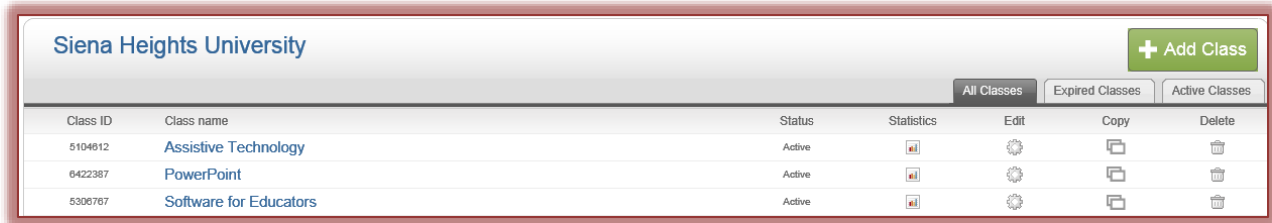


SUBMIT A PAPER-CUT/COPY/PASTE

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.

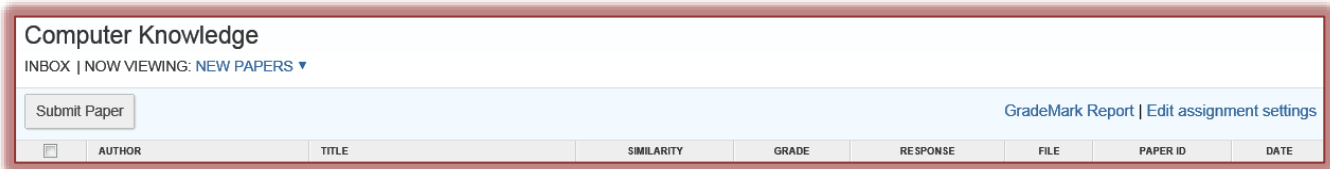
- ✦ Log into **Turnitin**.
- ✦ Your **Turnitin Homepage** window will open (see illustration below).



- ✦ 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.
- ✦ Click the **Submit Paper** button.
- ✦ The **Submit Paper: by File Upload** window will display.
- ✦ Click the **Submit Paper** by list arrow.

Cut/Copy and Paste

- ✦ Choose **Cut and Paste** from the list.
- ✦ The **Submit Paper: by Cut and Paste** window will display (see illustration on next page).
- ✦ 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**.
- ✦ Copy the paper from the program in which it was created.

Submit Paper: by Cut & Paste

Submit paper by:
Cut & paste upload ▼

Author
Non-enrolled student ▼

First name *


Last name *

Submission title *

Cut and paste your paper *

Upload



- ✚ Paste the paper into the **Cut and Paste Your Paper** text box.
- ✚ Click the **Upload** button.
- ✚ Once the paper has been submitted, the message in the illustration below will display.

 Your submission is still being processed. This digital receipt is a record of your submission. When your submission is fully processed, it will only contain the text that you submitted. 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: **Assistive Technology**

Paper ID: 326894342

Author: **David Milosh**

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