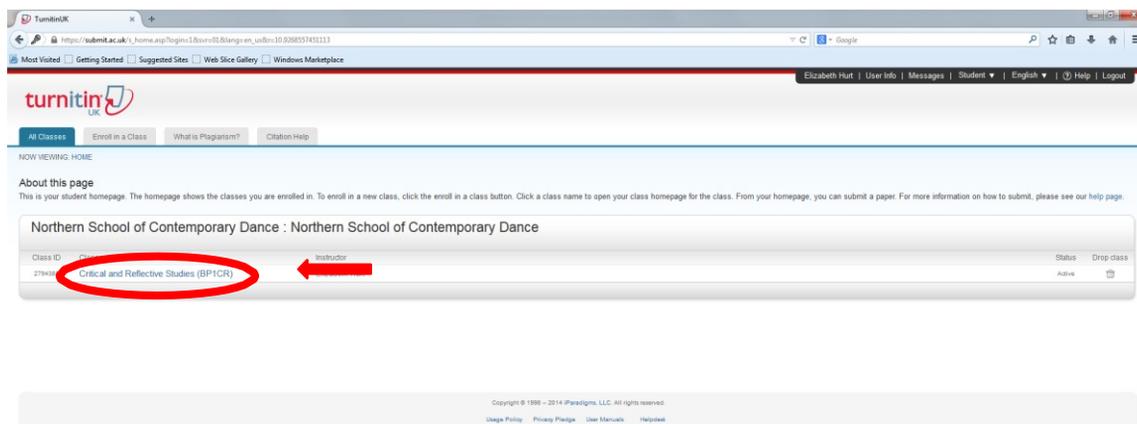


Assignment Submission Guidelines

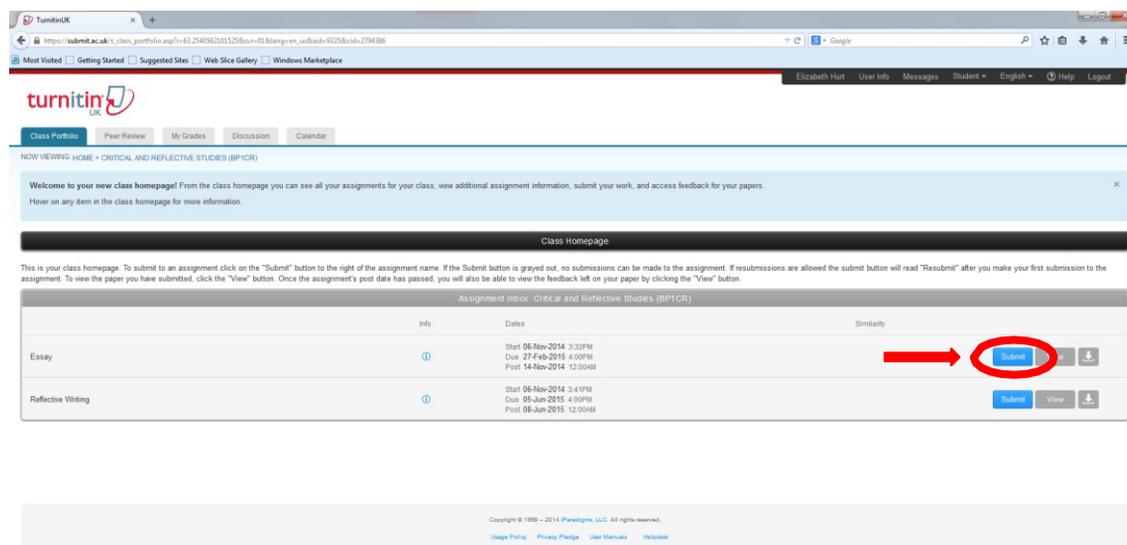
As of 2014/15 NSCD will be using Turnitin for students to submit assignments online. Turnitin is an online submission tool which makes it quick and easy for students to submit work. In addition to this, Turnitin automatically checks students' work for improper citation or potential plagiarism by comparing it against the world's largest academic database of published material, online sources and other student work.

