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.
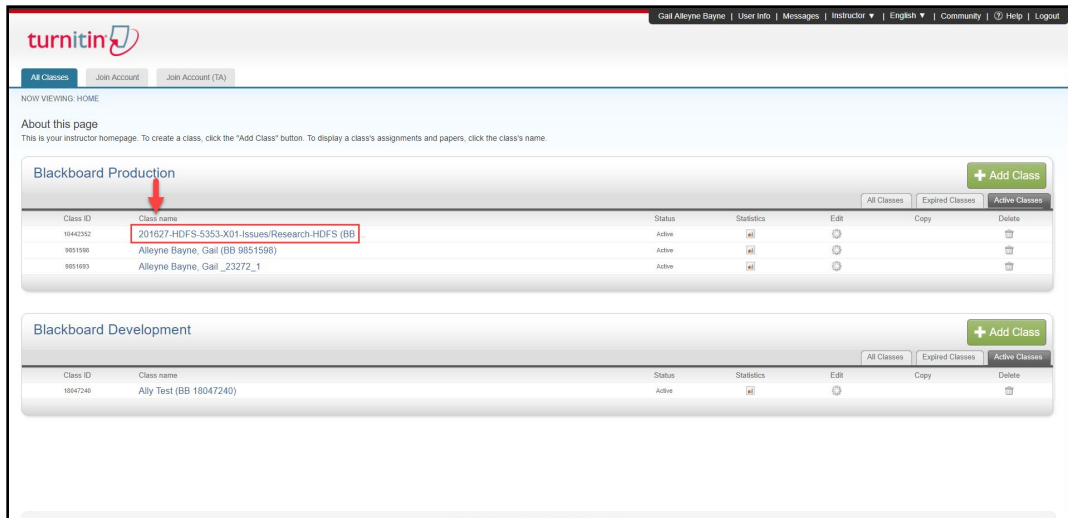
Access Turnitin Online

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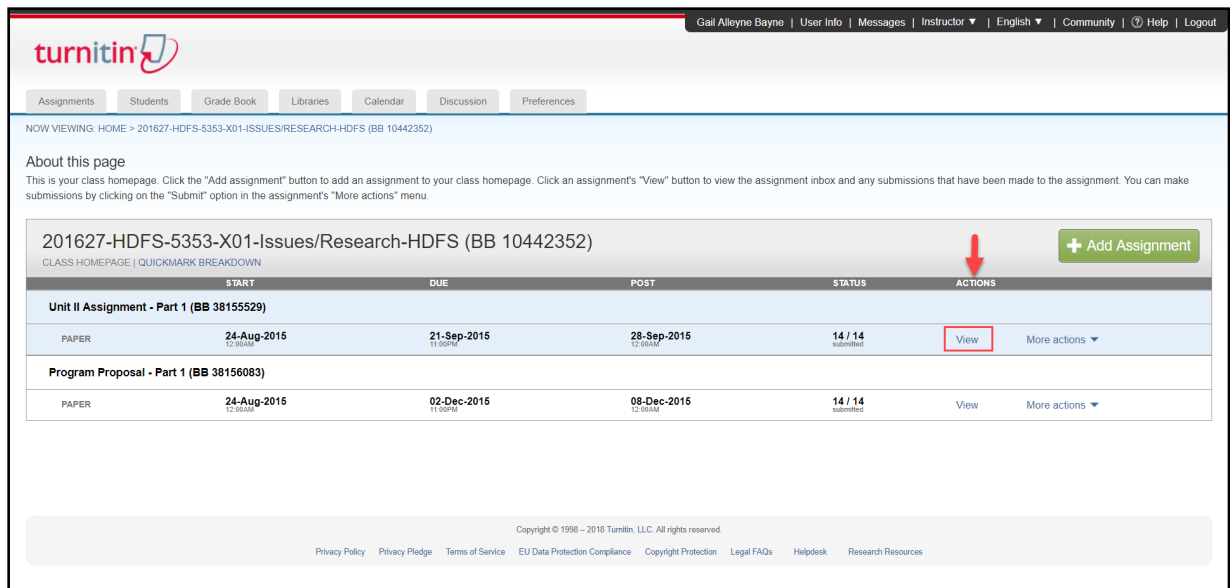
3. Under **Actions**, click the **View** link for the assignment to access all student papers that were posted for the assignment.

