



# UNIVERSITY OF CAPE TOWN DOCTORAL DEGREES BOARD

## USING VULA AND TURNITIN

1. Open an internet browser and type <http://vula.uct.ac.za> into the address bar. Alternatively, go to the UCT homepage at <http://www.uct.ac.za> and use the Vula quick link<sup>1</sup>
2. Login (UCT Login) by entering your UCT Student Number and Password in the top right hand corner
3. Click 'Login'
4. Once logged in to Vula you will find yourself in My Workspace
5. Along the top of the screen you will see a series of tabs of the Vula sites you are a member of
6. Click the site name on the tab to enter the site
7. Click assignments on the left
8. Click the assignment title that you wish to use
9. The assignment will open up with the details and instructions
10. You will need to add an attachment (your document for Turnitin)
  - o Click add attachments
  - o Click browse
    - A new window will open up allowing you to select the document
    - Find your file and click Open
11. You will return to the Vula page
12. Tick the plagiarism box found under the declaration
13. Click submit
14. Your report will generally be generated within an hour to 24 hours.
  - o To view your report:
    - Repeat the above process up to step 8
    - Once you have opened the assignment you will see an icon next to Turnitin Report to view your report
    - If you would like to submit a revised or other document, click Remove and go through the process of submission again

The Turnitin report (the first pages of the report with the percentages up to the title of your actual thesis) is to be signed by yourself and supervisor and uploaded together with your Thesis submission

### NEED HELP?

Please contact the vula helpdesk for assistance [help@vula.uct.ac.za](mailto:help@vula.uct.ac.za) 021-650- 5500

You may also visit the UCT Library knowledge commons <http://www.lib.uct.ac.za/lib/knowledge-commons>

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<sup>1</sup> When you first arrive in Vula, click on 'Profile' in the left menu to update your details. You can also use the 'Preferences' tool to edit your tabs and adjust your notification options.