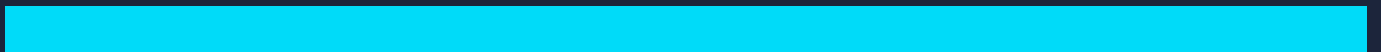




**UGM**  
Manchester



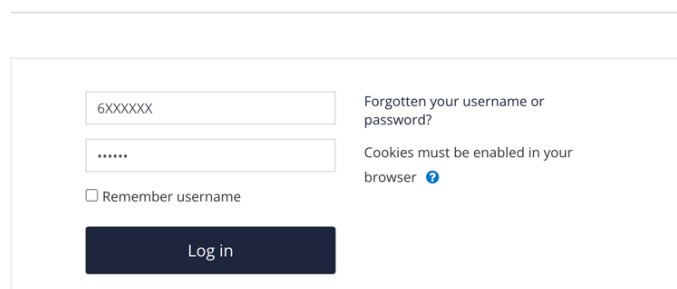
# VLE Turnitin Practice Submission Guide



# Submitting your Assessment on Turnitin Practice

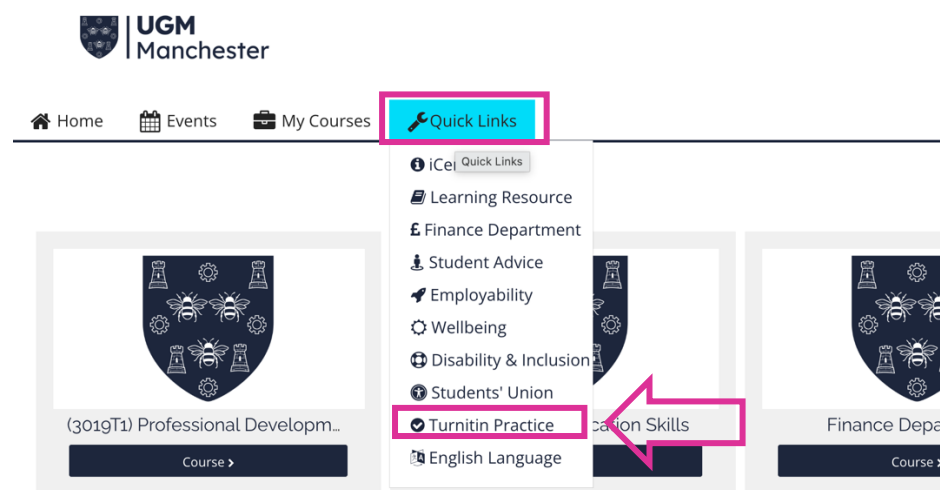
## Step 1:

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



## Step 2:

Once you logged into your VLE account, click on the **'Quick Links'** and select **'Turnitin Practice'**





### Step 3:

If you are accessing 'Turnitin Practice' for the first time, then select 'Enrol me' option.

## Enrolment options

T2 Turnitin Practice 2601

▼ Self enrolment (Student)

No enrolment key required.



### Step 4:

Choose one of the practice slots.

You are enrolled in the course. x

Turnitin Practice

**Turnitin practice.**

Turnitin Practice ONLY (Please note)

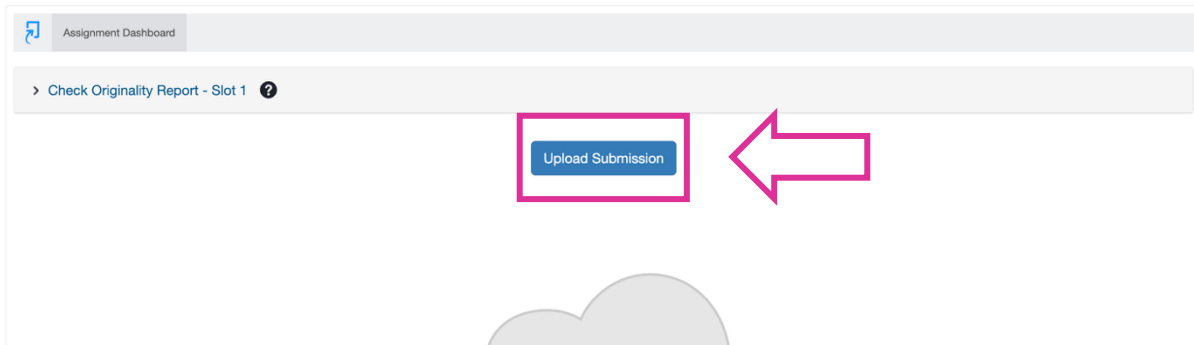
⚠ SUBMISSIONS HERE WILL NOT BE MARKED ⚠

- ▶ Check Originality Report - Slot 1
- ▶ Check Originality Report - Slot 2
- ▶ Check Originality Report - Slot 3
- ▶ Check Originality Report - Slot 4

### **Step 5:**

Then select **'Upload Submission'**.

