

# Turnitin Quick Submit Process



## SHREENIVAS DESHPANDE LIBRARY

Indian Institute of Technology (BHU),  
Varanasi - 221005



## USER MANUAL

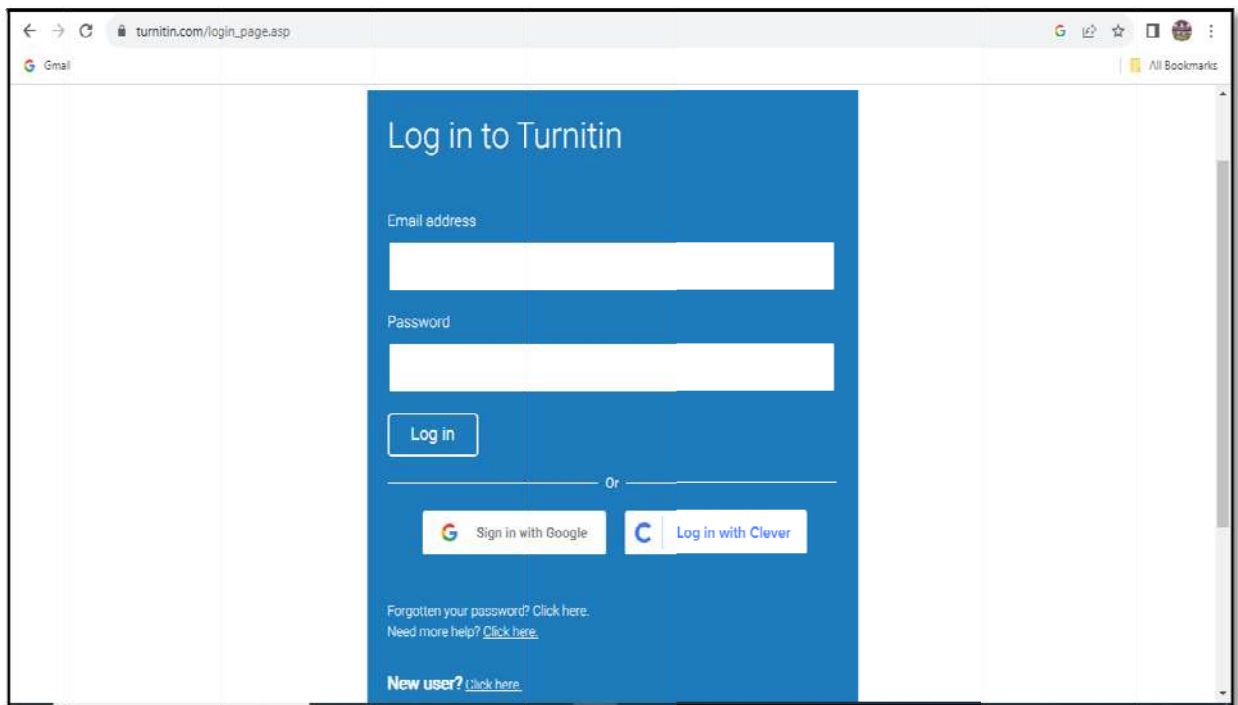
## Content Page:

1. How to activate Quick Submit process on Turnitin?
2. How to check document through Quick Submission process?
3. Basic queries.

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### 1. How to activate Quick Submit process on Turnitin?

- **Step 1:** Log in to Instructor account: [Turnitin](https://www.turnitin.com/login_page.asp?lang=en_us)  
([https://www.turnitin.com/login\\_page.asp?lang=en\\_us](https://www.turnitin.com/login_page.asp?lang=en_us))



