

The Turnitin Submission Inbox - Staff version

The assignment inbox contains information about assignment submissions. It will show you the list of students associated with your VLE course and any work that they have submitted to this particular assignment inbox.

Summary Submit Paper Submission Inbox Options

Refresh Submissions Enroll All Students

Show 10 Entries First Previous 1 2 3 4 5 Next Last Showing 1 to 10 of 172 entries. Search:

Student Submission	Paper ID	Submitted	Similarity	Grade
White, Bernard - (1 Submission)				66.7%
Part 1: Test assignment	25432692	25/07/13, 11:37	19% ■	20/30 ✎ (0) ↻ 🗑️
Orange, Jane - (1 Submission)				100%
Part 1: kdfgfgsaudfg	29598697	21/01/14, 10:33	99% ■	30/30 ✎ (0) ↻ 🗑️
Yellow, Fran - (1 Submission)				100%
Part 1: Test ignore	25409292	22/07/13, 09:17	17% ■	30/30 ✎ (0) ↻ 🗑️

You can sort the view of the inbox using the arrows next to the column titles. This will allow you to sort by **Student Submission**, **Paper ID**, date and time of submission (**Submitted**), **Similarity** (usually the highest percentage is displayed at the top of the table) and **Grade**. Paper in this instance, refers to submission.

Refresh Submissions Enroll All Students

Show 10 Entries First Previous 1 2 3 4 5 Next Last Showing 1 to 10 of 172 entries. Search:

You can search for a particular paper using the **Search:** text box at the top right of the inbox. Turnitin does not display student numbers so you will need to use names instead. If you have a large group of students the inbox will display the students in batches. Use the **First**, **Previous**, **Next** and **Last** buttons on the top left of the inbox to navigate through the batches. You can choose to display a particular number of student submissions per batch using the **Show** menu on the top left of the inbox.

The **Refresh Submissions** tab will check the Turnitin database to see if there are any new submissions or if new Originality Reports are available. Please ignore the **Enroll All Students** tab.

Student Submission

This column contains the names of your students and the titles of any work that they have submitted. If you have created multiple parts to an assignment you will see the student name followed by part 1, part 2 etc.

Paper ID

Each submission has a unique ID which is displayed in this column. Upon successful submission the student will be sent an email containing this number. This is their proof of submission. The email is sent to the email address in their Moodle profile.

If you submit a piece of work on behalf of a student you will not receive a confirmation email but the student will.

Submitted

This column displays the date and time that the student submitted their work. Any student work submitted after the due date and time (providing you have allowed late submissions) will be displayed in red.

White, Bernard - (1 Submission)				-					
Part 1: <input type="checkbox"/> Test assignment	25432692	25/07/13, 11:37	19% ■	-/100	.	(0)			
Yellow, Fran - (1 Submission)				-					
Part 1: <input type="checkbox"/> Test ignore	25409292	22/07/13, 09:17	17% ■	-/100	.	(0)			
Brown, Ian - (1 Submission)				-					
Part 1: <input type="checkbox"/> Sample submission	25432952	25/07/13, 12:11	Pending	-/100	.	(0)			

Similarity

This column displays the **Originality Report** percentage match for that particular submission and its associated colour indicator. 100% (red) is a complete match with another piece of work and 0% (blue) indicates no match with any work in the database sources. Click on either the percentage value or the coloured block to open the Originality Report. **Pending** in this column means that the report is still being generated. Clicking on the **Refresh Submissions** tab can sometimes speed the process up but it can take several minutes particularly at peak times.

Grade

This is how you access GradeMark. Clicking on the blue pencil will take you into the GradeMark marking interface.

White, Bernard - (1 Submission)				-					
Part 1: <input type="checkbox"/> Test assignment	25432692	25/07/13, 11:37	19% ■	-/100	.	(0)			
Yellow, Fran - (1 Submission)				-					
Part 1: <input type="checkbox"/> Test ignore	25409292	22/07/13, 09:17	17% ■	-/100	.	(0)			
Brown, Ian - (1 Submission)				-					
Part 1: <input type="checkbox"/> Sample submission	25432952	25/07/13, 12:11	Pending	-/100	.	(0)			

Comments

The untitled column with the number in brackets (in this example (0)) allows you to add comments to the submission. Click on (x) to open up a text box. Add your comments into the text box. Click on **Add/Edit Comment** to save your comments.

Summary Submit Paper Submission Inbox Options **Comments and Feedback**

There are no comments for this submission

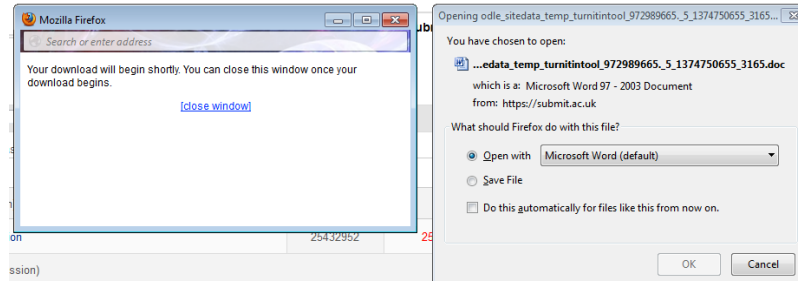
Add / Edit Comment

Comment (0/1000 chars)

The number will change to indicate that there are comments available for the student. This is not part of the GradeMark process. It is just a quick way of adding brief comments to a particular assignment. Students can only see their individual comments. They will be able to add comments too.

Downloading submissions

You can download and save assignments submitted to the inbox to use outside of Turnitin. Click on the download icon (the little paper with an arrow on it) in the appropriate row. There is a slight delay but you will then see two dialogue boxes one explaining that your download will begin shortly and the other allowing you to **Open** or **Save** the file. These options will vary slightly depending on the file type. Make your choices and then click on **OK** to proceed.



Please note you cannot download the Originality Report using this button. This can only be done from the Originality Report itself. If you want to download all of the submissions you need to use the **Export** feature on the **Summary** tab.

Deleting submissions

If a student submits the wrong assignment you must delete their submission to enable resubmission. Click on the **Delete** icon (the dustbin) at the end of the appropriate row. You will be asked if you are sure you want to delete the submission, click on **OK** to confirm the action. This only deletes the assignment from the inbox, not from the Turnitin repository. To do this you will need to raise a ticket with Turnitin.