



## Turnitin Tips

### Submitting Individual or Multiple Papers Simultaneously

This process is also ideal for submitting papers for students who are not currently enrolled in the class that contains the Turnitin Assignment – and for submitting papers anonymously.

There are 2 key things to remember about this process:

1. A Turnitin assignment has to be set up in eCourses first. Our integration does not allow for creating or editing Turnitin assignments at the Turnitin.com website.
2. If you've never used Turnitin.com as a PVAMU instructor, you will need to set up your password the first time you log in to Turnitin.com. Go to <https://www.turnitin.com> and click the "Log In" link near the top right-hand corner of the page. Use the [Forgot your password? Click here.](#) option to set up your password. When prompted for an email address, use your PV email. You may also be asked to set up a password reminder.

Once the Turnitin Assignment is set up and you are successfully logged in to the Turnitin.com website, the rest of the process can be completed using the steps below.

These steps can also be found on the Turnitin.com website at the [How to Submit via Multiple File Upload](#) page.

### How to Submit Using Multiple File Upload

1. From the "All Classes" tab, click on the name of the class containing the assignment (see image below).

Now Viewing: HOME

**All Classes Tab**

About this page  
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

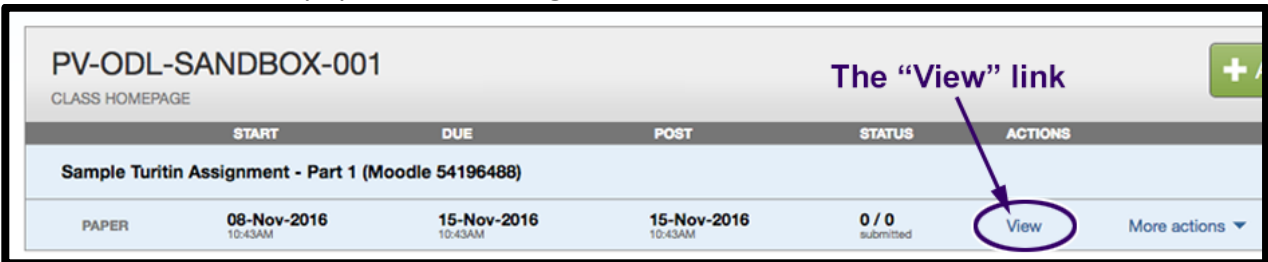
Prairie View A&M University + Add Class

All Classes | Expired Classes | Active Classes

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
13968517	PV-ODL-SANDBOX-001 (13968517)	ctive				

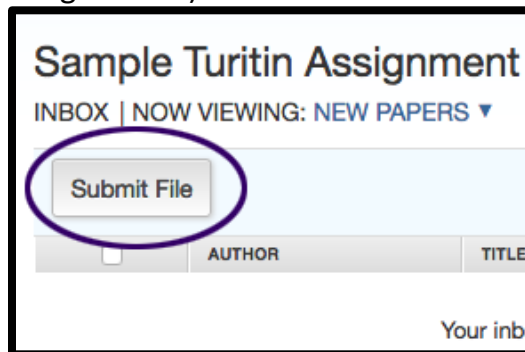
## Submitting Individual or Multiple Papers Simultaneously

2. Click on the "View" link under the "Actions" column for the assignment to which you want to submit the paper(s) (see image below).

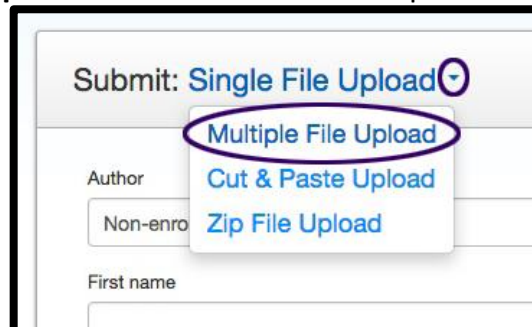


	START	DUE	POST	STATUS	ACTIONS
<b>Sample Turitin Assignment - Part 1 (Moodle 54196488)</b>					
PAPER	08-Nov-2016 10:43AM	15-Nov-2016 10:43AM	15-Nov-2016 10:43AM	0 / 0 submitted	View More actions ▾

3. Click on the "Submit File" button located on the left-hand side of the screen of the assignment inbox (see image below).



