

HELP's Learning Management System (HLMS) Turnitin user manual- Student's



**HELP University**

**HELP Learning Management System**

**(HLMS)**

Student's Manual

LMS Turnitin Submission

07/07/2021

## **LMS Turnitin Submission Student's Manual**

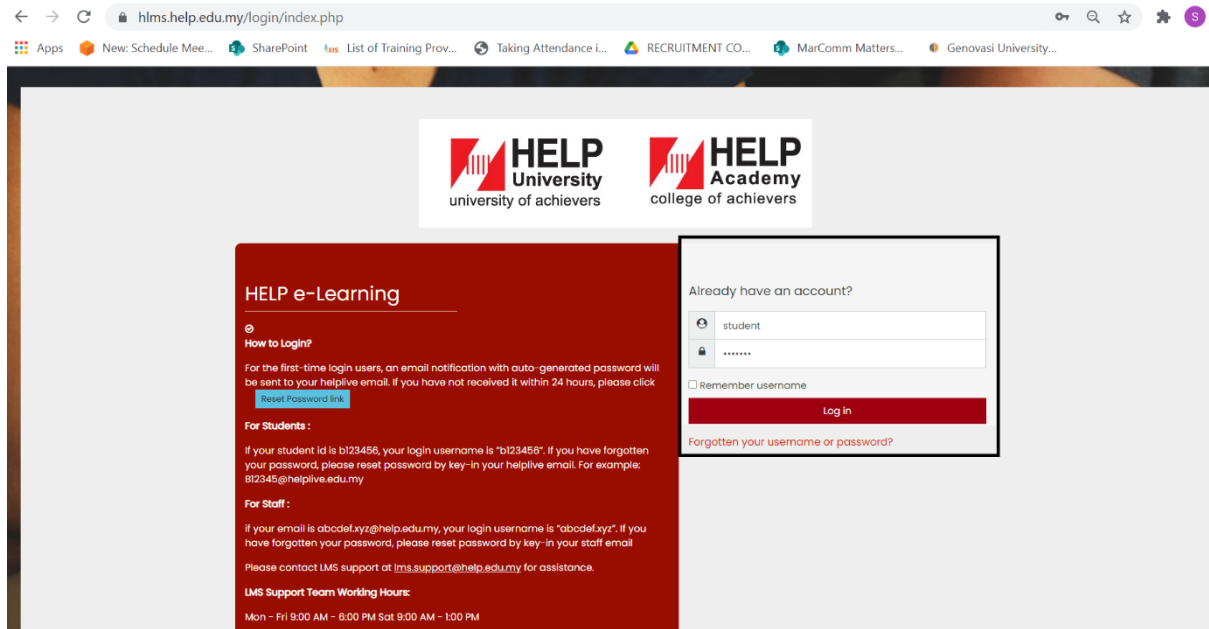
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# 1. TURNITIN UPLOAD

