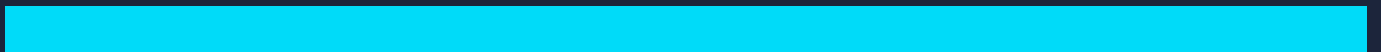




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Manchester



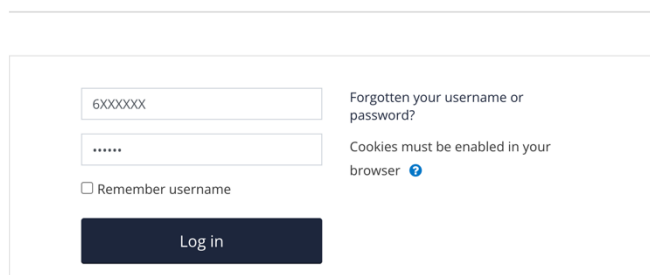
VLE Turnitin Submission Guide



Submitting your Assessment on VLE

Step 1:

Go to <https://my.ugmmvle.org/login/index.php> and log in with your username and password. Your username is your seven-digit Student Code e.g. 5XXXXXX and the password is your six-digit Date of Birth e.g. DDMMYY.



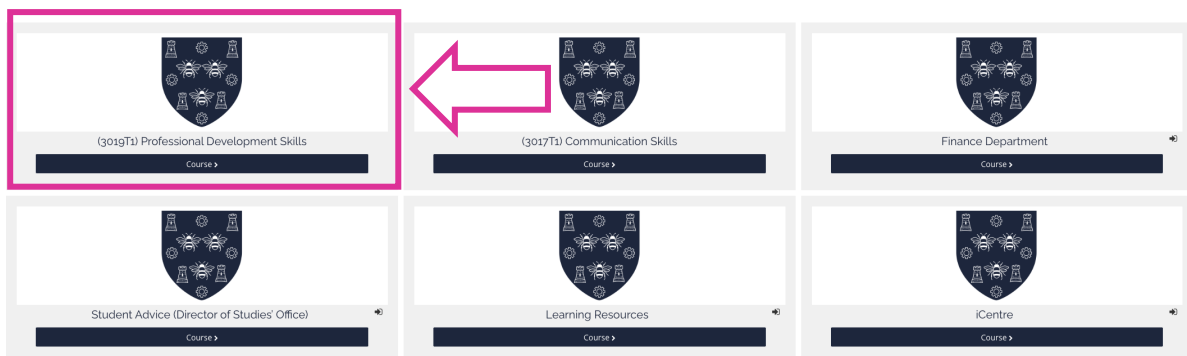
A screenshot of the VLE login page. It features a white background with a dark blue header. The main content area is white and contains a login form. The form has two input fields: the first is for the username, containing '6XXXXXX', and the second is for the password, containing '.....'. Below the password field is a checkbox labeled 'Remember username'. To the right of the form, there are two links: 'Forgotten your username or password?' and 'Cookies must be enabled in your browser ?'. At the bottom of the form is a dark blue button labeled 'Log in'.

Step 2:

Once you are logged in to your VLE account, click on the title of the module that you want to submit an assignment for.



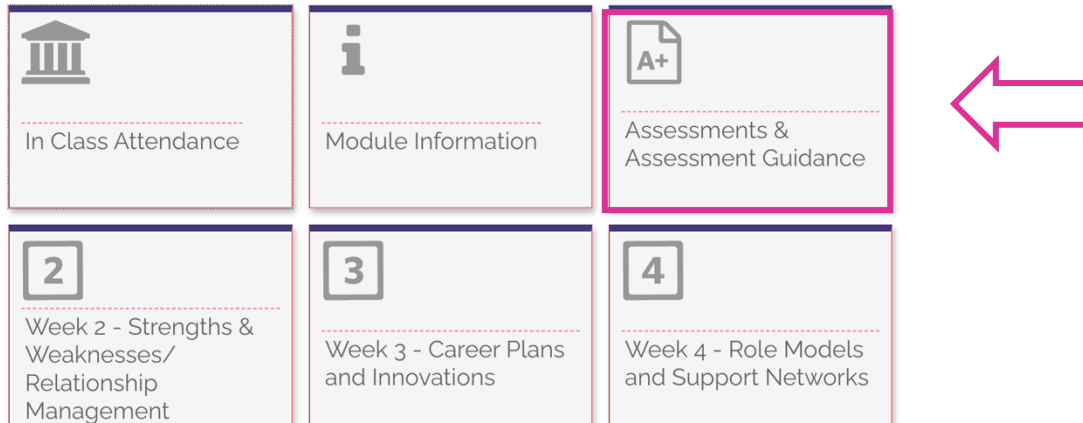
[Home](#) [Events](#) [My Courses](#) [Quick Links](#)



