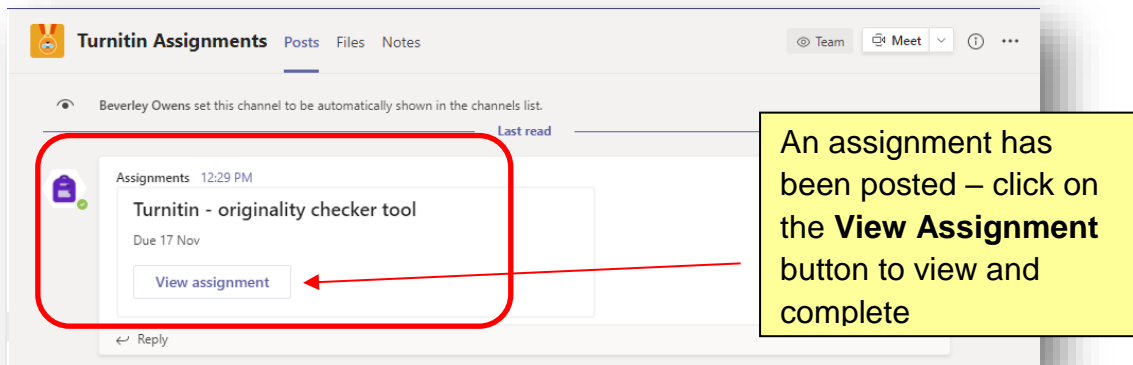


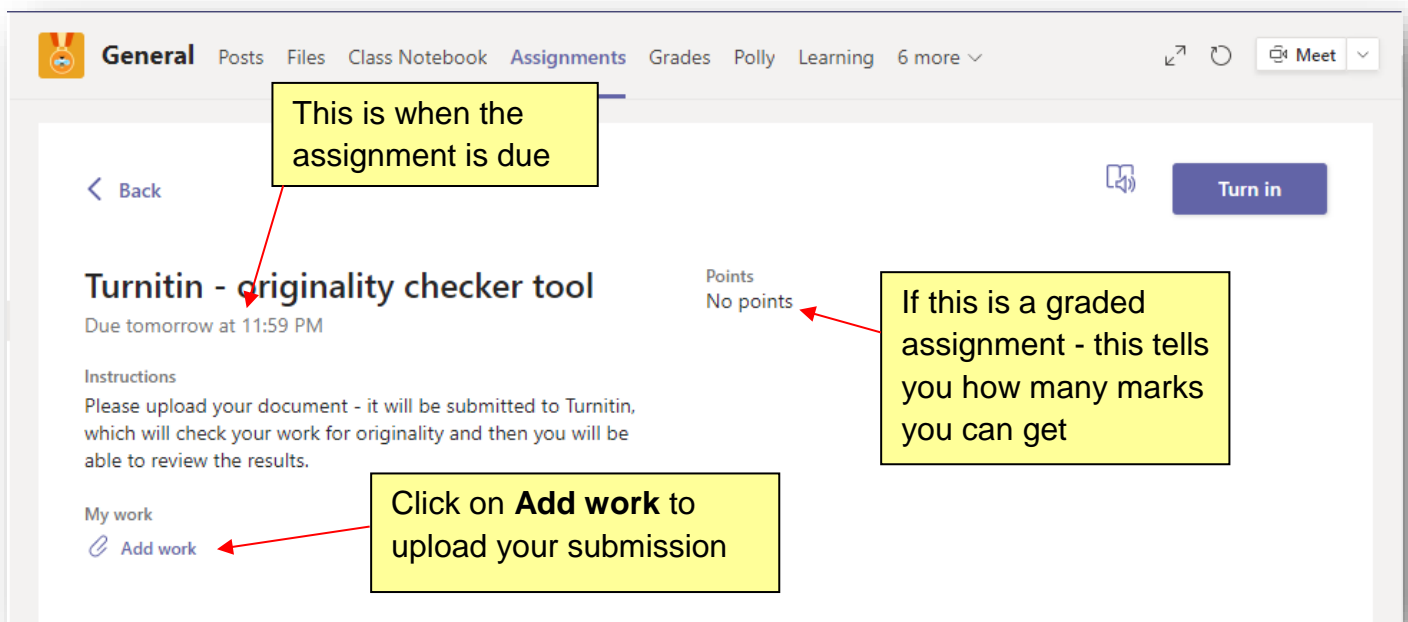
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Accessing your Assignment

