

# A Guide to Submitting Your Individual Written Assessment

This document explains how to submit your Individual Written Assessment online using Learn. You've completed your work (well done!) and now it is time to submit it.

**Top tip: Give yourself enough time before the deadline so you don't feel rushed (or stressed!) when submitting your work online.**

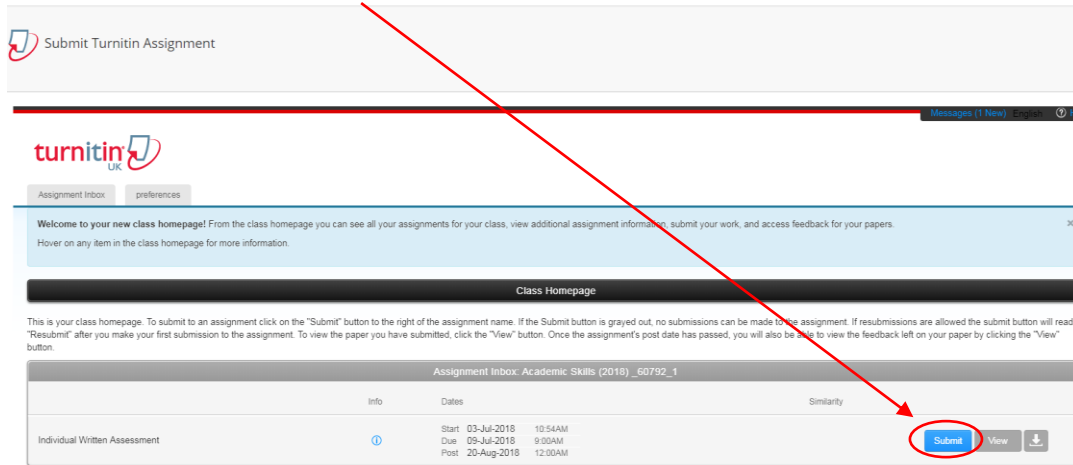
## Step one...

Click on the 'Assessment' tab on the left hand side of Academic Skills pages on Learn. Then, under the 'Individual Written Assessment' heading, click on 'View / Complete'.

The screenshot shows the University of Edinburgh Learn interface. The top navigation bar includes the university logo, the word 'Learn', and the user's name 'Jenny Edwards'. Below this, there are tabs for 'My Learn' and 'Self-Enrol'. The main content area is titled 'Academic Skills (2018)' and 'Introduction'. On the left-hand side, there is a navigation menu with the following items: 'Academic Skills (2018)', 'Introduction', 'Teaching content', 'Assessment', 'Course team', and 'Academic Skills website'. The 'Assessment' item is circled in red. The main content area features a large heading 'Academic Skills' and a sub-heading 'Assessment'. Below this, there is a section titled 'Individual Written Assessment' with the following text: 'The Individual Written Assessment represents 50% of the final mark for the Academic Skills course. For full details of the brief and what is expected, please the view the 'Brief for the Individual Written Assessment' on the Study and Assessment page of the course site. Your work should be saved as a Microsoft Word document with the title that uses the following format: firstnamesurname-iwa.doc (or docx etc) If you experience any problems submitting your essay, please contact Alice, Academic Skills Course Coordinator: [alice.e.smith@ed.ac.uk](mailto:alice.e.smith@ed.ac.uk)'. At the bottom of this section, there is a link '>> View/Complete' which is also circled in red.

## Step two...

Now click on the blue 'Submit' button on the right hand side of the page.



Submit Turnitin Assignment

Messages (1 New)

turnitin UK

Assignment Inbox preferences

Welcome to your new class homepage! From the class homepage you can see all your assignments for your class, view additional assignment information, submit your work, and access feedback for your papers. Hover on any item in the class homepage for more information.

