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.

ر ج	Assignment Inbox	Analytics					۴	0	٥
Se	arch	All Students Submit on behalf of student	>					C Dov	wnload All •
	Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
	Reveal author's identity	X876543	210703322	Jul 26th 2023, 1:29 PM BST	ø	ø	6 54%		•••
	Reveal author's identity	X678901	210703300	Jul 26th 2023, 1:28 PM BST	ø	ø	99%		
	Reveal author's identity	0 X123456	210703257	Jul 26th 2023, 1:27 PM BST	ø	A	• 7%		•••
	Anonymous Marking Enabled	Not yet submitted							

3. 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).

Submit on behalf of		×
You have selected to submit on behalf of VLE Test Account. Would you like to proceed?		
	Cancel	ue

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

nt	Submit File				×	<			
		Upload	Review						
is:		0	-0	0					
s	Upload Submission	■ Text Input	Cloud Submission	•					
is: ec	Drag and drop or select a file from your device.								
ec	Submission Title	Submission Title Example Submission							
>c >c >c	Submission File 🛿	Choose file Exan	nple Paper.docx						
ec									
ec ec					Upload and Review				

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

Submit File		>
	Upload	Review Complete
	0	0 0
Title Example Submissi on	* *	* SAMPLE SUBMISSION FILE -
File Size 515.47 KiB		The origin of the English word Var. ² (20) English, our is, thought to be the Late Lating word crashin, which was fits to and the beginning of the dometrys ² H was suggested that the word 'Lating' is derived from an <u>Englishing</u> precursor of <u>Capic targe</u> , when <u>C</u> , with the initiation from addres with di-THE Late Latin word is also throught to be derived from <u>Ann-Antoine</u> : <u>Languages²</u> H he Mylans word calculated without 'and Stating lands are possible
Word Count 1,070		success or comparison. This behaviour over the pice is the first database length = 4 and pice is the intra-specify behaviour the the former might device the star as a start Generaties work, inspective intra-last match discuss to credual and to lytics and A calculate." The work may be derived from Generatics and Berterber Tarappear languages, and attituating the betweend from tables of the discussion of the discussion of the discussion of the discussion from the tables of the discussion. The discussion of the discussion of the discussion of the from tables of the discussion. The discussion of the discussion of the discussion of the dis
	¥ ¥	Page 1 of 4 < >
Preview Submission		Cancel Submission 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):

^{nt} Submit File	Э			×
	Upload	Review	Complete	
is:	0	0	0	
is:				
is:				- 1
ec				
ec				
ec				
ec	s	ubmission Comple	etel	
ec	5	domission compre		
ec				
ec				
ed				

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

	Ð	Assignment Inbox	Analytics						۴	0	٥
<	Submission uploaded successfully.										×
	Search	h	All Students 👻 🔍	Submit on behalf of student					С	Dow	nload All 👻
	🗆 Au	uthor	Paper Title		Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
		E Test Account	Example Submission		160059103	Sep 24th 2021, 5:07 PM BST	ø	(M ¹	Ø		•••

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