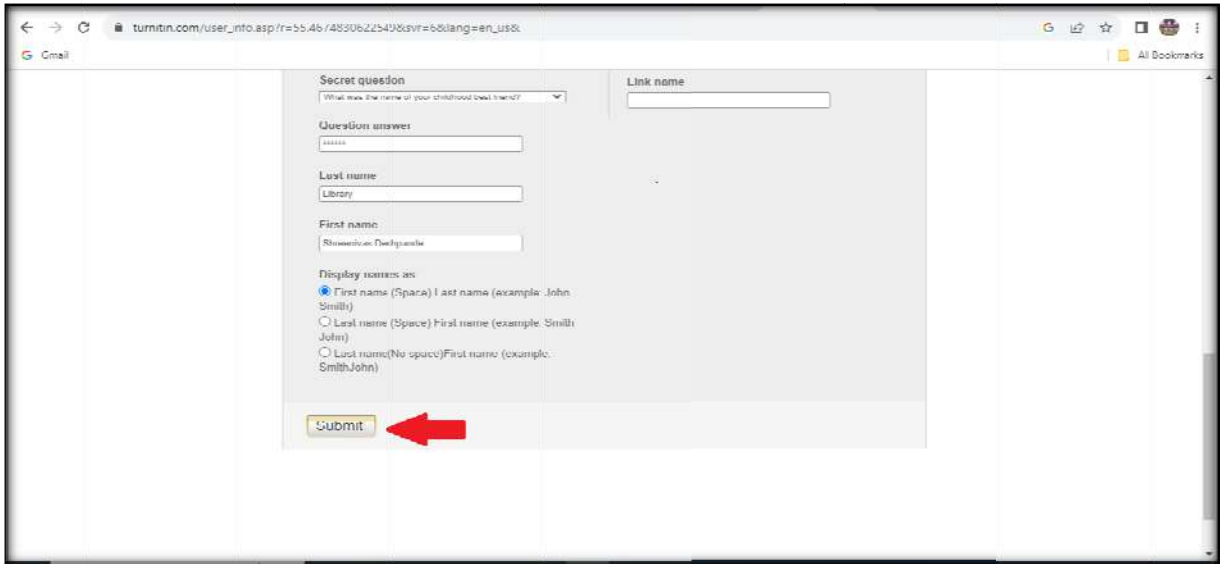
➤ **Step 2: Click on User Info tab**

The screenshot shows the Turnitin user interface. At the top, there is a navigation bar with the following items: "Shreenivas Deshpande Library", "User Info" (highlighted with a red arrow), "Messages (1 new)", "Instructor", "English", "Community", "Help", and "Logout". Below the navigation bar, there is a "turnitin" logo and buttons for "All Classes", "Join Account (TA)", and "Quick Submit". A message box states: "From September 26th, students must be enrolled in a class before submitting to an assignment on their behalf. Check out our guidance on enrolling students or submitting on behalf of students. If your account has reached its student limit, contact your Turnitin account administrator." Below this, there is a section titled "About this page" with the text: "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." The main content area shows a table of classes for "Indian Institute of Technology (BHU)". The table has columns for Class ID, Class name, Status, Start Date, End Date, Class Summary, Learning/Analytics, Edit, Copy, and Delete. The table lists several classes, including "Library Services for Staff (Plagiarism Check)", "Library Services: Plagiarism Check for PhD Scholar...", "Library Services: Plagiarism Check M.Tech/MS/ M.Ph...", "Library Services: Plagiarism Check for Project JRF...", "Plagiarism Report", and "Library Services: Plagiarism Check M.Tech/MS/ M.Ph". The last class is marked as "Expired".

➤ **Step 3: Under the Active quick submit: Select Yes**

The screenshot shows the Turnitin user profile settings page. The URL is "turnitin.com/user\_info.asp?r=55.4674830622549&svr=680&lang=en\_us&". A message box at the top states: "If your account has reached its student limit, contact your Turnitin account administrator." Below this, there is a section titled "About this page" with the text: "This is your user profile. Use the form below to make changes to your personal information or user preferences. When you are done making changes, confirm your password and click submit." The main content area is titled "User Information/Account Settings" and is divided into two columns: "User Information" and "Account Settings". The "User Information" column contains fields for "User name" (with a note: "Must be a valid email address"), "Change your password" (with a note: "You will be required to log back in with your new password after the change has been saved. Your new password must:"), and "Current password". The "Account Settings" column contains "Default user type" (set to "Instructor"), "Default submission type" (set to "Single file upload"), "Activate quick submit" (with a dropdown menu open and "Yes" selected, indicated by a red arrow), "File download format" (set to "Let me choose each time"), and "Show page info" (set to "Yes").

