




Student Guide: How to tell if your assignment/exam files have been submitted successfully

Many course units require students to submit files as part of the assessment process. This could be as a piece of coursework or as part of an examination. Typically, this will be done by either Blackboard Assignment or Turnitin Assignment tools.

A Blackboard Submission portal	A Turnitin Submission portal
 <p>Team Project Self and Peer Assessment</p> <p>Attached Files:  Team Project Self and Peer Assessment</p> <p>This assessment combines the Self and Peer Review and be able to view this submission. Download the attached template, score yourself and each c</p>	 <p>Team Project Report</p> <p>Upload your Team Project report. Report length 25-30 pages, in document. Please make sure you include the name of your group >> View/Complete</p>

To submit a document to either portal students click the link and follow the on screen instructions to upload their chosen file.

Blackboard Assignment

Once students have uploaded their file they then need to confirm the submission by clicking **Submit**

Success! Your submission appears on this page. The submission confirmation number is 578aedb7-03d7-4b2f-a21b-7f3cb5805fce. Copy and save this number as proof of your submission. [View all of your submission receipts in My Marks.](#)

Blackboard Assignments will display an on screen message at the top of the screen (shown above) confirming the submission.

Turnitin Assignment

Once students have uploaded their file they then need to confirm the submission by clicking **Confirm**.

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Turnitin Assignments display an on screen message at the top of the screen (shown above) confirming the submission.

Checking your submission

Both Blackboard Assignments and Turnitin Assignments confirm successful submission by sending students an email receipt confirming the submitted assignment details. Emails will be sent to student email accounts – these email receipts can often end up in the junk mail folder.

Students should check the emailed submission email carefully to ensure that it is as expected.

Successful Submission	Problem with Submission
<p>Submission ID: _1234567_1 User: Student_Example Student ID: Assignment: Semester 2 Exam Course: MATH10101 Date of submission: 03/02/21 14:26 This submission contained the following attached files:</p> <ul style="list-style-type: none">• Student_name_Exam.doc	<p>Submission ID: _1234567_1 User: Student_Example Student ID: Assignment: Semester 2 Exam Course: MATH10101 Date of submission: 03/02/21 14:26 This submission contained the following attached files:</p> <ul style="list-style-type: none">• No files were submitted
<p>The contents of this email submission receipt clearly show the submission dates and times as well as the name of the document submitted.</p>	<p>The contents of this email submission receipt clearly show the submission dates and times, but we can see that no file was submitted, if the intention was to submit a file then this submission has been unsuccessful, action needs to be taken immediately.</p>

If students make an unsuccessful submission:

- Check if you can resubmit, depending on how the Unit leader has set up the submission portal students may be able to resubmit prior to the deadline. *(one reason why students shouldn't leave their submission to the last minute)*
- If you are unable to re-submit or the deadline has passed students should contact their department office as soon as possible. They can advise on the best course of action.

It is a student's responsibility to ensure their coursework and exam submissions are as intended.