How to submit your assignments on QMplus?

STEP 1: Go to the designated module page where the submissions link will be available under 'Assessment Overview' – *click on the submissions link*.

Hide Assessment Information ▼

MODULE OVERVIEW

- 📄 Module Syllabus
- 📄 Teaching and Learning Profile
- 📄 Learning Outcomes

ASSESSMENT OVERVIEW

- 📄 Assessment Profile
- 📄 Marking Criteria 2019-20
- 🔗 PG Law Draft Submission Point
- 📑 SOLM000 Essay Submission Point

STEP 2: Clicking on the hyperlinked submission link will take you here:

SUBMISSION STATUS

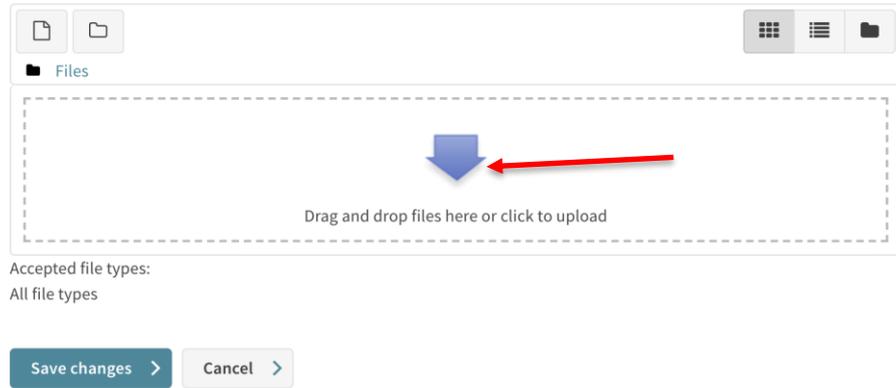| Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 3 September 2019, 5:00 PM
Time remaining	43 mins 26 secs
Last modified	-
Submission comments	➕ Comments (0)

