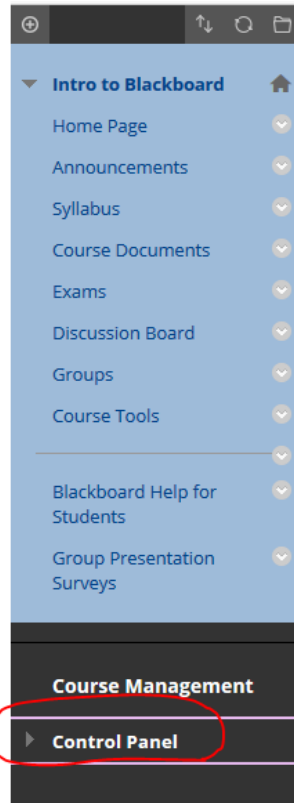


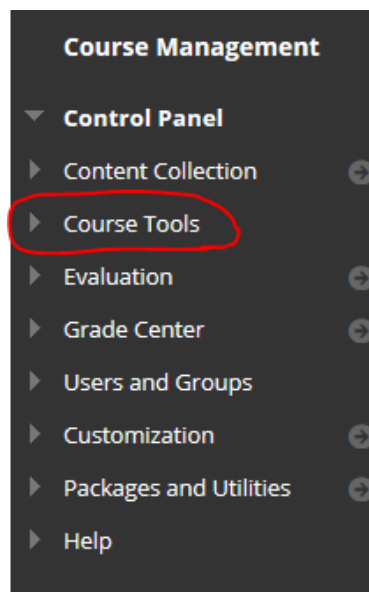
## How to Manually Submit Student Paper's to Turnitin via Blackboard

Step 1) Log in to Blackboard and access your course.

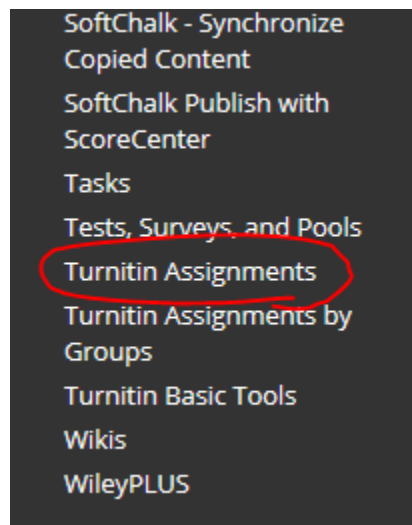
Step 2) On the left, under “Course Management,” click “Control Panel” to expand for more options:



Step 3) Click “Course Tools”, and a long list will expand.

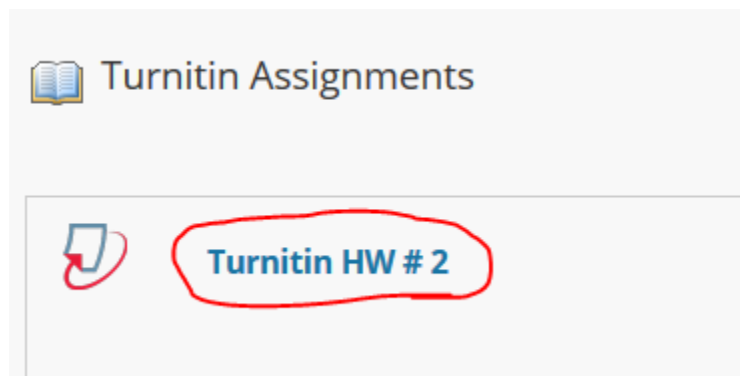


Step 4) Scroll down that list, and click on “Turnitin Assignments.”



