Digital Education Team | UNIVERSITY of York

Uploading a submission on behalf of a student

Guide on how to upload a submission to TurnItIn on behalf of a student.

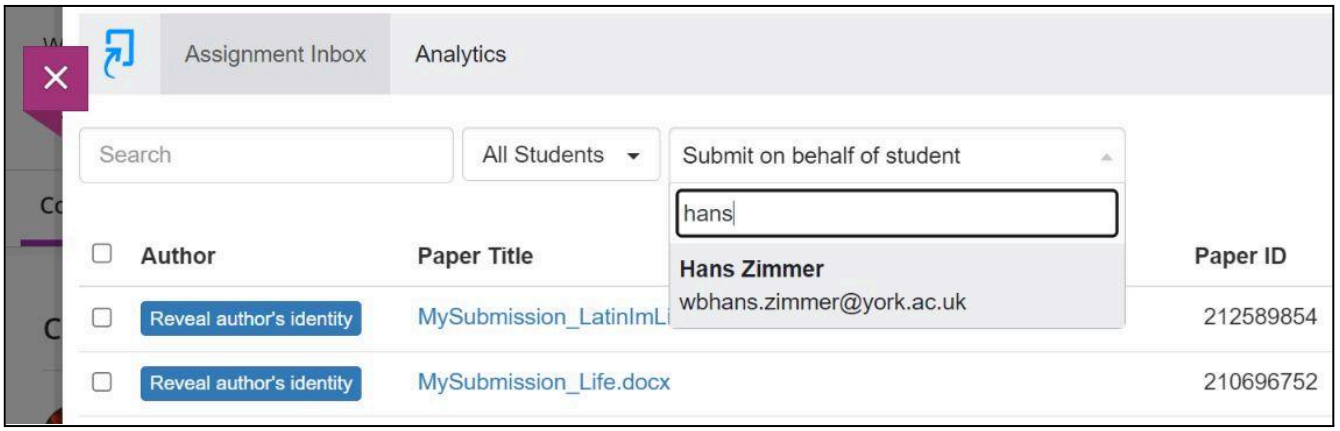
Section 1 Why might I need to upload a submission on behalf of a student?

- Generally speaking, the need to submit a file on behalf of a student shouldn't arise; it is however possible that you may want/need to do this in the event that you receive a submission from a student by some other means, such as email for example.
- Note that all departments should make students aware of an 'emergency' email address for assessment submissions; this to be used (only) in the event of a technical problem preventing submission via the VLE on time.

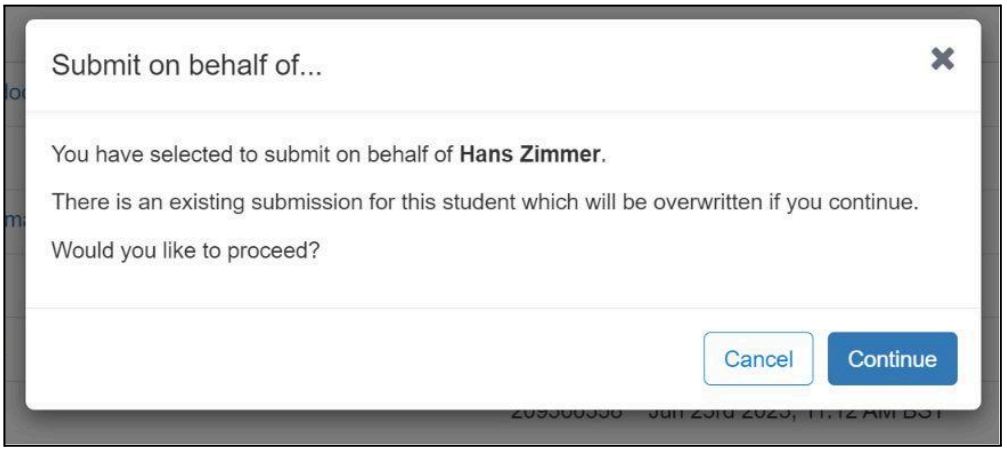
Section 2 How to submit a file on behalf of a student

