

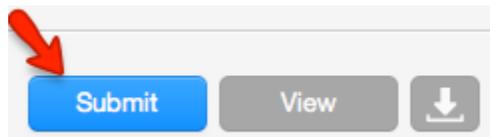
# Submitting a Thesis/Dissertation Using Turnitin

When your thesis or dissertation is ready, your Graduate Program Coordinators (GPC) will prompt you to submit it for revision based on KUASt guidelines and originality report. To successfully submit your work, please follow these steps:

1. Navigate to **Quick View** module in your [Dashboard](#) and select the *Thesis Submission/Dissertation Submission* course
2. In the course site, go through the information and instructions surrounding the course.
3. Click on **View/Complete** link



4. You will be redirected to the Turnitin main page. To submit your work, click **Submit** located on the *Assignment Inbox*.
  - o *An Aside: Keep in mind that if you have submitted your work previously, the **Submit** button will appear grayed out and you will not be able to make any submissions until the **Resubmit** button is enabled.*



5. The submission form will open, and you will be given two options to submit your paper: a) either *File Upload* or b) *Cut & Paste*.

## To Upload a File:

1. Select **Single File Upload** from the drop down menu
2. Type your first and last name
3. Type a submission title for your work's name
4. Click on the **Browse** button to upload your work from your computer
5. Click **Upload**
6. A new page will open to review and confirm your submission
7. If it is the correct document, click **Submit**

### To Cut & Paste:

1. Select **Cut & Paste Upload** from the drop down menu
2. Type your first and last name
3. Key-in a submission title for your work's name
4. Paste your thesis/dissertation content
5. A new page will open up for you to review and confirm your submission, click on **Submit** if it is the correct document

### Submit Paper: by File Upload (Step 1 of 3)

Choose a paper item submission method:

- ✓ Single file upload
- Multiple file upload
- Cut & paste upload
- Zip file upload

First name \*

Last name \*

Submission title \*

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT) and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements.

Browse for the file to upload \*

 no file selected

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After the submission has been completed, a digital receipt will appear. A copy also will be sent to your KAUST email. Save the email as this is proof of your completed submission.

# Viewing Originality Reports

The originality report may take up to ten minutes to generate after you have submitted your documents. It will be compared against several internet documents and repository of previously submitted papers. To view the Originality Report for your submission, follow these steps:

1. Click on the **View /Complete** link
2. You will be redirected to the Turnitin main page. Click on the percentage under similarity column

**Assignment Inbox** | Edit assignment | Libraries | Class Stats | Preferences

**About this page**  
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's title. Originality Report has not yet been generated.

## Originality Check

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| <input type="checkbox"/> | AUTHOR        | TITLE           | SIMILARITY  | GRADE   |
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| <input type="checkbox"/> | Test, Test    | Test Document   | 0%   |  |
| <input type="checkbox"/> | Student, TEST | test document 2 | 40%  |  |

3. The report has 3 main areas. They are as follows:
  1. *Title Bar*. The title indicates the title, author name, and similarity percentage.
  2. *Content Area*. This section covers content in your document, with text is highlighted in different colors that correspond with the matching source listed under the Match Overviewer box on the right.
  3. *Match Overviewer*. This field houses the links of matching sources for the highlighted content and the percentage of similarity.

Demo Course    Originality Check - DUE 26-May-2013    What's New    Paper 2 of 2

Originality    GradeMark    PeerMark    test document 2    turnitin    40%    --

1

2

2 WebDAV is used for sharing files over the Internet and it is compatible with the majority of the operating systems. When put into use with Blackboard Learn, WebDAV (or Webfolder) is assist the users to access and manage the course contents between the Content Collection and their personal computers. Also, the user is able to edit the contents from the Web folder without needing to download it again to the content collection. Most operating systems are WebDAV compatible. All you need to connect is the web address of the folder and your KAUST username and password.

**To get the web address from you course site in Blackboard:**

1. Go to your course site from Blackboard Dashboard Page
2. Click on Content Collections under Control Panel Menu
3. Click on the first link(the course ID)
4. Copy the web address in the Current Web Address Field

Match Overview

|   |   |     |
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| 1 | www.blackboard.niu.edu<br>Internet source | 19% |
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| 4 | titcdev.shu.edu<br>Internet source        | 3%  |

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4. To enhance your search, you can use **Edit/View Filters and Settings** to help you exclude quoted or bibliography links.
5. Once done, click on **Apply Changes**.

