

## Turnitin Bulk Download Instructions

Currently, there is no way for Turnitin administrators to bulk download an account's papers from the university's Institutional database. Therefore, it will be up to the instructor to download their course's papers from Turnitin so that they can be transferred to SafeAssign. For every Turnitin assignment an instructor creates in Blackboard, Turnitin has a "mirrored" assignment on the Turnitin side. Turnitin creates an account for instructors on Turnitin.com. In order to transfer student papers from Turnitin to SafeAssign, instructors will need to login to Turnitin and follow these steps to bulk download their assignment papers.

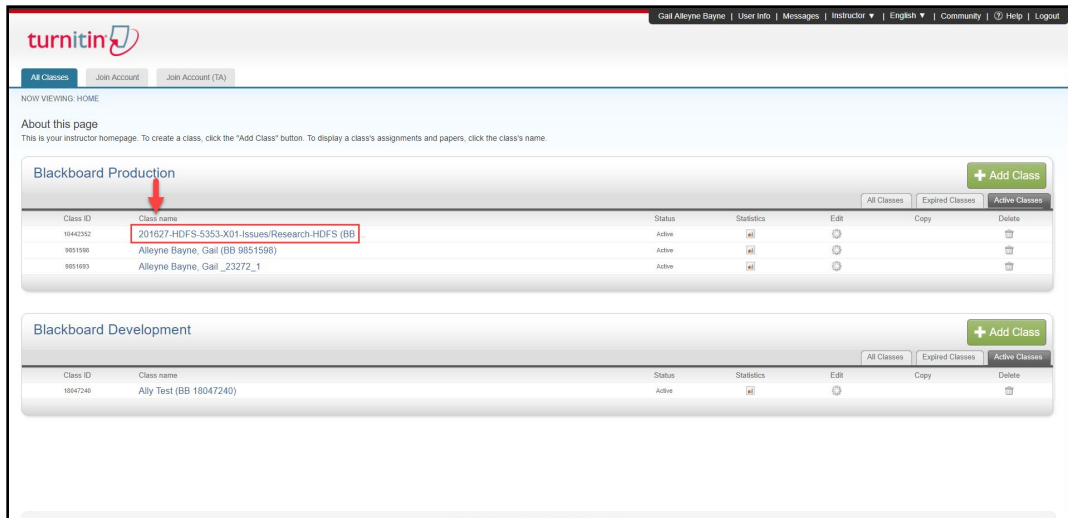
### Access Turnitin Online

If you have never logged into Turnitin.com, follow these steps to create a new password (note – you already have an account on Turnitin.com, even if you have never logged in).

1. Go to the Turnitin login page: [https://www.turnitin.com/login\\_page.asp?lang=en\\_us](https://www.turnitin.com/login_page.asp?lang=en_us)
2. Enter your TTU email address and click the **"Click here"** link next to Forget your password.
3. On the Reset User Password screen, enter your TTU email address and last name
4. Click **Next**.
5. An email with a link to reset your password will be sent to you. Open the email and follow the instructions to reset your password.
6. Login to Turnitin with your new password.

### Turnitin Bulk Download

1. Login to Turnitin.com.
2. On the Turnitin homepage, under **Class name**, click the link for the course that you would like to download assignment papers. You will see all the assignments that were created for that course.



turnitin

Gail Alleyne Bayne | User Info | Messages | Instructor | English | Community | Help | Logout

All Classes | Join Account | Join Account (TA)

NOW VIEWING: HOME

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.

