

# UTORSubmit for Students

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## General Information

UTORSubmit is an assignment submission system. It allows instructors to create assignments and collect files electronically from their students. Students can upload files to the web site to submit to the assignments created by their instructors.

UTORSubmit was previously integrated with Turnitin.com, though not all assignments used it. The use of Turnitin.com was set per assignment by the instructor creating the assignment. The integration is currently disabled, but may return in the future.

You can access UTORSubmit at <http://www.utm.utoronto.ca/submit>.

You will be required to login with your UTORid and password

Browsers supported:

- Internet Explorer (IE) version 8, 9, 10
- Mozilla Firefox version 18 +
- Chrome – [latest release](#)
- Safari – [latest release](#)

## Viewing Your Dashboard

Your dashboard will list all the courses you are enrolled in for the current session that have assignments.

Within each course:

1. Assignments that are still open for submission are listed in ascending order of due date. The one that is due the soonest is at the top of the list.
2. Past assignments are listed below.
3. Click on the assignment name to view the assignment details and submit to the assignment.
4. If your instructor has uploaded any feedback or result files to return to you, you should see a **Feedback date** listed with the assignment details.

**EXL100H5**

**Upcoming Assignments Due**

<b>Assignment:</b>	<a href="#">Assignment 3</a>
<b>Due Date:</b>	2013/07/28 10:00 AM
<b>Due in:</b>	2 days 0 hours 17 mins
<b>Files submitted:</b>	1

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<b>Assignment:</b>	<a href="#">A4 Report</a>
<b>Due Date:</b>	2013/07/31 10:00 AM
<b>Due in:</b>	5 days 0 hours 17 mins
<b>Files submitted:</b>	0

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**Past Assignments**

<b>Assignment:</b>	<a href="#">Essay #1</a>
<b>Feedback date:</b>	2013/07/23 09:42 AM

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<b>Assignment:</b>	<a href="#">A1: PowerPoint Presentation</a>
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Click on the Assignment name to view the assignment details and to submit files.

If your instructor has uploaded any feedback or result files to return to you, you should see a **Feedback date** listed.

View the assignment details to retrieve your feedback files.

## Submitting to an Assignment

The assignment page displays the assignment details and provides a way for you to submit file(s) to the assignment.

- The **Description** is optional and may be excluded if your instructor did not specify any text for the description.
- The **File naming restrictions** are also optionally set by your instructor. If these are specified, review them carefully as they tell you what *type(s) of files are accepted* or possibly the *file name(s) that your instructor requires* you to save your file as.

Your instructor may request that you submit your document in a specific format such as Word (doc) or Excel (xls). Microsoft Office version 2007 and 2010 software adds an x to all file extensions (e.g., for Word the file extension is docx for Excel it is xlsx). Your instructor may request that you use the "save as" functionality in the software to save and submit the document in a format that is compatible with the software that will be used by the instructor to open and/or mark submissions.

**Note:** Your submitted files should *only have letters and numbers in the filename*.

Dashes( - ), underscores( \_ ) and spaces ( ) are allowed but *avoid using other special characters*.

## EXL100H5: Assignment 1

**Description:** Remember to include your name, utorid and student number in your submissions.  
**Open date:** 2013/05/06 10:00 AM  
**Due date:** 2013/07/28 10:00 AM  
**Due in:** 2 days 0 hours 11 mins  
**Close date:** 2013/07/28 10:00 AM  
**Maximum # of files:** 5  
**File naming restrictions:** \*.doc  
\*.docx

Note the **File names and/or types** allowed by your instructor (if any).

Below the assignment details the "Browse" button indicates where you can upload your assignment file(s).

If you have already submitted a file using the "Browse" button, you will see the submission time stamp. You will also see a warning indicating that uploading a new file in the same submission area will overwrite the previous file

Keep in mind that *UTORSubmit can accept submissions with a maximum total size of 30MB*. This means that if you are submitting more than one file, the sum of all the file sizes together must not exceed 30MB or the submission will fail.

### Submit your files

**The TOTAL size of the selected files MUST be less than 30MB. If you have several large files, please upload them individually.**

**Previous Submission:** [Lorem Ipsum.docx](#)  
**Submission Date:** 2013/09/04 10:37 AM

**Upload File**  No file selected.  
**Warning: Choosing a new file here will overwrite your previously submitted file.**

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**Upload File**  No file selected.

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**Upload File**  No file selected.

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For assignments that are Turnitin.com enabled, the file you upload can be sent automatically to Turnitin.com, but you may opt out of this option by unchecking the box labelled:

*Automatically send my file to Turnitin.com*

### Submit your files

The TOTAL size of the selected files MUST be less than 30MB. If you have several large files, please upload them individually.

