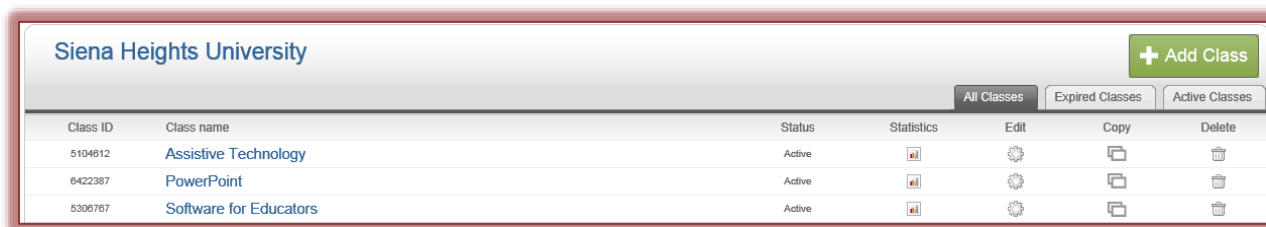


SUBMIT A PAPER-BY FILE UPLOAD

Instructors have the capability of submitting student papers themselves instead of having the student submit the paper. There are four different ways that files can be submitted: by file upload, cut and paste, bulk upload, and zip file.

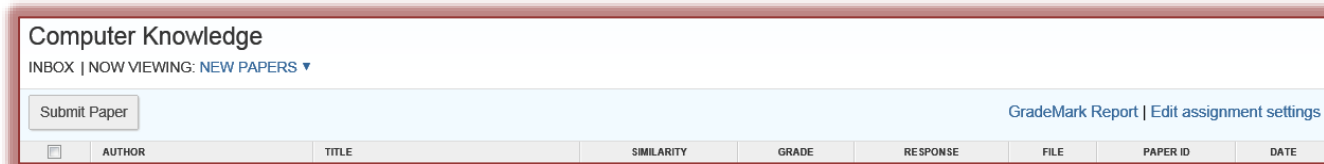
- ✚ Log into Turnitin.
- ✚ Your **Turnitin Homepage** window will open (see illustration below).



- ✚ Click the **Course** into which the **Assignment** is to be submitted.
- ✚ The **Class Homepage** window will open (see illustration below).



- ✚ Click the **View** button beside the assignment that is to be submitted.
- ✚ The **Inbox** window will display (see illustration below).



- ✚ Click the **Submit Paper** button.

By File Upload

- ✚ The **Submit Paper: by File Upload** window will display (see illustration next page left).
- ✚ This is the default option, so a change does not need to be made in the **Submit a paper by** list.
- ✚ Instructors can submit papers for a **non-enrolled student** or by **student name** by clicking the **Author** list and selecting a name or non-enrolled student from the list.
- ✚ If the **Student Name** is selected from the list, the **First Name** and **Last Name** boxes will be populated automatically.
- ✚ If the name is not selected from the list, input the **First Name** for the student for whom the paper is being submitted in the appropriate box.
- ✚ In the **Last Name** box, input the last name of the student for whom the paper is being submitted.
- ✚ In the **Submission Title** box, input the name of the **Assignment**.
- ✚ Click the **Browse** button to open the **Choose File** window.
- ✚ Select the **Assignment File** that is to be uploaded.
- ✚ Click the **Open** button.

- ✦ The document path and name will appear in the **Browse for the file to upload** box.
- ✦ Turnitin will accept the following document types:
 - ★ MS Word
 - ★ Open Office (ODT)
 - ★ WordPerfect
 - ★ Hypertext Markup Language (HTML)
 - ★ PostScript
 - ★ Rich Text Format (RTF)
 - ★ Portable Document Format (PDF)
 - ★ Plain Text (TXT)
 - ★ Hangul (HWP)
- ✦ Once all the options have been specified, click the **Upload** button.

Submit Paper: by File Upload (Step 1 of 3)

Choose a paper item submission method:

Author

First name *

Last name *

Submission title *

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML

If your file exceeds 20 MB, [read suggestions](#) to meet requirements

Browse for the file to upload *

[Cancel, go back](#)

Submit Paper: Step 2 of 3

Author Michael Milosh

Title Talking Book

Preview Paper

Create a Talking Book Using PowerPoint
 Submit to Doc Sharing, Not to Dropbox

For this assignment, you are to create a talking book using Microsoft PowerPoint. Links to Web sites that provide instructions for creating a talking book are available at the end of this document. You can also go to Google Search and search for PowerPoint Talking Books to find examples and instructions on creating a talking book in PowerPoint. Select a book that you would like to use or create a book of your own. Follow the steps in one of the links to create the book. Make sure that you adapt the book so that all students in your classroom will be able to enjoy it. The book must be at least eight (8) slides in length. It must contain both images and the words for the book. If you need assistance with this assignment or need a microphone to record the book, please set up an...

[Return to upload page](#)

Your submission was successful! This is your digital receipt. This receipt contains only the first page of your submission. You can later download a digital receipt for a submission from within the Document Viewer. Students can also access digital receipts for their submissions from their Student Class Home page.

Paper title: **Talking Book**

Paper ID: 326891559

Author: **Michael Milosh**

[Go to Inbox](#)
 [Submit Another Paper](#)

- ✦ The **Submit Paper: Step 2 of 3** window will display (see illustration above right).
 - ★ An unformatted **Preview** of the paper will display.
 - ★ A message will appear explaining the options for submitting the paper.
- ✦ Look over all the information to make sure it is correct.

- ✦ Read the message, and then click the **Submit** button.
- ✦ To cancel the submission and return to **Step 1**, click the **Return to Upload Page** button.
- ✦ Once the paper has been submitted, a page will display acknowledging that the submission was successful (see illustration on previous page).