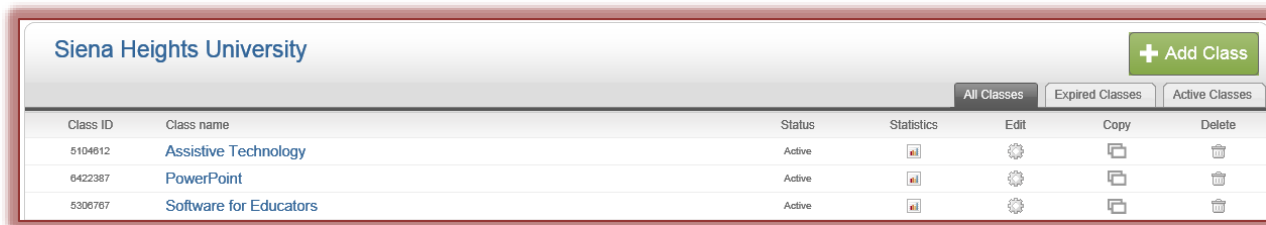


SUBMIT A PAPER

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
 - ★ WordPerfect
 - ★ PostScript
 - ★ Portable Document Format (PDF)
 - ★ Hangul (HWP)
 - ★ Open Office (ODT)
 - ★ Hypertext Markup Language (HTML)
 - ★ Rich Text Format (RTF)
 - ★ Plain Text (TXT)
- ✦ 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:
Single file upload

Author
Non-enrolled student

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 *

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...

Submit 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).

Cut/Copy and Paste

- ✦ Click the **Submit Paper** button.
- ✦ The **Submit Paper: by File Upload** window will display.
- ✦ Click the **Submit Paper by** list arrow.
- ✦ Choose **Cut and Paste** from the list.
- ✦ The **Submit Paper: by Cut and Paste** window will display (see illustration below).

Submit Paper: by Cut & Paste

Submit paper by:

Author

First name *

Last name *

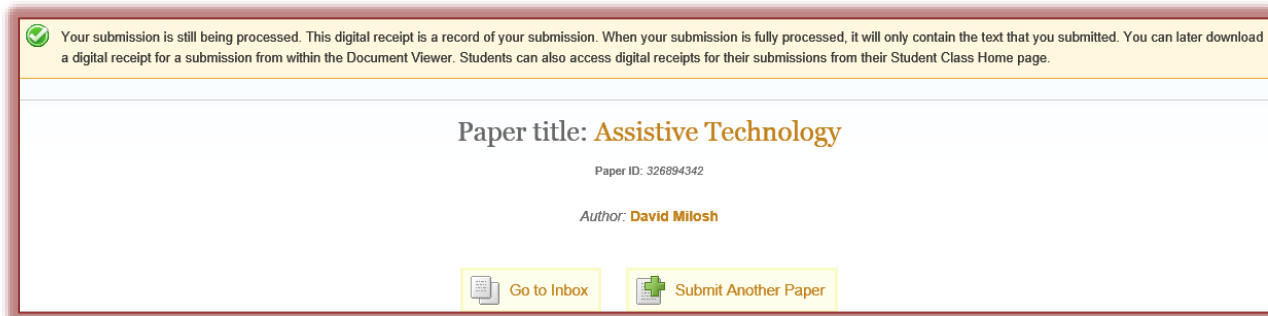
Submission title *

Cut and paste your paper *

Upload

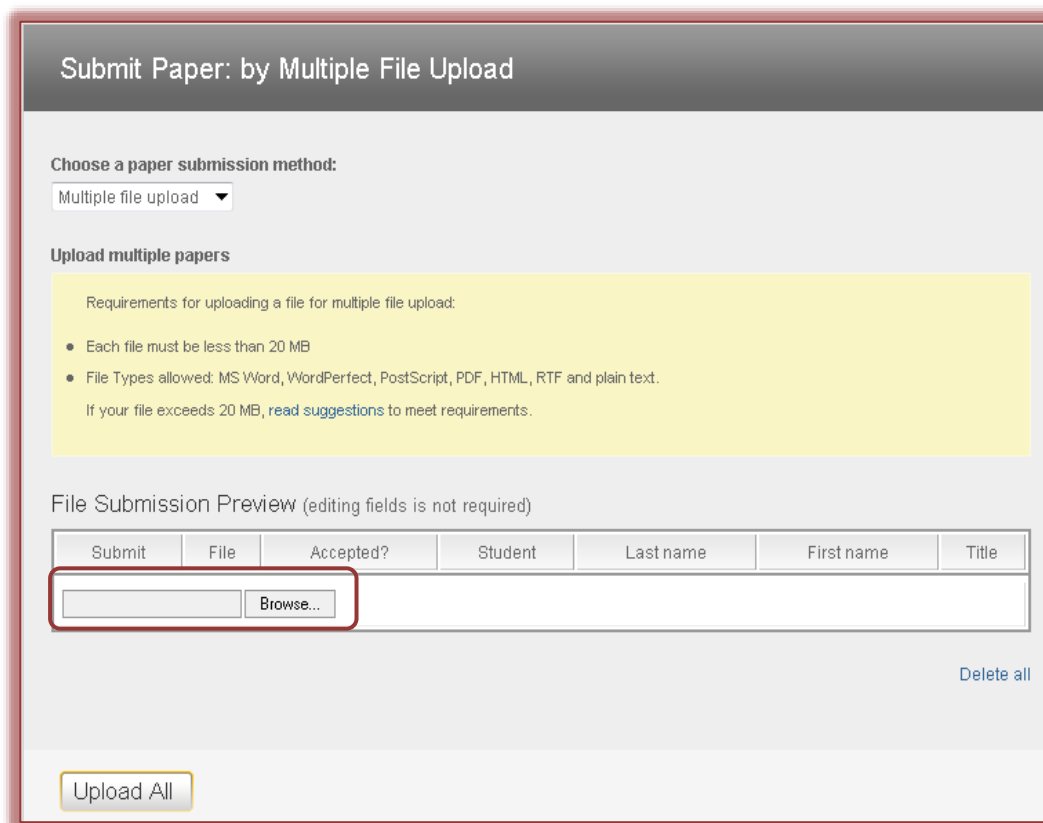
- ✦ Instructors can submit papers for a **non-enrolled student** or by **student name** by clicking the **Author** list and selecting a name or non-enrolled student from the list.
- ✦ If the **Student Name** is selected from the list, the **First Name** and **Last Name** boxes will be populated automatically.
- ✦ 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.

- ✦ 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.



Multiple File Upload

- ✦ Click the **Submit Paper** button.
- ✦ The **Submit Paper: by File Upload** window will display.
- ✦ Click the **Submit Paper by** list arrow.
- ✦ Choose **Multiple File Upload** from the list.
- ✦ The **Submit Paper: by Multiple File Upload** window will display (see illustration below).



- ✦ Click the **Browse** button to upload a paper.
- ✦ The **Choose File** window will display.
- ✦ Choose the paper that is to be uploaded.
 - ★ Each paper has to be uploaded separately.
 - ★ It is not possible to select more than one paper at a time.
- ✦ Continue this process until all the papers have been loaded.

- ✦ The name of the paper and the student name will appear under **File Submission Preview** (see illustration below).