Submitting an Assignment:

1. Follow the link in the sign up email that you received. You will be asked to change your password to log in. Once logged in you can view the **class** (module) that you are enrolled in, click on the module title to view each individual assignment.

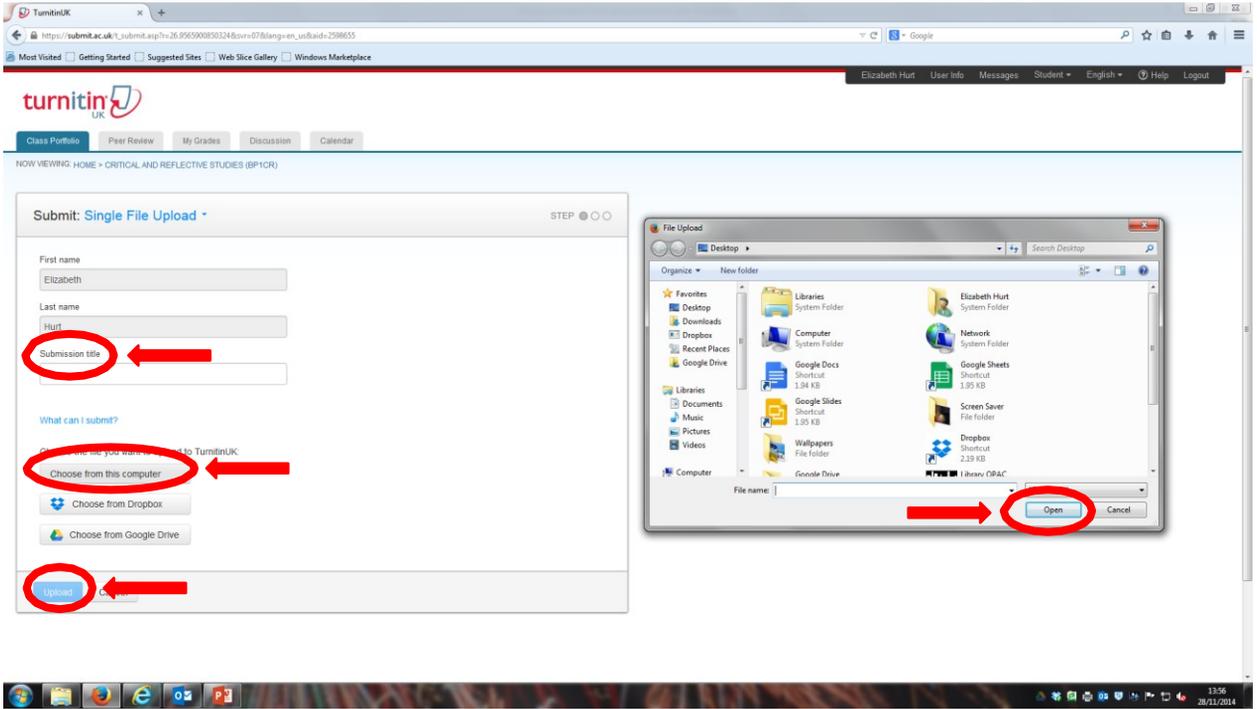


2. To submit an assignment, click the **submit** button next to the required module component (e.g. essay/reflective writing/evaluation)



- Type in your **assignment title** and select to **choose from this computer** (or you can upload from Google Drive or Dropbox)
- In the pop up window **select your file**, click **open** and then click **upload**.

PLEASE NOTE: assignments must be in a **Word document** and the first page should be a completed **assignment cover sheet** – this can be found on the forms page of the student intranet. Assignments are marked anonymously so please **do not put your name anywhere on the assignment**, your work will be identified by your student number. The Word document should be titled as follows: **Module Code Assignment StudentID** (e.g. BP1CR_Essay_12345)
Any supporting work (e.g. logbooks/portfolios) should be handed in to the library.



- Your assignment will appear in a preview, check that all the information is correct and then click the **confirm** button, or cancel if you want to make amendments. A digital receipt will be shown, a copy of this will also be sent to your email address.