A screenshot of the VLE course selection page. The page has a white background with a dark blue header. Below the header is a navigation bar with links for Home, Events, My Courses, and Quick Links. The main content area is a grid of course cards. Each card features the UGM Manchester logo at the top, followed by the course title and a 'Course >' button. The first card, '(3019T1) Professional Development Skills', is highlighted with a pink border. A pink arrow points from the second card, '(3017T1) Communication Skills', to the first card. The other cards in the grid are: 'Finance Department', 'Student Advice (Director of Studies' Office)', 'Learning Resources', and 'iCentre'.

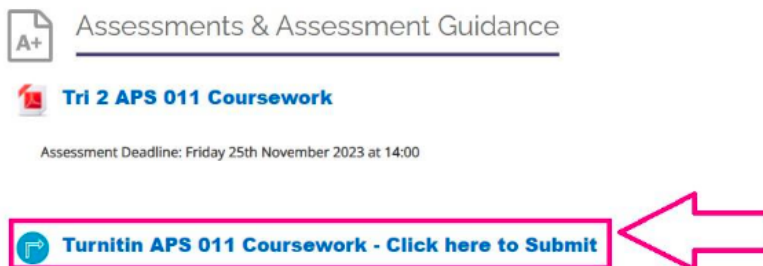
Step 3:

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



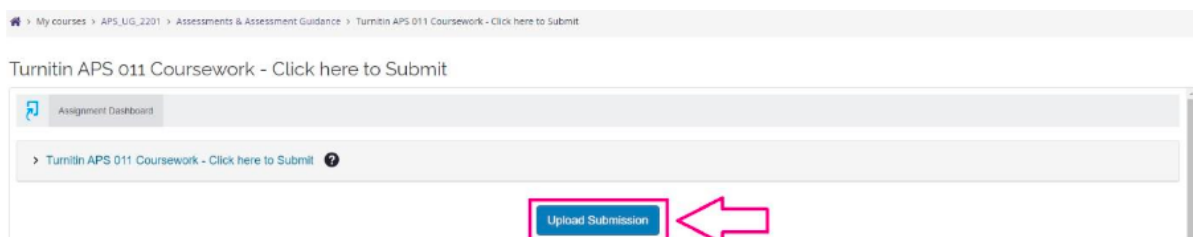
Step 4:

Click on the Turnitin submission link.



Step 5:

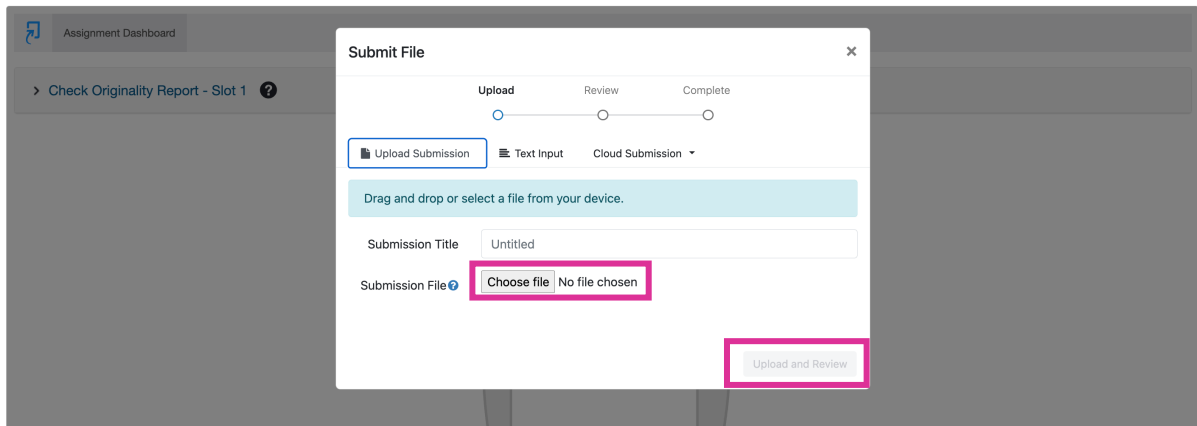
Then select 'Upload Submission'.



