


## Turnitin administration

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### How can I upload my students' assignments?

There may be some occasions where you need to upload an assignment on behalf of a student. To do this:

1. From within the applicable Moodle module, click on the link to the Turnitin assignment to access the **Submission inbox** tab.
2. Navigate to the relevant student in the submission table and click on the **Submit to Turnitin** icon to the right of their name. 
3. On the page that follows, click on the **Add...** icon to select a file to upload. (Note: You can also use Moodle's drag and drop functionality to upload the file).
4. Click **Add submission** to complete the process.

**Note:** If the deadline has passed and you have set Turnitin to not allow submissions after the deadline, you will not be able to submit on behalf of a student.

### Deleting a student's submission

1. From within the Moodle module, click on the link to the Turnitin assignment to access the **Submission inbox** tab.
2. Navigate to the relevant student in the submission table and click on the **trash** icon to the right of their name. 
3. Click **OK** on the confirmation box to remove the submission.

**Note:** If you have chosen to store student papers within the Standard Repository and have set the report generation speed to generate reports immediately, deleting student papers from the submission inbox does not completely remove them from the Turnitin database. To completely remove a student submission from the Turnitin database, please contact your Faculty Learning Technologist.

### Downloading students' assignments

- To download all submissions, navigate to the submission inbox and click on either the **Original Format** or **PDF** icons in the **Export** column of the Turnitin assignment summary. Note: All submissions will be contained within a single .zip file.
- To download individual submissions, navigate to the submission inbox and click on the **Download Submission** icon (blue down arrow) to the right of the student's name.
- To download a selection of submissions, navigate to the submission inbox, tick the checkbox to the left of the applicable students' names and then click on the **Download Original Files** icon below the Turnitin assignment summary.
- To download all (or a selection of) **GradeMarked** files, navigate to the submission inbox, tick the checkbox to the left of the applicable students' names (or, tick the uppermost checkbox (1) to select **all** submissions) and then click on the **Download** then **Selected GradeMarked Files** (2) below the Turnitin assignment summary (figure 2, overleaf).

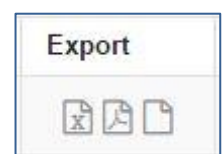


Figure 1 - Download all assignments

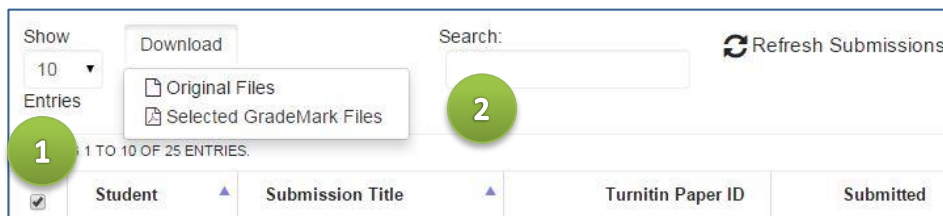


Figure 2 - Downloading GradeMarked files

## Downloading marks in an excel spreadsheet (where applicable)

- To download all of the marks for an assignment, navigate to the submission inbox and click on the Excel icon under the **Export** column of the Turnitin assignment summary page.
- To download all the marks for a Moodle module:
  - Click on **Grades** on the left hand menu.
  - On the next page, click **Export** and then **Excel Spreadsheet**.
  - Select the assignments you wish to include and click on **Download**.

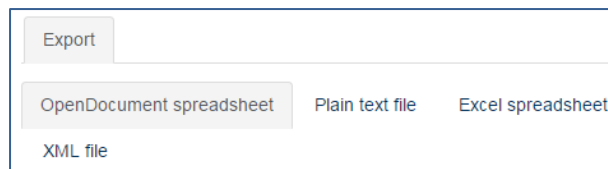


Figure 3 - Download marks to Excel

## Help & Support

For general help using Moodle, contact your Faculty Learning Technologist (FLT). If you are having problems accessing Moodle, contact the Helpdesk on 01227 82 4888, or email [helpdesk@kent.ac.uk](mailto:helpdesk@kent.ac.uk). Other training guides are available on the e-learning website: [www.kent.ac.uk/elearning/](http://www.kent.ac.uk/elearning/).