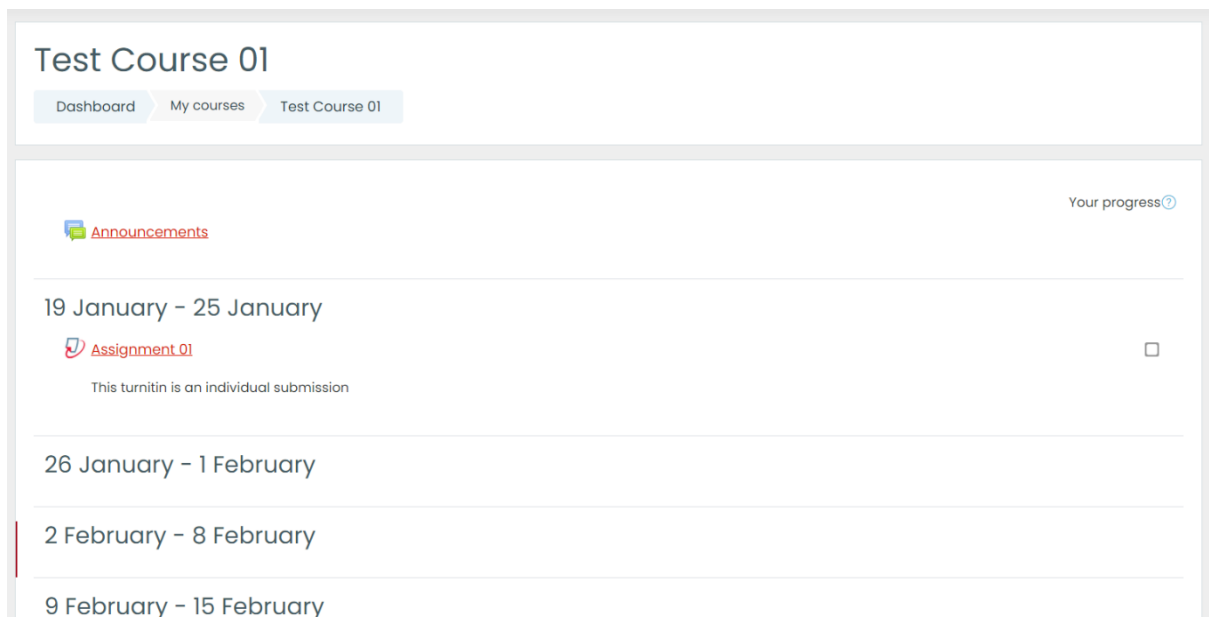
## Step 1: LMS login page

Student required to login with respective **username & password** to access the course that requires to upload Turnitin submission.



## Step 2: Course page

Proceed to the course page and select the “Turnitin Submission” activity created by respective course lecturer.



### Step 3: First time Turnitin declaration

This is compulsory for first time Turnitin submission by students. Click on the circled black box to accept the “Turnitin User Agreement” and proceed.

The screenshot shows the Turnitin interface for 'Test Course 01'. A red-bordered box highlights a warning message: 'You must accept the latest Turnitin User Agreement before you can make a submission. Please click here to read and accept the Agreement.' Below this, a table lists assignments. The first row is 'Assignment 01 - Part 1' with a start date of '2 Feb 2021 - 11:26', a due date of '9 Feb 2021 - 11:26', a post date of '9 Feb 2021 - 11:26', and '100' marks available. A 'Refresh Submissions' button is visible to the right of the table.

Title	Start Date	Due Date	Post Date	Marks Available
Assignment 01 - Part 1	2 Feb 2021 - 11:26	9 Feb 2021 - 11:26	9 Feb 2021 - 11:26	100

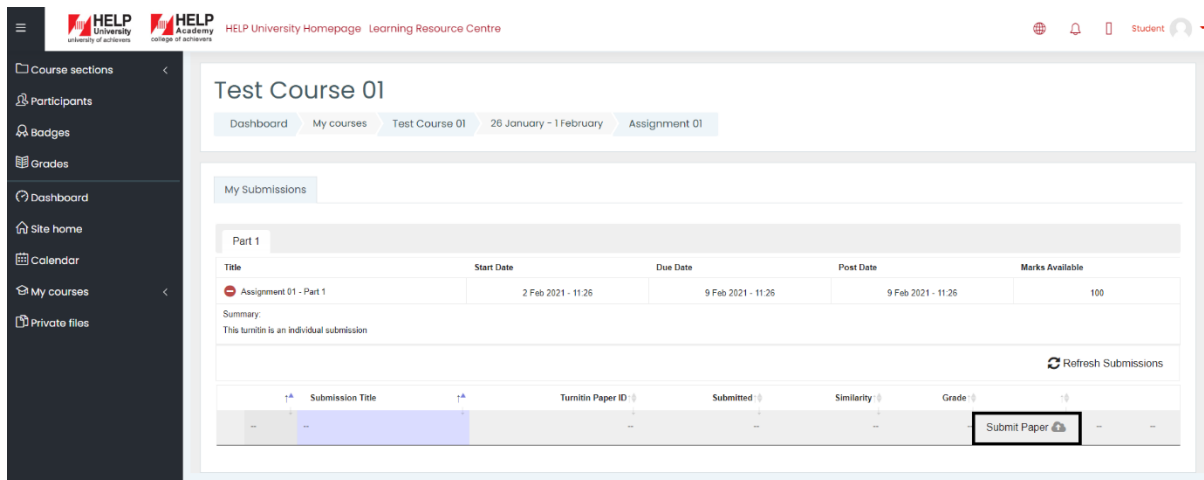
### Step 4: Turnitin User Agreement

Click on “I agree” to proceed.