Step 6:

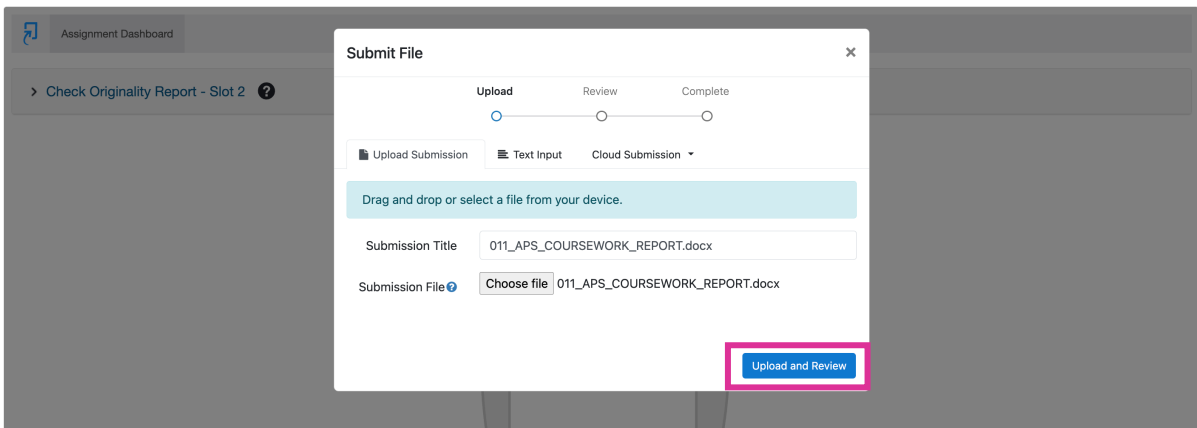
To upload a file from your computer, click 'Choose file' and select 'Upload and Review'.

Check Originality Report - Slot 1



The screenshot shows the 'Submit File' dialog box in the 'Assignment Dashboard' for 'Check Originality Report - Slot 1'. The dialog has a progress bar with 'Upload', 'Review', and 'Complete' stages. The 'Upload Submission' tab is active. Below the progress bar is a light blue box with the text 'Drag and drop or select a file from your device.' Below that is a 'Submission Title' field containing 'Untitled'. The 'Submission File' section shows a 'Choose file' button and 'No file chosen' text. The 'Upload and Review' button is highlighted with a pink box.