To submit a file on behalf of a student:

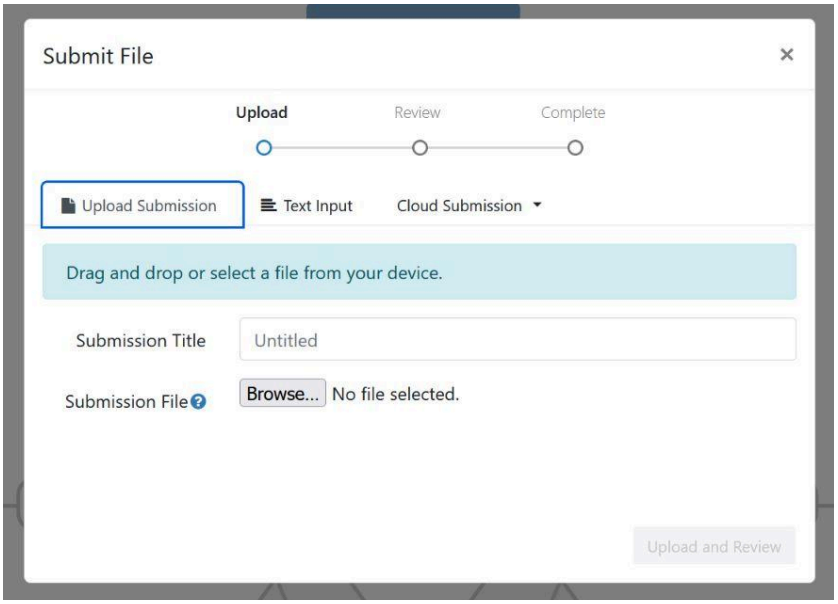
1. Access the VLE site containing the TurnItIn submission point you need to submit on behalf of a student to
2. Locate the submission point and click on its title to launch it
3. When the **Assignment Inbox** is displayed click on the **Submit on behalf of student** drop-down at the top of the **Assignment Inbox**. Type a part of the name (or a part of their email address) of the student you need to submit on behalf of into the search field at the top of the drop-down. This will filter the list to show the student you are looking for.



4. Click on the student's name to initiate the same file upload process that a student uses when making their own submission
5. If there is no existing submission for the student, click the **Confirm** button to proceed
6. If there is already a submission for a student then you will be warned of this and will need to click the **Continue** button to proceed.



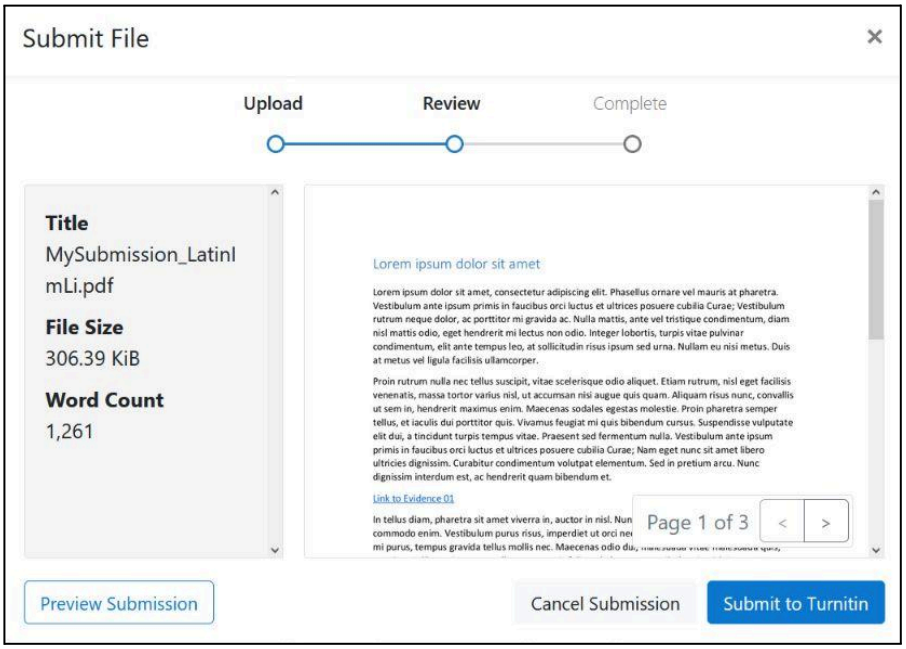
7. **Note that if there is already a submission you may wish to abort the submission, download the existing file (for temporary safe keeping) and then submit the new file on behalf of the student. This could prevent later problems if the student has sent you the wrong file or for some reason wants to revert back to their previous submission but after their deadline has passed for example. See Section 3 for how to download a submission.**
8. At the **Submit File** panel drag and drop the file the student has provided to you onto the panel or alternatively click the **Browse/Choose File** button and use the standard file browser to locate the file.