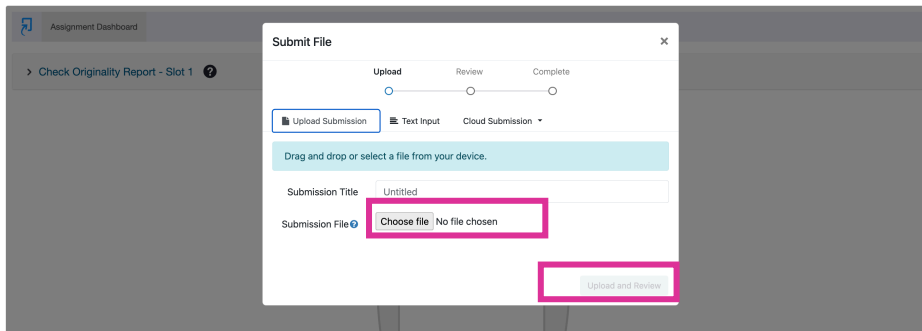
Check Originality Report - Slot 1



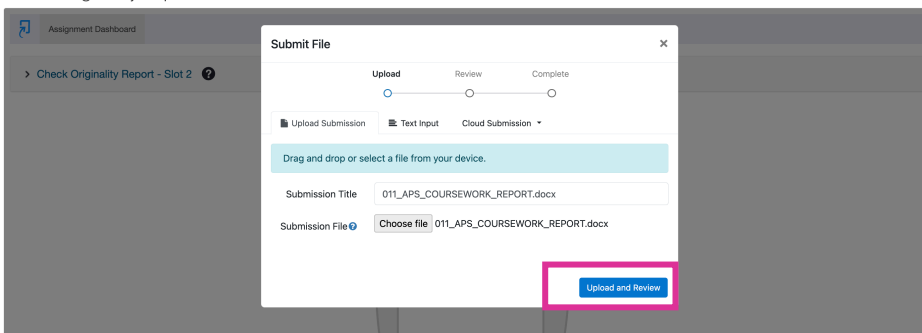
### **Step 6:**

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

Check Originality Report - Slot 1

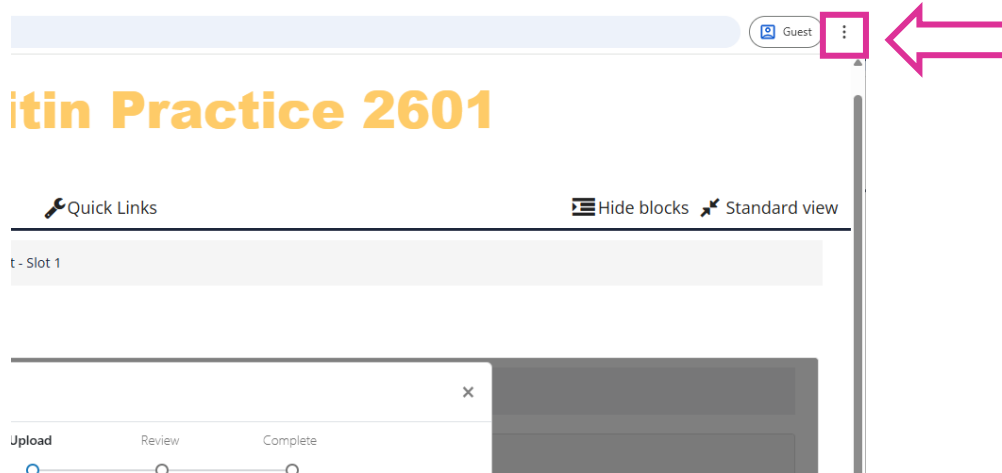


Check Originality Report - Slot 2

