

# Submitting work to Turnitin on behalf of a student

## Why might I need to do this?

There may be times when you want to submit work to Turnitin on a student's behalf – for instance, if the student has experienced technical difficulties, or if you are making ad hoc submissions on a course where Turnitin is not routinely used.

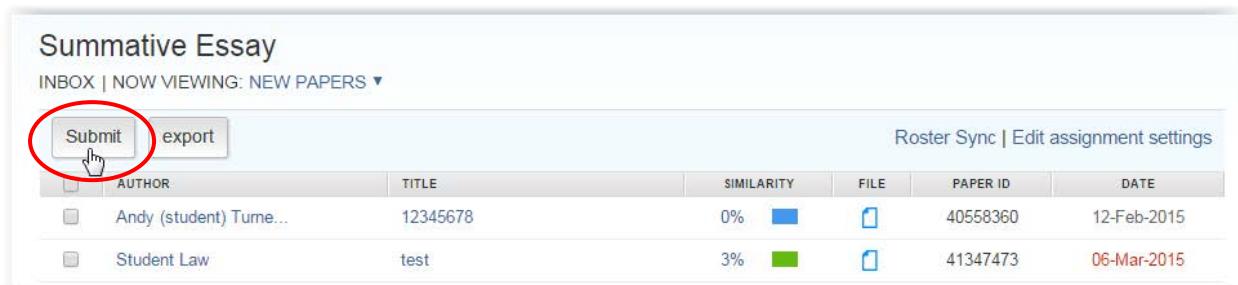
It is possible for a Blackboard Instructor to submit student papers to a Turnitin assignment whether or not the students are enrolled on that Blackboard course.

N.B. If you need the student to be able to view his/her Turnitin Originality Report, then you will need to submit the paper under the student's name, to a course on which that student is enrolled.

## How to do it

Locate the Turnitin assignment in your Blackboard course and click on **View / Complete**.

Alternatively go to the assignment via **Control Panel > Course Tools > Turnitin UK Assignments** then click on **Submit**.



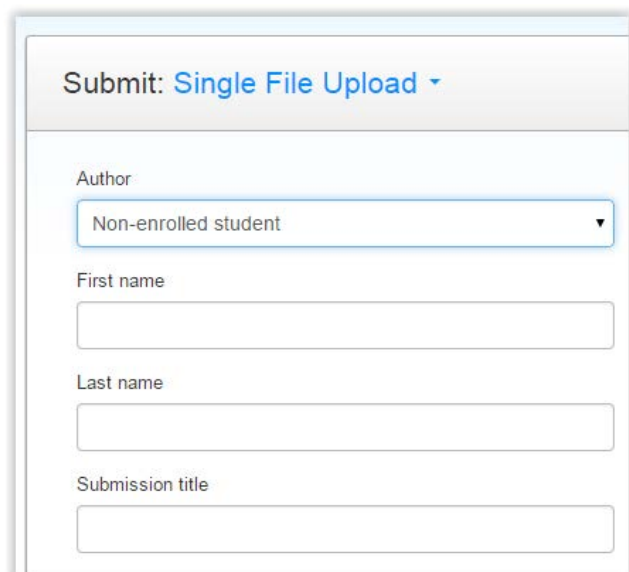
The screenshot shows the Blackboard Turnitin interface for an assignment titled "Summative Essay". At the top, there are buttons for "Submit" (circled in red) and "export". Below this is a table of submitted papers.

	AUTHOR	TITLE	SIMILARITY	FILE	PAPER ID	DATE
<input type="checkbox"/>	Andy (student) Turne...	12345678	0% <span style="color: blue;">■</span>		40558360	12-Feb-2015
<input type="checkbox"/>	Student Law	test	3% <span style="color: green;">■</span>		41347473	06-Mar-2015

## Submit a single paper

Accept the default of 'Single File Upload'.

If you are submitting for a student who is not enrolled on this course, type their First Name and Last Name in the appropriate boxes.

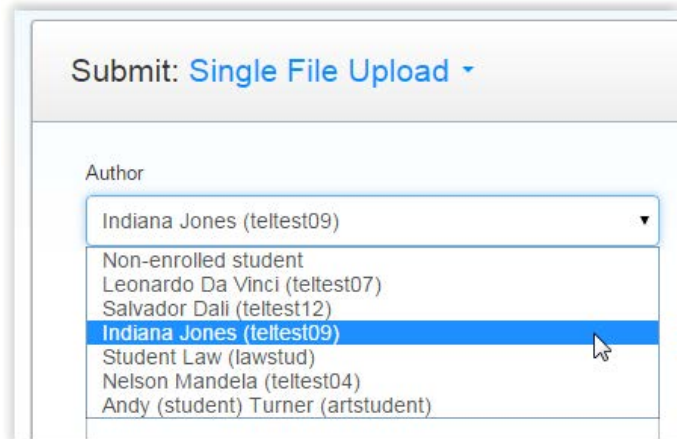


The screenshot shows the "Submit: Single File Upload" form. It includes a dropdown menu for "Author" set to "Non-enrolled student", and input fields for "First name", "Last name", and "Submission title".

If you are submitting for a student who is enrolled on the course, select their name from the drop-down list.

Type an appropriate title in the Submission Title box.

Browse to find the student's paper on your PC, then **Upload**.