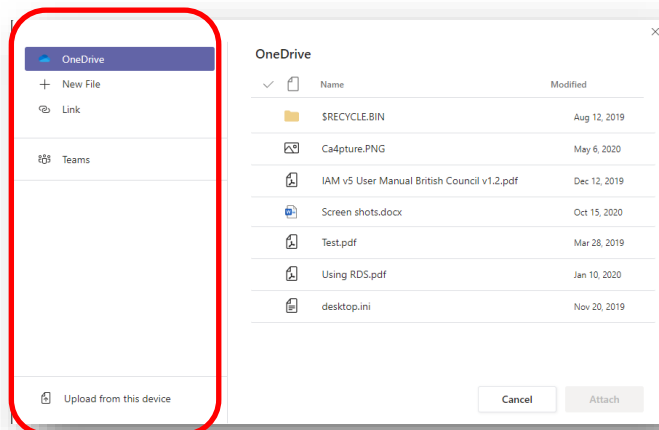
Go to your Class in Teams and view your assignment



Viewing the assignment

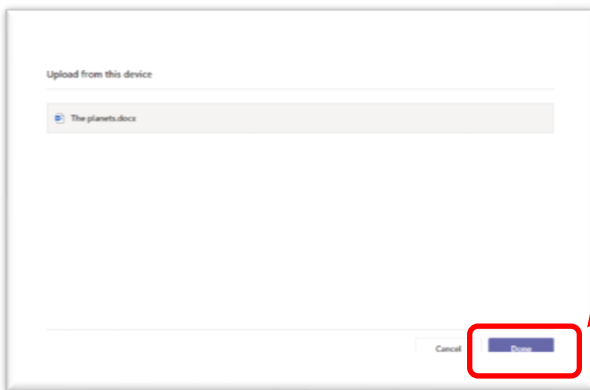
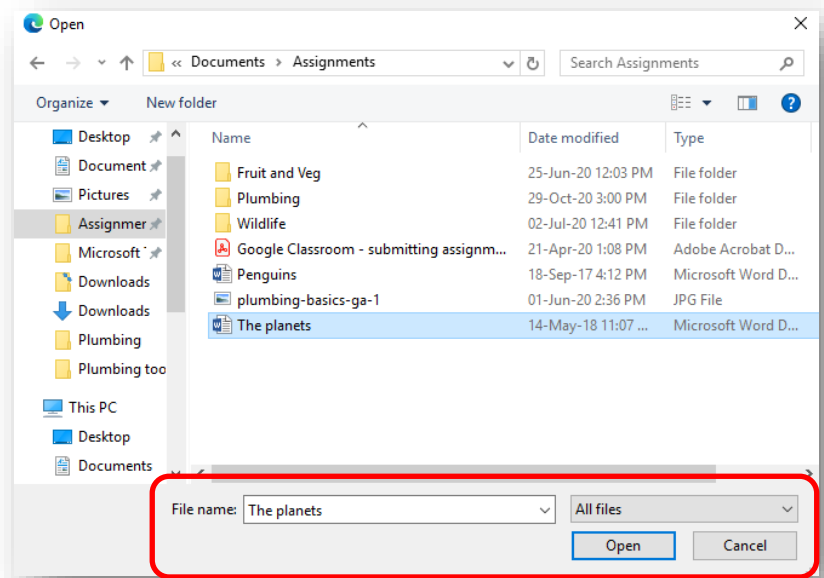


You can now choose the location of the document you wish to submit.



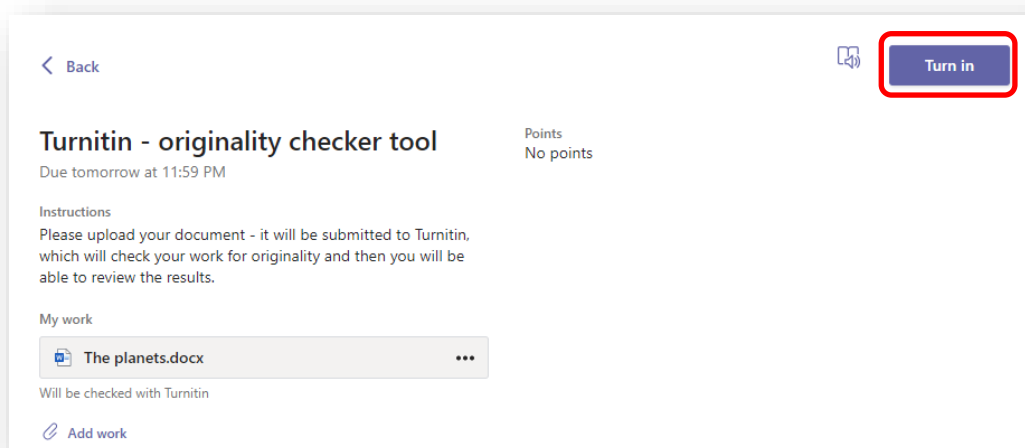
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Browse to the location of your document, select the document and click on Open



You can now select Done and you are ready to submit your work.

