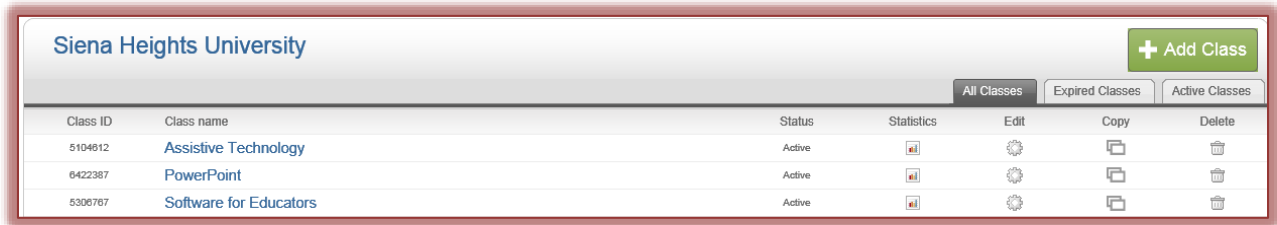


SUBMIT A PAPER-ZIP FILE

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.

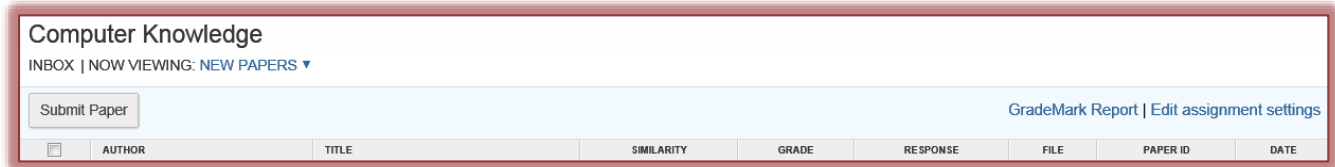
- ✚ Log into **Turnitin**.
- ✚ Your **Turnitin Homepage** window will open (see illustration below).



- ✚ 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).



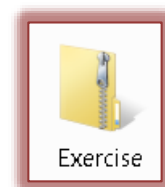
- ✚ Click the **Submit Paper** button.

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).

- ✦ 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 next page top).
- ✦ 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 next page bottom).
- ✦ 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.

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](#)