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

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

6. 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).
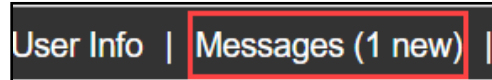

User Info | Messages (1 new) |

7. 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.
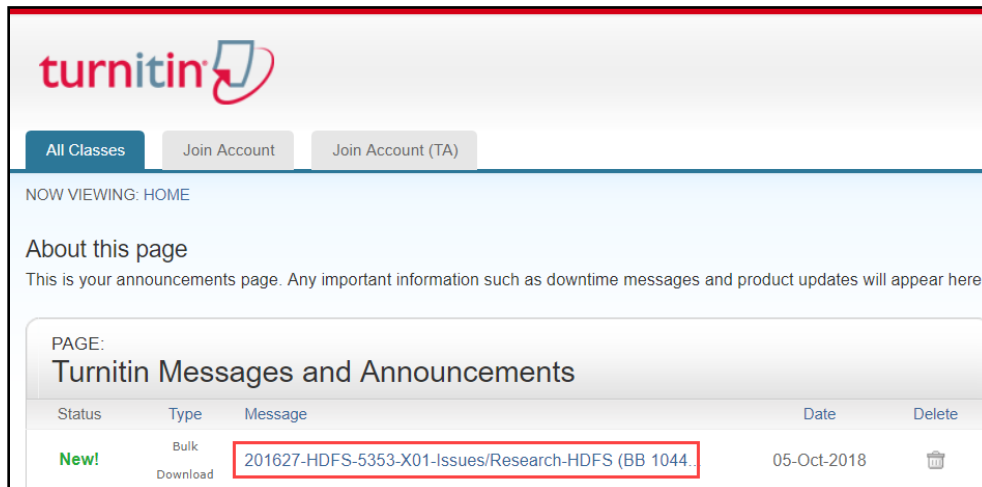
8. Click the download link contained in the message to download the zip file to your local computer *(note: check your Downloads folder on your local computer if you do not see the zip file).*

