

# **University of Central Lancashire London Turnitin Submission Guide**



**University of  
Central Lancashire  
London**



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## Submitting your Assessment on VLE

### STEP 1:

Go to <https://uclan.london/login> and log-in with your **username** and **password**. Your Username is a seven-digit Student Code, e.g. **5XXXXXX**, and the Password is your six-digit Date of Birth, e.g. **DDMMYY**.



Username  
Password  
☒ Remember username  
Log In

Forgotten your username or password?  
Cookies must be enabled in your browser ?

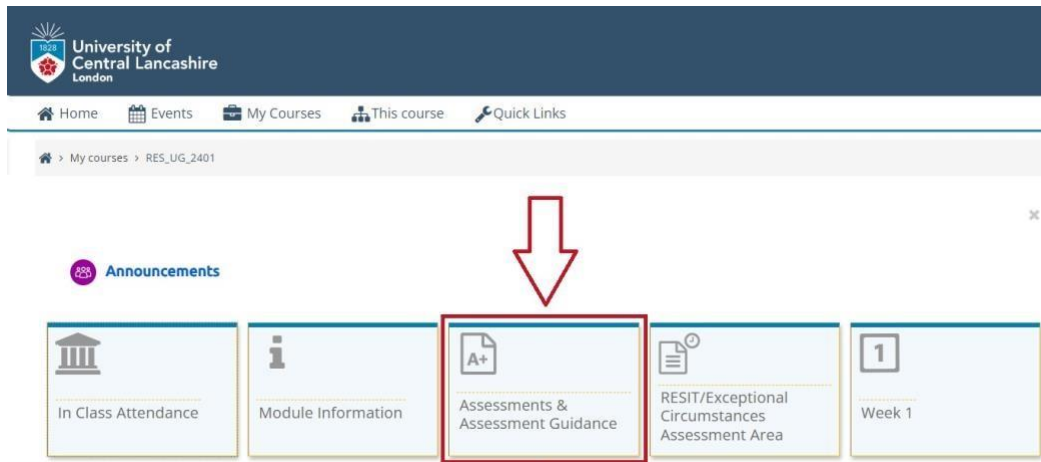
### STEP 2:

Once you logged in to your VLE account, click on the title of the module that you want to submit an assignment for. e.g. **(8864T1) Research Skills**.



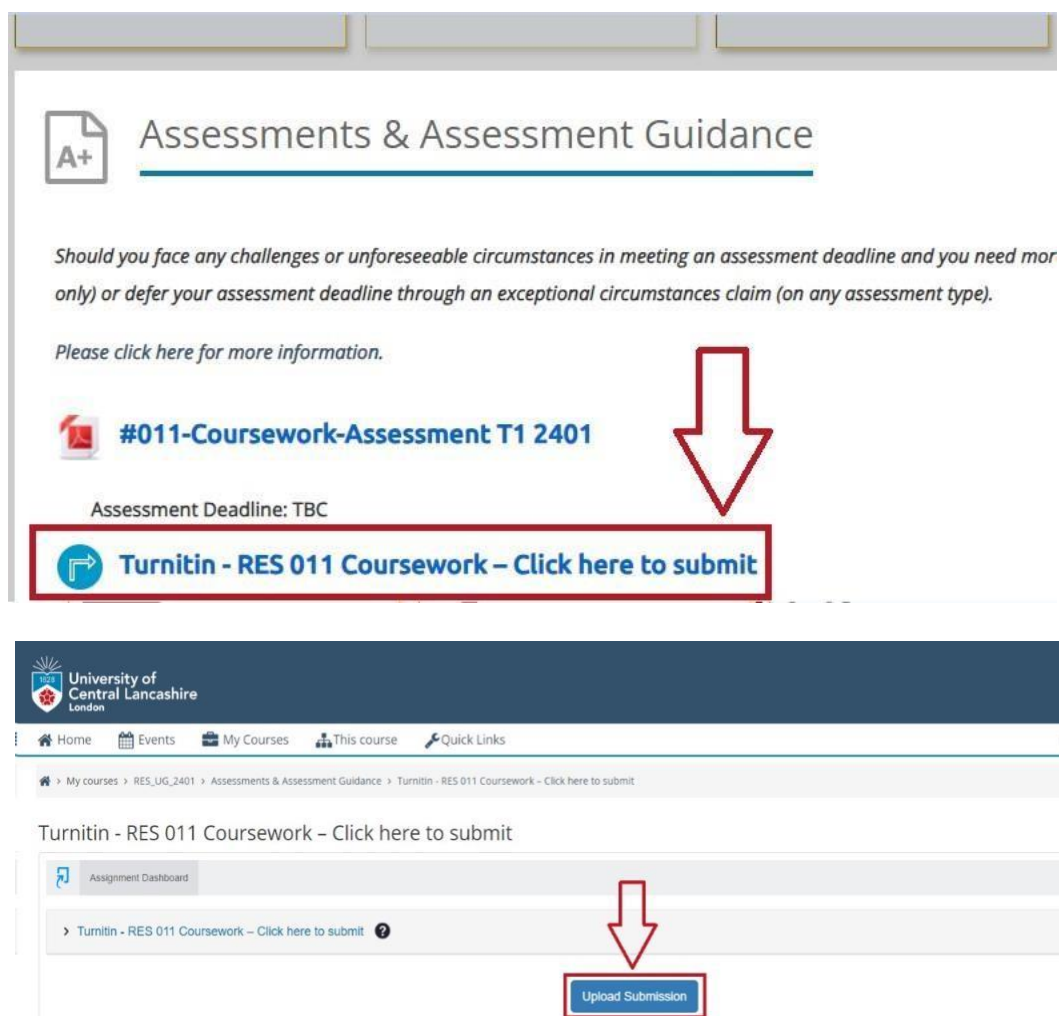
### STEP 3:

Then click on the 'Assessments & Assessment Guidance' tab.



### STEP 4:

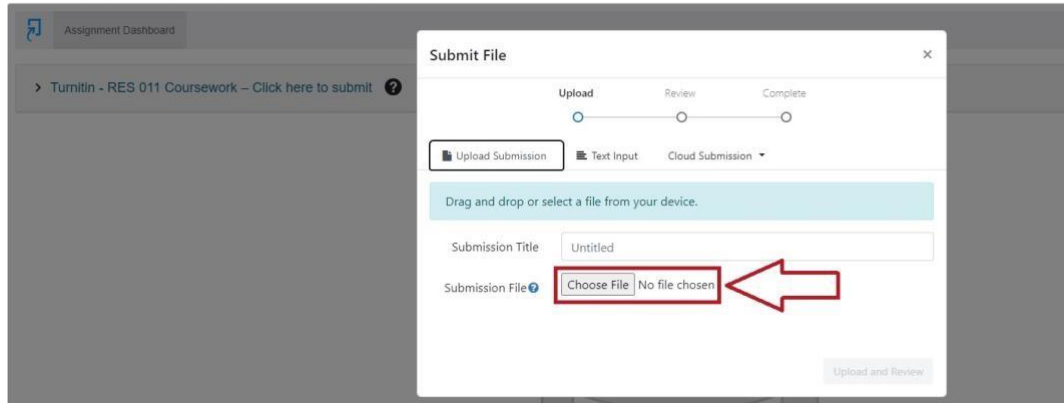
Click on the Turnitin submission link and select 'Upload Submission'.



### STEP 5:

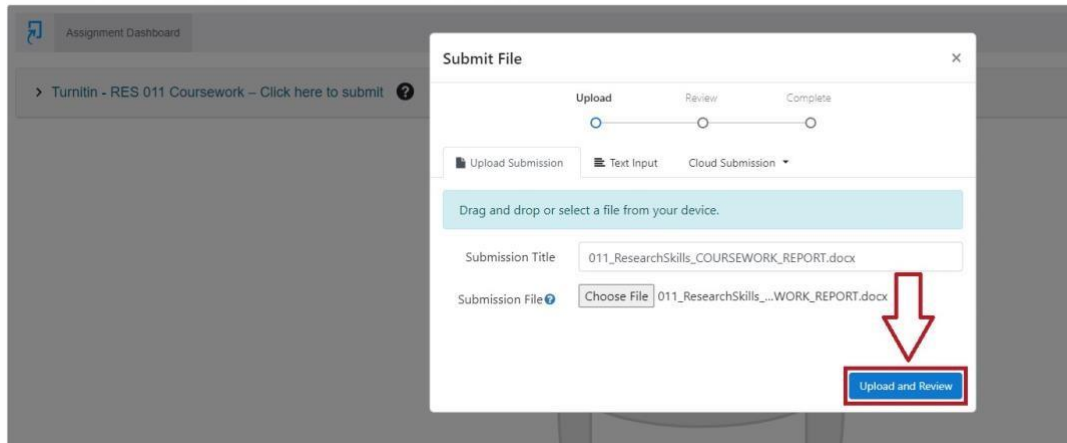
To upload a file from your computer, click **'Choose file'** and select **'Upload and Review'**.