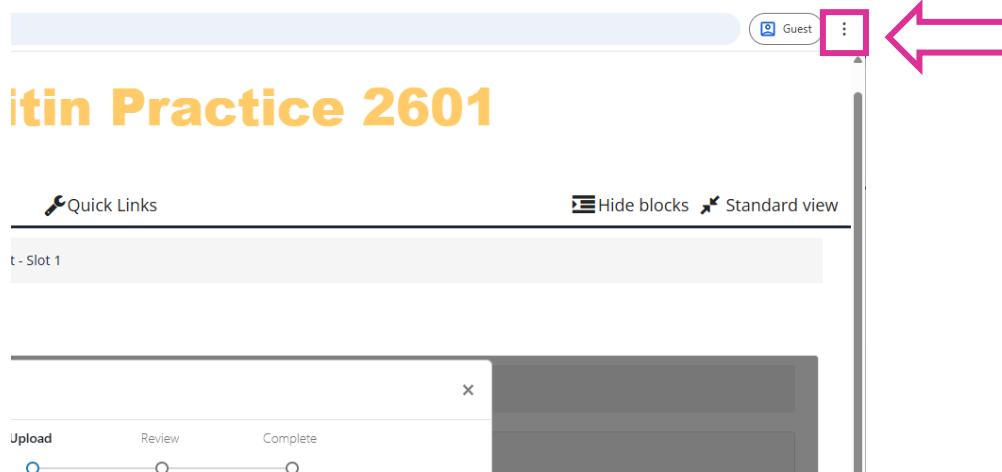
Check Originality Report - Slot 2



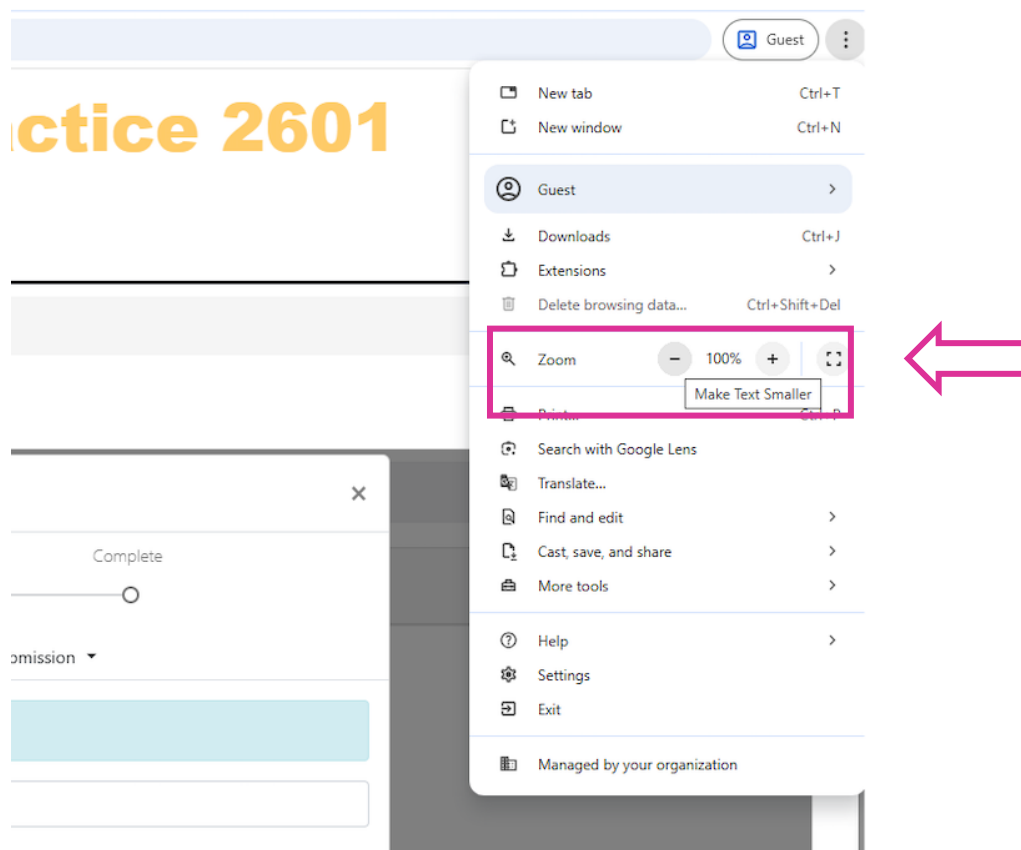
The screenshot shows the 'Submit File' dialog box in the 'Assignment Dashboard' for 'Check Originality Report - Slot 2'. The dialog has a progress bar with 'Upload', 'Review', and 'Complete' stages. The 'Upload Submission' tab is active. Below the progress bar is a light blue box with the text 'Drag and drop or select a file from your device.' Below that is a 'Submission Title' field containing '011_APS_COURSEWORK_REPORT.docx'. The 'Submission File' section shows a 'Choose file' button and '011_APS_COURSEWORK_REPORT.docx' text. The 'Upload and Review' button is highlighted with a pink box.



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



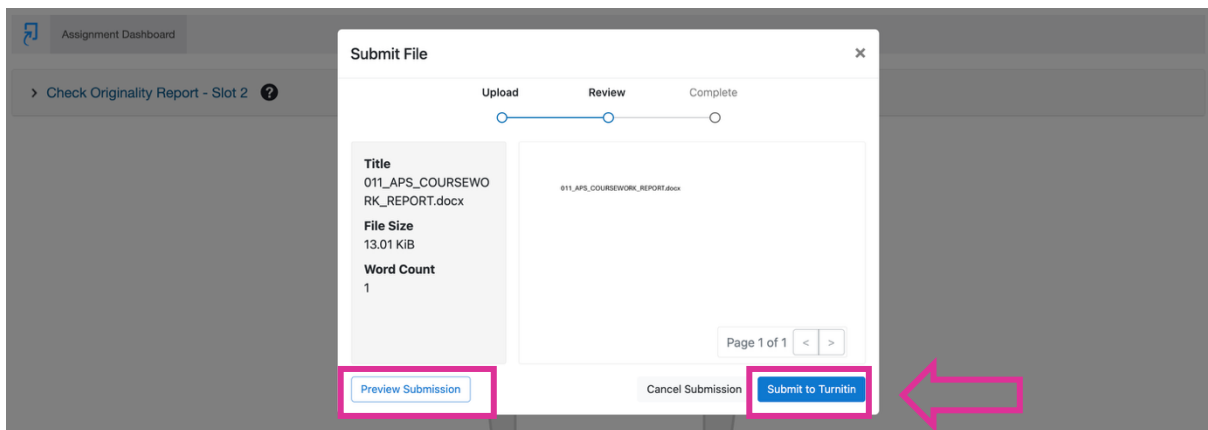
Then zoom out by clicking the '-' of zoom setting





Step 7:

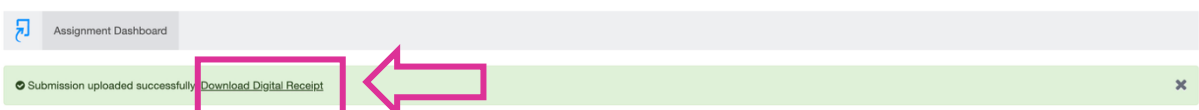
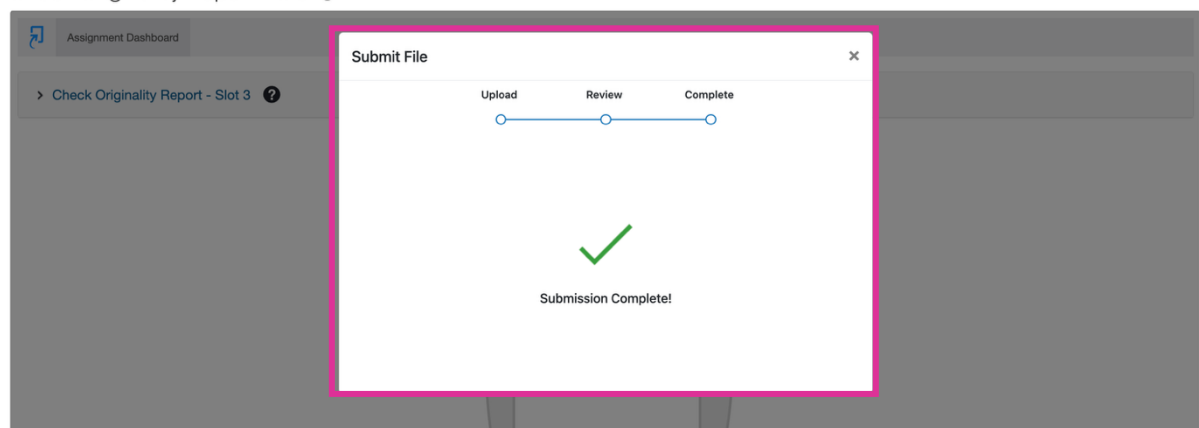
Once you have uploaded your assignment, you can preview your submission. If you are happy with your assignment, then click '**Submit to Turnitin**'.



Step 8:

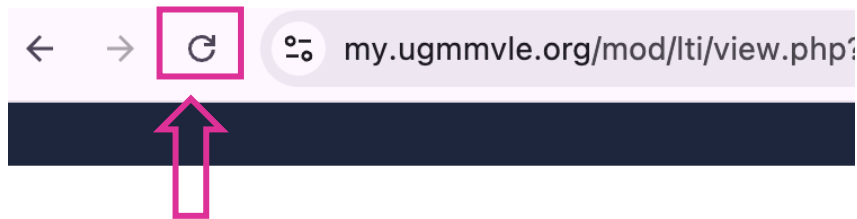
You will be able to see '**Submission uploaded successfully**' highlighted in green and you are able to download your submission receipt to your device by clicking on '**Download Digital Receipt**'.




Check Originality Report - Slot 3



Step 9:

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

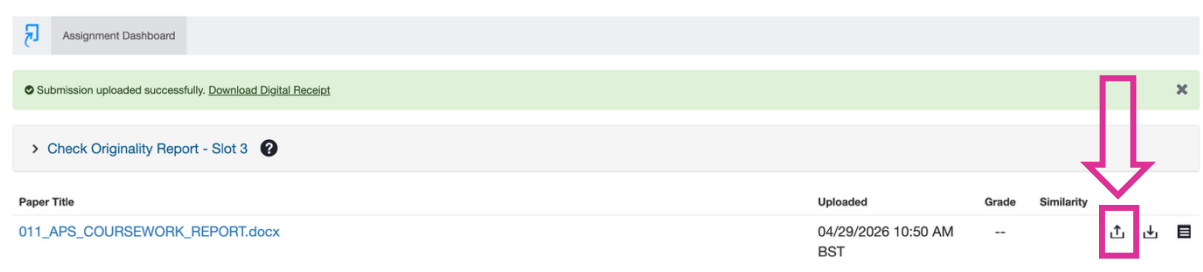


 Home
  Events
  My Courses

 > My courses > TIIP_2601_N > Turnitin Practice > C

Step 10:

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 Information

For more information or further assistance on Turnitin submission guidance, please contact Learning Resource Centre:

learningresources@manchester.ugm.ac.uk

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

<https://zoom.us/j/97737256809>

Our LRC Live Support Chat Opening Hours:

Term-time hours:

Monday – Friday 9:00 – 17:30

Tuesday, Thursday 9:00 – 19:30

Non-term hours:

Monday – Friday 9:00 – 17:30