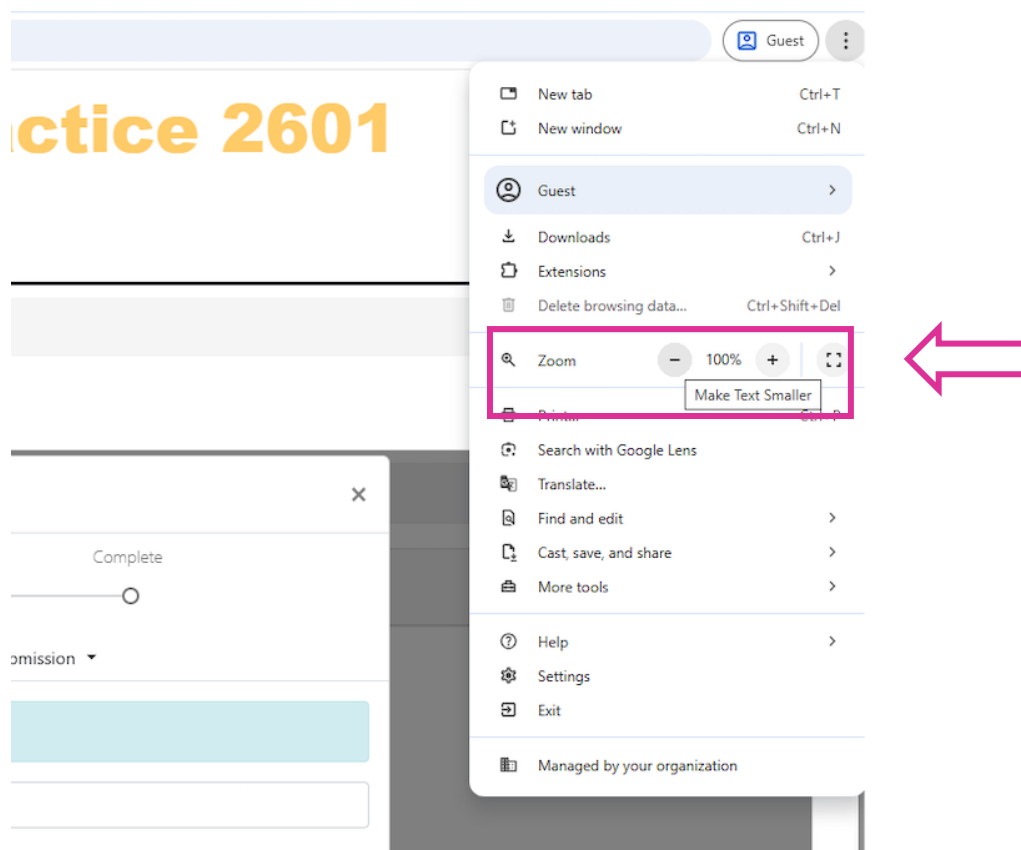




If you are unable to see the 'Upload and Review' button, you need to zoom out your screen by selecting the control option on the right-hand side of the screen.



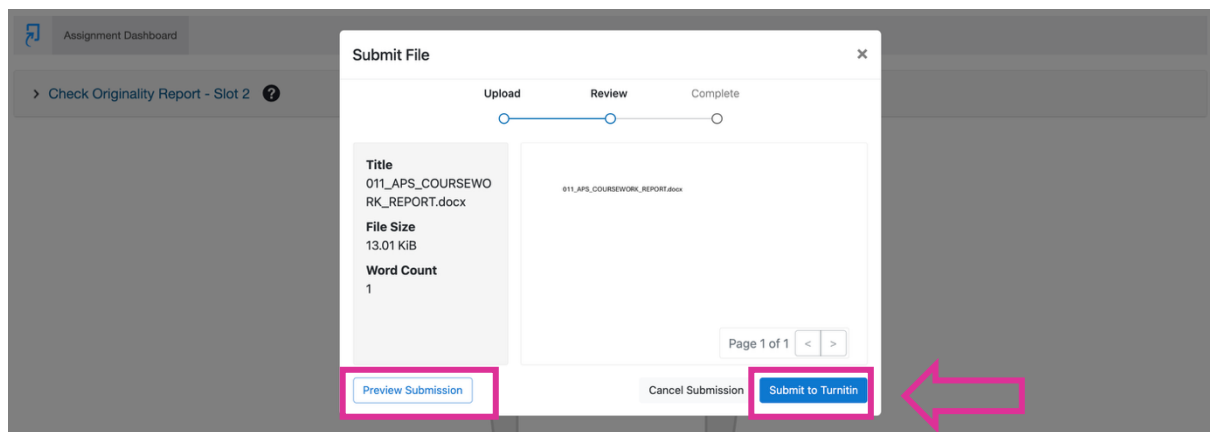
Then zoom out your screen by clicking the '-' in the zoom settings.





