

Flow Chart for Electronic Submission (pre-registration)

Ready to submit?
(before submission deadline)

Go to Blackboard Module shell

To Submit ASSIGNMENT:
Click on assignment submission button on module Bb VLE

To Submit TURNITIN: Click on Turnitin Submission button on module Bb VLE

Click on Assignment title (ruler & pencil logo)

Click on Turnitin (paper & arrow logo)

Go to 2. attach file. Click browse my computer

Check your name/ title is correct . Scroll down & click on Browse

Select file from computer/ memory stick to attach click open

Select file from computer/memory stick & click open & select upload

Check correct file is attached and click submit

Check preview of document Click submit

Error Message
Contact Module Leader

Review submission history page visible. Print or save a copy as proof of submission

Print or save e-mail notification as proof of submission

Error Message
Year 1 Re-submit multiple submissions allowed.
Year 2 onwards Contact Module Leader

You have now submitted
1. Assignment =YES
2. Turnitin =YES