnitin, can be found in the [Avoiding Plagiarism resource](#). Please also take a look at the Achieve (for undergraduates) and Achieve + (for postgraduates) resources on MyAberdeen. You will be able to find these in your Organisations list.

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Basic Troubleshooting

Invalid or Missing State

The most common error that occurs in Turnitin is the **Invalid or missing state** error:

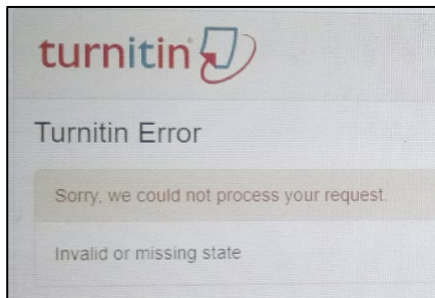


Figure 7 The Invalid or Missing State error

If you receive this error message when trying to submit, please follow the steps below:

- First clear your browser cache by following the steps found on the [Lifewire](#) site, then try to submit again.
- If this does not resolve the issue, then you will have to enable third-party cookies in your browser. Follow the steps below depending on which browser you are using.
 - For Safari, Firefox or Google Chrome users follow the steps in the [University of Queensland](#) guide
 - For Edge users follow the steps on the [What is my browser](#) website and make sure to select the 'Don't block cookies' option

Stuck on Upload Screen

If the submission gets stuck at the upload stage and looks like it keeps loading, please clear your cache as per the steps provided above and try to submit again.

Further Resources

- [eLearning on StaffNet](#)
- Toolkit: [MyAberdeen & Turnitin Assignments for Students](#)
- Toolkit: [Referencing & Plagiarism](#)
- [Student Learning Service Website](#)
- [MyAberdeen: Accessing Feedback](#)