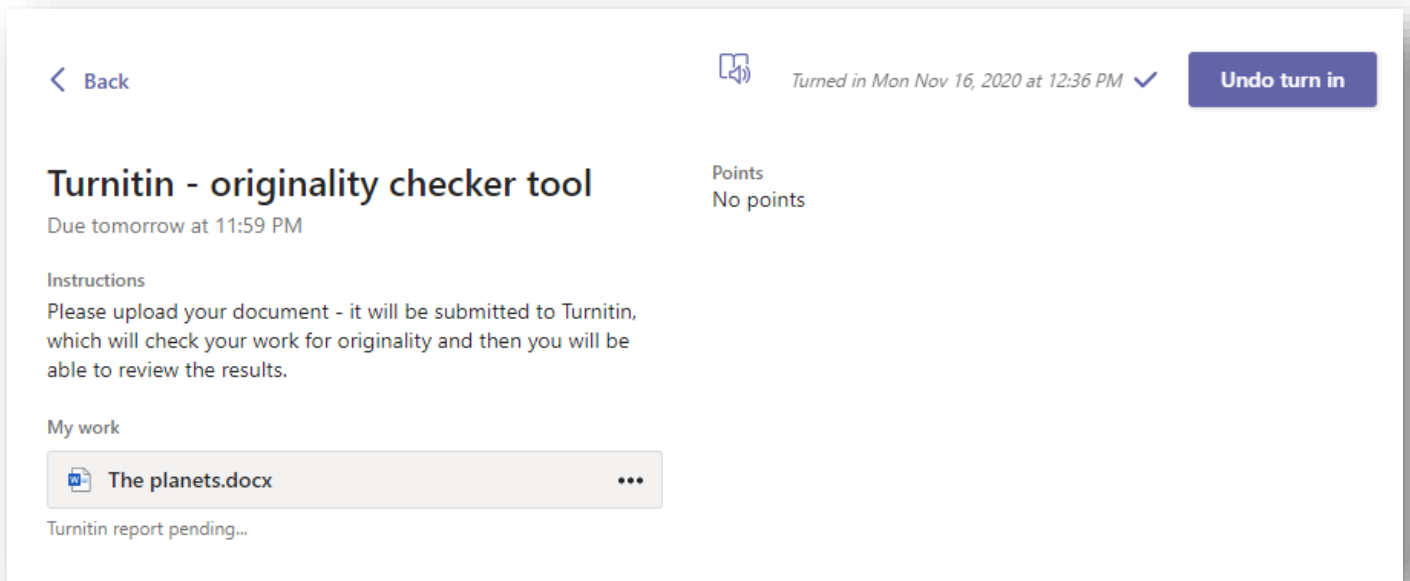
Choose **Turn in** to submit



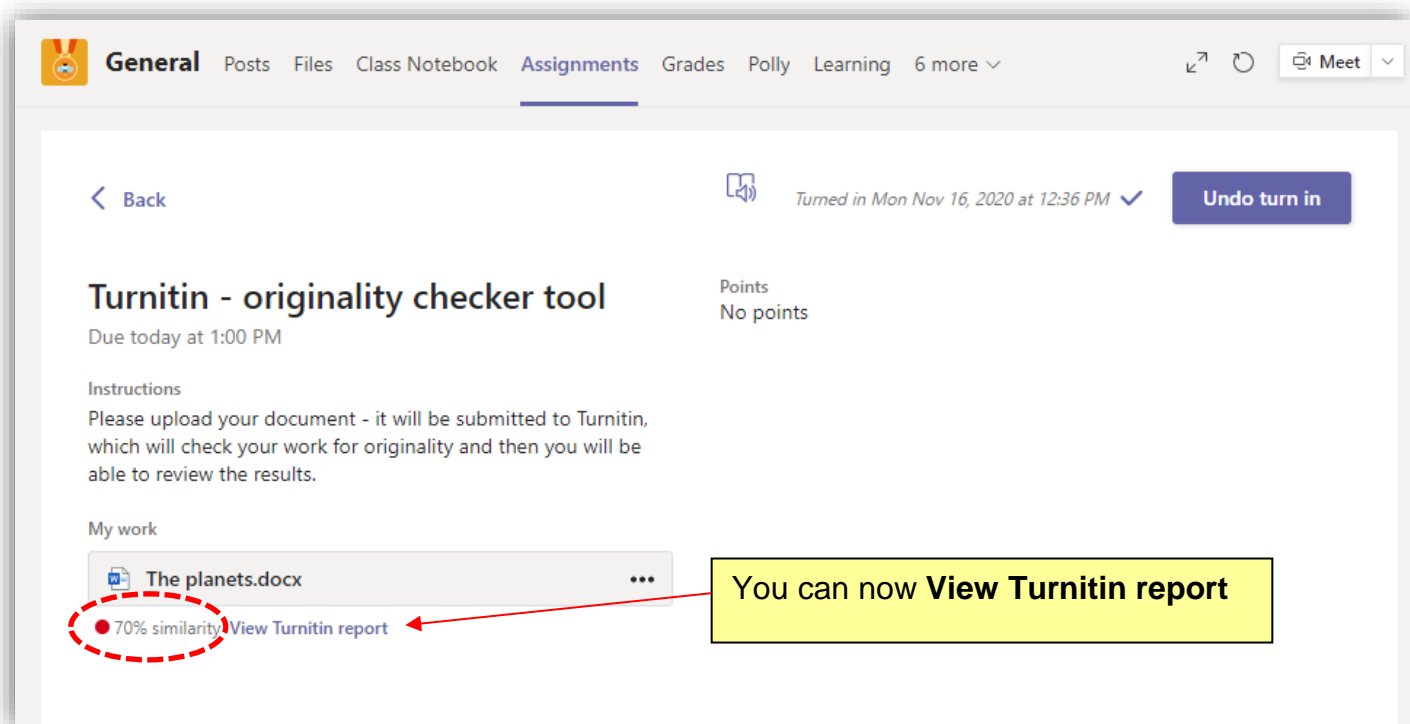
You will now receive a notification that your document is submitted and that the report is pending.

Note - The similarity report will not be available until the due date of the assignment has passed, but you can access the Similarity report immediately after hand-in by refreshing the pending report.

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When Turnitin has checked your document, you will see a Similarity number – this tells you the percentage of similarity to other sources Turnitin has found – in the example below Turnitin reports that 70% of your text has been found elsewhere and so it is not original