The screenshot shows the Turnitin User Agreement dialog box overlaid on the interface. The dialog title is 'Turnitin User Agreement'. It contains a blue banner stating 'Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions.' Below this is the 'Turnitin End-User License Agreement' text, which includes sections for users in and out of the European Union. At the bottom of the dialog, there are two buttons: 'I disagree' and 'I agree', with the 'I agree' button highlighted by a black box.

## Step 5: My Submissions

To upload or submit file, click on “Submit Paper”.

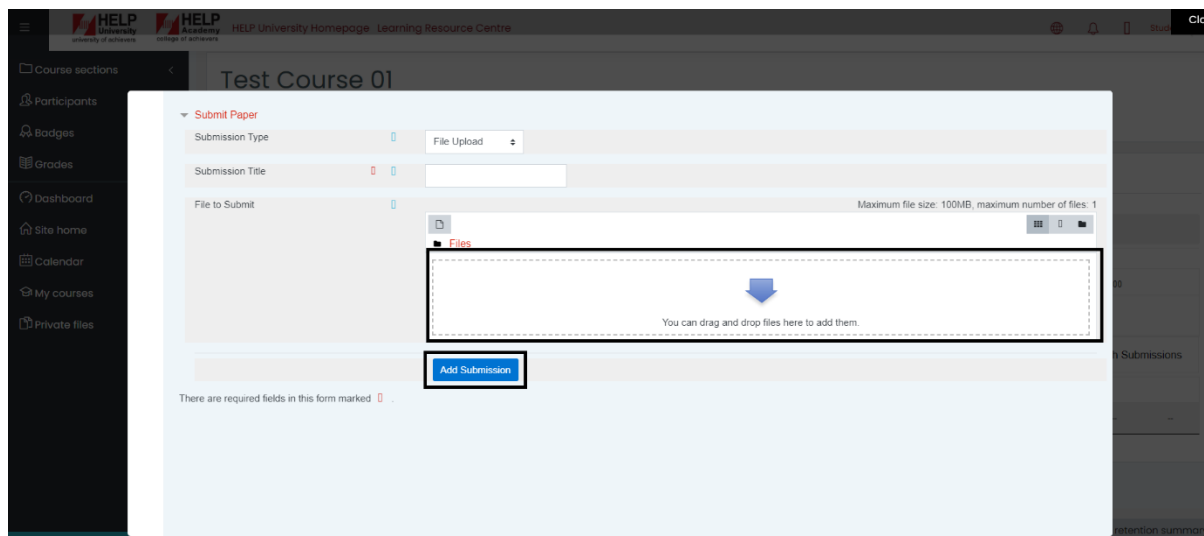


The screenshot shows the 'My Submissions' page for 'Test Course 01'. The page includes a navigation menu on the left and a table of submissions. The table has the following columns: Title, Start Date, Due Date, Post Date, and Marks Available. The first row shows 'Assignment 01 - Part 1' with a start date of 2 Feb 2021 - 11:26, a due date of 9 Feb 2021 - 11:26, a post date of 9 Feb 2021 - 11:26, and 100 marks available. Below the table, there is a 'Submit Paper' button highlighted with a red box.

## Step 6: Submit Paper

Select “Submission Type” as File Upload, “Submission Title” normally is given by course lecturer.

Proceed to upload the file by clicking on arrow pointing down (blue colour) and click “Add Submission” to submit your paper.



The screenshot shows the 'Submit Paper' form. The 'Submission Type' is set to 'File Upload'. The 'Submission Title' field is empty. The 'File to Submit' section shows a file upload area with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' Below the file upload area, there is an 'Add Submission' button highlighted with a red box.

## Step 7: View Digital Receipt

Upon submission completed as above, student can proceed to download proof of submission by clicking “View Digital Receipt” to acquire a successful submission receipt.

The screenshot shows the HELP University Learning Resource Centre interface. The user is logged in as 'HELP University' and is viewing the 'Test Course 01' page. The page shows a list of submissions for 'Assignment 01'. The submission titled 'My Assignment' is highlighted, and a 'View Digital Receipt' button is visible next to it.

