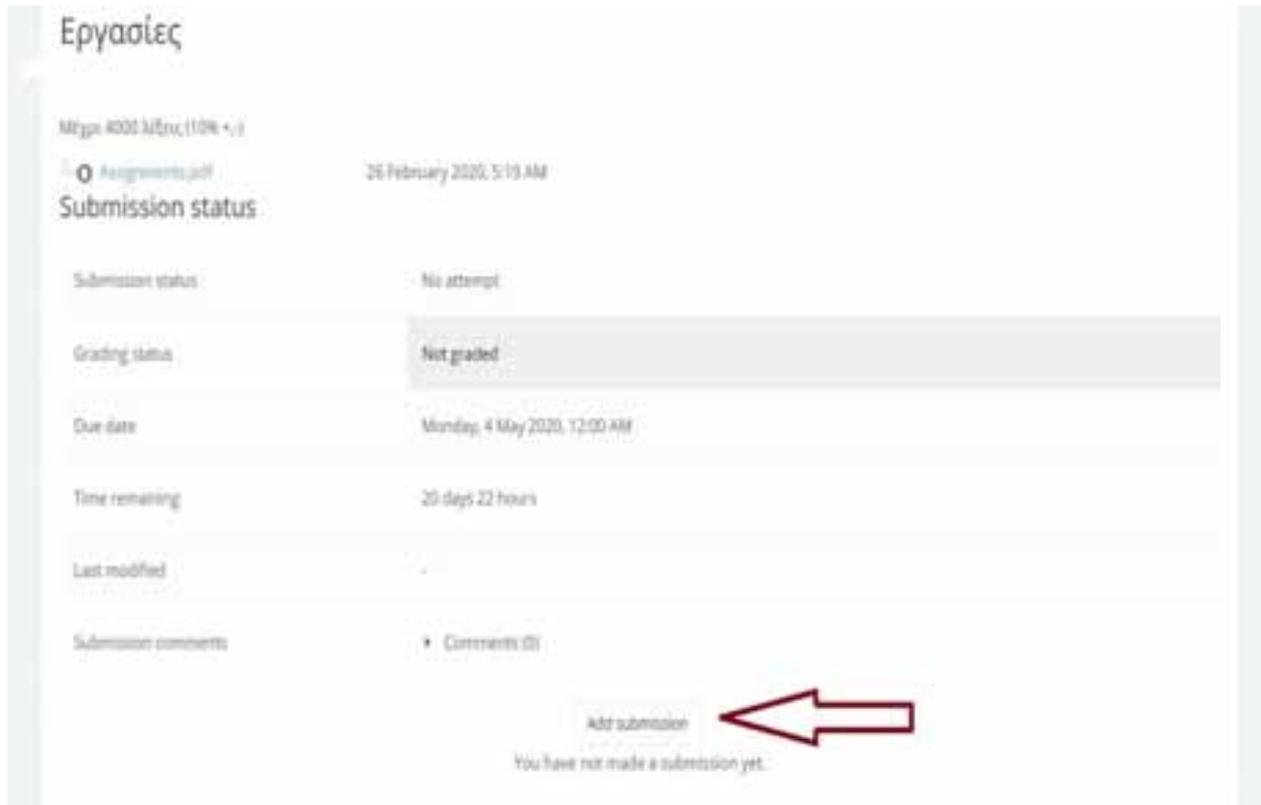


## NEAPOLIS Library Resources Center

### Turnitin utility guide in a few steps

#### STEP 1

Students can upload their work through moodle in their respective courses and see the rate of plagiarism through this action. The teachers in each course upload a link where students by clicking on, are able to submit the papers or diplomas. After students selecting the respective stud link, the following image is displayed, where they can click on "add submission" as shown below by the red arrow.