## Step 7:

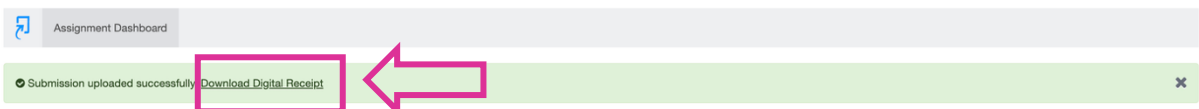
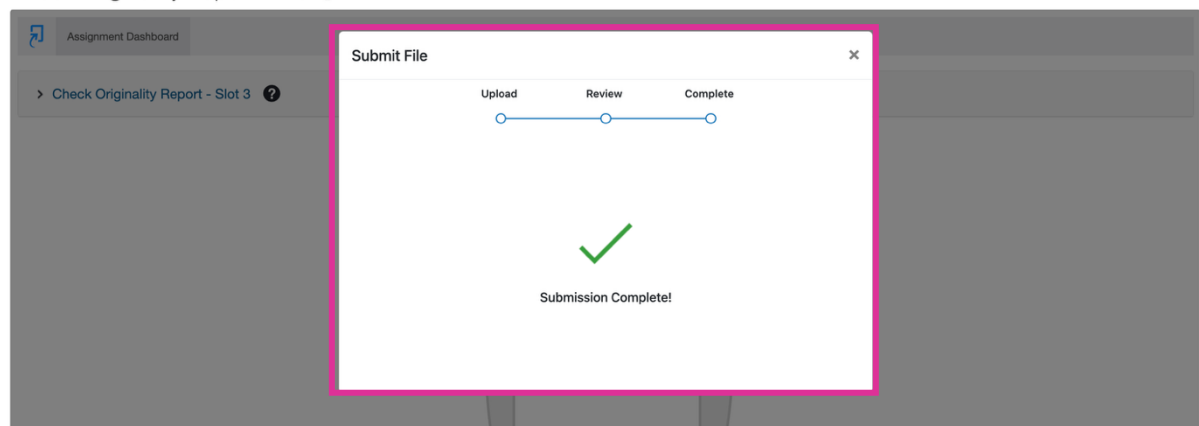
Once you have uploaded your assignment, you can preview your submission. If you are happy with your assignment, click **'Submit to Turnitin'**.



## Step 8:

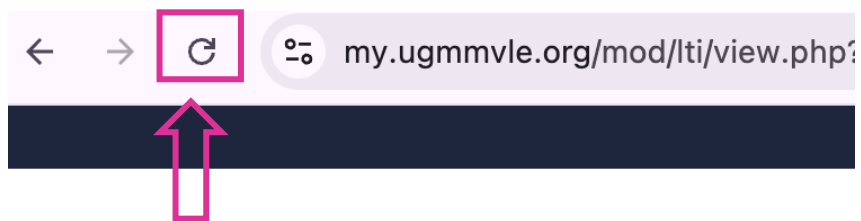
You will be able to see **'Submission uploaded successfully'** highlighted in green and you are able to download your submission receipt to your device by clicking on **'Download Digital Receipt'**.




Check Originality Report - Slot 3



### Step 9:

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

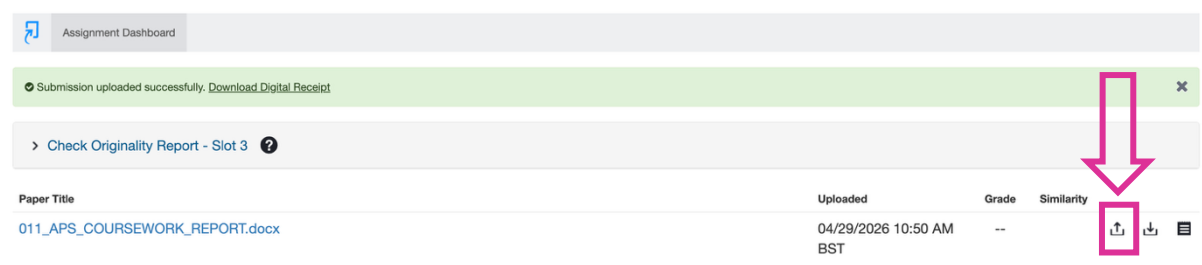





 Home    Events    My Courses

 > 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.

A screenshot of an assignment dashboard. At the top, there's a tab labeled "Assignment Dashboard". Below it is a green notification bar: "Submission uploaded successfully. Download Digital Receipt". Underneath is a breadcrumb trail: "> Check Originality Report - Slot 3". A table follows with columns: "Paper Title", "Uploaded", "Grade", and "Similarity". The first row contains: "011\_APS\_COURSEWORK\_REPORT.docx", "04/29/2026 10:50 AM BST", "--", and a cell with three icons: an upload icon (highlighted with a pink box and a pink arrow pointing down), a download icon, and a menu icon.

Paper Title	Uploaded	Grade	Similarity
011_APS_COURSEWORK_REPORT.docx	04/29/2026 10:50 AM BST	--	  

## Contact Information

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

[learningresources@manchester.ugm.ac.uk](mailto: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