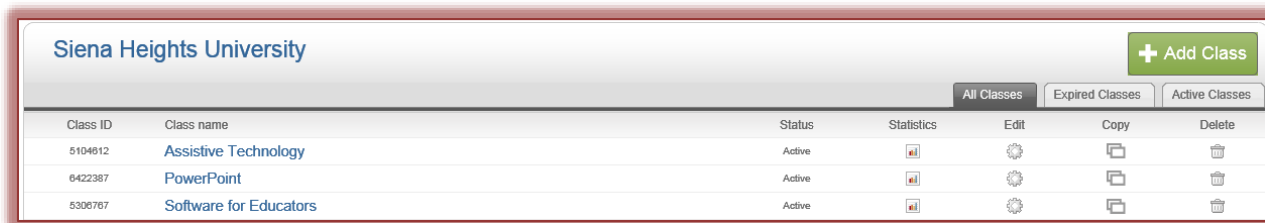


SUBMIT A PAPER-MULTIPLE FILE UPLOAD

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.

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 on next page).
- ✦ 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 on next page).

★ 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.

Submit Paper: by Multiple File Upload

Choose a paper submission method:
Multiple file upload

Upload multiple papers

Requirements for uploading a file for multiple file upload:

- Each file must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

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

File Submission Preview (editing fields is not required)

Submit	File	Accepted?	Student	Last name	First name	Title
<input type="checkbox"/>	<input type="text"/>					
<input type="button" value="Browse..."/>						

[Delete all](#)

File Submission Preview (editing fields is not required)

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

- ✦ 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 on next page).
- ✦ 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**.

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.

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