Title	Start Date	Due Date	Post Date	Marks Available
Assignment 01 - Part 1	2 Feb 2021 - 11:26	9 Feb 2021 - 11:26	9 Feb 2021 - 11:26	100

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
My Assignment	1499634831	2/2/21, 11:57	100%	--

## Sample Digital Receipt

Your submission has successfully been uploaded to Turnitin.

### Digital Receipt

Turnitin submission id: 1617078321

**Submission extract:**

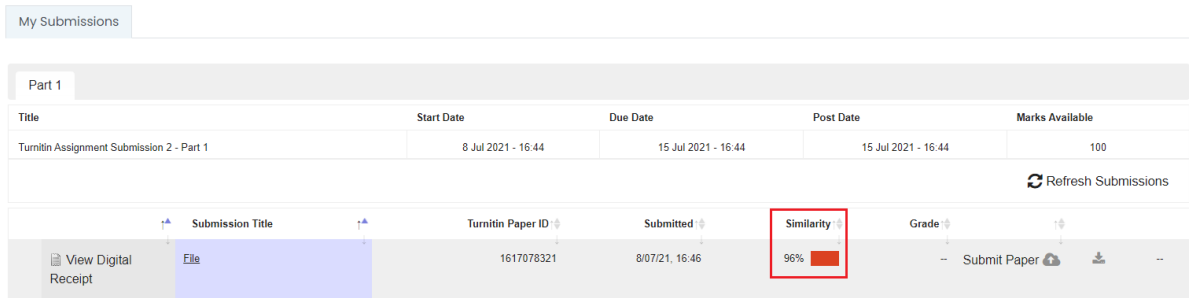
Sample Employment Contract (Part-time work) | This contract of employment is entered into | (hereinafter) | (between | (ter | (referred to as | (hereinafter referred to | (Employer') and | (as 'Employee') | (on | (under the terms and conditions of employment below : | (1 | (Commencement | (Effective | (from | (of Employment | (until either party terminates the contract, | (for a fixed term contract | (day(s) /week(s) / | (for a period of | (month(s) /year(s), | (ending | (on | (2 | (Probation | (No | (Yes | (day(s) / week(s) / | (Period | (month(s) | (3 | (Place of Work | (4 | (Working Hours | (Fixed, | (days per | (hours per | (at | (week, | (day | (from | (am/pm | (to | (am/pm | (5 | (Meal Break | (Fixed, | (am/pm | (to | (am/pm | (with/without | (from | (pay | (Not-fixed, | (minutes/hour(s) per day, "with/without pay | (at | (Meal break "is" is not counted as working | (hour(s), | (6 | (Job duty | (7 | (Wages | (a) wage rate | (Basic wages of | (per \* hour/ day /week/month, | (\$) | (b) overtime | (At the rate | (per hour | (pay | (of \$ | (At the rate according to \* | (%) of normal wages | (normal wages / | (c) payment off | (Every month, | (day of the month | (wages & wage | (on | (period(s) | (for wage | (day of the | (day of "the month/ the | (period from | (month to | (following month, | (Twice monthly, payable | (on | (day of \* the month / following | (month | (for wage | (day of the | (day of "the month/ the | (period from | (month to | (following month, | (day of \* the month / following | (month | (for wage | (day of the | (day of "the month/ the | (period from | (month to | (following month, | (Once for | (day(s)/week | (every | (is | (for wage period | (to | (from | (8 | (Holidays | (Th

## 2. SIMILARITY REPORT

### Step 1: Similarity Percentage

Similarity Percentage is shown under the column “Similarity”

Proceed to click on “Similarity” and you will be directed to the Turnitin site showing the similarity report.