Turnitin - RES 011 Coursework – Click here to submit



The screenshot shows the 'Submit File' dialog box with the 'Upload' tab selected. The 'Submission File' section has a 'Choose File' button highlighted with a red box and a red arrow pointing to it. The 'Submission Title' is 'Untitled'.

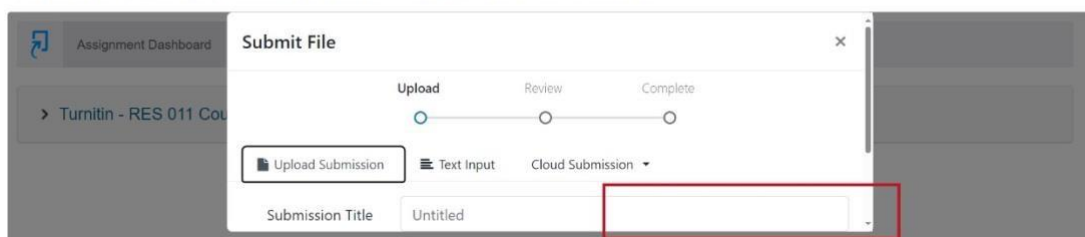
Turnitin - RES 011 Coursework – Click here to submit




The screenshot shows the 'Submit File' dialog box with the 'Upload' tab selected. The 'Submission Title' is '011\_ResearchSkills\_COURSEWORK\_REPORT.docx'. The 'Submission File' section has a 'Choose File' button and a file name '011\_ResearchSkills\_...WORK\_REPORT.docx'. The 'Upload and Review' button is highlighted with a red box and a red arrow pointing to it.

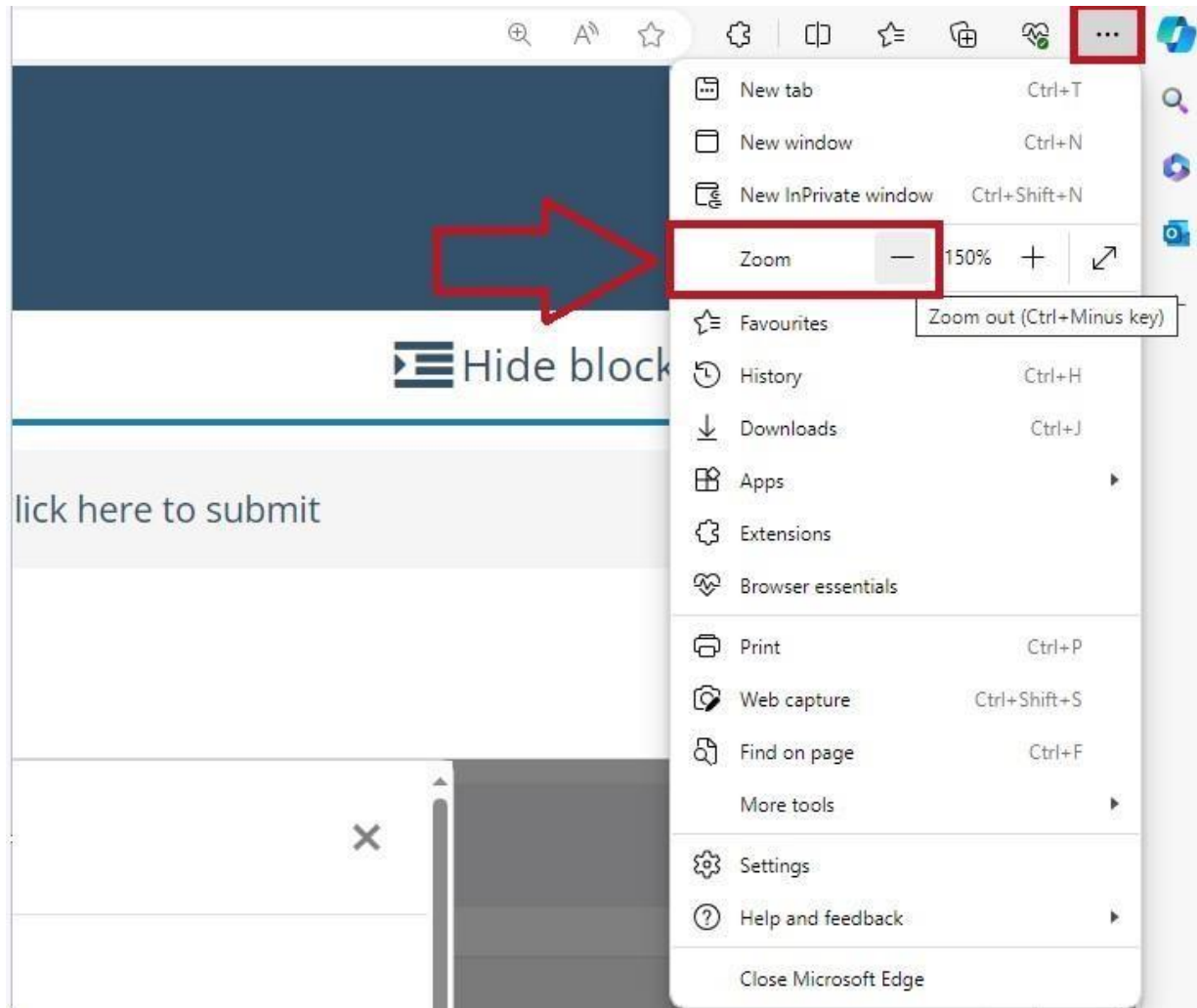
If you are unable to see the **'Upload and Review'** button, you need to zoom out your screen by selecting control option of the right-side screen, as shown below:

Turnitin - RES 011 Coursework – Click here to submit



The screenshot shows the 'Submit File' dialog box with the 'Upload' tab selected. The 'Submission Title' is 'Untitled'. The 'Upload and Review' button is highlighted with a red box.

Click on the  three dots at the upper right corner of the browser page, navigate to the Zoom option from the drop-down menu, and then change the zoom percentage by hitting the minus key.

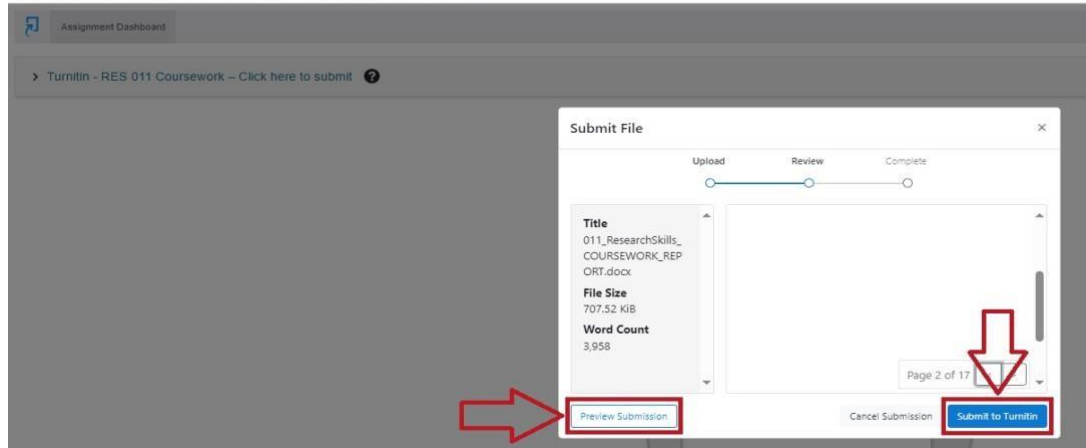


### STEP 6:

Once you have uploaded your assignment, you can preview your submission. If you are happy with your assignment, then click **'Submit to Turnitin'**.