Add submission ＞

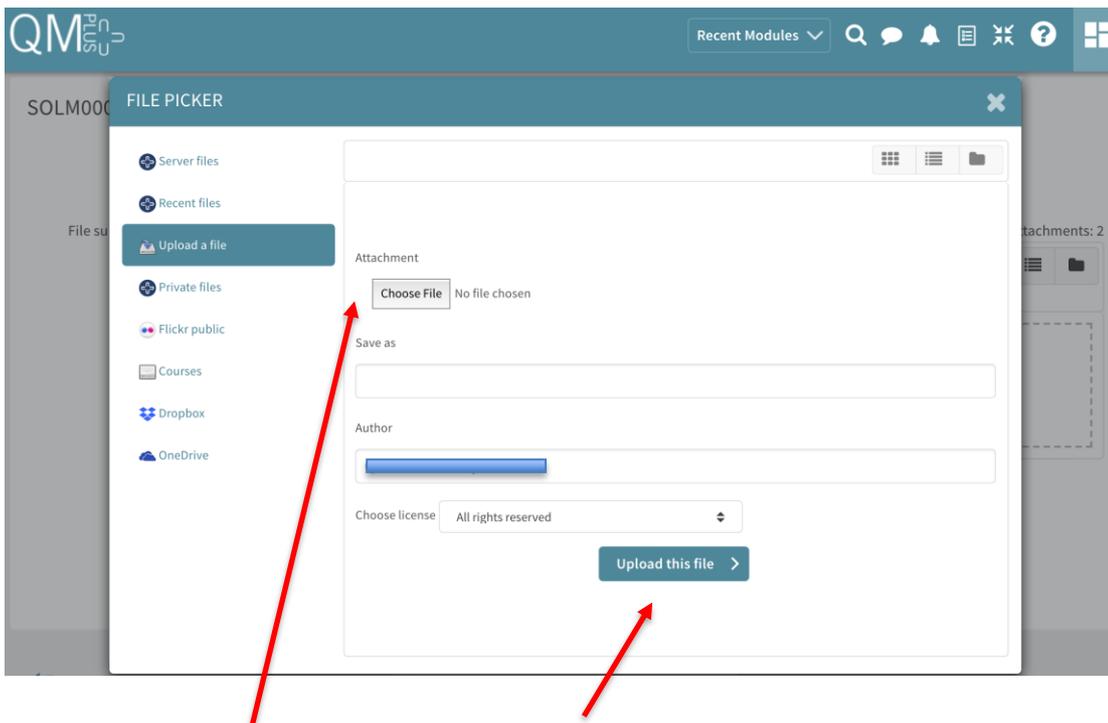You can still make changes to your submission
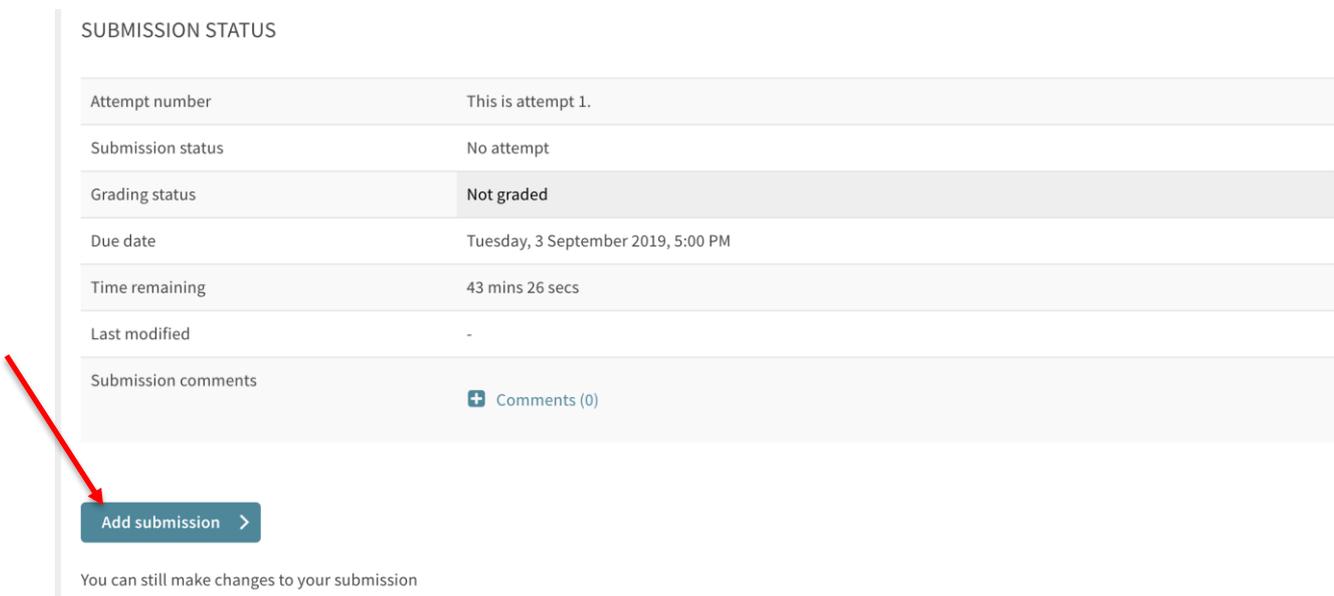
STEP 3: Click on the blue tab that states *'Add