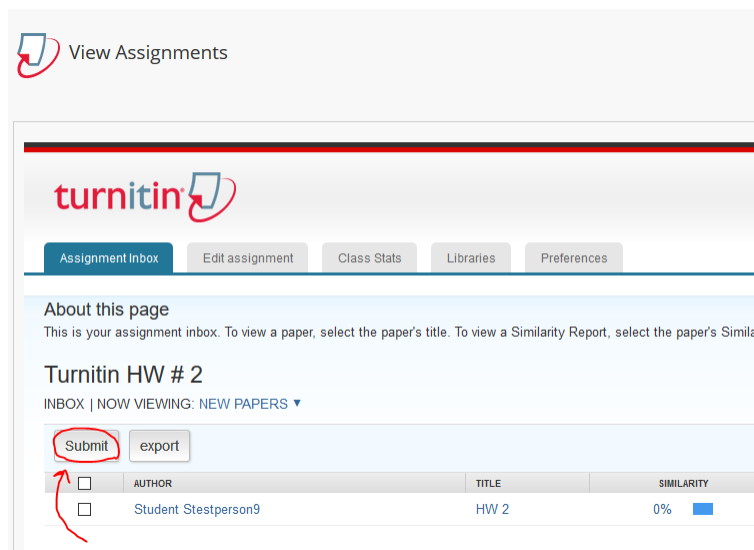
Step 5) Now you will see a list of all of the Turnitin Assignment links you have created in your course. Click on the title of the Turnitin Assignment you want to manually submit for:

***\*NOTE: You will have to use an existing Turnitin Assignment link, or create a new one, to be able to manually submit a paper to Turnitin via Blackboard\****



[CONTINUED ON NEXT PAGE]

Step 6) Click on “Submit”, circled in red below.



View Assignments

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Assignment Inbox Edit assignment Class Stats Libraries Preferences

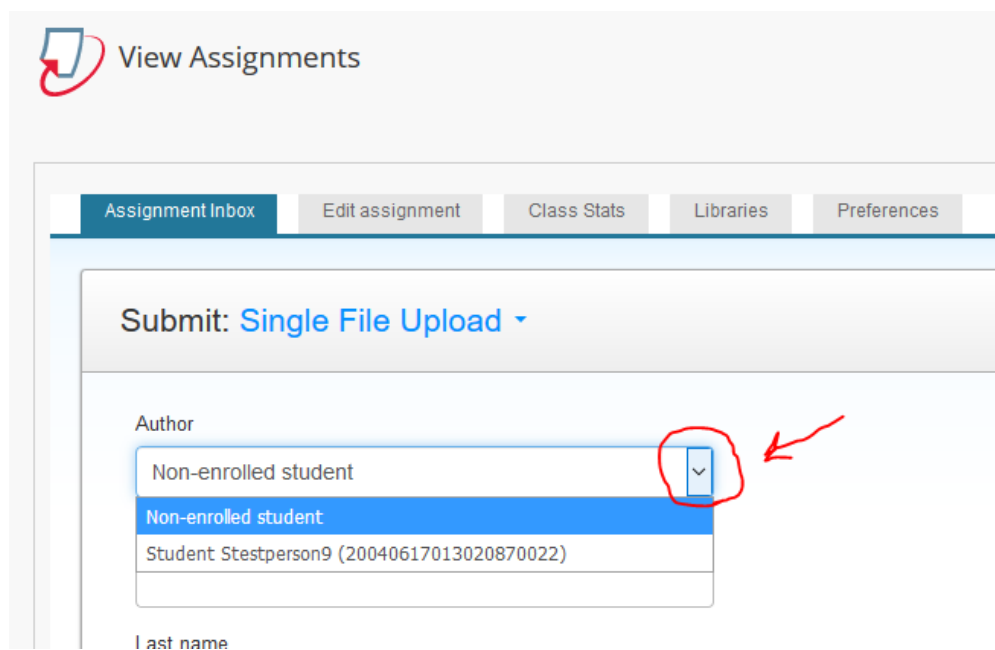
About this page  
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity

Turnitin HW # 2  
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit export

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY
<input type="checkbox"/>	Student Stestperson9	HW 2	0% <div></div>

Step 7) On this page, you can select which student you will be submitting for by clicking the tab circled in red.