My courses > RES\_UG\_2401 > Assessments & Assessment Guidance > Turnitin - RES 011 Coursework - Click here to submit

Turnitin - RES 011 Coursework - Click here to submit

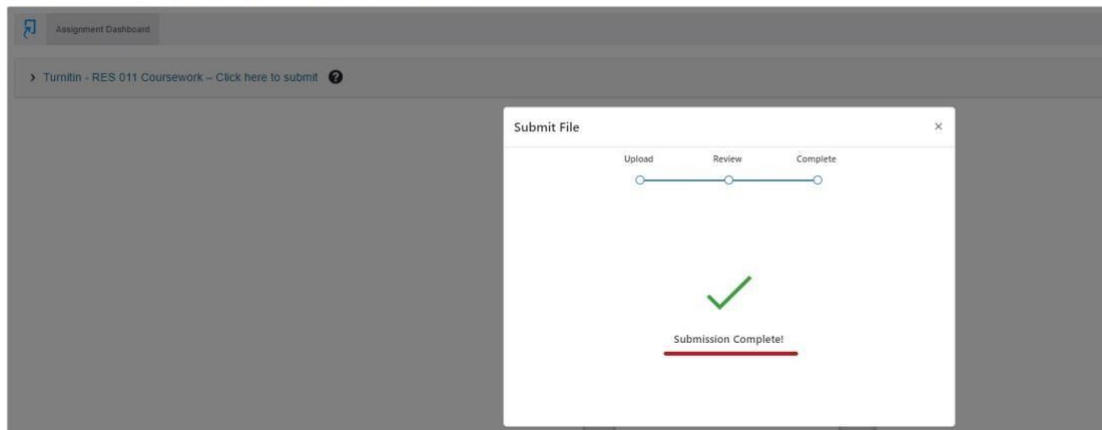


### STEP 7:

You will then see **'Submission uploaded successfully'** highlighted in green and you are able to download your submission receipt by clicking on **'Download Digital Receipt'**.

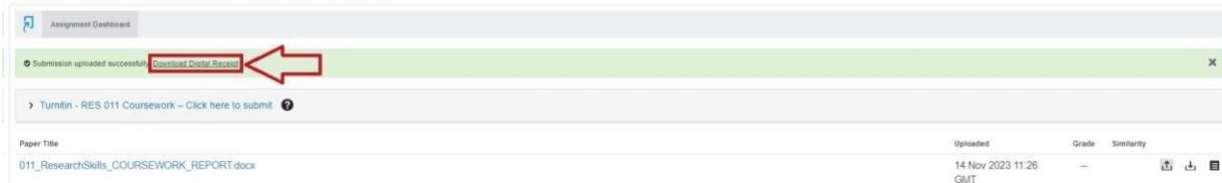
My courses > RES\_UG\_2401 > Assessments & Assessment Guidance > Turnitin - RES 011 Coursework - Click here to submit

Turnitin - RES 011 Coursework - Click here to submit



My courses > RES\_UG\_2401 > Assessments & Assessment Guidance > Turnitin - RES 011 Coursework - Click here to submit

Turnitin - RES 011 Coursework - Click here to submit



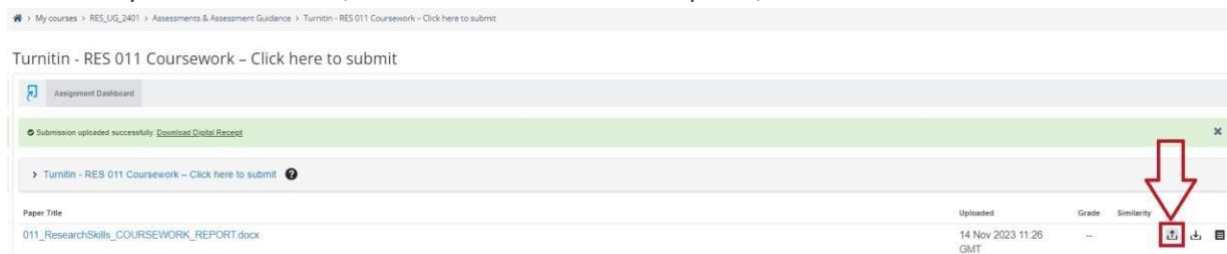
### STEP 8:

To check your Similarity score, refresh your browser page, as shown below:



### STEP 9:

Please note, that you are able to resubmit your coursework 3 times before the deadline. To resubmit your coursework, select the resubmission option, as shown below:





## Contact Us Information

For more information or further assistance on **Turnitin Submission**, please contact  
Learning Resources Centre:

[learningresources@london.uclan.ac.uk](mailto:learningresources@london.uclan.ac.uk)

Alternatively, join **LRC Online Live Support Chat** from the link below:

<https://zoom.us/j/981273572066809>

### Our LRC Online Live Support Chat Opening Hours:

Term-Time hours:

Monday - Friday 9:00 – 17:30

Saturday - 9:00 – 16:30

Non-Term-Time hours:

Monday - Friday 9:00 – 17:30