

## Quickstart Training Videos

### 1- Getting Started / المقدمة

<https://youtu.be/3SWJ-K-KI9c>

### 2- Setting up and Submitting Assignments / تنظيم الملفات ورفعها

<https://youtu.be/X17qERewGds>

### 3- Evaluating Originality Reports/ تحكيم الملفات الطلابية

<https://youtu.be/U1hkza0ZNH4>

### 4- Providing Feedback and Grading / كيفية توثيق درجات الطلاب والنتائج

<https://youtu.be/NXYFuyhsaDI>

### 5- Submitting a Paper as an Instructor/ فحص بحثك الخاص كباحث

If you want to submit papers yourself, click on the "View" link to the right of the paper assignment to open the assignment inbox and then click on the "Submit Paper" button. On the paper submission page, enter the paper's title and select the author's name from the author pulldown menu for enrolled students.

<https://www.youtube.com/watch?v=r4OkcYpHG9M>

## **Submitting Papers**

Instructors joined to a Turnitin account can submit papers using the four available methods. Instructor uploads may be submitted by:

- Single file upload - A single file submission selected by the instructor.
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- Cut and paste - Submission of text copied and pasted into a Turnitin submission box. May be used to submit from a file format that is not accepted. No images or non-text information can be copied and pasted - only plain text can be accepted.
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- Multiple file upload - Multiple files selected one by one. Similar to adding multiple attachments to an e-mail
- 
- Zip file upload - Submit a standard zip file containing multiple papers. May contain up to 200MB or 1,000 files. Zip file uploads of significant size may require additional time to complete

#### File Types and Size

Turnitin currently accepts the following file types for upload into an assignment that has the Allow only file types that Turnitin can check for originality enabled:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- OpenOffice (ODT)
- Hangul (HWP)
- Powerpoint (PPT)

When "Accept any file type" is enabled for an assignment, Turnitin will accept any file type submission as long as file requirements are met.

The file size may not exceed 40 MB. Files of a larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

Note: Text only files may not exceed 2 MB.

Note: If your class is set up to only accept files in which Turnitin can generate a

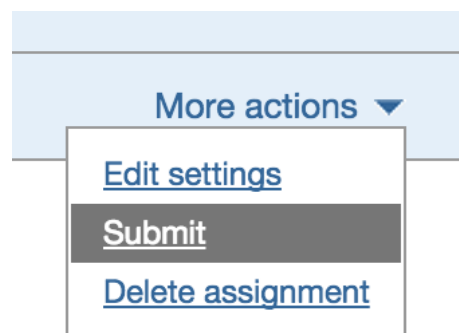
originality report PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Note: Users whose text files are saved in a file type that is not accepted by Turnitin when the assignment is set to Allow only file types that Turnitin can check for originality will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

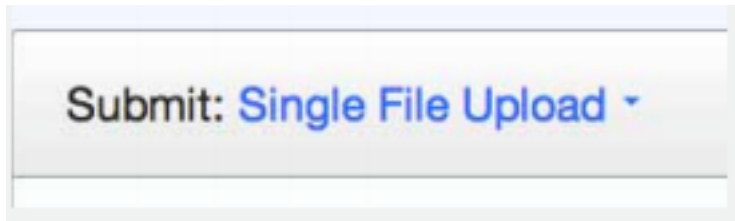
**Warning:** Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

#### Single File Upload

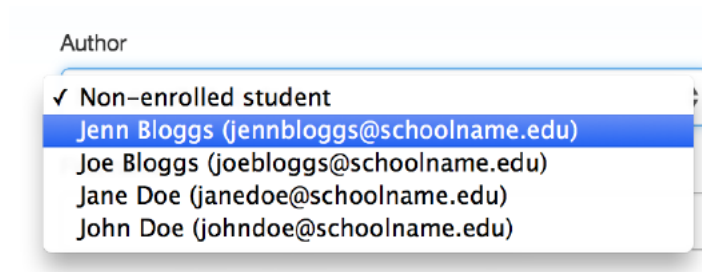
1. On the class homepage, click on the More actions link next to the Paper assignment that you would like to submit to and select Submit paper



2. If needed, select Single File Upload from the Submit drop down menu. File upload is the default submission type for new users



- 3.
- 3a. Select an enrolled student name using the author pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission. If you submit on behalf of a non-enrolled student they will be unable to view the submission, even after you have added them to the class.