Submit	File	Accepted?	Student	Last name	First name	Title
<input checked="" type="checkbox"/>	Classroom_Observation.docx	Yes	Non-enrolled student			
<input checked="" type="checkbox"/>	Awesome_Talking_Library.docx	Yes	Non-enrolled student			

- ★ Instructors can submit papers for an **enrolled student** by clicking the **Student** list and selecting a name from the **Student** list.
- or
- ★ Instructors can select non-enrolled student from the list and then input the **First Name** and **Last Name** for the student.
- ✦ In the **Title** box, input the name of the **Assignment**.
- ✦ If a name is not specified, **Anonymous** will appear under **Author**.
- ✦ To remove a paper from the list:
 - ★ Click the **Delete** check box next to the paper that is to be removed.
 - ★ Click the **Delete All** link at the bottom of the window.
 - ★ Check marks should only appear next to the items that are to be removed from the list.
- ✦ To delete all the uploaded papers place check marks next to each item, if necessary, and click the **Delete All** link in the bottom right corner of the window.
- ✦ Click the **Upload All** button to upload all the papers to Turnitin.
- ✦ A **File Confirmation Upload** window will display (see illustration below).

Submit Paper: by Multiple File Upload

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

Accepted file(s)

Accepted file(s)	Author	Email/user profile	Title
Classroom_Observation.docx	Bob Metz	rmetz@sienaheights.edu	Observation
Awesome_Talking_Library.docx	Helen House	not enrolled	Talking Library

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.

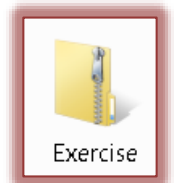
Submit [Go back](#)

- ✦ Click the **Submit** button to accept the submission of the files.
- ✦ A message will appear at the bottom of the window stating that the files have been accepted.
- ✦ A **Rejected File(s)** list will appear above the **Accepted File(s)** list if any of the submitted files cannot be uploaded to Turnitin.
- ✦ Once the submission is complete, you will be redirected to the **Inbox**.