9. Click the **Upload and Review** button.



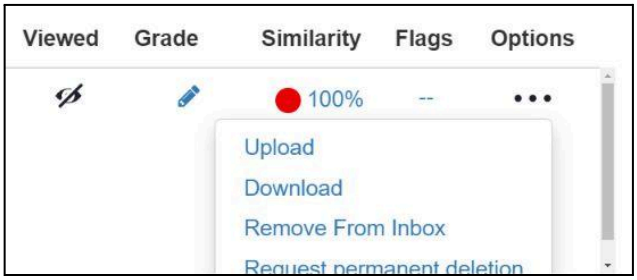
10. Once the file has uploaded you will see a preview of the file (if it is of a type that can be previewed). Click the **Submit to TurnItIn** button to complete the process.



11. A Submission Complete will be displayed. Click the **X** at the top right of the panel to dismiss it or, after a short delay, the panel will automatically close.

Section 3 Downloading a current submission

1. Note/Log the original date and time of receipt for the submission you are replacing
2. Click the three-dot menu at the far right of the listed submission's row and select **Download** from the drop-down menu that appears. When prompted, save the existing submission to a safe location.



Further Help

- TurnItIn Feedback Studio (TFS) guides hub page (Guides website)
- TurnItIn Administration - Adding/editing a TurnItIn submission point (summative) (Google Doc)
- TurnItIn Administration - Adding/editing a TurnItIn submission point (formative) (Google Doc)
- TurnItIn Administration - Creating, importing and exporting grading forms or rubrics (Google Doc)
- TurnItIn Administration - Setting up Groups to manage extensions, flagging and multiple markers using the Ultra interface (Google Doc)
- TurnItIn Administration - Setting up Groups to manage extensions, flagging and multiple markers using CSV files (Google Doc)
- TurnItIn Administration - Clearing a student's submission (Google Doc)
- TurnItIn Administration - Identifying students who haven't made a submission using the VLE's Gradebook (Google Doc)
- TurnItIn Administration - Exporting the current state of a TurnItIn submission point's Assignment Inbox as a spreadsheet (Google Doc)

- TurnItIn Administration - Making assessment material handled by TurnItIn Feedback Studio available to external markers (Google Doc)
- Example non-assessment specific (submission point) information for students - This is info you might consider inserting into the VLE near each sub point.
- Submission of Assessment - Departmental Guidance Example - This is a more detailed version of the first example that you might consider linking into the VLE near each sub point - I'd suggest making it a Google Doc if you do link it
- TurnItIn Submission Frequently Asked Questions - This is a starter FAQ document you could link to assessment information - again I'd suggest making it a Google Doc if you do link it in
- Marker video guidance (Blog post that provides links to all the marker videos)
- Student video guidance for submissions with TurnItIn (YouTube) (Panopto/Replay)
- Student written guidance for submissions with TurnItIn (Google Doc)
- See our Help Pages
- Contact Us, the Digital Education Team