- 3b. You must enter the first and last name when the non-enrolled student is selected from the author dropdown menu

First name

Last name

**Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students

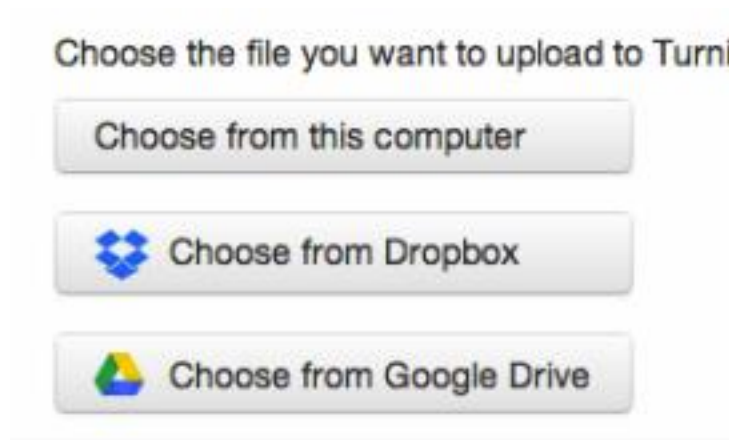
- 3c. Enter the title for the paper

Submission title

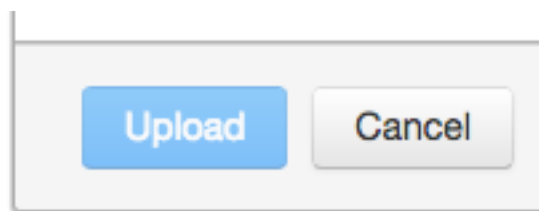
5. Once the requirements for single file upload have been reviewed, you have a choice to upload a file from:

- A computer
- Dropbox
- or Google Drive

Click one of the submission buttons and then locate the file you would like to upload



6. Click Upload to upload this file.



7. The upload will begin processing on the submission preview page and will indicate the upload progress of the selected file. Once the file is processed the first page of the file will be displayed