Upload File  No file selected.

Automatically send my file to Turnitin.com

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A successful submission will be indicated by a success message in green.

## EXL100H5: Assignment 1

- Your submission was successful

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<b>Description:</b>	Remember to include your name, utoid and student number in your submission
<b>Open date:</b>	2013/05/06 10:00 AM
<b>Due date:</b>	2013/07/28 10:00 AM

Upon successful submission, you should see the file that you uploaded. The submission should show the timestamp of when you submitted the file. If Turnitin is required by your instructor, you should also see the **Turnitin ID**.

View the file by clicking on the file name. *Make sure that it is the correct file that you meant to submit.*

### Submit your files

The TOTAL size of the selected files MUST be less than 30MB. If you have several large files, please upload them individually.

<b>Previous Submission:</b>	<a href="#">Lorem Ipsum.docx</a>
<b>Submission Date:</b>	2013/09/04 10:37 AM
<b>Turnitin ID:</b>	200428816

Upload File  No file selected.

**Warning: Choosing a new file here will overwrite your previously submitted file.**

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## Problems with Assignment Submissions

If there are problems with your assignment submission, you will be alerted by the red error messages above the assignment description.

### EXL100H5: Assignment 3

- **Report1.txt did not match the file naming convention(s) set by the instructor.**
- **Report part2.txt did not match the file naming conventions(s) set by the instructor.**

**Open date:** 2013/07/29 12:00 AM  
**Due date:** 2013/08/31 12:00 AM

If there was a problem in sending your file to Turnitin.com, then an email is automatically sent to alert the system administrators. You are presented with an option to try and resend the file that you have already submitted to Turnitin.com but *please wait 24 hours before trying again*. The system administrators need time to resolve the problem for you. If your assignment is due in less than 24 hours, please email [helpdesk.utm@utoronto.ca](mailto:helpdesk.utm@utoronto.ca) to notify Computing Services (I&ITS) of the problem and we will do our best to resolve it as soon as possible.

#### Submit your files

The file listed below was NOT successfully sent to Turnitin. [Click here to resend file to Turnitin](#)

If you choose to upload a new file, it will replace the current file and the uploaded file will be sent automatically to Turnitin.

**Previous Submission:** [Lorem Ipsum.txt](#)  
**Submission Date:** 2013/07/23 11:59 AM  
**Turnitin ID:** NOT submitted to Turnitin  
**Upload File**  No file selected.

Automatically send my file to Turnitin.com

**Warning: Choosing a new file here will overwrite your previously submitted file.**

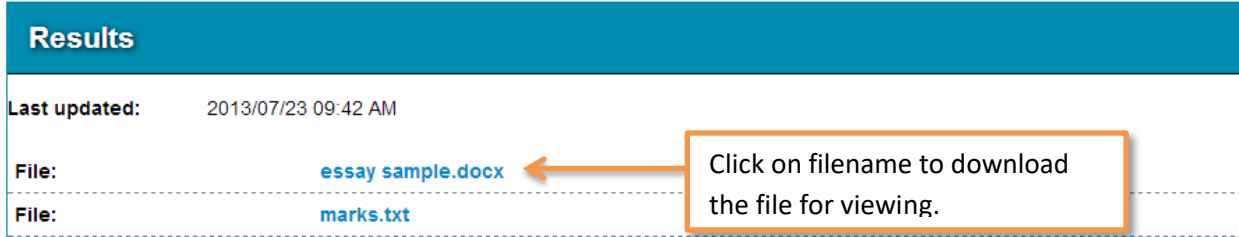
Note the Turnitin ID is missing.

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## Viewing Assignment Results/Feedback

At the bottom of the assignment page, you'll find any files that your instructor has uploaded for you including the date and time when the instructor uploaded those files. Typically the files contain results or feedback on your submitted assignment.

Click the filename to view or download the file.



The screenshot shows a 'Results' section with a blue header. Below the header, it displays 'Last updated: 2013/07/23 09:42 AM'. There are two file entries: 'File: essay sample.docx' and 'File: marks.txt'. An orange callout box with a white background and a black border contains the text 'Click on filename to download the file for viewing.' with an orange arrow pointing to the 'essay sample.docx' filename.

## Additional Help

**If you have any questions about your assignment, please ask your instructor.**

We think you will find the service easy to use, but please feel free to send us suggestions for improvement.

For technical support regarding UTOSubmit, please email [helpdesk.utm@utoronto.ca](mailto:helpdesk.utm@utoronto.ca).

For instructional support regarding UTOSubmit, please email UTM Library Instructional Technology Services [utml.instructech@utoronto.ca](mailto:utml.instructech@utoronto.ca).