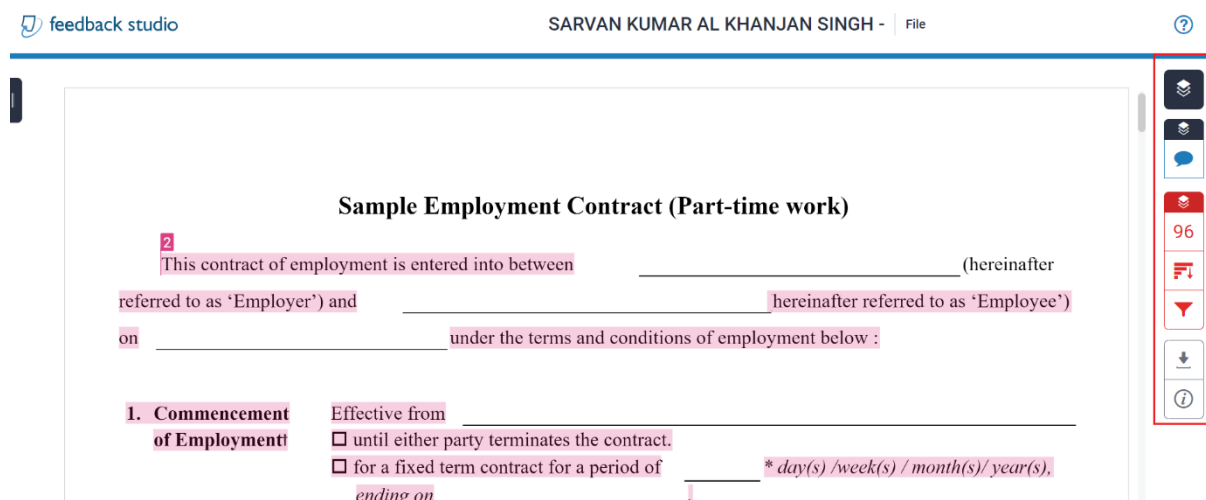
Title	Start Date	Due Date	Post Date	Marks Available
Turnitin Assignment Submission 2 - Part 1	8 Jul 2021 - 16:44	15 Jul 2021 - 16:44	15 Jul 2021 - 16:44	100

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
File	1617078321	8/07/21, 16:46	96%	--

### Step 2: Turnitin Similarity Report

Student can view the assignment submission with similarity shown. The features of Turnitin are highlighted on the right (red boxed). These are the similar features of the Turnitin site.



feedback studio SARVAN KUMAR AL KHANJAN SINGH - File

### Sample Employment Contract (Part-time work)

2 This contract of employment is entered into between \_\_\_\_\_ (hereinafter referred to as 'Employer') and \_\_\_\_\_ hereinafter referred to as 'Employee') on \_\_\_\_\_ under the terms and conditions of employment below :

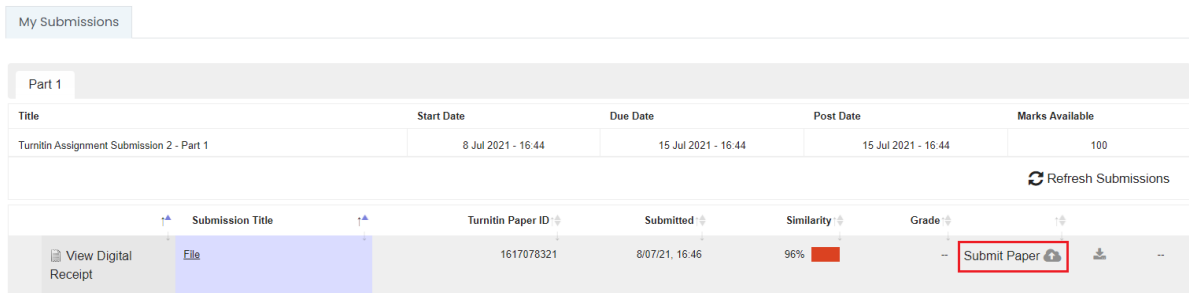
**1. Commencement of Employment** Effective from \_\_\_\_\_  
 until either party terminates the contract.  
 for a fixed term contract for a period of \_\_\_\_\_ \* day(s) / week(s) / month(s) / year(s), ending on \_\_\_\_\_

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### 3. ASSIGNMENT RESUBMISSION

#### Step 1: Submit Paper

Proceed to click “Submit Paper” to resubmit your paper.



