Student guide to using my.acap

- Submitting your assignment using Turnitin
- Accessing your results
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1. Overview

This document is designed for students as a step-by-step guide to submitting a piece of written assessment online using the ‘Turnitin’ function. All ACAP students, regardless of study mode, are required to submit written assessment via the online grade book within the My Classes section of my.acap.

2. About Turnitin

ACAP is using Turnitin to help the College maintain a high academic standards and to minimise the incidence of plagiarism.

Turnitin is a system which identifies the amount of non original material in a piece of written assessment and presents a report, initially to the student and then to the marker. Allowing students to see when text within their assessment is similar to that from another source prior to final submission:

- Alerts the student to any possible plagiarised work and enables the student to check / amend their work prior to final submission and marking;
- Reduces the incidence of re-submitted assessment;
- Reduces the incidence of plagiarism and failed assessment grades; and
- Is a practical way of educating students about plagiarism.

For more information about Turnitin, please see the Student resources section of my.acap.
3. Submitting your assignment

Once you have entered your online class area, you will see your Module ‘home page’ as in the following two screens. To submit a piece of assessment, Click on the ‘Submit Assignment’ link that corresponds to the piece of assessment you are submitting (e.g. Submit Assignment 1, Submit Assignment 2 etc).

You will find these links either in the Week of Term that the assignment is due (for higher education courses) or in the ‘Resources’ section at the top of your Module home page class space (for VET courses). See the examples below.

**Module home page – Higher Education example**

In this higher education example, Assignment 1 is due in Week 4

**Module home page – VET example**

In this VET example, the assessment submissions are located at the top of the Module home page
Once you have clicked on the 'Submit Assignment' link as in the previous screen examples, the following screen will appear.

For detailed instructions on how to submit your assessment click here.

DECLARATION:
I declare that this assessment is my own work, based on my own personal research/study and I have acknowledged all material and resources used in the preparation of this assessment whether they are books, articles, reports, or any other kind of document, electronic or personal communication. I also declare that this assessment has not been previously submitted for any other module or course, and that I have not copied in part or whole or otherwise plagiarised the work of another student and/or persons. I understand that there may be severe penalties, including exclusion from the College, for providing a false declaration.

I also certify that:

- I have read and understood the ACAP assessment guidelines and agree to the terms and conditions.
- I have read and understood the criteria used for assessment.
- The assessment is within the word limit and presented in the way as specified in the module outline;
- All parts of this assessment are clearly labelled;
- I will retain a duplicate copy of all parts of this assessment and will retain this copy until I have completed my course;
- I take full responsibility for the correct submission of the assessment in the appropriate place;
- I understand that the use of Turnitin is a part of ACAP’s assessment policy and that my assessment will be submitted to Turnitin to be reproduced, communicated, compared and archived for the purpose of detecting plagiarism;
- I understand that, as part of its assessment policy, a copy of my marked work may be retained by the College for review and comparison, including review by internal and external moderators.

For more information on Turnitin, please see Student Resources within my.acap

Submission draft

No files submitted yet

Upload a file (Max size: 20MB)

Upload this file

Final submission for assignment marking

Send for marking
3.1. Uploading your assignment as a draft

Scroll to the bottom of this page to the ‘Submission draft’ section, as shown below. You are now able to upload your written piece of assessment.

Click ‘Browse’. This allows you to find your assignment on your own computer and select it as the file to be uploaded. This is the same process as, for example, attaching a file to an email.

Click ‘Upload this file’ and your assignment will appear as a ‘Submission draft’ as shown below.
3.2. Return of the ‘Turnitin Similarity Score’

Once you have uploaded your assignment as a draft, you need to wait for between 10 and 30 minutes for it to be processed by Turnitin. During this time the assignment is sent to Turnitin, processed, and the ‘Similarity Score’ is returned to you.

**TIP #1**: At this stage DO NOT click ‘Send for Marking’

**TIP #2**: If your computer ‘times out’ before your Similarity Score is returned, or the process is taking too long, try clicking **F4** on your keyboard as this will refresh the page.

**TIP #3**: You can log out of my.acap prior to receiving the Similarity Score. When you next log in, the Similarity Score will be available.

Once your assessment has been processed by Turnitin, a **Similarity Score** will appear next to your assessment, as shown in the screen below.
A similarity score is an indication of the amount of non-original material in an assessment.

Notice that ‘Similarity: 7%’ has appeared beside the assignment in the screen above. This indicates that 7% of this assessment can be found on the Internet and/or in Turnitin’s databases of other students’ papers, journal article, book chapters etc.

All assessment content must be correctly referenced regardless of the similarity score. If your assessment returns a similarity score of greater than 10% you may need to amend the amount of quoted material used or check your assessment for plagiarism. All students should be familiar with ACAP’s policy on Plagiarism and Academic Misconduct. More information on Turnitin is available on the Student Resources site within my.acap.

3.3. Checking the Similarity Score

Click on the word ‘Similarity’ as circled in the screen above, to view the Similarity Score Report. This will open a new window or tab in your browser, as shown below.

Notice that the non-original text in your assessment is numbered and colour coded corresponding to the source.

The left hand side shows your assignment (minus your formatting). The section in the middle of the page shows the source of any non-original text.

Once you are finished with the Turnitin report you can go back to your assessment by closing the window or tab that was opened for the Turnitin report.
To amend your assessment before submitting it for marking, click the ‘X’ beside the assessment to delete this submission. This will delete your Assignment from draft submission. You can then amend your assignment on your own computer and resubmit when you are ready, by repeating the process once again.

To delete the draft assignment submission, click on the ‘X’, as shown below:

3.4. Send your assignment for marking

Once you are happy with the assignment and its Similarity Score, you can send the assignment to be marked by your educator.

To do this, click ‘Send for marking’ to submit your assignment.

**TIP #4:** You must click ‘Send for marking’ to have your assessment marked by your educator. If you do not click ‘Send for marking’ prior to the due date/time, your assignment will be considered late, and penalties will apply.

**TIP #5:** Ensure that you allow enough time for your assignment to be processed through Turnitin and for you to make any necessary amendments before the due date and time – Do not leave it until the last minute to submit your assignment!
3.5. Send for marking confirmation

Once you have clicked ‘Send for Marking’ as above, the following screen, asking you to confirm, will appear as shown below:

Click ‘Yes’ to continue the submission process.

Once you click ‘Yes’, your assignment (and the Similarity Report for the final submitted assignment) will be available to your educator for marking.

The screen below will appear, showing ‘Submission draft’ changed to ‘Submission’.

The caption at the bottom of the page tells you the submission process has been completed and your assignment file will appear in the Submission box as above.

4. Accessing your results

Once your educator has marked your assignment (14 day turnaround time) and entered a mark into the grade book, you will receive an automatically generated email from my.acap.
To access your grade and feedback, log back into my.acap and go to the Module home page as shown below. Click on ‘Grades’ on the left hand menu, as show below.

The following screen, showing your individual grades to date, will appear.

List of assessment for this module

Any grades that have been recorded for your assignments
Click on the assignment for which you wish to see the grade and feedback, by clicking on the assignment name.

The following screen will appear, showing your submitted assignment, the educator feedback file and your grade for the assignment.

You can now open and/or download the educator's feedback file to view any comments and feedback. To do this, click on the file name.
## 5. Document History

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