



## Turnitin Quick Submit Option – Multiple Files

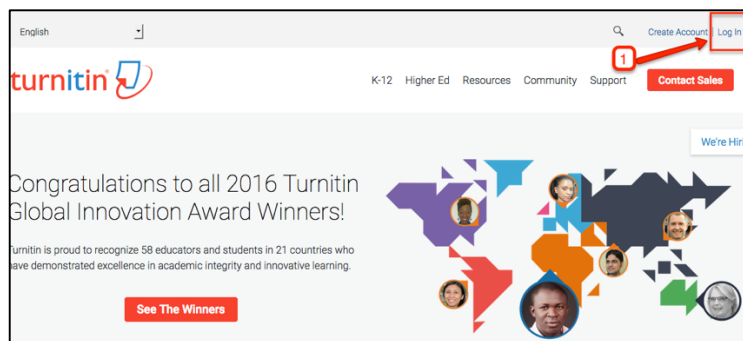
This option is a work-around for when Turnitin is not working correctly. It allows faculty to upload multiple Canvas assignment submissions directly to Turnitin to check for plagiarism. Students will not be able to access the Turnitin Originality Report.

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](mailto: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*

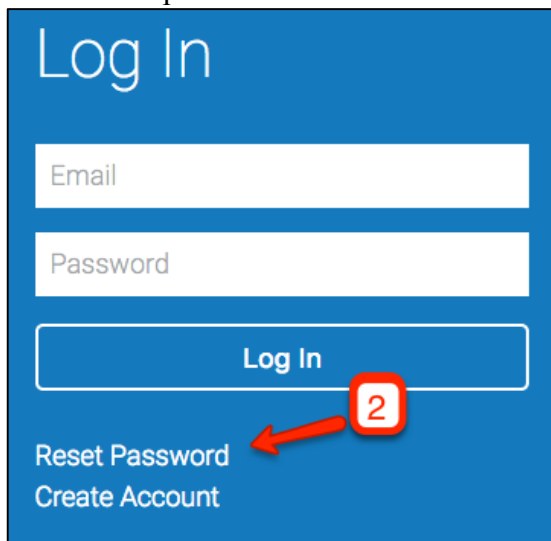
1. Go to <https://turnitin.com> and click on the 'Log In' option in upper right-hand corner.



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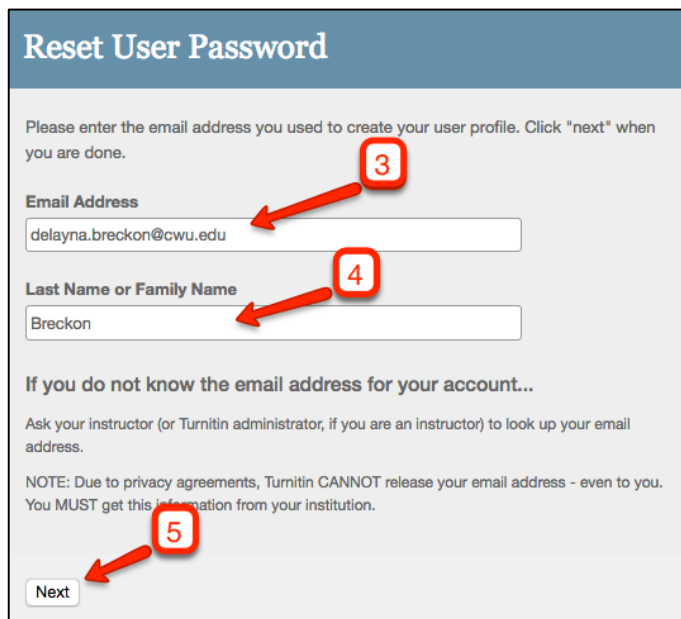
2. Select the 'Reset Password' option



The screenshot shows a blue 'Log In' page. At the top is the title 'Log In'. Below it are two white input fields: 'Email' and 'Password'. A white 'Log In' button is centered below the fields. At the bottom left, there are two links: 'Reset Password' and 'Create Account'. A red arrow points from a red square containing the number '2' to the 'Reset Password' link.

3. Enter [first.last@cwu.edu](mailto: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](mailto:first.last@cwu.edu)) and the new password you created to login to <https://turnitin.com>



The screenshot shows a 'Reset User Password' page. At the top is the title 'Reset User Password'. Below it is a paragraph: 'Please enter the email address you used to create your user profile. Click "next" when you are done.' There are two input fields: 'Email Address' with the value 'delayna.breckon@cwu.edu' and 'Last Name or Family Name' with the value 'Breckon'. A red arrow points from a red square containing the number '3' to the 'Email Address' field. Another red arrow points from a red square containing the number '4' to the 'Last Name or Family Name' field. Below the fields is a section titled 'If you do not know the email address for your account...' with instructions to ask an instructor. A 'NOTE' states: 'Due to privacy agreements, Turnitin CANNOT release your email address - even to you. You MUST get this information from your institution.' At the bottom left is a 'Next' button. A red arrow points from a red square containing the number '5' to the 'Next' button.

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'

The screenshot shows the 'User Information/Account Settings' page. At the top, the navigation bar includes 'Forrest Hollingsworth | User Info | Messages | Instructor | English | Roadmap | Help | Logout'. Red callouts are placed as follows: '7' points to 'User Info', '6' points to 'Instructor', '8' points to 'Multiple file upload' in the 'Default submission type' dropdown, '9' points to 'Yes' in the 'Activate quick submit' dropdown, and '10' points to the 'Submit' button at the bottom left. The page content is divided into 'User Information' and 'Account Settings' sections. The 'User Information' section includes fields for User name, Password, Confirm password, Secret question, Question answer, Last name, First name, and Display names as. The 'Account Settings' section includes Feedback Studio, Default user type, Default submission type, Activate quick submit, Items per page, File download format, Show page info, Send me email updates, Use class homepage link, Link URL, and Link name.

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

turnitin

Forrest Hollingsworth | User Info | Messages (1 new) | Instructor ▼ | English ▼ | Roadmap | Help | Logout

All Classes | Join Account | Join Account (TA) | **Quick Submit**

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