

# How to submit student work to the JISC Plagiarism Detection Service

## 1. Logging in

You'll receive an email indicating that you've been registered for a 'class' (i.e. a module). Please make a note of the password allocated to you, as this system works on a different password to our NTU system.

1. Go to <http://www.submit.ac.uk> and click the **user login** button.
2. On the login page, enter your full NTU email address (username@ntu.ac.uk) and your JISC password. If you've forgotten this, you can have it emailed to you by clicking **Forgot your password?**
3. Click **login** to open your JISC PDS homepage.

## 2. Finding your way round

If you ever get stuck, the help facility (top of the page) is very useful.



When you log in, you'll be able to see a list of your modules using the system.

1. Click on the name of the relevant module to open it.
2. Inside you'll see one or more assignments (i.e. assessment elements). If there are no assignments listed, it means the module leader hasn't set one up yet, so please check back later.
3. Find the assignment for which you're submitting work. (If you're not sure, you can see more details about each one by clicking on its name.)
4. Click the **submit** icon for the relevant assignment.

## 3. Submitting your work

You can submit work in one of two ways—by uploading a file (the system accepts documents in Word, Rich Text and PDF formats, among others), or by copying and pasting direct from an open document.



- **Submit by uploading:**

1. Select **file upload** from the submission drop-down menu. Enter a title for your submission and check your details. 
2. Click the **Browse...** button and locate the file you want to submit.
3. Click the **submit** button. 
4. You'll then get a chance to confirm that you're submitting the right file.
5. Check the text is right and if it is, click the **yes, submit** button to confirm. If not, click **no, go back** and find the right file.

Note: After submitting a paper, you will receive a digital receipt.

From this page you can resubmit the paper, or go back to your lists of classes to view the submission.

- **Submit by copy and paste:**

1. Select 'cut and paste' from the submission from the submission drop-down menu. Enter a title for your submission and check your details. 
2. Copy and paste the whole text of your work from an open document, into the text box.
3. Click the 'submit' button. 

Note: After submitting a paper, you will receive a digital receipt.

From this page you can resubmit the paper, or go back to your lists of classes to view the submission.