Submit: Single File Upload STEP ●●○

Processing: Sample\_Assignment

**Author:**  
Jenn Bloggs

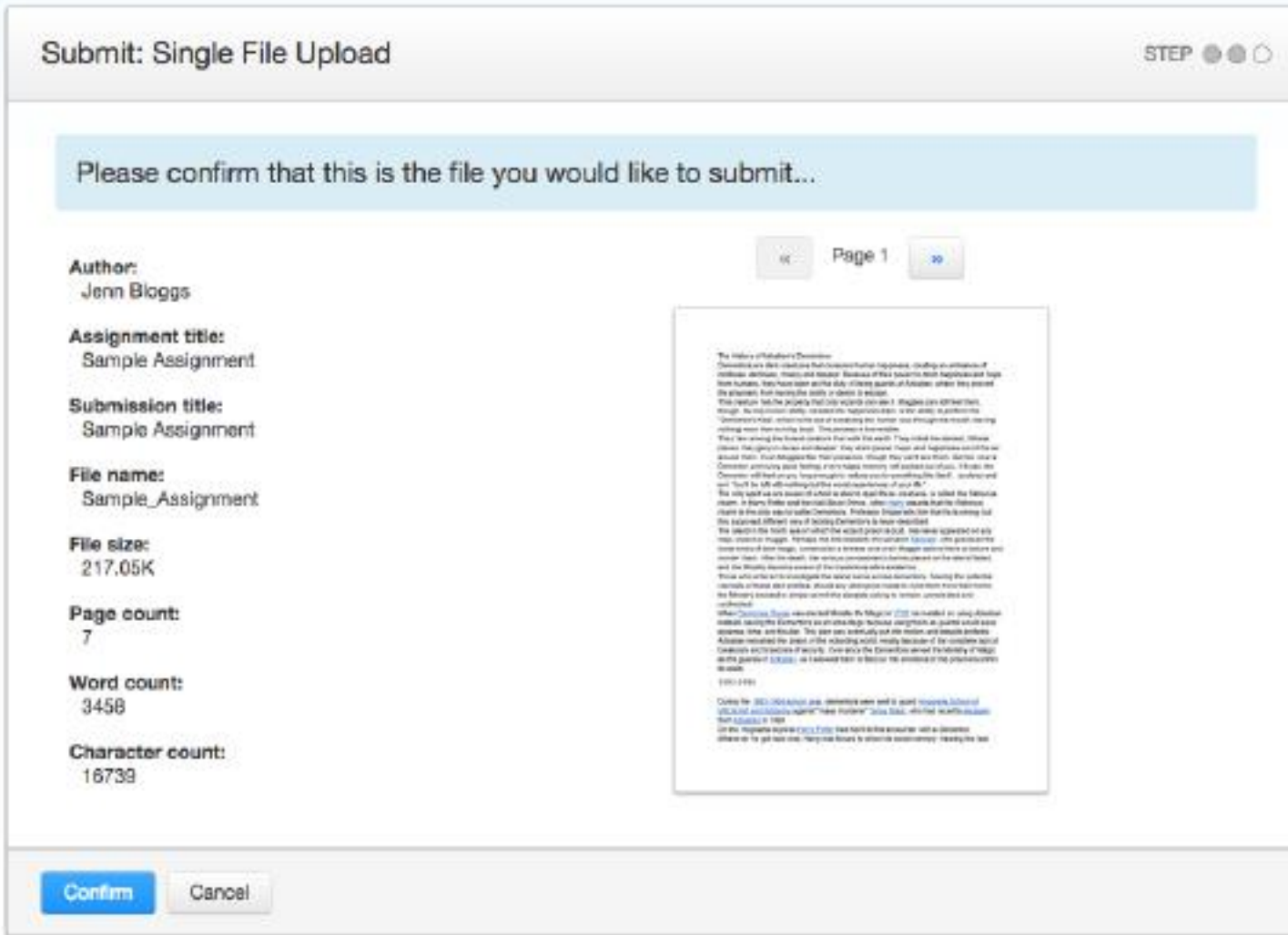
**Assignment title:**  
Sample Assignment

**Submission title:**  
Sample Assignment

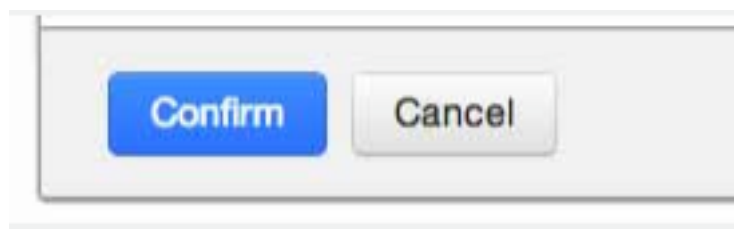


This should take less than 2 minutes. Please wait... you will be asked to confirm to complete the process.

8. Once the paper has been uploaded, the first page of the paper being submitted is displayed. Review the text to confirm the correct file was selected. Use the arrows above the document preview to check any further pages in the document



- To complete the file upload, click on the Confirm button at the bottom of the page. If the wrong file was loaded, click on Cancel and re-submit with the correct file



- Once the submission is complete, the digital receipt is displayed. The submission ID on the digital receipt is a unique number assigned to this submission. A copy of the digital receipt is available for download within the document viewer print option.



