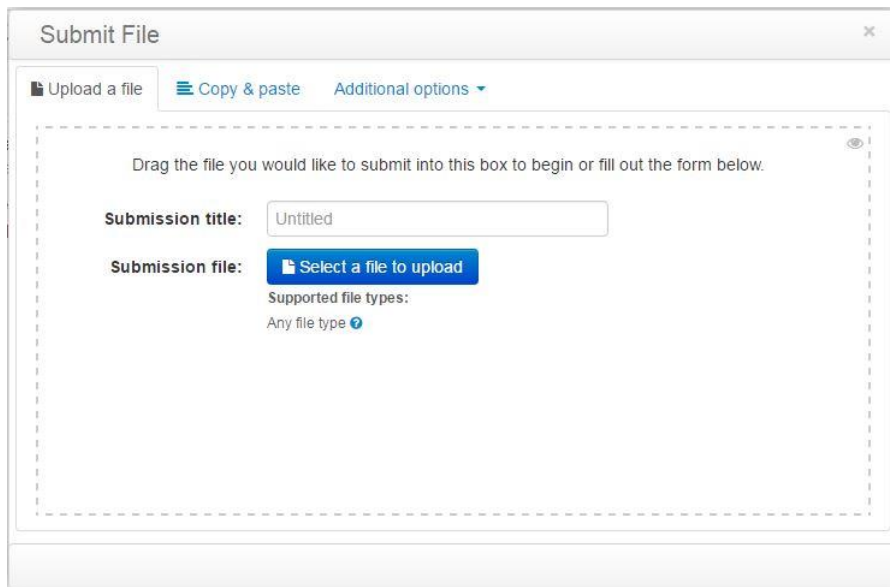## Electronic Submission Instructions

Log in to Canvas (canvas.auckland.ac.nz). Select the Course. In the Course Navigation, click the **Assignments** link. Click the name of the assignment. You will see the Turnitin dashboard below:


To submit your assignment, click the **Upload** icon (the dark grey arrow pointing up. A new window will open:


Select the submission type you want to use for your assignment. You can submit a file upload, or select a file from Google Drive or Dropbox. Turnitin validates your entry and prepares it for submission.

Turnitin will then upload the document and show the following window as it goes through the process:
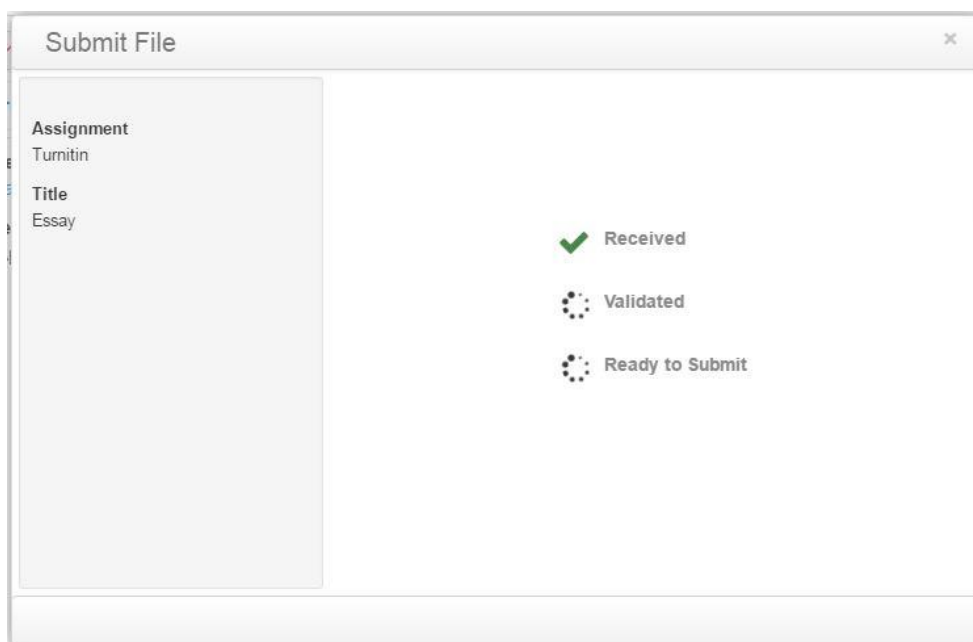
Once the file has been uploaded you can see a preview of the file you have uploaded. There will be a blue button at the bottom saying to "Accept submission – save". **You must click on that.**
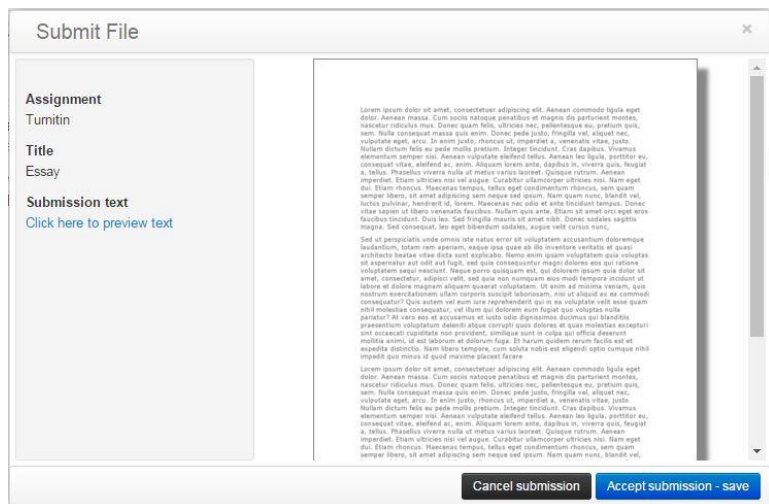
The window will disappear and the Turnitin dashboard will now show information regarding the document you have uploaded including the title, and the date and time it was uploaded.
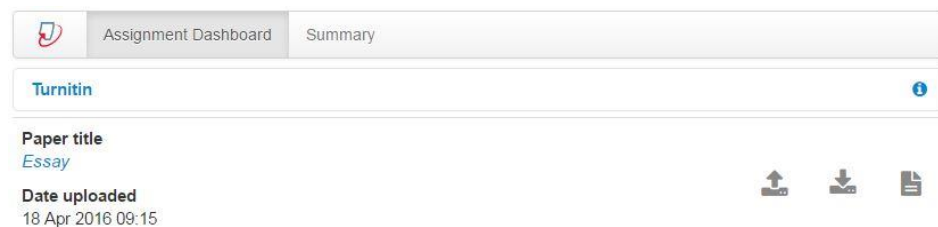
There are now three icons on the right.

The first is the upload icon (as from before) where you can resubmit if required.

The second icon (down arrow) allows you to download the assignment you have submitted to Turnitin.

The very last icon on the right (paper/document with lines) allows you to download your digital receipt for your assignment (if you wish to do so; the Faculty does not require this).

For the University's policy on the use of Turnitin to check the originality of your work, see https://www.auckland.ac.nz/en/students/forms-policies-and-guidelines/student-policies-and-guidelines/academic-integrity-copyright/about-academic-integrity.html

By uploading your assignment you affirm that your work complies fully with the University's academic honesty policy.