Blackboard Production

+ Add Class

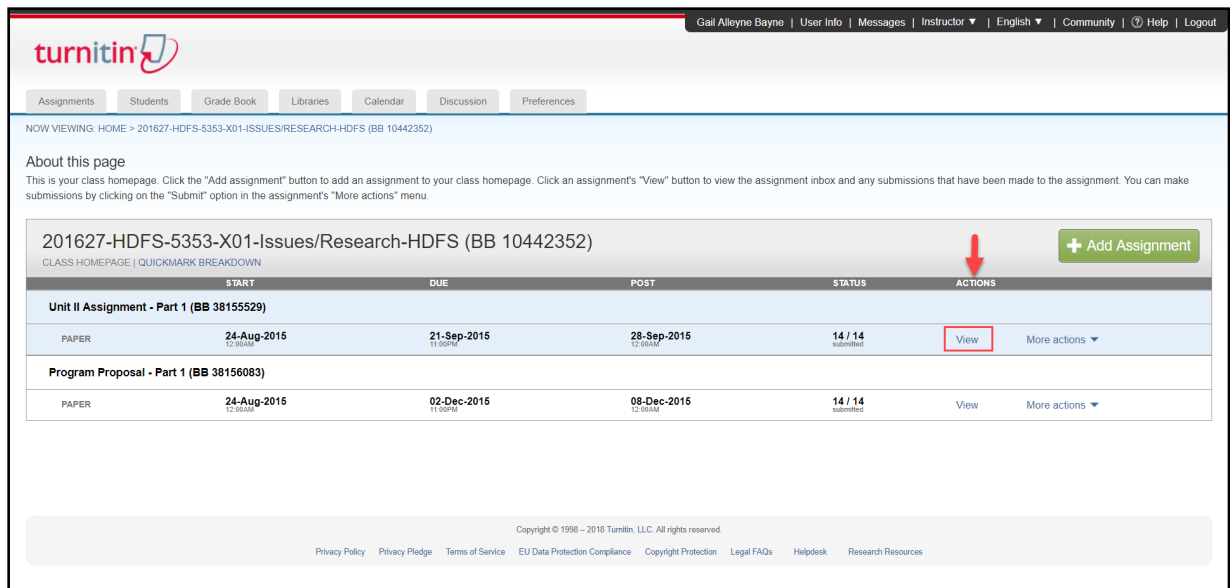
Class ID	Class name	Status	Statistics	Edit	Copy	Delete
10442352	201627-HDFS-5353-X01-Issues/Research-HDFS (BB	Active	0	⊕	⊞	⊗
9851598	Alleyne Bayne, Gail (BB 9851598)	Active	0	⊕	⊞	⊗
9851693	Alleyne Bayne, Gail _23272_1	Active	0	⊕	⊞	⊗

Blackboard Development

+ Add Class

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
18047240	Ailly Test (BB 18047240)	Active	0	⊕	⊞	⊗

- Under **Actions**, click the **View** link for the assignment to access all student papers that were posted for the assignment.



turnitin

Gail Alleyne Bayne | User Info | Messages | Instructor | English | Community | Help | Logout

Assignments | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > 201627-HDFS-5353-X01-ISSUES/RESEARCH-HDFS (BB 10442352)

About this page  
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

201627-HDFS-5353-X01-Issues/Research-HDFS (BB 10442352)

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS
<b>Unit II Assignment - Part 1 (BB 38155529)</b>					
PAPER	24-Aug-2015 12:00AM	21-Sep-2015 11:00PM	28-Sep-2015 12:00AM	14 / 14 submitted	<b>View</b>   More actions ▾
<b>Program Proposal - Part 1 (BB 38156083)</b>					
PAPER	24-Aug-2015 12:00AM	02-Dec-2015 11:00PM	08-Dec-2015 12:00AM	14 / 14 submitted	View   More actions ▾

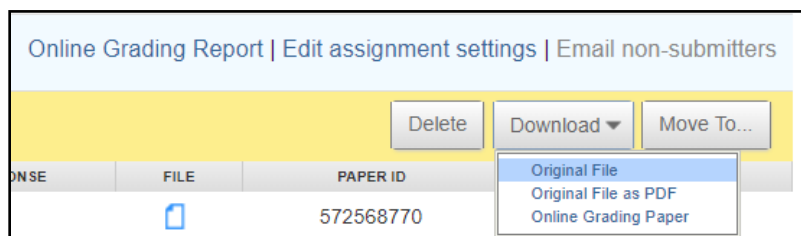
Copyright © 1996 – 2018 Turnitin, LLC. All rights reserved.

Privacy Policy | Privacy Pledge | Terms of Service | EU Data Protection Compliance | Copyright Protection | Legal FAQs | Helpdesk | Research Resources

- Check the box next to **Author** (first column) to select all papers.




- Click the **Download** button and select the **Original File** option.



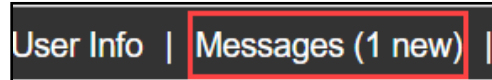
Online Grading Report | Edit assignment settings | Email non-submitters

Delete | Download ▾ | Move To...