Submission'* on the bottom of the page which will take you to the File Submission area below. Click on the *blue arrow at the centre of the box*.
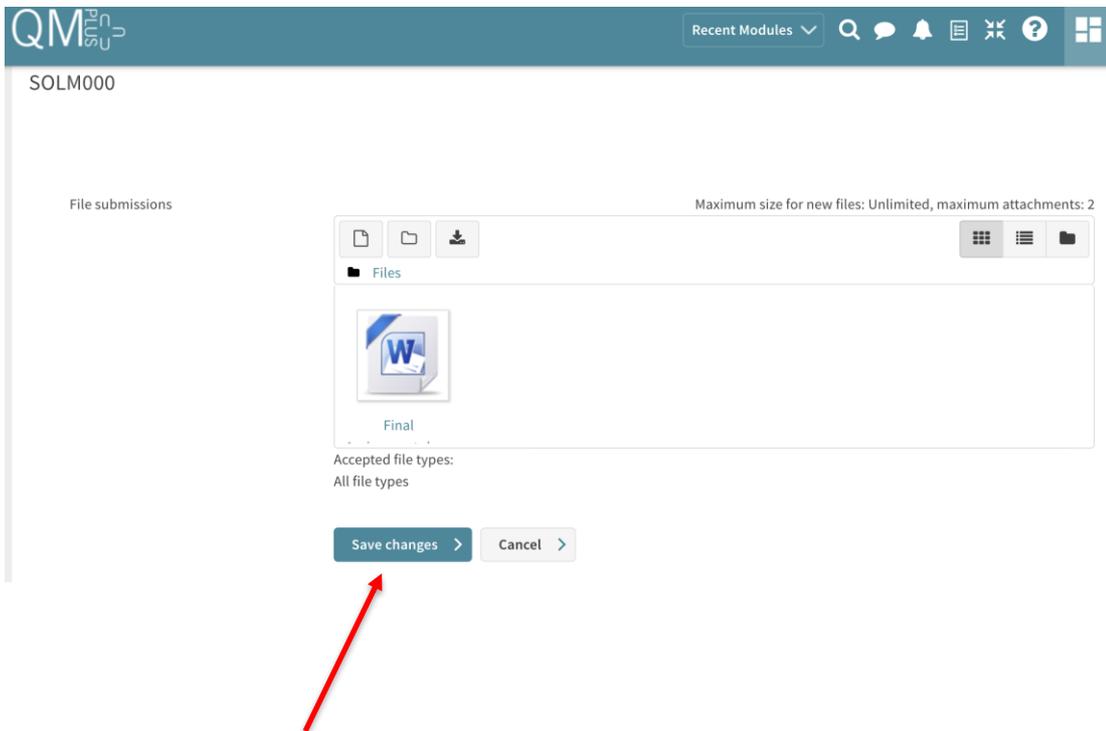
File submissions