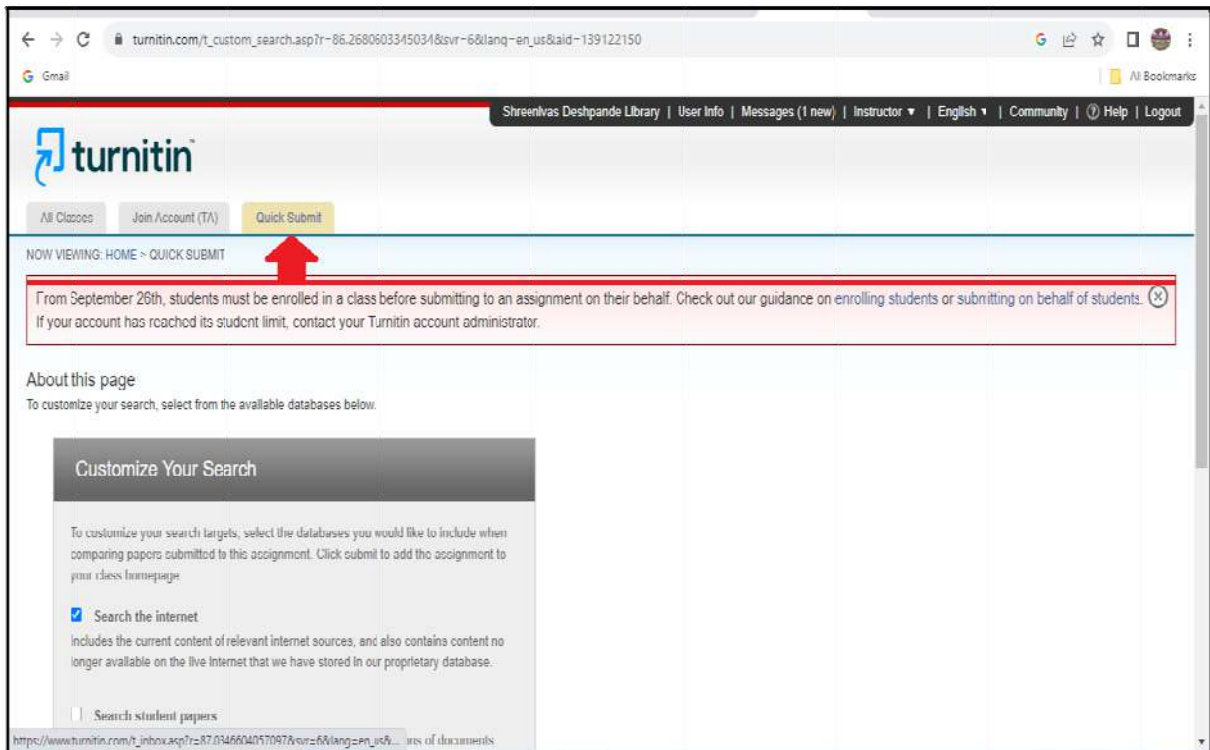
➤ **Step 4:** Now Click on **submit** button



A screenshot of a web browser showing a Turnitin user information form. The form includes fields for a secret question, question answer, last name, and first name. Below these fields are radio button options for how to display the name: "First name (Space) | last name (example: John Smith)", "Last name (Space) | first name (example: Smith John)", and "Last name (No space) | first name (example: SmithJohn)". The "First name (Space) | last name" option is selected. A red arrow points to the "Submit" button at the bottom of the form.