The screenshot shows a Moodle interface for an assignment titled "Εργασίες". The page displays the following information:

- Assignment title: Εργασίες
- Course: ΝΕΠΟΛΙΣ 4000 Λέξεις (1094+)
- Assignment file: assignments.pdf
- Submission status: No attempt
- Grading status: Not graded
- Due date: Monday, 4 May 2020, 12:00 AM
- Time remaining: 20 days 22 hours
- Last modified: -
- Submission comments: Comments (0)

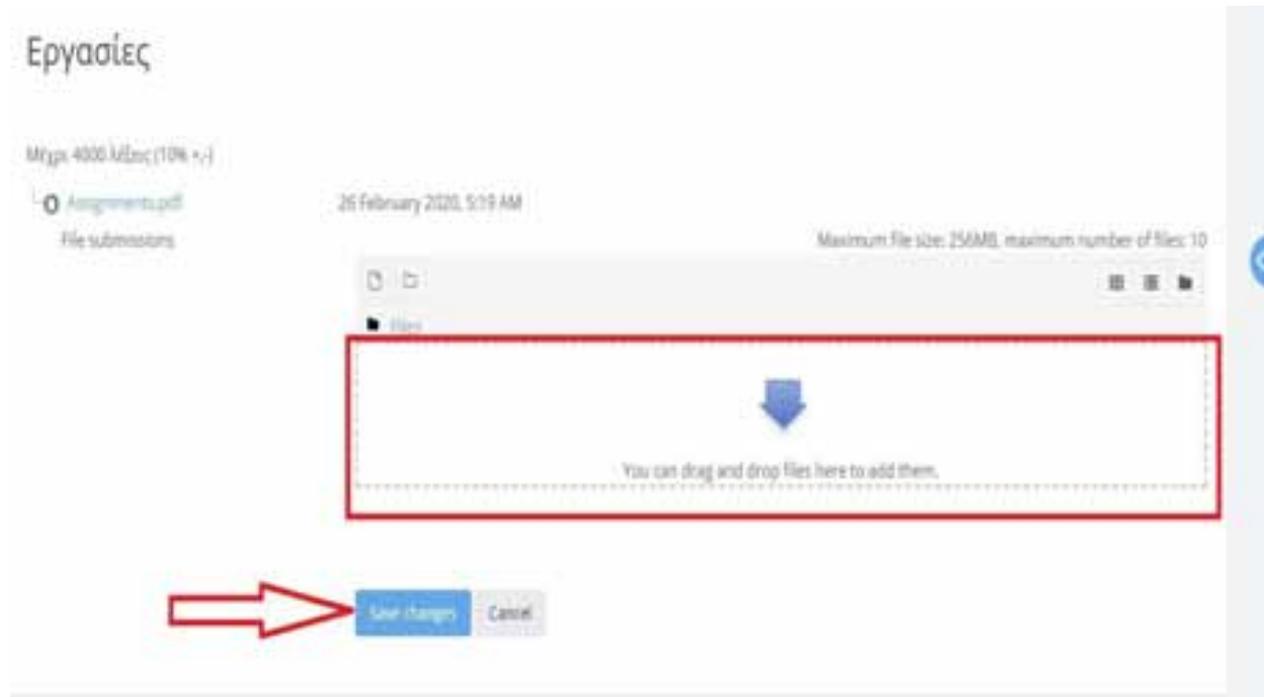
At the bottom of the page, there is a button labeled "Add submission" and a message that says "You have not made a submission yet." A red arrow points to the "Add submission" button.

## STEP 2

Students are provided the ability to upload their work in 2 ways:

Firstly you may upload your work from your desktop drag and drop it in the surface that looks marked with the red box.