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Inbox: Academic Skills (2018) \_60792\_1

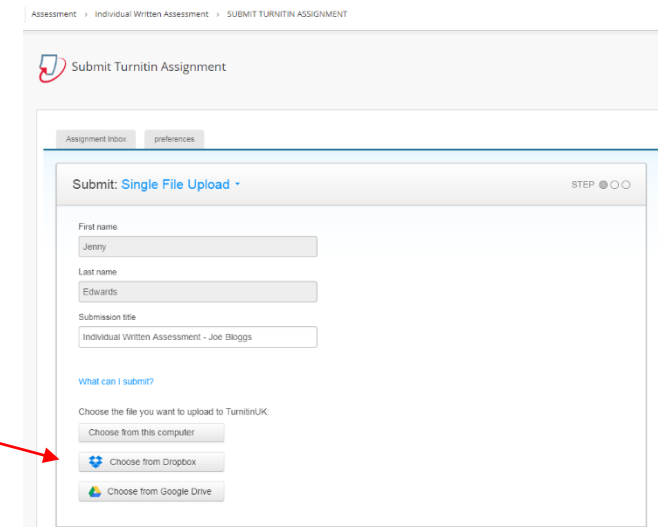
Info	Dates	Similarity
Individual Written Assessment	Start 03-Jul-2018 10:54AM Due 09-Jul-2018 9:00AM Post 20-Aug-2018 12:00AM	

Submit View

## Step three...

Next you'll see a page asking you for some more information about you and your assignment, and giving you the opportunity to upload your assignment. Enter your own name (obviously!) and the title of your submission. This could be the title of your assignment or, for example, 'Individual Written Assignment – *Your Name*'.

After you've entered this information, use the buttons at the bottom, shown at the bottom of this screenshot, to upload your assignment.



Assessment > Individual Written Assessment > SUBMIT TURNITIN ASSIGNMENT

Submit Turnitin Assignment

Assignment Inbox preferences

Submit: Single File Upload STEP 1/3

First name  
Jenny

Last name  
Edwards

Submission title  
Individual Written Assessment - Joe Bloggs

What can I submit?

Choose the file you want to upload to TurnitinUK.

Choose from this computer

Choose from Dropbox

Choose from Google Drive

Submit: **Single File Upload** STEP ●○○○

First name  
Jenny

Last name  
Edwards

Submission title  
Individual Written Assessment - Joe Bloggs

What can I submit?  
Individual Written Assessment - Joe Bloggs.docx

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

The page will update, as shown on the left, once you have selected your assignment for uploading. Then click on the blue 'Upload' button at the bottom of the screen.

### Step four...nearly there...

You will now have the opportunity to double check that you have uploaded the right document. Make the most of this chance! Once you are happy the correct document has been uploaded, click the blue 'Confirm' button at the bottom of the screen. You'll then see another page, asking you to wait for a couple of minutes for your submission to go through.

Please confirm that this is the file you would like to submit...

Author:  
Jenny Edwards

Assignment title:  
Individual Written Assessment

Submission title:  
Individual Written Assessment - Joe Bloggs

File name:  
Individual Written Assessment - Joe Bloggs.docx

File size:  
11.22K

Page count:  
1

Word count:  
20

Character count:  
121

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

Submit: Single File Upload STEP ●●○○

Processing: Individual Written Assessment - Joe Bloggs.docx

Author:  
Jenny Edwards

Assignment title:  
Individual Written Assessment

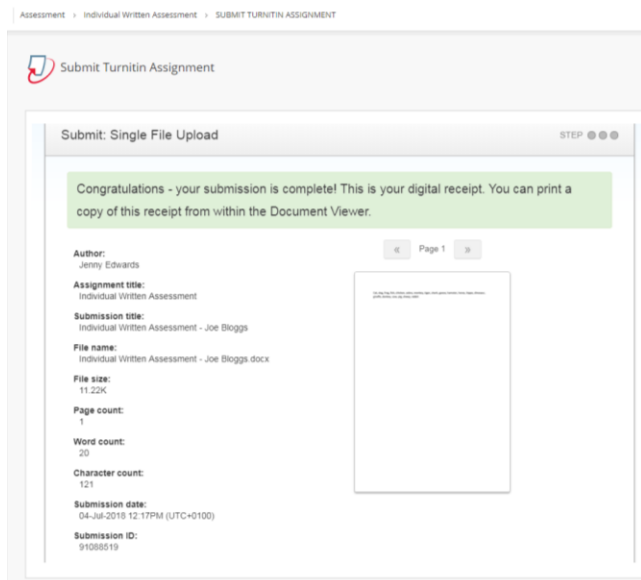
Submission title:  
Individual Written Assessment - Joe Bloggs

This should take no more than 2 minutes. Please wait... you will be asked to confirm to complete the process.

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

**Drum roll...congratulations!**

You have now submitted your assignment!



Give yourself a pat on the back and have a cuppa! You deserve it!