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

**Author:**  
Jenn Bloggs

**Assignment title:**  
Sample Assignment

**Submission title:**  
Sample Assignment

**File name:**  
Sample\_Assignment

**File size:**  
217.05K

**Page count:**  
7

**Word count:**  
3458

**Character count:**  
18739

**Submission date:**  
20-Apr-2015 8:14 AM PDT

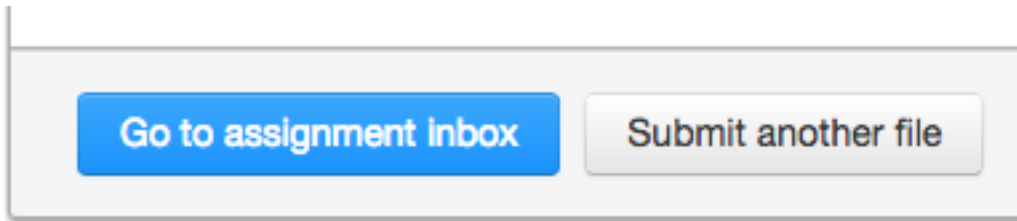
**Submission ID:**  
200497238



[Go to assignment inbox](#)

[Submit another file](#)

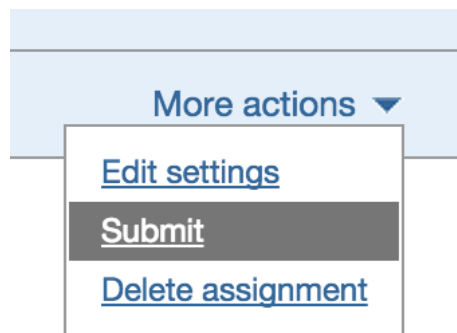
11. Click Go to assignment inbox to view the list of current student submissions, or click Submit another file to continue submitting as a student



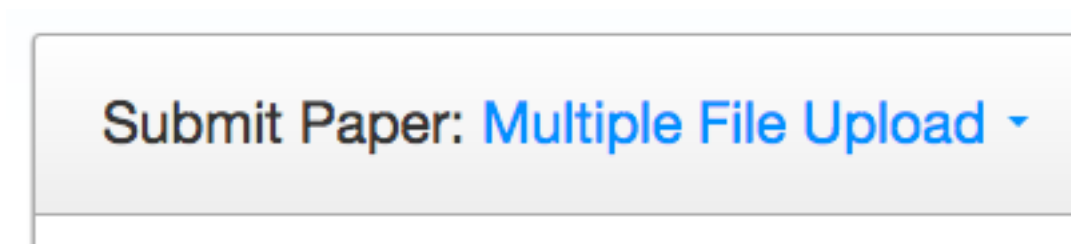
## Multiple File Upload

The multiple file upload submission option allows you to upload multiple files simultaneously.

1. On the class homepage, click on the More actions link next to the Paper assignment that you would like to submit to and select Submit paper



2. Select Multiple File Upload from the Submit: drop down menu. Single file upload is the default submission type.



3. Click on Choose File and locate the file from your computer to attach to the File Submission Preview list

## File Submission Preview

<b>Submit</b>	<b>File</b>	<b>Acce</b>
---------------	-------------	-------------

No file chosen

- Each file must be less than 40 MB

- 

If your file contains images, you may remove the images or save the file as a rich text or plain text file to make the file smaller. If your file is a PDF and exceeds the 40 MB restriction: (1) copy the text in the document, (2) change the upload process to 'copy and paste', and (3) paste the text in the body field.

- The maximum paper length for each file is 400 pages

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- All file types are allowed and can receive marks in GradeMark and PeerMark; however, only Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text files with at least 20 words of text will be eligible to receive Originality Reports

- 

4.

- 4a. Once your first file has been successfully uploaded, the file will appear within the File Submission Preview list. Select an enrolled student name using the dropdown menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio.

<b>? Student</b>	<b>La</b>
<input type="text" value="Joe Bloggs (joebloggs@schoolname.edu)"/>	<input type="text" value="Bl"/>

- 4b. Once your first file has been successfully uploaded, the file will appear within the File Submission Preview list. To submit on behalf of a non-enrolled student, ensure that "non-enrolled student" is selected from the Student dropdown list, and enter their last and first name in the

respective text boxes. If you submit on behalf of a non-enrolled student they will be unable to view the submission, even after you have added them to the class.