Zip File

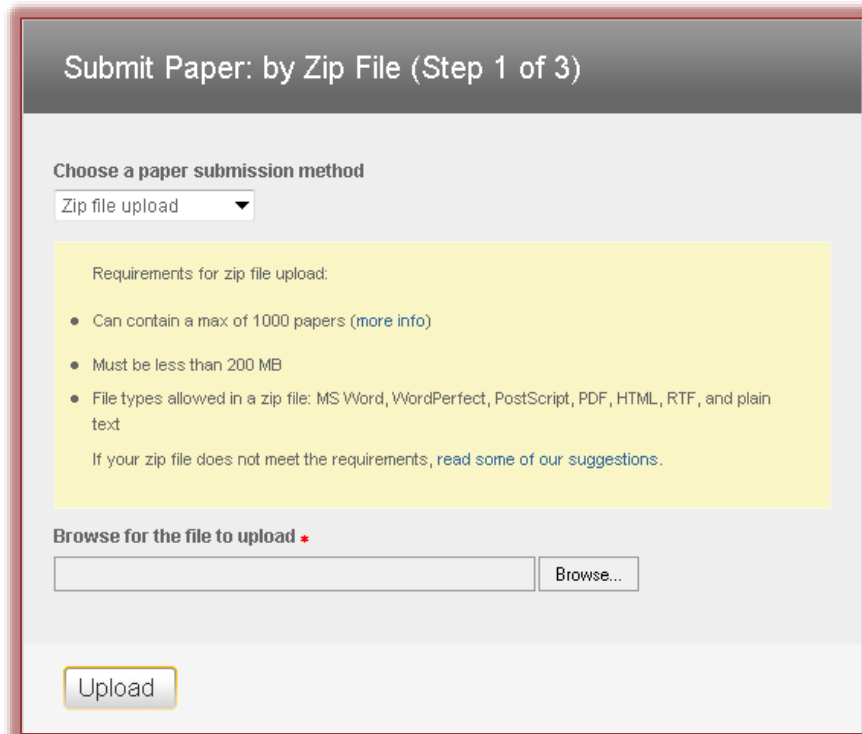
Create a Zip File

- ✦ Click the **Start** button on the **Task Bar**.
- ✦ Click the **Computer** link.
- ✦ Locate the folder where the files are stored, such as **Documents**.
- ✦ Select the files that are to be included in the Zip File.
 - ★ To select more than one file that are not in a specific order, click the first file and then hold down the **Ctrl** key while selecting the rest of the files. Each selected file will be highlighted.
 - ★ To select files that are all together in a list, click the first file, hold down the **Shift** key, and then click the last file in the list. All the contiguous files will be selected.
- ✦ Right-click on one of the files that has been selected.
- ✦ Click the **Send to** option.
- ✦ Click **Compressed (zipped) folder**.
- ✦ A folder will appear in the list with the name of one of the files that was stored in the folder.
- ✦ A zipper image will appear on the file (see illustration at right).
- ✦ The folder is now ready to be uploaded to Turnitin.



Submit a Zip File

- ✦ Click the **Submit Paper** button.
- ✦ The **Submit Paper: by File Upload** window will display.
- ✦ Click the **Choose a paper submission method** list arrow.
- ✦ Choose **Zip File Upload** from the list.
- ✦ The **Submit Paper: by Zip File (Step 1 of 3)** window will display (see illustration below).

A screenshot of a web interface window titled "Submit Paper: by Zip File (Step 1 of 3)". The window has a grey header. Below the header, there is a section titled "Choose a paper submission method" with a dropdown menu currently showing "Zip file upload". Below this is a yellow box containing "Requirements for zip file upload:" followed by three bullet points: "Can contain a max of 1000 papers (more info)", "Must be less than 200 MB", and "File types allowed in a zip file: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text". Below the yellow box is a line of text: "If your zip file does not meet the requirements, read some of our suggestions." Below this is a section titled "Browse for the file to upload" with a text input field and a "Browse..." button. At the bottom of the window is a large "Upload" button.

- ✦ Click the **Browse** button to upload the **Zipped File**.
- ✦ Click the **Upload** button.
- ✦ A message will appear stating that the files were uploaded successfully.

- ✦ You will then be directed to the next step in the process.
- ✦ The **Submit Paper: by Zip File (Step 2 of 3)** window will display (see illustration below left).

Submit Paper: by Zip File (Step 2 of 3)

Summary

total files 3

rejected files: 0

File Submission Preview (editing fields is not required)

Submit	File	Accepted?	Student	Last Name	First Name	T
<input checked="" type="checkbox"/>	Assistive_Technology_for_Kids_...	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Accessibility_Options.docx	yes	non-enrolled student			
<input checked="" type="checkbox"/>	AlphaSmart-CardMaster_Assignme...	yes	non-enrolled student			

[Return to upload page](#)

Submit Paper: by Zip File (Step 3 of 3)

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

Accepted file(s)

Accepted file(s)	Author	Email/user pro
Assistive_Technology_for_Kids_with_Learning_Disabilities.docx	Bob Metz	rmetz@sienaheights
Accessibility_Options.docx	David Milosh	damilosh@yahoo.co
AlphaSmart-CardMaster_Assignment.docx	Michael Milosh	michael.milosh@ya

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.

[Go back](#)

- ✦ Under **Accepted File(s)**, each paper in the zip file will display separately.
- ✦ Input the **First** and **Last Name** of each of the authors
- ✦ Input the **Title** of each of the papers.
- ✦ If the **Author** name is not input, **Anonymous** will appear by default in the **Author** column in the next step of this process.
- ✦ If any errors appear for the zip files, click **Return to Upload Page** to resubmit the files.
- ✦ Click the **Submit** button to move to the last step in the process.
- ✦ The **Submit Paper: by Zip File (Step 3 of 3)** window will display (see illustration above right).
- ✦ Check the list of files to confirm that the paper and Author information is correct.
- ✦ If any corrections need to be made, click the **Go Back** button.
- ✦ If everything looks correct, click the **Submit** button to finalize the zip upload.
- ✦ Once the file is successfully submitted, you will be redirected to the Inbox.