



University of
Leicester

Blackboard & GradeMark

Online assessment

Instructions for Students

Department of Criminology, 2013

- Submitting assignments to Turnitin
- Viewing marks and feedback

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Introduction

The assignment submission is a two-stage process:

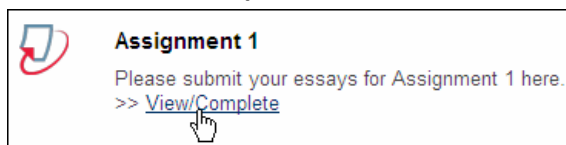
- * Students will submit essay-type file to Turnitin for plagiarism detection.
- * Students then submit the same essay-type file to Blackboard, including any supplemental images, audio or video files, for marking, and feedback.


Submitting an Assignment

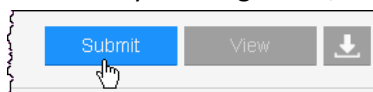
1. Open a web browser and go to <http://blackboard.le.ac.uk>
2. Login to Blackboard with your University of Leicester IT account username and password.
3. Find the **Blackboard** course site in the **My Courses** list on the right of the Blackboard Home page. Click on the name to open the course site.
4. Locate the **Assignment Submission** item through the left hand navigation pane.
5. Click the appropriate link to access the assignment submission area for your current module.

Stage 1: Submission to Turnitin

6. Click the **View/Complete** link.



7. You will now see the **Turnitin Class Homepage**. If you want to see more information about the assignment, including any instructions from your tutor, move your mouse over the **Info** symbol .
8. To submit your assignment, click **Submit**.



9. You will now see the **submit paper** page. Your name should be filled in automatically. Enter a name for your assignment in the **submission title** box.
10. Click **Browse...** to locate your file then click **upload** to load your file into Turnitin.
11. You will see a preview of your assignment so that you can check you have selected the correct file. Any pictures or graphs will not show in this preview, although they will be visible to your tutor when they are marking the assignment. If you need to choose a different file, choose **return to upload page**. If the file is correct, click **Submit**.
12. You should see a message at the top of the page telling you that the submission was successful.



You will also receive an email telling you that Turnitin UK received your paper. This means that your work has been submitted successfully.

If you want to check your submission or print your digital receipt, you can click **go to portfolio**.



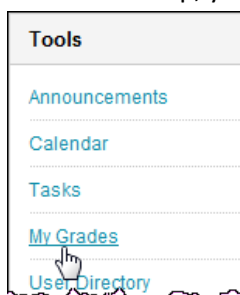
Note The full and most up to date version of this guide is available on the IT Help website:

<http://www2.le.ac.uk/offices/ithelp/services/blackboard/assignments-and-grades/turnitin/submit/how-to-submit>

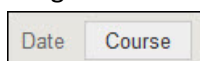
Viewing your marks and feedback

Marks and feedback will be given, and accessed, through the Blackboard assignment.

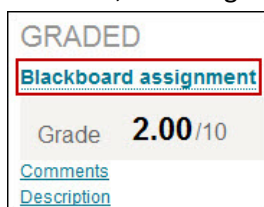
1. Open a web browser and go to <http://blackboard.le.ac.uk>
2. Login to Blackboard with your University of Leicester IT account username and password.
3. Choose the **My Grades** tool on the **Blackboard Home page**. Depending on how the course site has been set up, you may also have a link to **My Grades** within a course site.



4. Choose a Blackboard course site from the list on the left of the screen. If you prefer to see the assignments arranged by date, choose the **Date** option at the top of the screen.



5. On the right of the screen, you will see the grades for the selected course site. Assignments are listed in sections with the totals at the top. Click on the name of an assignment to see full feedback, including any attached files.



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<http://www2.le.ac.uk/offices/ithelp/services/blackboard/assignments-and-grades/grade-centre/get-started/student-view>