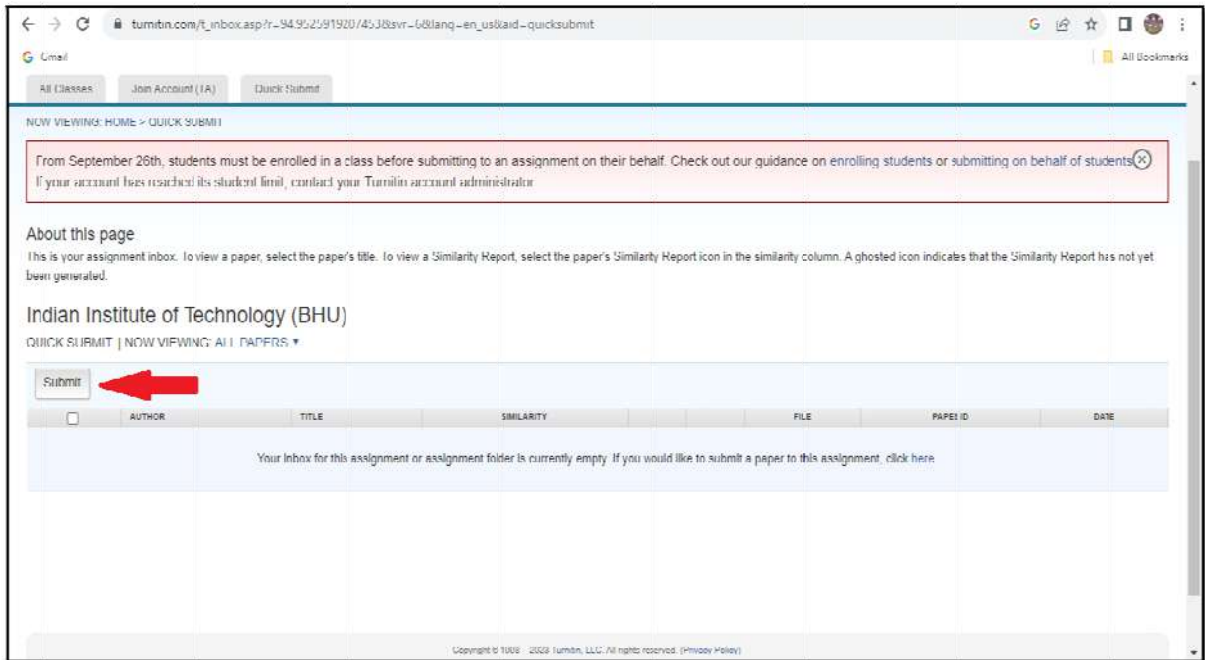
## 2. How to check document through Quick Submission process?