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

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

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

10. 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:
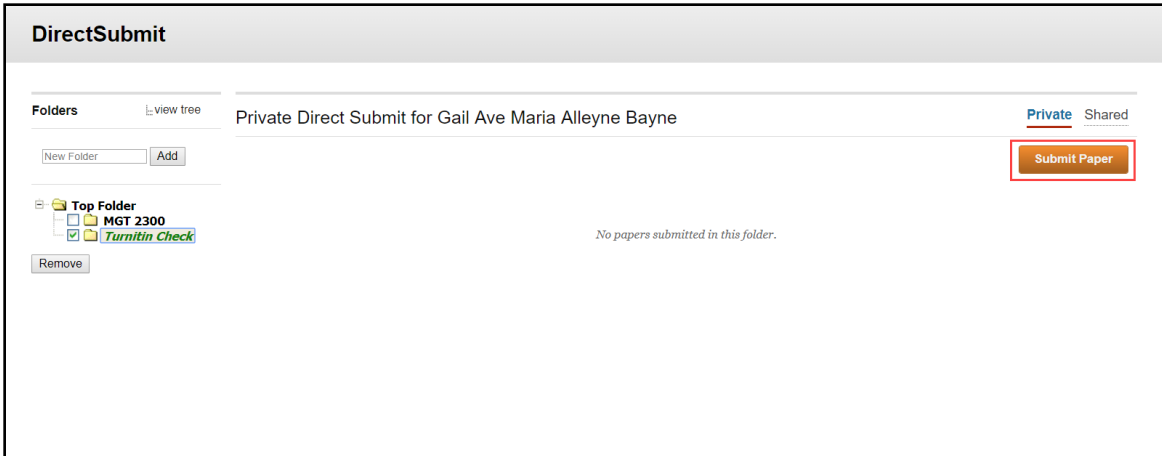
1. Login to your Blackboard course (any course), and under **Control Panel**, go to **Course Tools** and click on **SafeAssign.**
2. Select **DirectSubmit**.
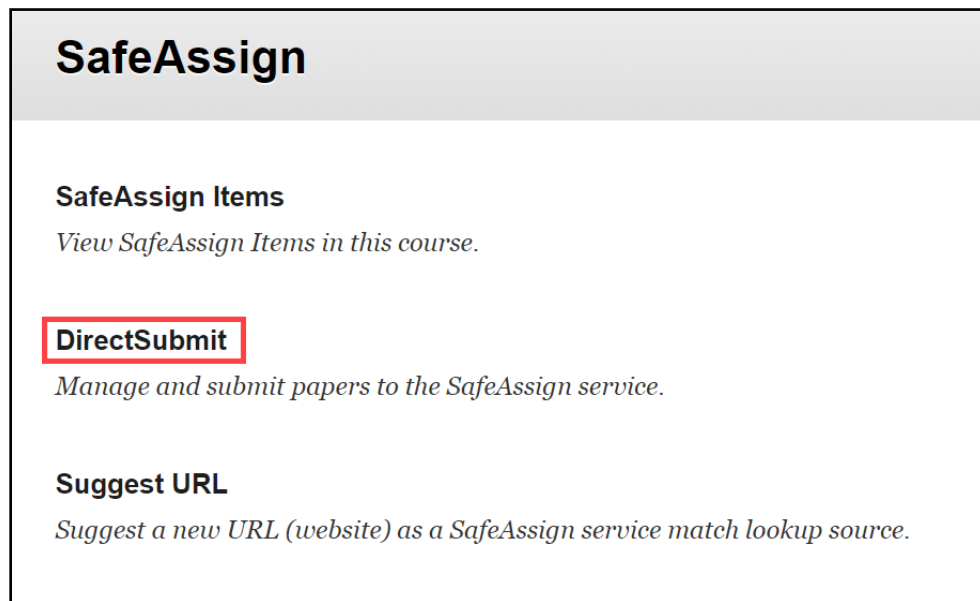
3. A folder will appear. This will be your private direct submits from your individual account. Create folders to organize your content by typing a name for the folder in the box next to the Add button and clicking **Add**.
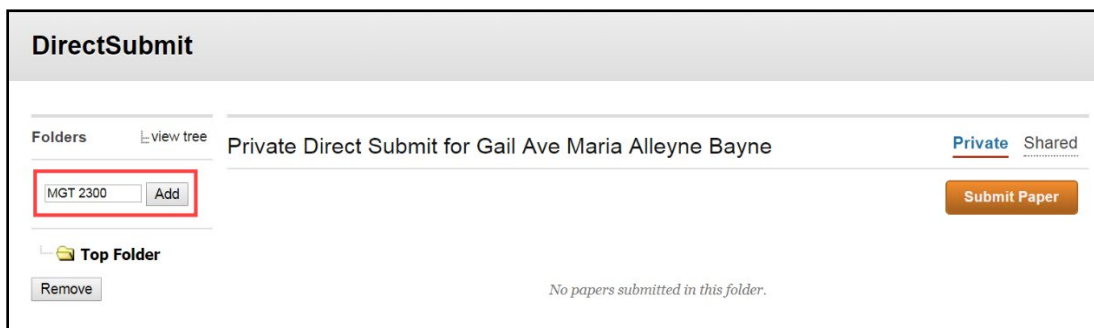
4. To submit a zip file, select the folder where you would like to upload the zip file, and click the **Submit Paper** button (top right corner).
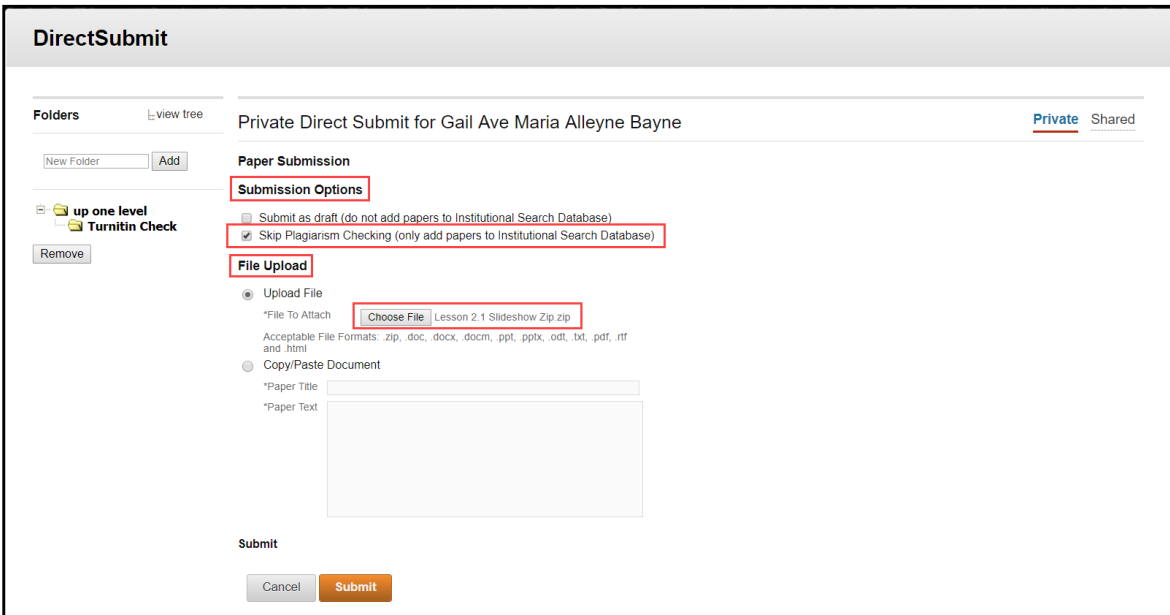
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Page 4 of 7

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).

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.

Last Updated: 11/12/2018
Questions? Contact us at blackboard@ttu.edu or 806-742-7227.

Page 5 of 7

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 (Edit ⚙) 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.