### Submit multiple papers

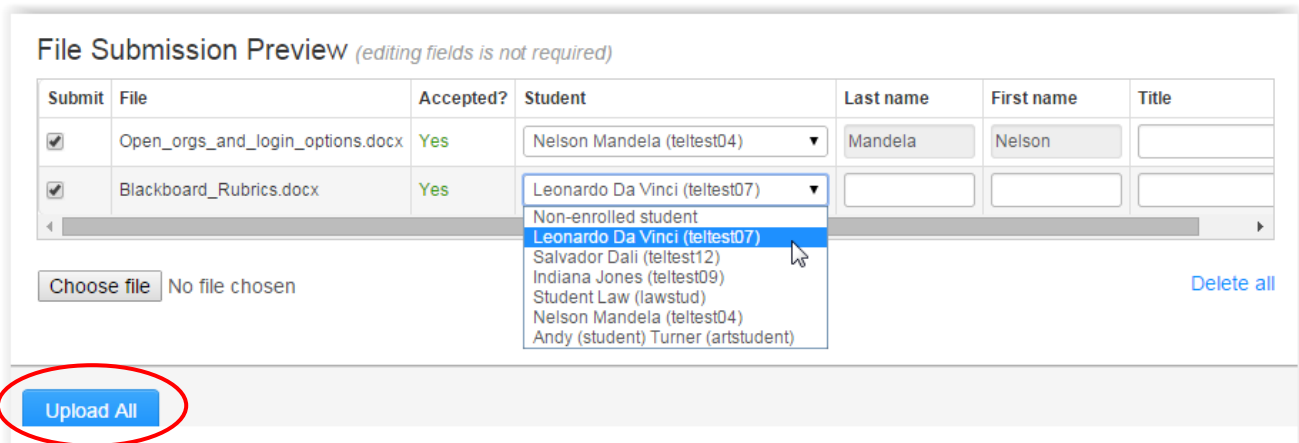
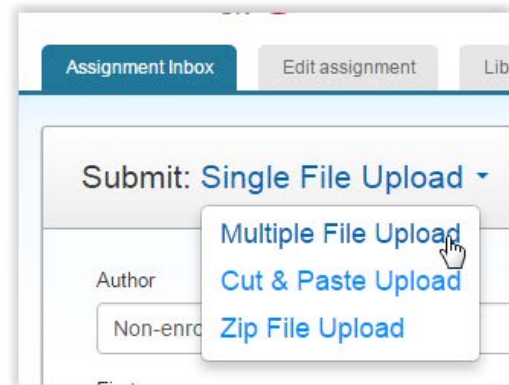
If you want to submit several papers at a time, there are two ways of doing this. Choose the appropriate option from the drop-down next to **Submit**, as shown.

#### Multiple File Upload

This is suitable where you have just a few papers to submit.

Click on **Choose File** to browse for and select a file, then select the student from the drop-down list.

Repeat for each file you have to submit, and then press **Upload All**.



If you do not enter anything in the Title field, Turnitin will automatically insert the filename here.

A Preview screen is displayed. If all is OK, press **Submit**.

**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
Open_orgs_and_login_options.docx	Nelson Mandela	_216527_1_247s@tiibb.com	Open_orgs_and_login_options.docx
Blackboard_Rubrics.docx	Leonardo Da Vinci	_216530_1_247s@tiibb.com	Blackboard_Rubrics.docx

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

### Zip File Upload

This is suitable when uploading a larger number of files. You will first need to zip up all of the files you want to submit.

Click on **Browse** to browse for the zip file, and then **Upload**.

**Submit Paper: Zip File Upload**
STEP ● ○ ○ ○

Files submitted via zip file upload may take several hours to process.

**Requirements for zip file upload:**

- Can contain a max of 1000 papers ([more info](#))
- The zip file must be less than 200 MB
- Individual files must be less than 40 MB each ([read suggestions](#) to meet requirements)
- Individual files must have at least 20 words of text
- The maximum paper length for individual files is 400 pages each
- File types allowed: Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text

Browse for the file to upload

Browse...

As with Multiple File Upload, a Preview screen appears - and on this screen, you will need to select the correct student for each paper.

If you do not select a student from the drop-down, the papers will be submitted anonymously.

If you do not enter anything in the Title field, Turnitin will insert the filename here.

Submit Paper: Zip File
STEP ●●○

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### Summary

- Total files: 3
- Rejected files: 0

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

Submit	File	Accepted?	Student	Last Name	First Name	Title
<input checked="" type="checkbox"/>	Staff_Guides_on_Blackboard.doc...	yes	Andy (student) Turner (artstudent) ▼	Turner	Andy (student)	
<input checked="" type="checkbox"/>	Blackboard_User_Guide.docx	yes	Nelson Mandela (teltest04) ▼	Mandela	Nelson	
<input checked="" type="checkbox"/>	Mobile_Learn_-_full_student_gu...	yes	Leonardo Da Vinci (teltest07) ▼ non-enrolled student Leonardo Da Vinci (teltest07) Salvador Dali (teltest12) Indiana Jones (teltest09) Student Law (lawstud) Nelson Mandela (teltest04) Andy (student) Turner (artstudent)			

Submit
Return to upload page

## Viewing the submitted files

Whichever method you use, once the originality report has been processed, you will be able to view this in the normal way, via **Control Panel > Course Tools > Turnitin UK**.

If you used the Student drop-down list to associate a file with a specific student, then that student will be able to view the originality report exactly as if they had uploaded the file themselves.

## Further Help

Please see the Turnitin Help Center:

[http://turnitin.force.com/pkb/articles/en\\_US/Knowledge\\_Article/Paper-Submission-How-do-I-submit-on-behalf-of-a-student-Instructor/?q=submit+instructor](http://turnitin.force.com/pkb/articles/en_US/Knowledge_Article/Paper-Submission-How-do-I-submit-on-behalf-of-a-student-Instructor/?q=submit+instructor)



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