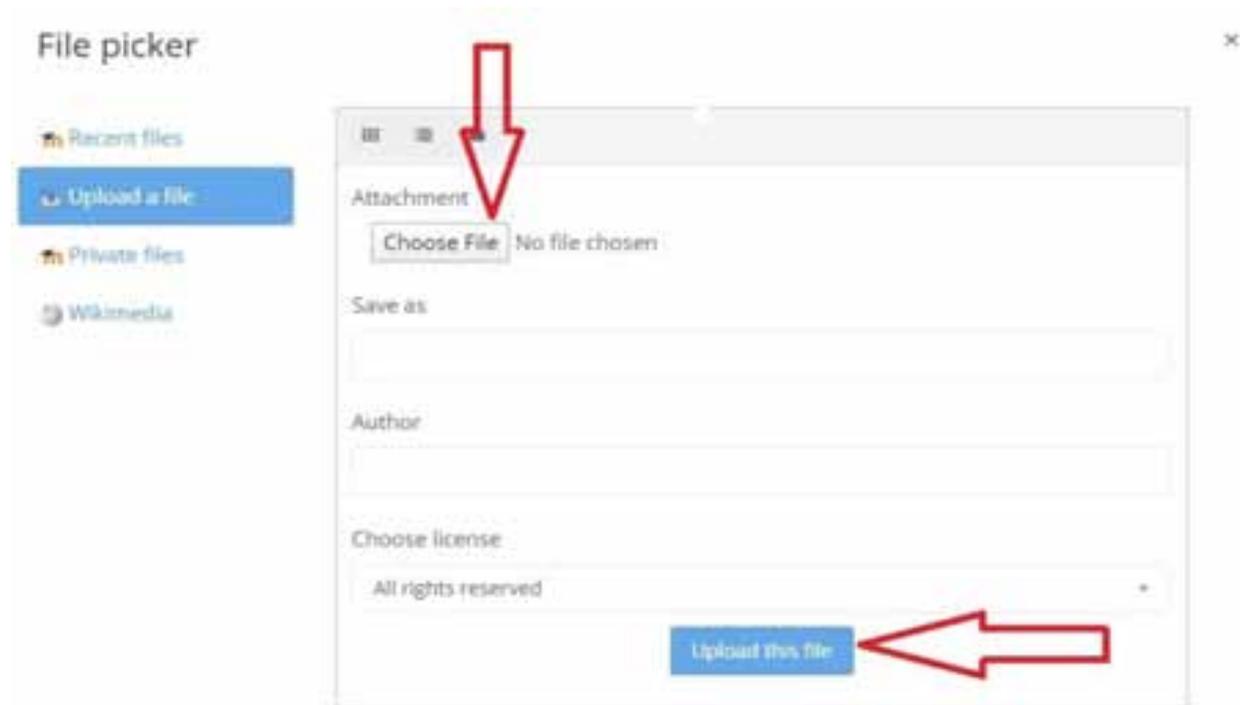
Then select "**save changes**" as shown in the image below.



**2nd way:** you may upload your attached work either from your computer files or from a USB Stick respectively by selecting **click first on the icon** indicated by the red arrow in the first image.