➤ **Step 1:** Click on **Quick Submit** button

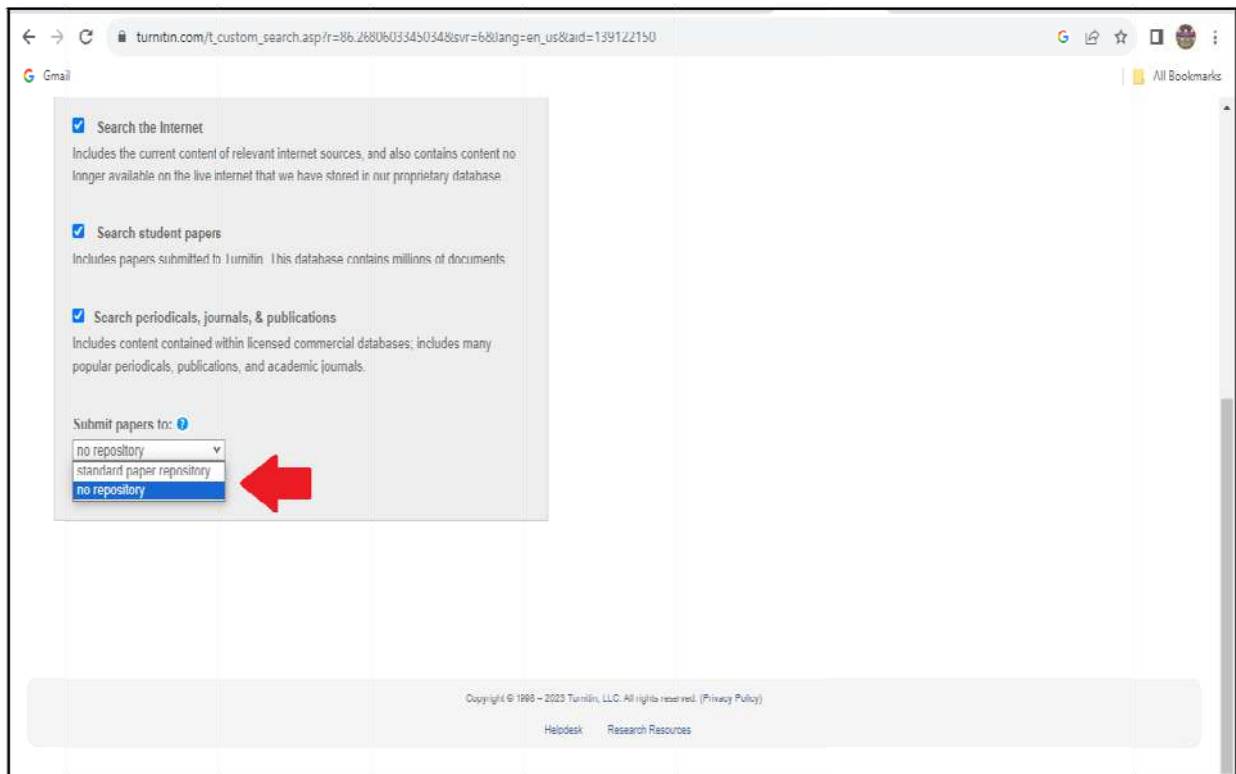


A screenshot of the Turnitin website's Quick Submit page. The page features the Turnitin logo and navigation links for "All Classes", "Join Account (TA)", and "Quick Submit". A red arrow points to the "Quick Submit" button. Below the navigation is a message box with a red border: "From September 26th, students must be enrolled in a class before submitting to an assignment on their behalf. Check out our guidance on enrolling students or submitting on behalf of students. If your account has reached its student limit, contact your Turnitin account administrator." Below this is a section titled "About this page" with the text "To customize your search, select from the available databases below." and a "Customize Your Search" box. The "Customize Your Search" box contains a checked checkbox for "Search the internet" and an unchecked checkbox for "Search student papers".

➤ **Step 2:** Click on **Submit** button



➤ **Step 3:** Tick all the **Check boxes** and select submit papers to **no repository**

