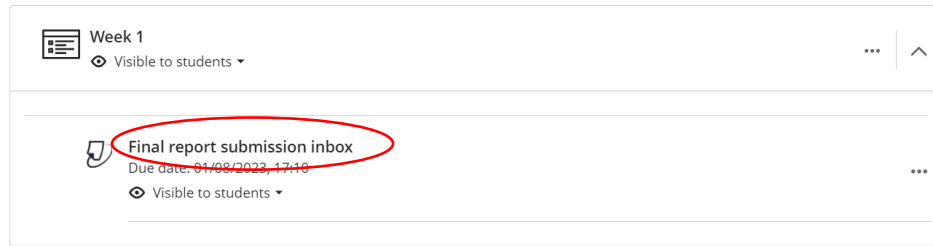# Accessing a Turnitin (LTI) inbox in Learn Ultra to view a submission – a staff guide

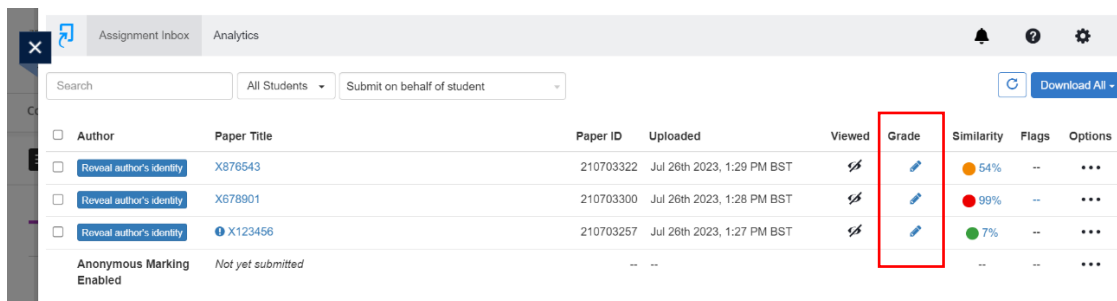1. Open the Learn Ultra course and access the Turnitin inbox either:

    1.1. via the course content area by clicking on the **Title** of the inbox where the submissions are located

    1.2. via the Gradebook by clicking on the **Gradebook** tab and then clicking on the **Title** of the inbox where the submissions are located
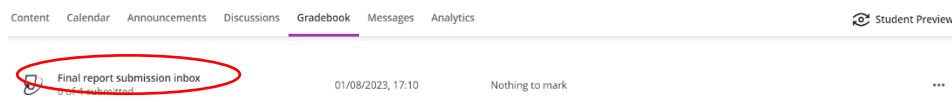
2. If a submission has been marked, there will be a number in the **Grade** column. If a submission has <u>not</u> been marked, there will be a blue pen in the Grade column. Clicking either the blue pen or the mark will open the submission in the Feedback Studio Document Viewer.

Alternative format:

If you require this document in an alternative format, such as large print or a coloured background, please contact IS Helpline:

https://www.ed.ac.uk/information-services/help-consultancy/contact-helpline