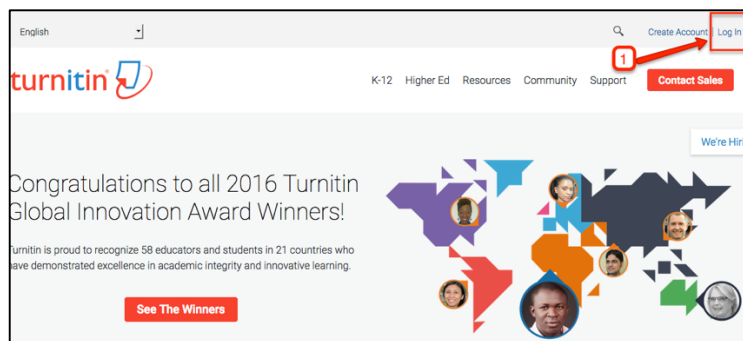## Turnitin Quick Submit Option – Multiple Files

This option is a work-around for when Turnitin is not working correctly. It allows faculty to upload multiple Canvas assignment submissions directly to Turnitin to check for plagiarism. Students will not be able to access the Turnitin Originality Report.

Follow these steps to use the Quick Submit feature for multiple files:

- Download Canvas assignment submissions as a zipped package
- Create a password at Turnitin.com using your CWU first.last@cwu.edu email address as the username.
- Update user info settings by activating the Quick Submit feature
- Update user info settings by setting the default submission type to 'multiple file upload'
- Submit zipped package downloaded from Canvas for plagiarism detection

If you have already created a password for Turnitin.com with your CWU email address, skip to step 6 after logging into Turnitin.com
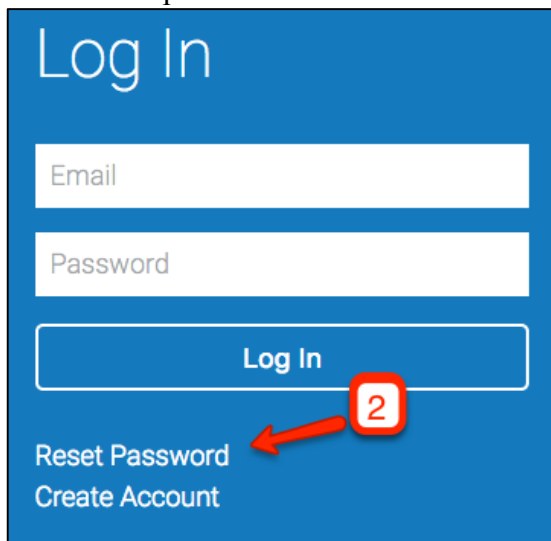
1. Go to https://turnitin.com and click on the 'Log In' option in upper right-hand corner.
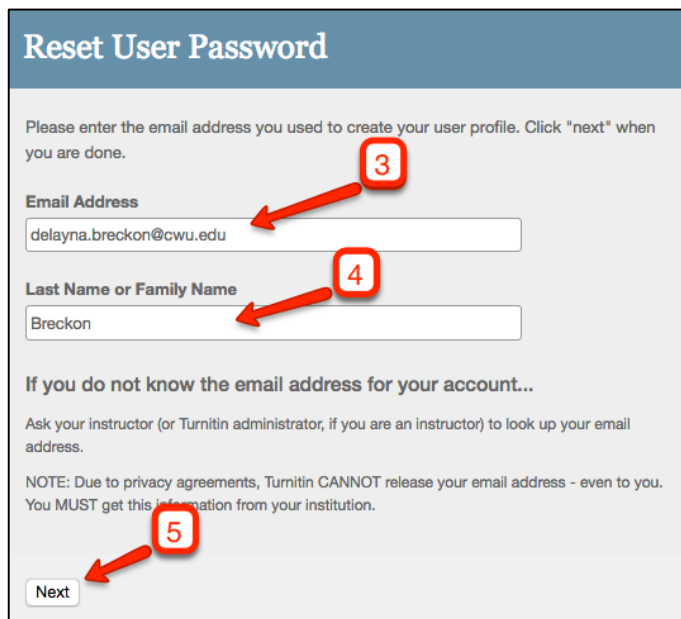
2. Select the 'Reset Password' option

3. Enter first.last@cwu.edu email address
4. Enter Last name
5. Click 'Next'

You will receive an email with instructions on how to create a password. Once you have created a password, use the CWU email (first.last@cwu.edu) and the new password you created to login to https://turnitin.com

6. Select 'Instructor' view from the drop-down menu
7. Click on 'User Info'
8. Select 'Multiple file upload' from the Default submission type drop-down menu
9. Select 'Yes' from the Activate Quick Submit drop-down menu
10. Click 'Submit'

11. Click the 'Quick Submit' tab
12. Click the 'Submit' button and follow the instructions for selecting matching criteria and uploading the zipped folder of submissions