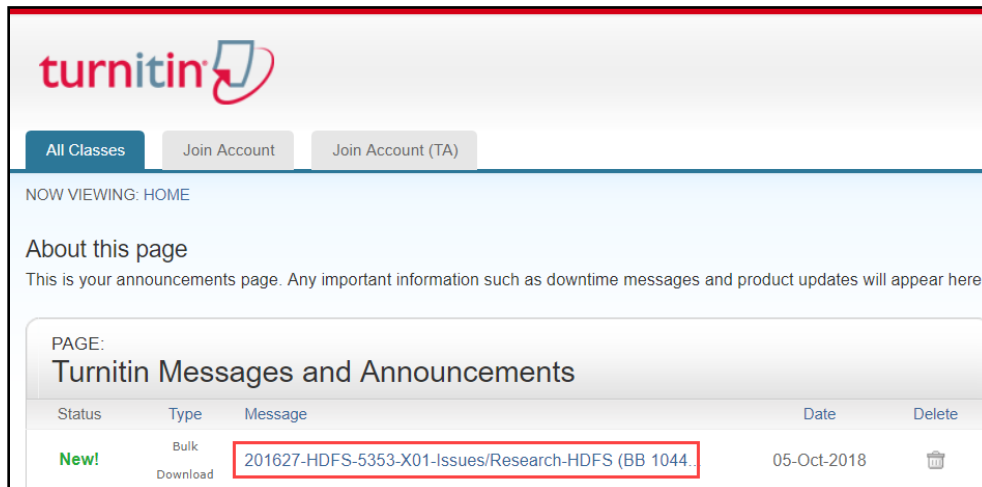
ONSE	FILE	PAPER ID
		572568770

Original File  
Original File as PDF  
Online Grading Paper

- Click OK for the pop-up message. When compression is complete, a zip file will be available for download in your Turnitin **Messages** tab (top right corner of the page).



- Click on the **Messages** tab to access your download link and click the link under the Message column on the Turnitin Messages and Announcements page. The Status column will display **"New!"** for any new download links.



- Click the download link contained in the message to download the zip file to your local computer (*note: check your Downloads folder on your local computer if you do not see the zip file*).

Your bulk Original download zip file for 201627-HDFS-5353-X01-Issues/Research-HDFS (BB 10442352) is now available.

Message Sent: 05-Oct-2018 from Turnitin

Bulk download compression details:

**Requested on:** 05-Oct-2018 1:14 PM CDT  
**Class:** 201627-HDFS-5353-X01-Issues/Research-HDFS (BB 10442352)  
**Assignment:** Unit II Assignment - Part 1 (BB 38155529)

Your files are ready for download. Please click on the link(s) below to begin the zip file download:

[http://www.turnitin.com/bulk\\_download.asp?p=1&u=908063](http://www.turnitin.com/bulk_download.asp?p=1&u=908063)

These files will be available for download until 12-Oct-2018 01:14PM.

- Click the Turnitin logo at the top of the page to return to your course list.

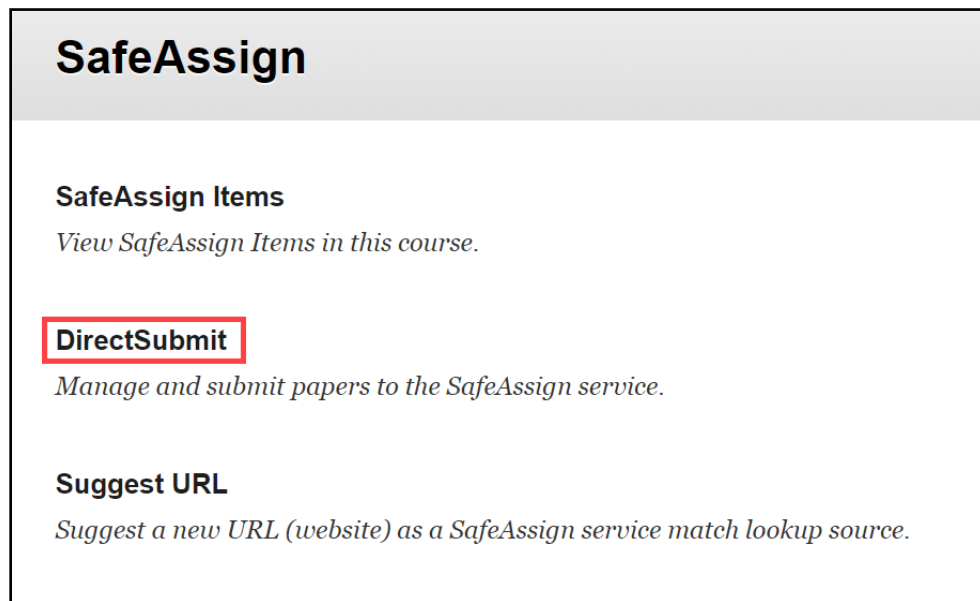


- Repeat steps 1-8 to download zip files for assignments in each course.