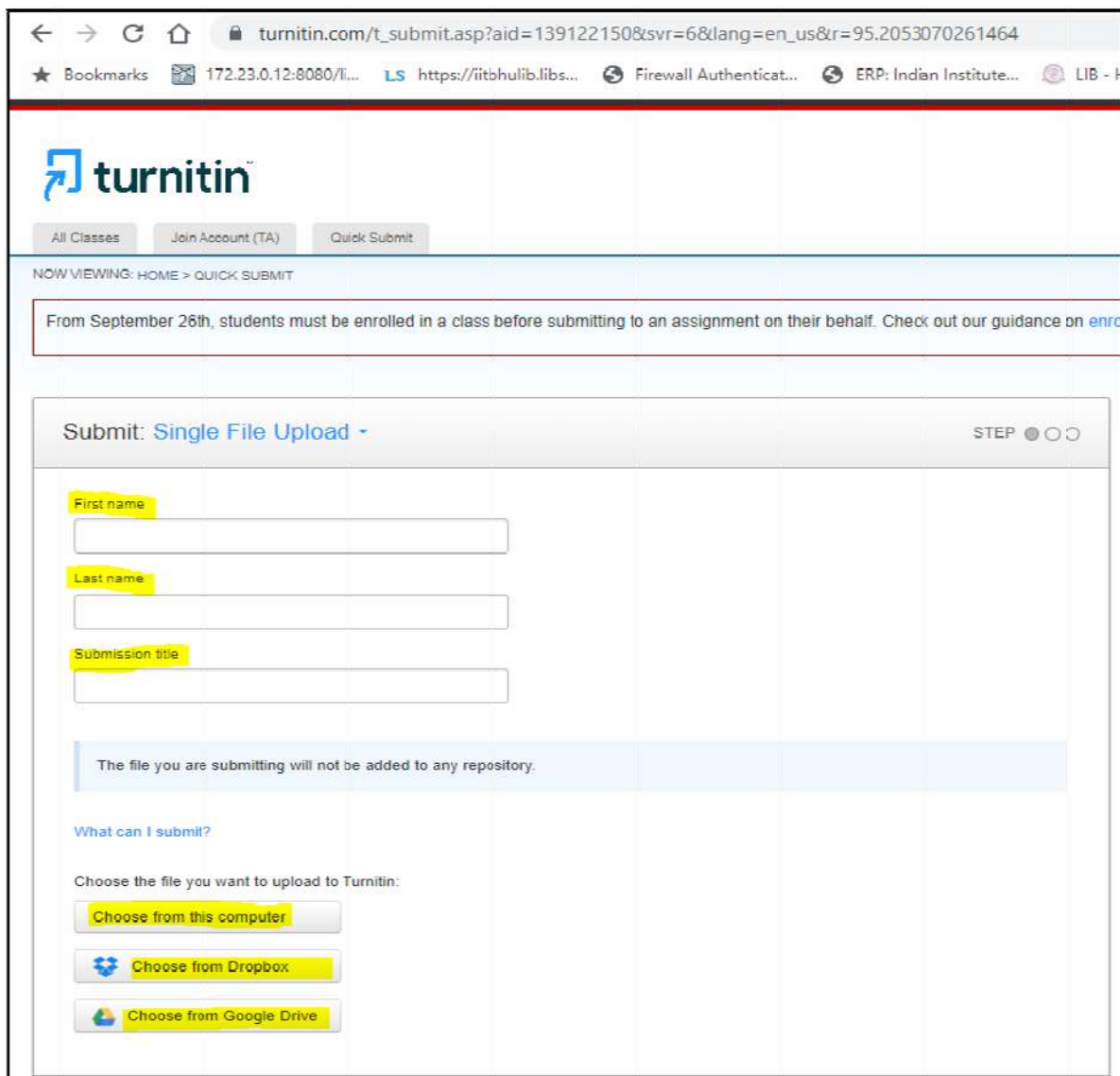




- **Step 4:** Click on **Submit** button



- **Step 5:** Now enter the Name, Last Name and Document title then upload paper from your **Computer/ Dropbox/ Drive**.



- **Step 6:** After the file selection click on **Upload button**

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All Classes | Join Account (TA) | Quick Submit

NOW VIEWING: HOME > QUICK SUBMIT

From September 26th, students must be enrolled in a class before submitting to an assignment on their behalf. Check out our guidance on [enroll](#)

Submit. **Single File Upload** ▾ STEP ● ○ ○

First name: Kanu

Last name: Chakraborty

Submission title: Natural language processing

The file you are submitting will not be added to any repository

What can I submit?

Fur Plagiarism Check.docx

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.

- **Step 7:** Now you can check file details like total pages, word count etc. then click on **Confirm button**

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All Classes | Join Account (TA) | Quick Submit

NOW VIEWING: HOME > QUICK SUBMIT

From September 26th, students must be enrolled in a class before submitting to an assignment on their behalf. Check out our guidance on [enroll](#)