Maximum size for new files: Unlimited, maximum attachments: 2

Files

Drag and drop files here or click to upload

Accepted file types:
All file types

Save changes >   Cancel >

STEP 4: Clicking on the blue arrow above will make this window below appear:

FILE PICKER

Server files
Recent files
Upload a file
Private files
Flickr public
Courses
Dropbox
OneDrive

Attachment

Choose File   No file chosen

Save as

Author

Choose license   All rights reserved

Upload this file >

STEP 5: Select *'choose file'* and browse for your assignment. Once you have selected your file – Click on *'Upload this file.'* This will take you here:

STEP 6: Click on *'save changes.'* This will direct you to the submissions page once again – you will have submitted your assignment with the Submission status being: 'Submitted For Grading'.

HOWEVER please note - you can now upload as many times as you want before the due date. Once the deadline has passed, you can no longer edit your assignment.
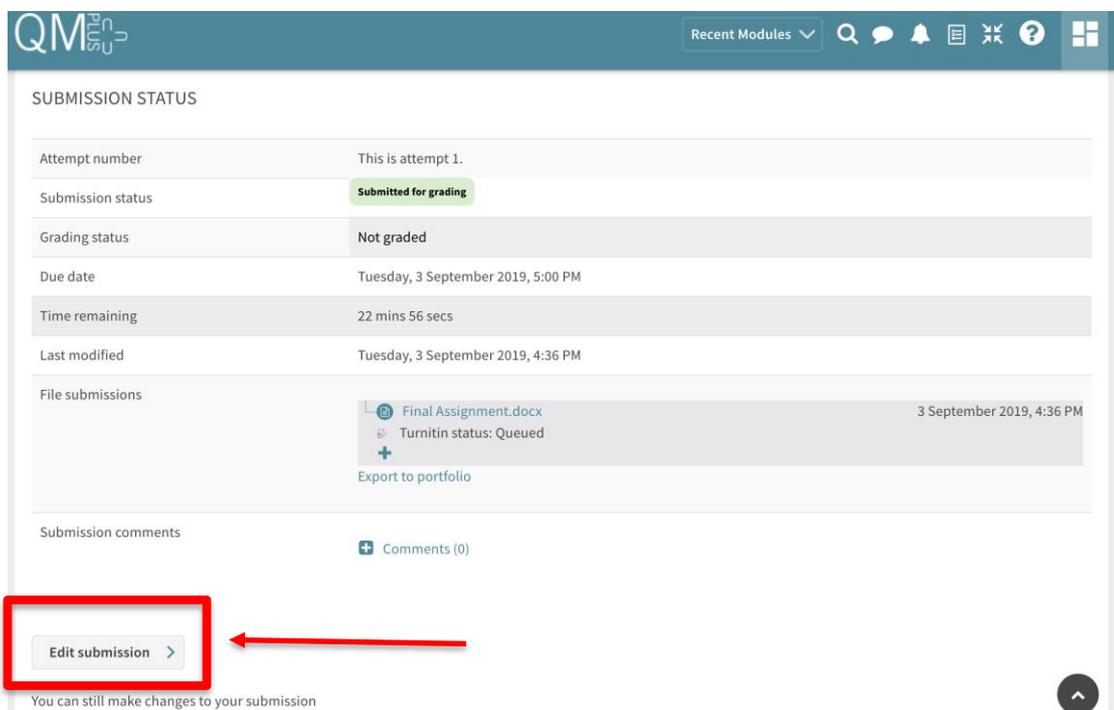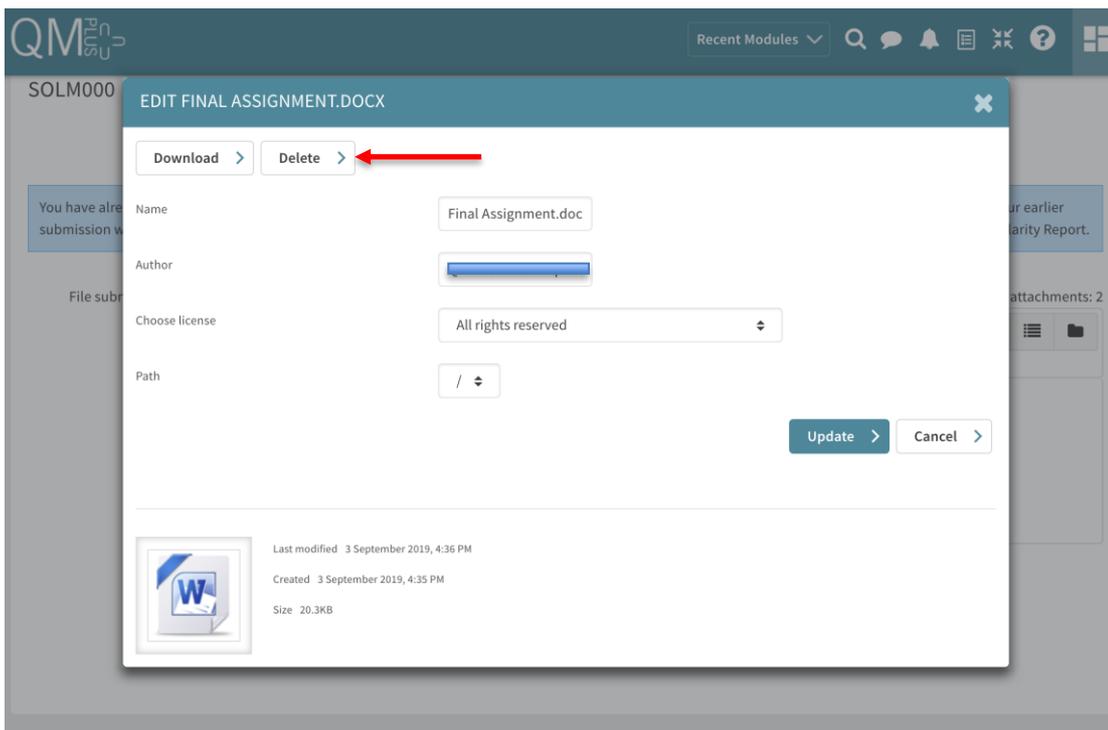

For those who wish to edit their submissions:

STEP 7: Click on *'Edit Submission'* on the bottom of the page. Clicking on it will take you back to the 'File Submission' area below where you can select the file you wish to remove.
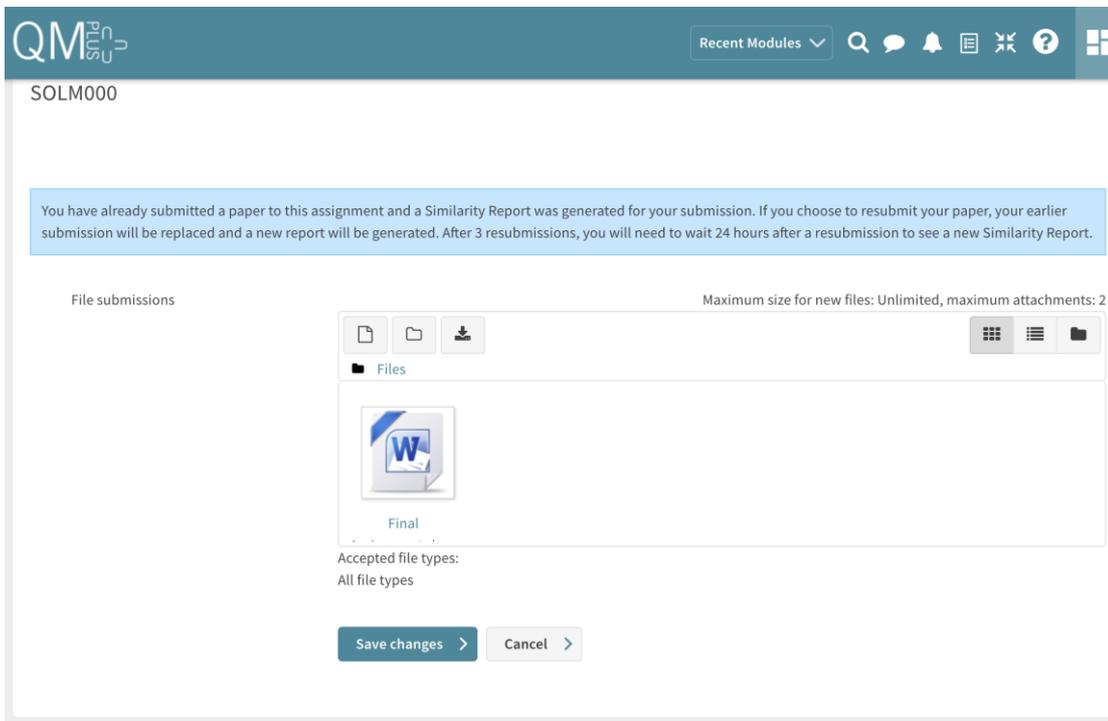
STEP 8: A box like the one below will appear. Click on *Delete.*

STEP 9: Go through steps *4, 5 & 6* as shown above again upload the most up to date version of your file for submission.

Turnitin Report Guidance

What is Turnitin?

- Turnitin is a 'text matching' software.
- What we do is check your submissions against our database, and if there are instances where your writing is similar to, or matches against, one of our sources, we will flag this for your instructor to review.
- Our database includes billions of web pages: both current and archived content from the internet, a repository of works other students have submitted to Turnitin in the past, and a collection of documents, which comprises thousands of periodicals, journals, and publications.

STEP 1: It is important to know that it will take some time for you to access the Turnitin report. The report takes time to be generated. The timing could be from an hour to over a day. Please be patient.

- The status next to your file submission will state 'Turnitin Report: Queued.'

STEP 2: A Turnitin receipt will be sent to your QMUL email address as a confirmation that you've submitted your assignment.

STEP 3: To access your report, go onto the specific submission link and you'll find a percentage next to your file submission. That percentage is a similarity score.

Click on the 'blue pen' to access your Turnitin report.

STEP 4: This is a link that will take you to the written guide on how to interpret the Turnitin report:
https://elearning.qmul.ac.uk/guide/interpreting-your-originality-report/

Alternatively, you can watch a video on how to interpret your report:
https://www.youtube.com/watch?v=1yYf8AihndI&feature=youtu.be