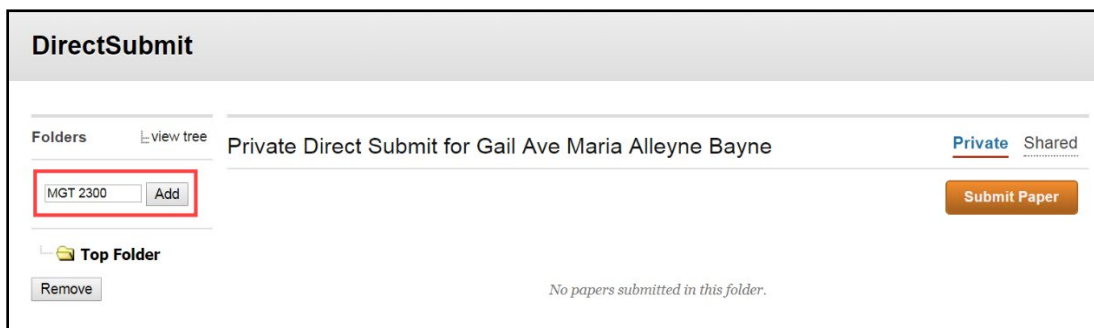
## SafeAssign DirectSubmit Upload Instructions

Now that you have downloaded zip files of all your student papers from Turnitin, the next step is to upload them to SafeAssign using the DirectSubmit feature. Direct Submit will allow you to upload a zip file that contains several papers to the SafeAssign Institutional database. Follow these steps to submit papers via DirectSubmit to the Institutional database:

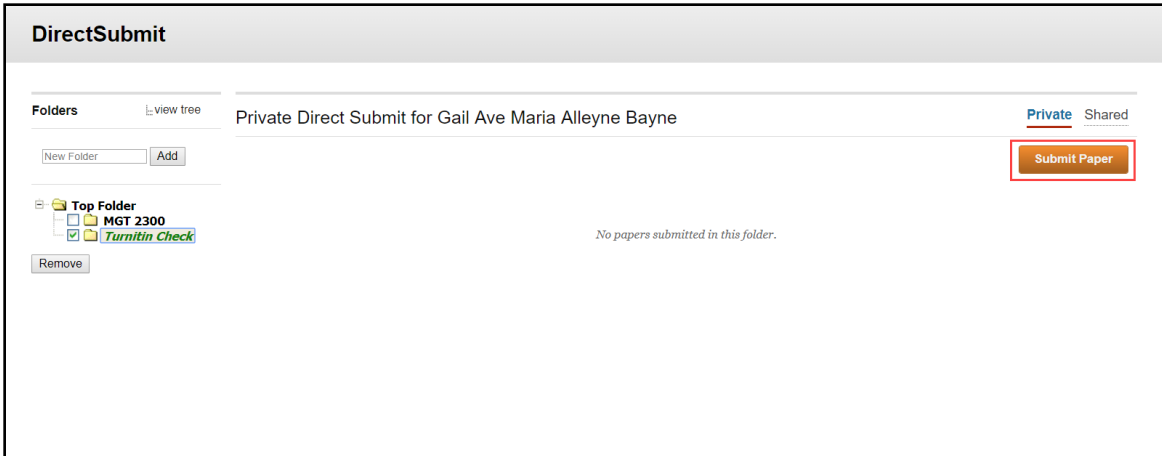
1. Login to your Blackboard course (any course), and under **Control Panel**, go to **Course Tools** and click on **SafeAssign**.
2. Select **DirectSubmit**.



3. A folder will appear. This will be your private direct submits from your individual account. Create folders to organize your content by typing a name for the folder in the box next to the Add button and clicking **Add**.



4. To submit a zip file, select the folder where you would like to upload the zip file, and click the **Submit Paper** button (top right corner).