Last name	First name
<input type="text"/>	<input type="text"/>

5. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file

Title
<input type="text"/>

6. Repeat steps 3 - 6 for each paper being submitted as part of the upload

7.

7a. When all the desired files are attached, review the student names and assignment titles

### File Submission Preview *(editing fields is not required)*

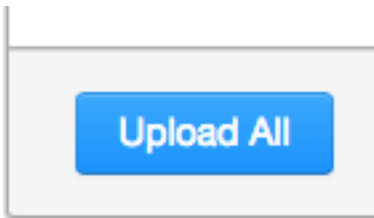
Submit	File	Accepted?	Student
<input checked="" type="checkbox"/>	SampleAssignment.docx	yes	Joe Bloggs (joebloggs@schoolname.edu)
<input checked="" type="checkbox"/>	TestAssignment.docx	yes	John Doe (johndoe@schoolname.edu)

7b. Files can be excluded from the upload by removing the check from the check box to the left of the file name under the Submit column.

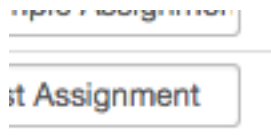
## File Subm

Submit	File
<input checked="" type="checkbox"/>	Sam
<input type="checkbox"/>	Test

8.  
8a. Click Upload All to upload the files



- 8b. You can remove all uploaded files from the File Submission Preview list by clicking on the Delete all link located below the list to the right. A dialog box will ask you to confirm the deletion. This will clear the list and allow you to restart the upload process.



[Delete all](#)

9. On the accepted files page, please review the files to be uploaded

**Submit Paper: Multiple File Upload** STEP ●●

Please confirm that these are the files you want to submit.

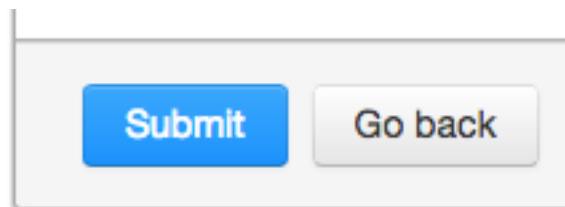
**Accepted file(s)**

Accepted file(s)	Author	Email/User profile	Title
SampleAssignment.docx	Joe Bloggs	joebloggs@schoolname.edu	Sample Assignment
TestAssignment.docx	Jane Doe	janedoe@schoolname.edu	Test Assignment

All changes are final. Upon selecting "submit", the paper will be submitted and changes can only be made to your document in the assignment inbox.

[Submit](#) [Go back](#)

- Click **Submit** to submit all uploaded files to Turnitin, or click **Go back** to make changes to the multiple file upload

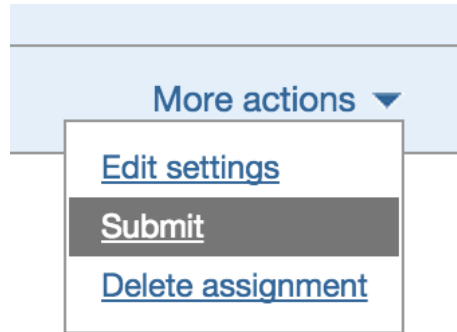


### Cut and Paste Submissions

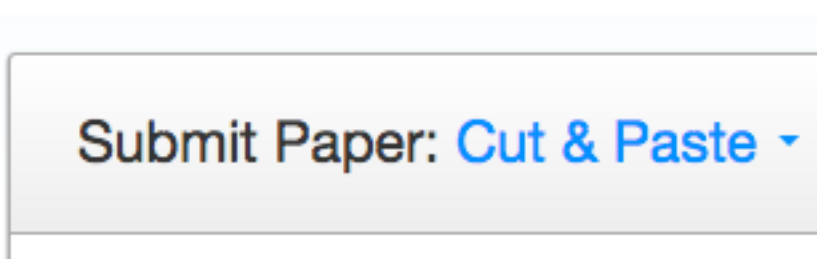
The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