View Assignments

Assignment Inbox Edit assignment Class Stats Libraries Preferences

Submit: Single File Upload ▾

Author

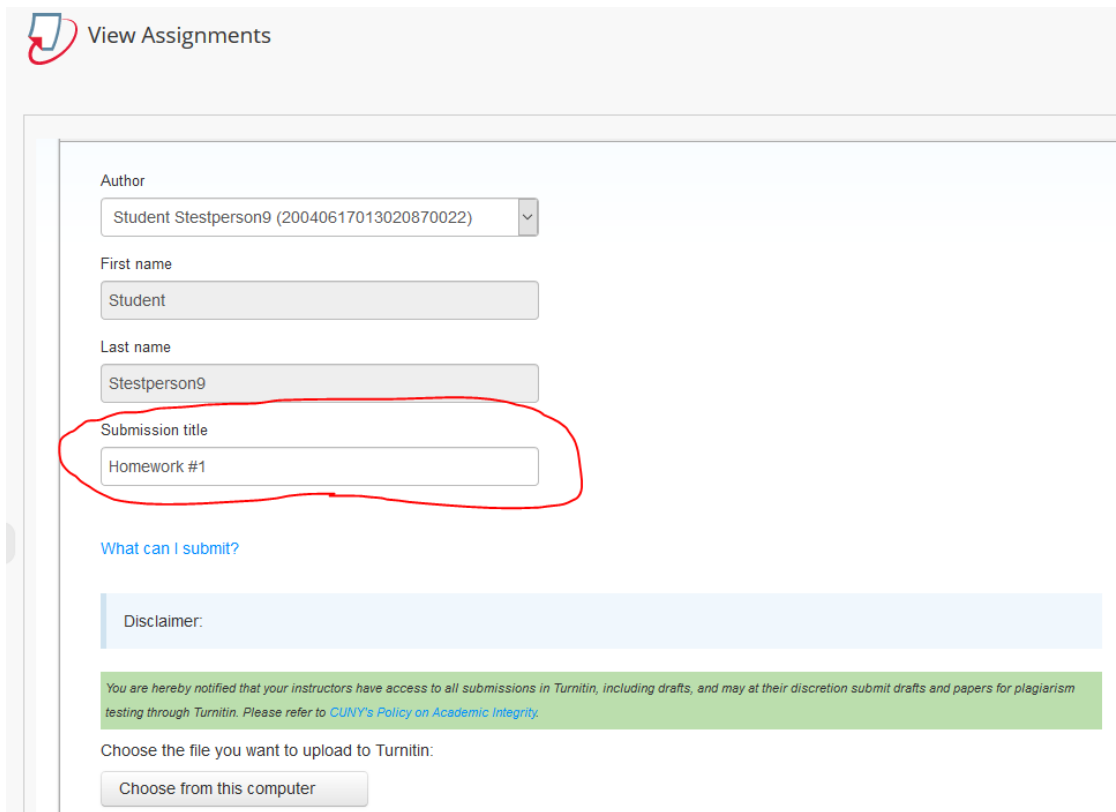
Non-enrolled student

Non-enrolled student

Student Stestperson9 (20040617013020870022)

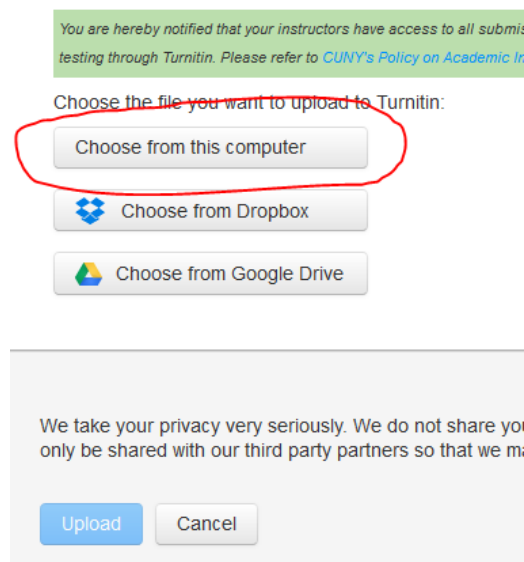
Last name

Step 8) Next, enter in a "Submission title" for the paper:



The screenshot shows the 'View Assignments' page in the Turnitin interface. The 'Author' dropdown is set to 'Student Stestperson9 (20040617013020870022)'. The 'First name' field contains 'Student' and the 'Last name' field contains 'Stestperson9'. The 'Submission title' field, which contains 'Homework #1', is circled in red. Below the title field is a link 'What can I submit?'. A 'Disclaimer:' section is present, followed by a green notification box stating: 'You are hereby notified that your instructors have access to all submissions in Turnitin, including drafts, and may at their discretion submit drafts and papers for plagiarism testing through Turnitin. Please refer to [CUNY's Policy on Academic Integrity](#).' Below this is the text 'Choose the file you want to upload to Turnitin:' and a button labeled 'Choose from this computer'.

Step 9) Now you can choose the file you want to upload from your computer by clicking the tab circled in red below:



This screenshot shows the file upload options. At the top is a green notification box with the same text as in the previous screenshot. Below it is the text 'Choose the file you want to upload to Turnitin:'. Three buttons are listed: 'Choose from this computer' (circled in red), 'Choose from Dropbox' (with the Dropbox logo), and 'Choose from Google Drive' (with the Google Drive logo). At the bottom of the interface is a privacy notice: 'We take your privacy very seriously. We do not share your information with our third party partners so that we can protect your privacy.' Below the notice are two buttons: 'Upload' and 'Cancel'.

Step 10) Once you have selected the desired file, click “Upload” on the bottom left.

You are hereby notified that your instructors have access to all submissions in Turnitin, including drafts, and may at their discretion submit drafts and papers for plagiarism testing through Turnitin. Please refer to [CUNY's Policy on Academic Integrity](#).

HW #1.docx Clear file

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Upload Cancel

Step 11) When the next page loads, it may take a few moments to process your paper. After that is complete, and you see an image of the submission on the right like in the image below:

**turnitin**

Assignment Inbox Edit assignment Class Stats Libraries Preferences

Submit: Single File Upload STEP ● ● ○

Please confirm that this is the file you would like to submit...

« Page 1 »

**Author:**  
Student Stestperson9

**Assignment title:**  
Turnitin HW # 2

**Submission title:**  
Homework #1

**File name:**  
HW #1.docx

**File size:**  
13.11K

**Page count:**  
1

**Word count:**  
134

**Character count:**

**Uses of Blackboard**

- Use Moodle Probes for Blackboard
- Organize the Content List
  - By Term
  - By Course
  - By Group
- Enter Content
  - Content Area - Assignments, Syllabus, Course Documents
  - Creating Custom Content Area Links
- Organizing & Using Course Documents
  - Use Content Editors
  - Create an "Item" Link
  - Create a "File" Link
- Assignments & Quizzes
  - Create an Assignment
  - Create a Turnitin Assignment
  - Create an Exam
- Using the Grade Center
  - Create Submitted Assignment
  - Create Submitted Assignment
  - Create Manual Grades
- Availability Settings on Blackboard
  - Course Availability
    - Based on course unavailability while manipulating grades
  - Assignment Availability
  - Exam Availability
- Blackboard Board
- Groups

...scroll down to find the “Confirm” button:



**Assignment title:**  
 Turnitin HW # 2

**Submission title:**  
 Homework #1

**File name:**  
 HW #1.docx

**File size:**  
 13.11K

**Page count:**  
 1

**Word count:**  
 134

**Character count:**  
 693

**Submission date:**  
 24-Apr-2019 01:09PM (UTC-0400)

**Submission ID:**  
 1110378016

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[Go to assignment inbox](#)
[Submit another file](#)

Step 13) Now you will see a list of submissions for that Turnitin Assignment link. Click the title of the submission in order to view the paper within the Turnitin Feedback Studio interface.

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[Class Stats](#)
[Libraries](#)
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[Submit](#)
[export](#)

	AUTHOR	TITLE	SIMILARITY	GRADE
<input type="checkbox"/>	Student Stestperson9	Homework #1	--	<a href="#">✎</a>