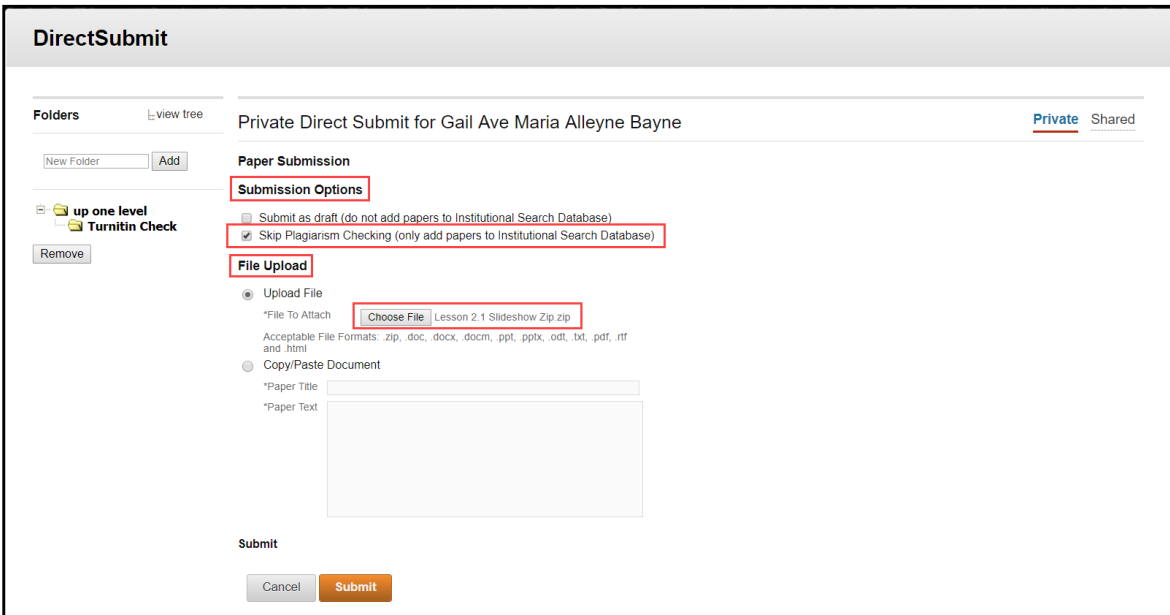
DirectSubmit

Folders [view tree](#) Private Direct Submit for Gail Ave Maria Alleyne Bayne [Private](#) [Shared](#)

☒ Top Folder  
☒ MGT 2300  
☒ Turnitin Check

No papers submitted in this folder.

5. Check the **Skip Plagiarism Checking** option. This option will add papers to the Institutional database.
6. Choose the **Upload File** option under File Upload and browse for the zip file (i.e. the zip file that was downloaded from Turnitin).



DirectSubmit

Folders [view tree](#) Private Direct Submit for Gail Ave Maria Alleyne Bayne [Private](#) [Shared](#)

☒ up one level  
☒ Turnitin Check

**Paper Submission**

**Submission Options**

☐ Submit as draft (do not add papers to Institutional Search Database)

☒ Skip Plagiarism Checking (only add papers to Institutional Search Database)

**File Upload**

☒ Upload File

\*File To Attach  Lesson 2.1 Slideshow Zip.zip

Acceptable File Formats: .zip, .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .pdf, .rtf and .html

☐ Copy/Paste Document

\*Paper Title

\*Paper Text

Submit

7. Click **Submit**. All papers in the zip file will be loaded into the Institutional database. This process may take some time depending on the size of the uploaded zip file and current demands on the system. When this process is complete, all the papers in the zip file will be displayed and under the SA report column, it will show that plagiarism checking was skipped. You will also be able to download individual student papers to your local computer by clicking on the green arrow icon.

DirectSubmit

Folders

view tree

New Folder

Add

up one level

Turnitin Check

Remove



Private Direct Submit for Gail Ave Maria Alleyne Bayne

Private

Shared

Delete

Submit Paper

Filename	File	Matching	Draft	SA report	Submitted
Article Critique3.doc		—		Checking skipped	Fri, Oct 05, 2018, 10:39 AM
Article Critique4.doc		—		Checking skipped	Fri, Oct 05, 2018, 10:39 AM

Delete

Displaying 1 to 2 of 2 items


Show All

Edit Paging...

**Note: .ZIP files should not contain more than 100 papers. Size limit of the .ZIP file should not exceed 10 MB.**

## Reactivating an Expired Class

To reactivate an expired class, you must change the end date of the class from the class update screen.

1. Go to the course homepage (where you will see your course list), click the icon under the **Edit** column (  ) and give the course a new end date.
2. Once the end date is changed, click on **Submit** to save the new end date and reactivate the class.