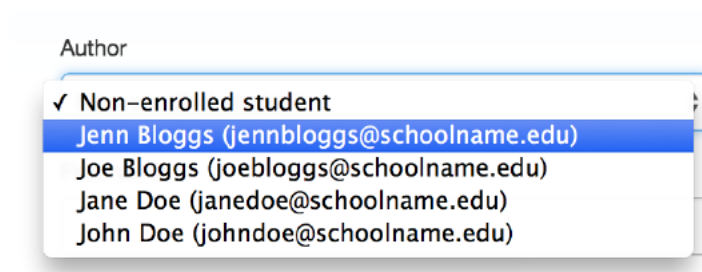
- On the class homepage, click on the **More actions** link next to the Paper assignment that you would like to submit to and select **Submit paper**



2. Select Cut and paste from the Submit Paper: pull down menu. Single file upload is the default submission type



3.
  - 3a. Select an enrolled student name using the author pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission. If you submit on behalf of a non-enrolled student they will be unable to view the submission, even after you have added them to the class.



- 3b. You must enter the first and last name when the non-enrolled student is selected from the author dropdown menu

First name

Last name

**Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students

4. Enter the title for the paper.

Submission title

5. Copy and paste the selected text into the text box

**Cut and paste your paper**

Tip: To copy and paste text, highlight the text to submit in a word processing or text editing program and select copy from the edit menu. To transfer the text into the text box on Turnitin, click inside the text box of the submission page and select paste from the browser edit menu

6. Click on Upload to submit the text.



A blue rectangular button with rounded corners and a white border, containing the word "Upload" in white text.

7. Once the submission is complete, the digital receipt is displayed.  
The submission ID on the digital receipt is a unique number assigned to this submission. A copy of the digital receipt is available for download within the document viewer print option.

## Submit Paper: Cut & Paste

Your submission is still being processed. This digital receipt is a record of your submission. Once your submission has been fully processed, it will only contain the text that you submitted. You can later download the Document Viewer. Students can also access digital receipts for their submissions.

**Submission title:**  
Sample Assignment

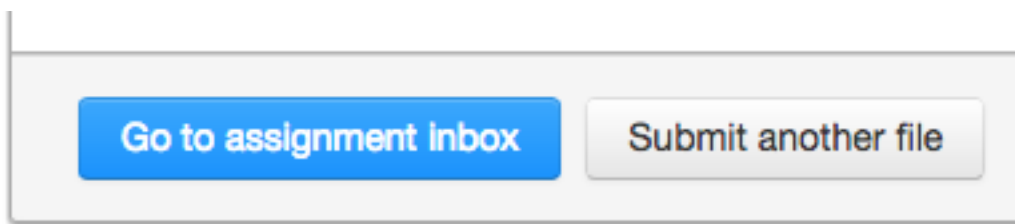
**Submission ID:**  
200497370

**Author:**  
John Doe

[Go to assignment inbox](#)

[Submit another file](#)

8. Click [Go to assignment inbox](#) to view the list of current student submissions, or click [Submit another file](#) to continue submitting as a student

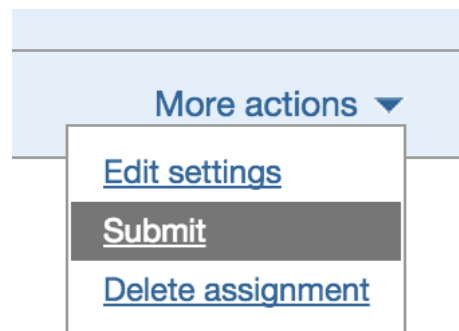


## Zip File Uploads

Instructors are able to upload a zip file of papers to a Turnitin assignment. The zip file may be any size up to approximately 200MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected.

In uploading zip files, you are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. Turnitin will attempt to detect duplicate or invalid files and warn you of any duplicate or unacceptable files.

