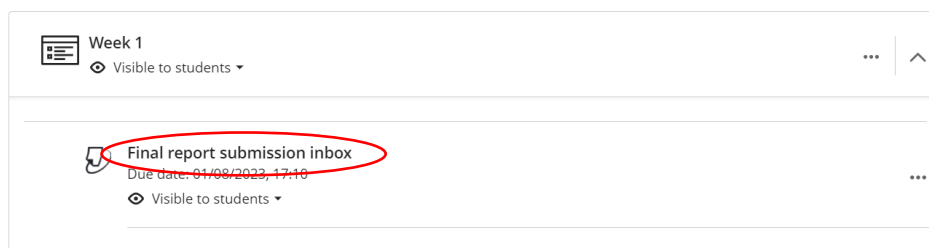


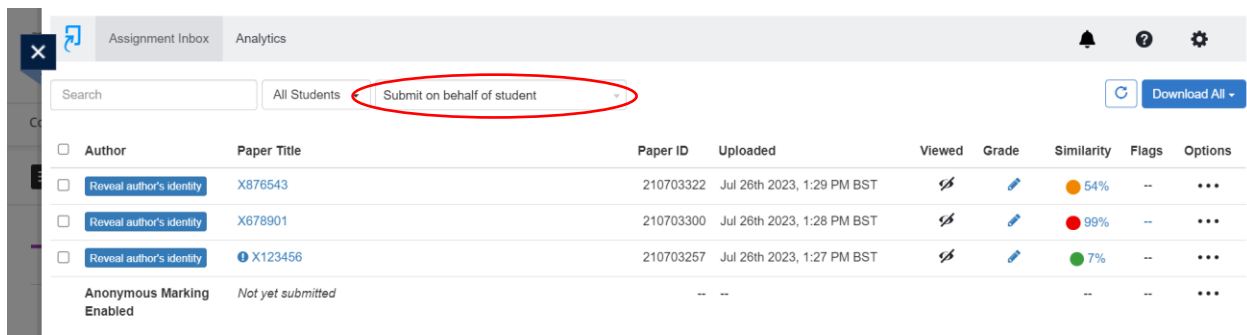
Submit on behalf of student in Turnitin (LTI) inbox in Learn Ultra – a staff guide

Note: you can no longer upload a zip file of submissions to an inbox or submit to an inbox without identifying a student who has access to that course with whom to associate the submission.

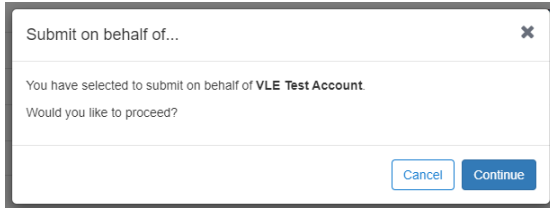
1. Open the course, navigate to the Turnitin Assignment you wish to submit to, and click the **Title of the inbox** to open it.



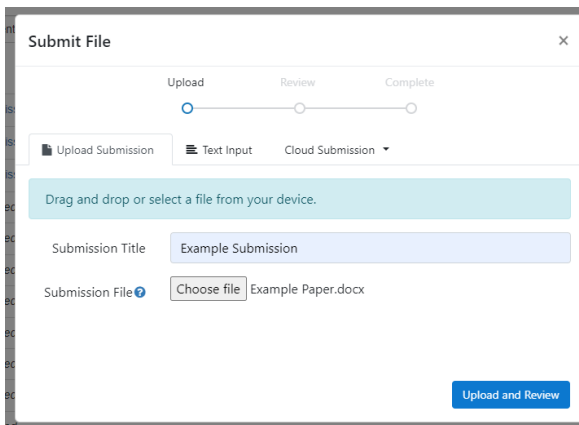
2. In the inbox, click on the **Submit on behalf of student** search box at the top. A dropdown list will appear with the names of the students within the course. Select the student on whose behalf you need to submit.



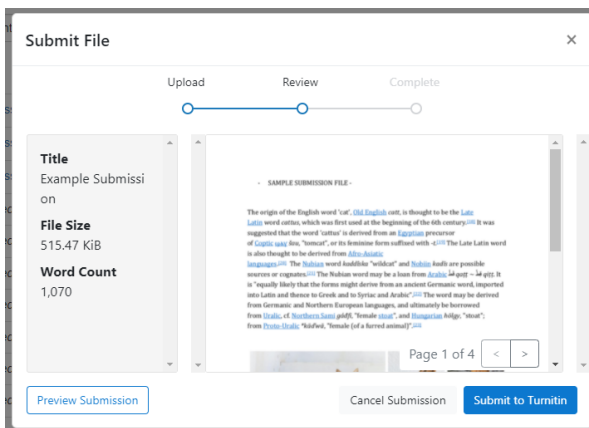
- A pop-up message will appear asking if you would like to proceed, click **Continue**. If there is a previous submission you will be notified within the pop-up message. Clicking Continue in this circumstance will delete the previous submission and replace it with the new one (with the same Paper ID).



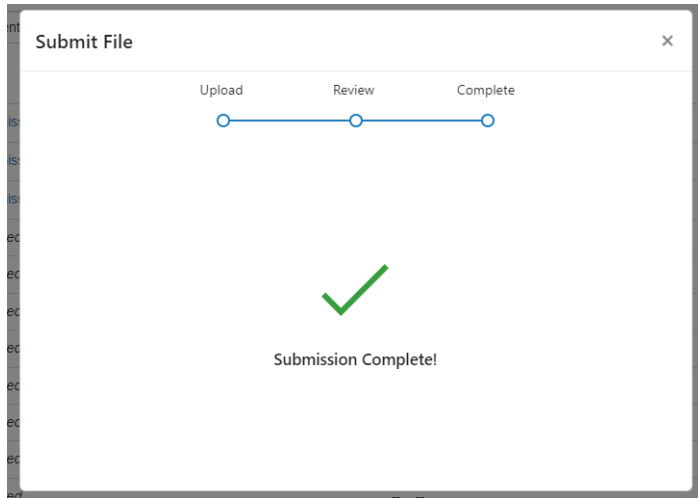
- Insert the **Submission Title** into the box. Click **Choose File** and navigate to the file to be submitted. Click **Upload and Review**.



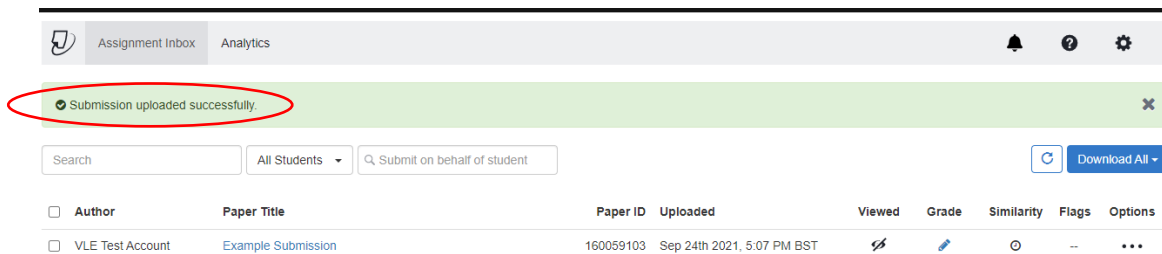
- A review pop-up message will appear. Make sure the correct submission has been uploaded and then click **Submit to Turnitin**.



6. You will be able to check if the submission has been successful in two ways. Firstly, you will see a pop-up message once the submission has been sent (see below):



Secondly, you can see if the submission was successful at the top of the screen (see below):



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>