

# PROCESS: GRADATE STUDIES CHECKING AND SUBMISSION PORTAL

This guide will assist you with the following tasks:

- 1. Access graduate studies TurnItIn Portal
- 2. Submit assignments to generate similarity scores



Please note that this tool is to be used only by the following groups of students for the checking of their theses for examination

- PhD
- MPhil
- DBA
- DM
- MA Heritage Studies, MA Caribbean Studies, MA History

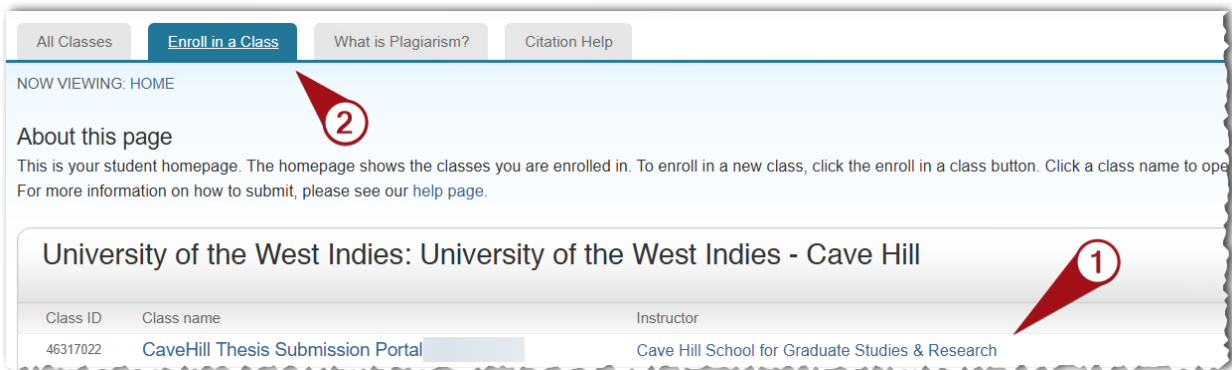
## Accessing Turnitin

**Step 1:** Visit [www.turnitin.com](http://www.turnitin.com) and create an account using your **student email** as the **username** e.g [john.doe@mycavehill.uwi.edu](mailto:john.doe@mycavehill.uwi.edu). Alternatively, you may log in, if you previously created an account using your CaveHill student email address.



## Submitting assignments to generate similarity scores

**Step 2:** Open the “CaveHill Thesis Submission Portal 20XX-202” portal to view the assignment upload boxes.



Alternatively, if you are not already enrolled in the portal, you may select the “**Enroll in a Class**” option and join the class using the details below.

Enroll in a class

Class/section ID: \*

Enrollment key: \*

Submit

Class/Section ID:	Enrollment Key:
46317022	thesis

**Step 3:** Open the desired assignment box by clicking the corresponding button labelled “Open”

Class Homepage

This is your Class Homepage. To access more information about the assignment, click the "Open" button.

CaveHill Thesis Submission Portal 2024-2025

Assignment Title	Assignment Type	Dates			
01 - PRELIMINARY THESIS CHECKS	PAPER	Start	November 14, 2024	12:00 AM	<div>Open</div>
		Due	July 31, 2025	11:59 PM	
		Post	July 31, 2025	11:59 PM	
02 - FINAL THESIS SUBMISSION	PAPER	Start	November 14, 2024	12:00 AM	<div>Open</div>
		Due	July 31, 2025	11:59 PM	
		Post	July 31, 2025	11:59 PM	


**Step 4:** Upload your submission by click “Upload Submission”. You will be prompted to select your document from the computer.

> 02 - FINAL THESIS SUBMISSION ?

Upload Submission

**Step 5:** After your document has been successfully uploaded, you may view the similarity scores for the documents submitted.

Paper Title	Uploaded	Grade	Similarity
<a href="#">Turnitin Sample Assignment.docx</a>	13 Nov 2024 10:48	--	<div><div></div>99%</div> <div><div></div><div></div><div></div></div>

 Please submit queries concerning your submissions to [gradresearch@uwi.edu](mailto:gradresearch@uwi.edu)