1. On the class homepage, click on the [More actions](#) link next to the Paper assignment that you would like to submit to and select [Submit paper](#)



2. Select [Zip file upload](#) from the choose a paper submission method: pull down menu. Single file upload is the default submission type for new users.

Submit Paper: [Zip File Upload](#) ▾

3. Click on Choose File and select the zip file that will be uploaded

Browse for the file to upload

No file chosen

- Zip files can contain a max of 1000 papers

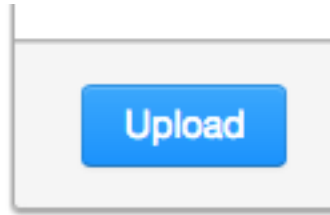
Please check the contents of your zip file. Check the number of documents in the zip file, if it contains more than 1000 papers, the system will take a minimum of an hour to detect the error and the zip file will not be uploaded.

- The zip file must be less than 200 MB
- 
- Individual files must be less than 40 MB each
- 

If your file contains images, you may remove the images or save the file as a rich text or plain text file to make the file smaller. If your file is a PDF and exceeds the 40 MB restriction: (1) copy the text in the document, (2) change the upload process to 'copy and paste', and (3) paste the text in the body field.

- The maximum paper length for individual files is 400 pages each
- 
- All file types are allowed and can receive marks in GradeMark and PeerMark; however, only Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text files with at least 20 words of text will be eligible to receive Originality Reports

4. Click Upload to load the zip file and view the list of papers. A status bar indicating upload progress should be shown. Once uploaded the paper will be redirected to the File Submission Preview page



5.

5a. Once your zip file has been successfully uploaded, the individual files within the zip file will appear in the File Submission Preview list. Select an enrolled student name using the dropdown menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio.

?	Student	La
	Joe Bloggs (joebloggs@schoolname.edu) ▾	Bl

5b. Once your first file has been successfully uploaded, the file will appear within the File Submission Preview list. To submit on behalf of a non-enrolled student, ensure that "non-enrolled student" is selected from the Student dropdown list, and enter their last and first name in the respective text boxes. If you submit on behalf of a non-enrolled student they will be unable to view the submission, even after you have added them to the class.

Last name	First name
<input type="text"/>	<input type="text"/>

6. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file

<b>Title</b>
<input type="text"/>

7.

7a. When all the desired files are attached, review the student names and assignment titles

### File Submission Preview *(editing fields is not required)*

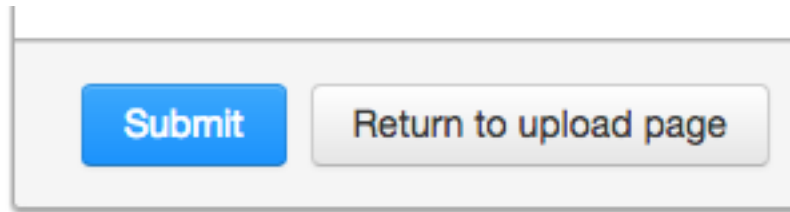
Submit	File	Accepted?	Student
<input checked="" type="checkbox"/>	SampleAssignment.docx	yes	Joe Bloggs (joebloggs@schoolname.edu)
<input checked="" type="checkbox"/>	TestAssignment.docx	yes	John Doe (johndoe@schoolname.edu)

7b. Files can be excluded from the submission by removing the check from the check box to the left of the file name under the Submit column.

### File Subbr

Submit	File
<input checked="" type="checkbox"/>	Sam
<input type="checkbox"/>	Test.

6. Once the files to submit from the zip file have been selected and (if needed) assigned name and title information, you must click on Submit to continue the upload of papers into the assignment. I



7. A confirmation screen will be shown listing all file names, author names, Email user profiles, and submission titles. Any fields containing Anonymous or Not Entered are not required, but may be set by using the Go back button to return to the previous screen

Click Submit to finalise the zip file upload into the assignment. Otherwise, click Go back to make any necessary amendments. A progress bar will display the remaining time for the upload