My Submissions

Part 1				
Title	Start Date	Due Date	Post Date	Marks Available
Turnitin Assignment Submission 2 - Part 1	8 Jul 2021 - 16:44	15 Jul 2021 - 16:44	15 Jul 2021 - 16:44	100

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
File	1617078321	8/07/21, 16:46	96%	--

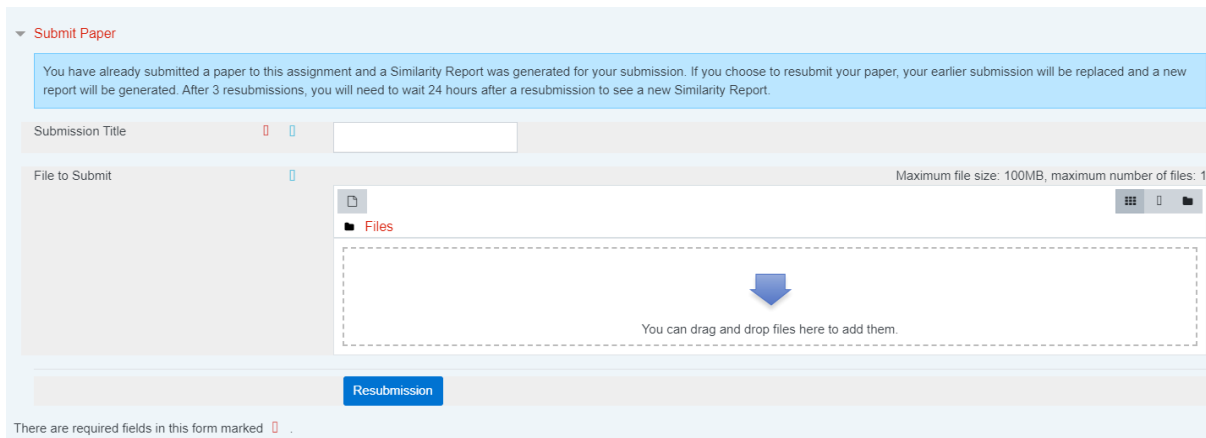
View Digital Receipt

Submit Paper

#### Step 2: Resubmission

**Note:** “You have already submitted a paper to this assignment and a Similarity Report was generated for your submission. If you choose to resubmit your paper, your earlier submission will be replaced, and a new report will be generated. After 3 resubmissions, you will need to wait 24 hours after a resubmission to see a new Similarity Report.”

Student proceed to key in “Submission Title”, upload your submission file and click “Resubmission”



Submit Paper

You have already submitted a paper to this assignment and a Similarity Report was generated for your submission. If you choose to resubmit your paper, your earlier submission will be replaced and a new report will be generated. After 3 resubmissions, you will need to wait 24 hours after a resubmission to see a new Similarity Report.

Submission Title

File to Submit

Maximum file size: 100MB, maximum number of files: 1

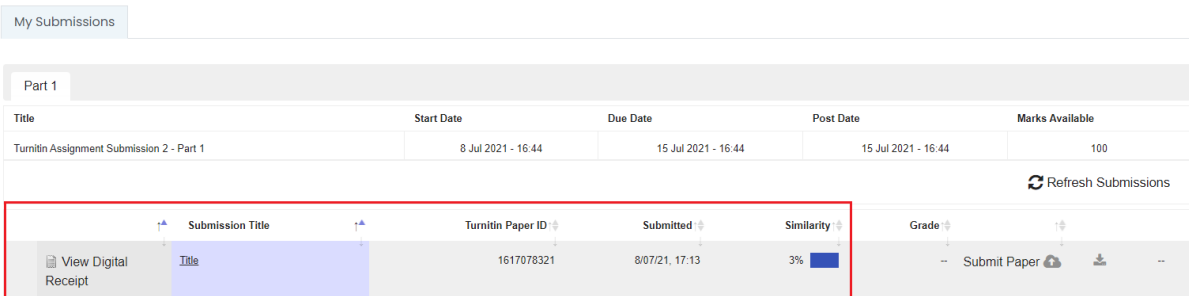
Files

You can drag and drop files here to add them.

Resubmission

There are required fields in this form marked \*

#### Resubmitted Turnitin Assignment



My Submissions

Part 1				
Title	Start Date	Due Date	Post Date	Marks Available
Turnitin Assignment Submission 2 - Part 1	8 Jul 2021 - 16:44	15 Jul 2021 - 16:44	15 Jul 2021 - 16:44	100

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Title	1617078321	8/07/21, 17:13	3%	--

View Digital Receipt

Submit Paper

--END--