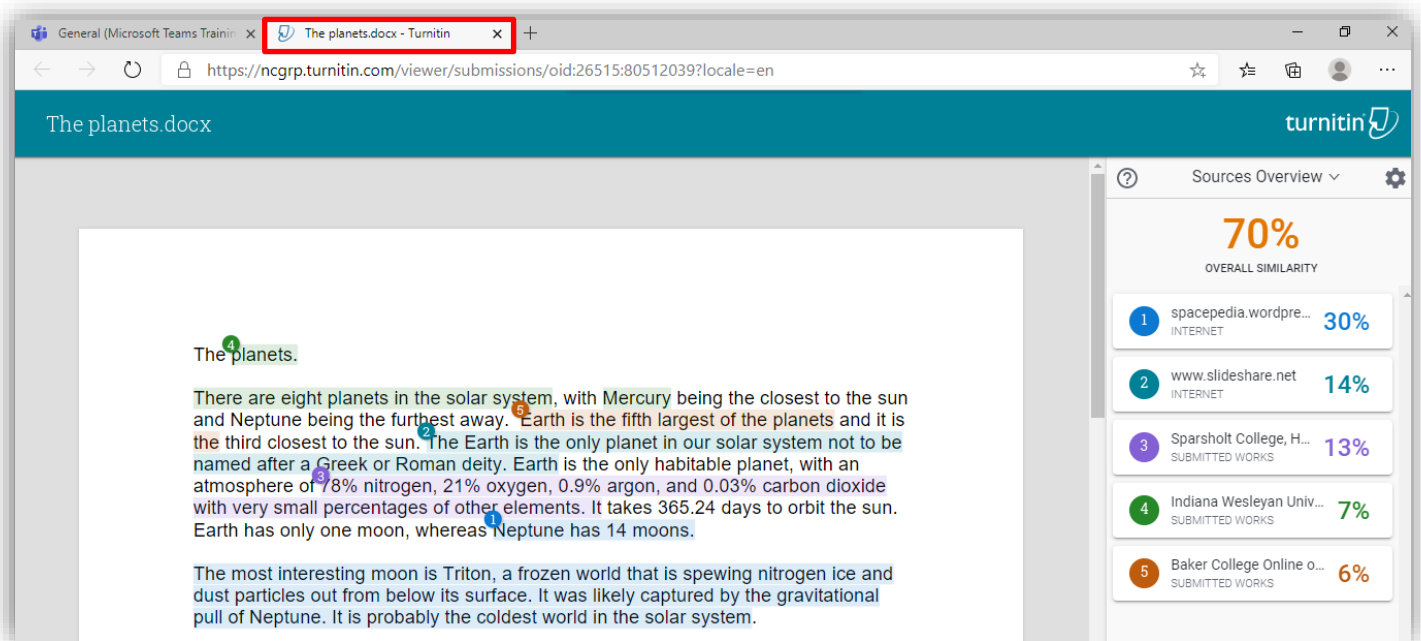


This will now open the Turnitin document viewer, which will enable you to view the report and see where the similarities have been found.

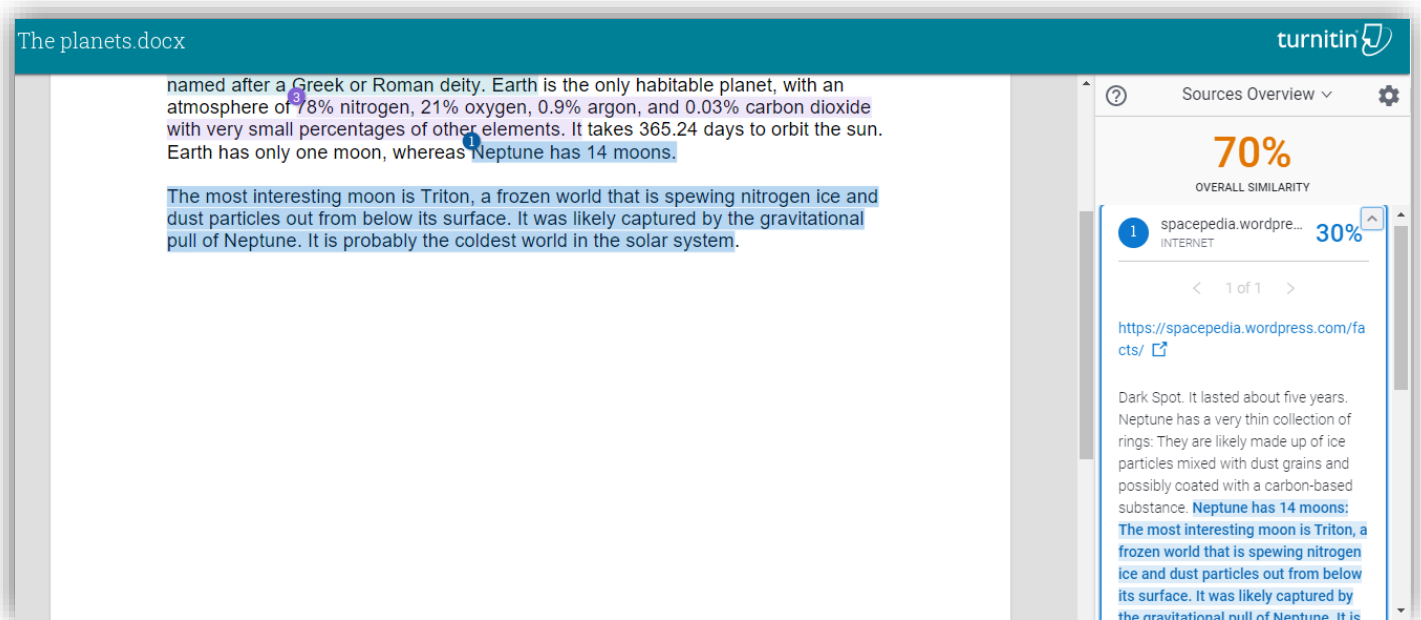
Please note that this will only work at the moment if you are using the browser version of Teams, as the Turnitin viewer opens in a web browser.

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This is the Turnitin viewer – notice that it has opened in a new browser tab. The document text is shown, and the panel on the right-hand side indicates where Turnitin has found another instance of this text on the internet.



Click on any of the sources listed on the right and you will see the text in its original form



If the assignment due date has not passed (or allows late submissions) you can now amend your document and Turn in a revised document by selecting **Undo Turn in** and then submitting a revised version