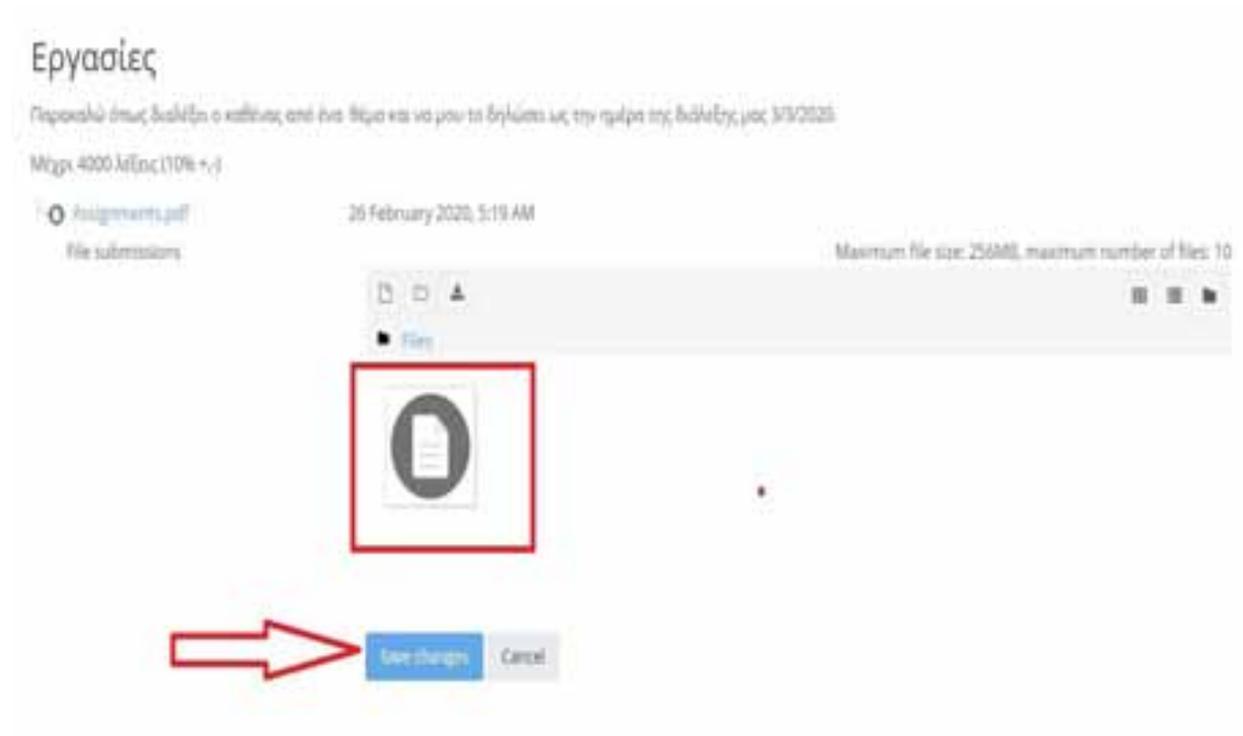


Then the next page will be displayed, where you first select "choose file" and then "upload this file" as shown in the image.



### STEP 3

On this page you will find the file of your work **in the context** of the turnitin platform, its icon and its title, whether you have attached it or dragged it from computer files or from the desktop and select **"save changes"**.



The screenshot shows the Turnitin 'Εργασίες' (Assignments) page. At the top, the title 'Εργασίες' is displayed. Below it, there is a message in Greek: 'Παρακαλώ όπως διαβείτε ο καθένας από ένα θέμα και να μου το δηλώσετε ως την ημερίδα της διαίτηγής μας 3/3/2020'. Underneath, it says 'Μάχη 4000 λέξεων (10% +/-)'. On the left, there is a file icon and the name 'Assignments.pdf' with 'File submissions' below it. To the right, the date and time '26 February 2020, 5:19 AM' are shown. Further right, it says 'Maximum file size: 256MB, maximum number of files: 10'. The main area shows a file icon with a document symbol, which is highlighted with a red square. Below this, there are two buttons: 'Save changes' (highlighted with a red arrow) and 'Cancel'.

## STEP 4

On this icon right below you can see the successful submission of work and in editing status the turnitin "Queued" which will change right after 25-30 minutes.

Moodle 4000 Moodle (1044 x 1)

Assignment.pdf 26 February 2020, 3:19 AM

### Submission status

Submission status	Submitted for grading				
Grading status	Not graded				
Due date	Monday, 4 May 2020, 12:00 AM				
Time remaining	20 days 21 hours				
Last modified	Monday, 13 April 2020, 2:28 AM				
File submissions	<table><tr><td> alice</td><td>13 April 2020, 2:28 AM</td></tr><tr><td> Turnitin status: Queued</td><td></td></tr></table>	alice	13 April 2020, 2:28 AM	Turnitin status: Queued	
alice	13 April 2020, 2:28 AM				
Turnitin status: Queued					
Submission comments	<p>Comments (0)</p> <p><a href="#">Edit submission</a> <a href="#">Remove submission</a></p> <p>You can still make changes to your submission.</p>				

## STEP 5

This is the final page where we see the results of the procedure with the percentage of plagiarism.

The turnitin icon no longer has the "status Queued" but we see the unique ID number that our submission has received and below we see the percentage of plagiarism.

The acceptable rate of plagiarism is up to 25%.

In case you exceed 25% you must select "**remove the submission**" as shown below and to the right and to proceed you will be asked to confirm deleting the submission and upload a work as it is described from the very beginning.

In case you just want to make **minor adjustments or corrections**, go to the bottom left and select "**submit edit**" and then "**save changes**".

Mega 4000 MEds (10% v.1)

Assignment.pdf 28 February 2020, 5:19 AM

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 4 May 2020, 12:00 AM
Time remaining	20 days 21 hours
Last modified	Monday, 13 April 2020, 2:28 AM
File submissions	<div style="border: 1px solid red; padding: 5px; display: inline-block;"> docx Turnitin ID: 1280919562 </div> 13 April 2020, 2:28 AM
Submission comments	Comments 00

[Edit submission](#) [Remove submission](#)  
You can still make changes to your submission.

Important NOTE: if after 20-30 minutes of your initial submission you do not have a plagiarism result, you choose to Refresh, or click F5. If you still do not have any results, please contact the Library to arrange it.