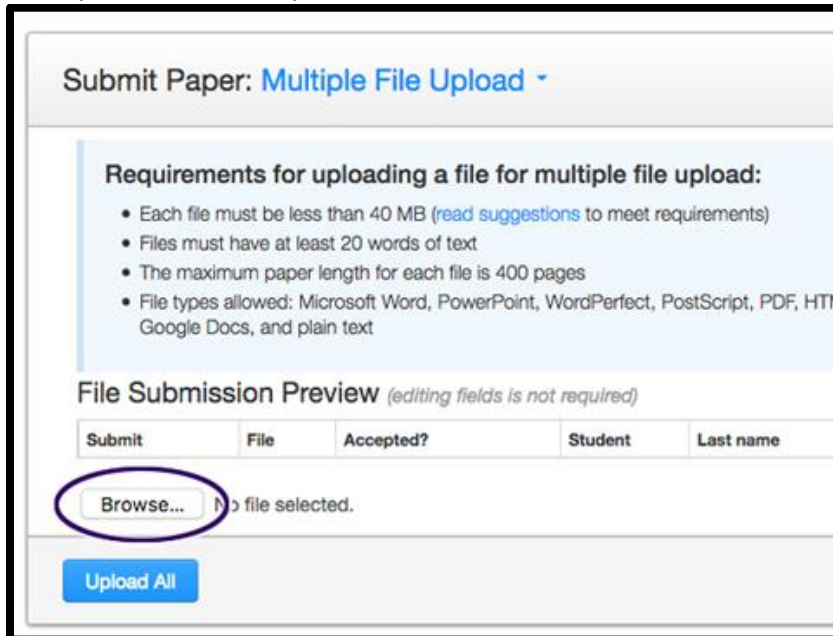
4. Near the top of the submission screen, click on the down arrow to the right of the "Submit: Single File Upload" text and select "Multiple File Upload" (see image below).



**Note:** There is also an option to upload a zip file. This option is useful if there is a need to upload multiple files at the same time instead of individually.

## Submitting Individual or Multiple Papers Simultaneously

- Click the "Browse" button (see image below) and locate the first file on your computer that you want to upload. Click "Open" to select file.



Submit Paper: [Multiple File Upload](#)

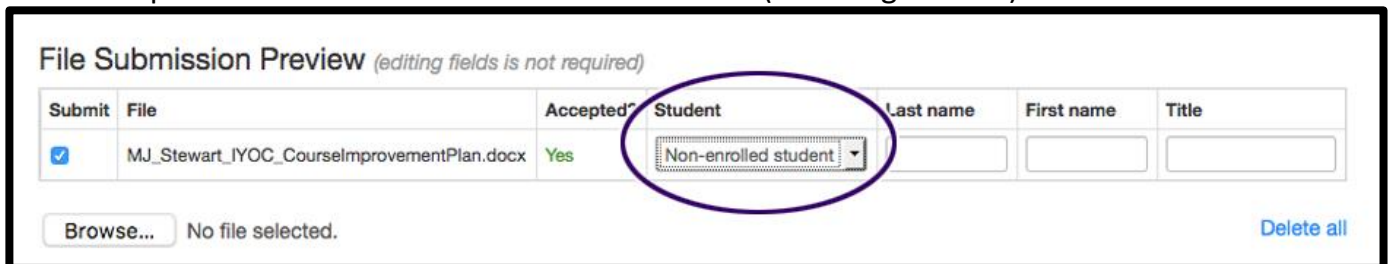
**Requirements for uploading a file for multiple file upload:**

- Each file must be less than 40 MB ([read suggestions](#) to meet requirements)
- Files must have at least 20 words of text
- The maximum paper length for each file is 400 pages
- File types allowed: Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, Google Docs, and plain text

File Submission Preview *(editing fields is not required)*

Submit	File	Accepted?	Student	Last name
<input type="button" value="Browse..."/>	No file selected.			

- Choose the student for whom you would like to upload this file, if applicable, from the drop-down menu under the "Student" column (see image below).



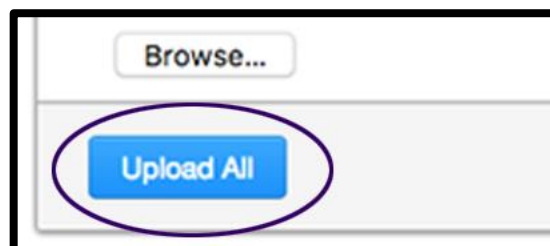
File Submission Preview *(editing fields is not required)*

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

No file selected.

**Note:** If you are uploading a document for a student that is not enrolled in this class, select the "Non-enrolled student" option.

- (Optional) Enter in a "Title" for each submission. If no title is entered, the file name will be used as the submission title.
- Repeat steps 5 through 7 above for each additional paper you would like to submit.
- Once you have selected all the papers that you want to submit, click the "Upload All" button (see image below).



## Submitting Individual or Multiple Papers Simultaneously

10. Confirm that these are the files you want to submit and click the "**Submit**" button (see image below).

Submit Paper: Multiple File Upload

Please confirm that these are the files you want to submit.

Accepted file(s)

Accepted file(s)	Author	Email
MJ_Stewart_IYOC_CourseImprovementPlan.docx	Anonymous	not es

All changes are final. Upon selecting "submit", the paper will be submitted and changes can only be made in the assignment inbox.

**Submit** Go back

**Note:** If files need to be added or removed, click the "**Go back**" button and repeat the steps 5 - 7.

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## Student Issues

Students should be instructed on whether or not they should submit their works cited page with the rest of the paper.

Students can contact [ciits@pvamu.edu](mailto:ciits@pvamu.edu) for questions about Turnitin.