Submit. **Single File Upload** STEP ● ● ○

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

Author: Kanu Chakraborty

Assignment title: Quick Submit

Submission title: Natural language processing

File name: Fur Plagiarism Check.docx

File size: 122.85K

Page count: 3

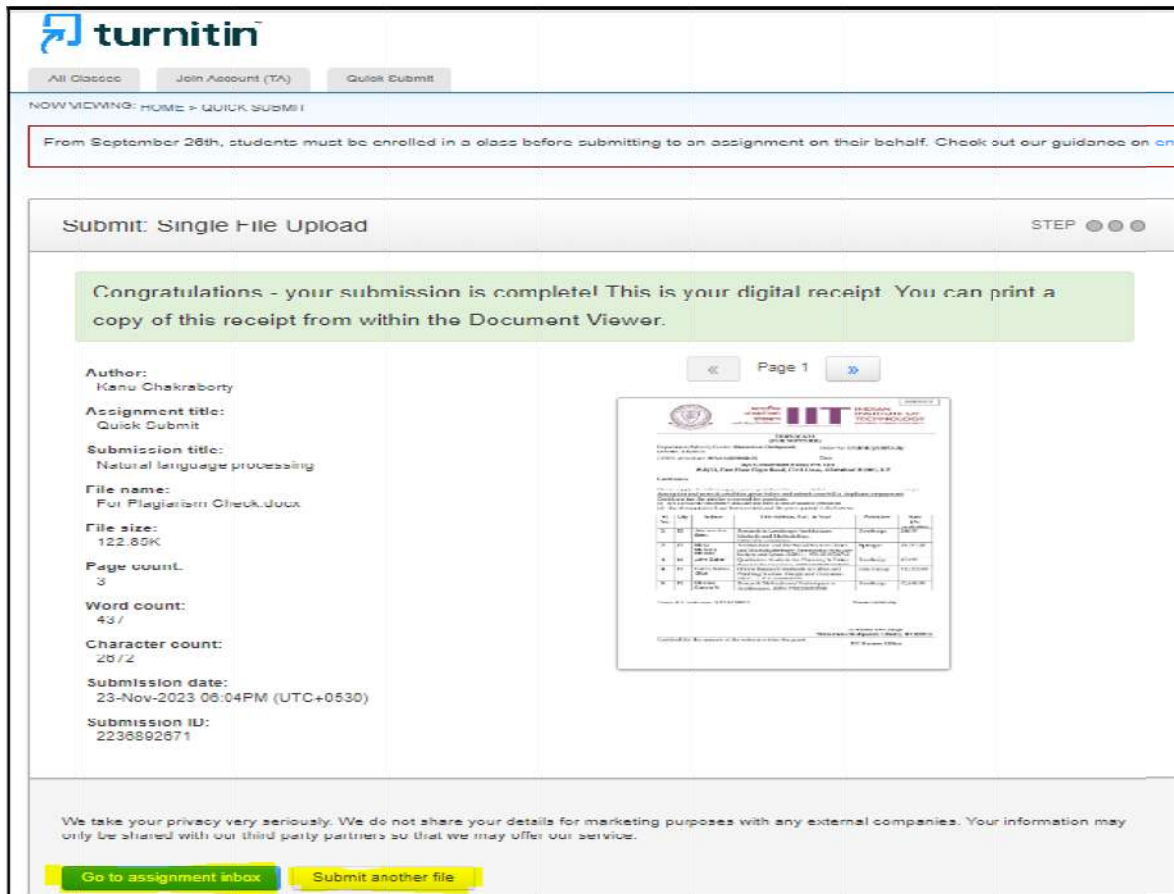
Word count: 437

Character count: 2872

Page 1

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.

- **Step 8:** Now click on **Go to assignment inbox** button or if you want to upload more files click on the **Submit another file** button.



- **Step 9:** After that automatically page will redirect to quick submit dashboard, here you can see the similarity/plagiarism percentage and other details, for opening the file click on the similarity percentage option.





### 3. Basic queries:

- All in One/Discovery/Remote access/  
OPAC: <https://iitbhu.lsdiscovery.in/home/dashboard>  
Please give your feedback: [Click here.](#)
- Request for call back [Clicks here.](#)
- Ask the Librarian: [Click here.](#)
- For more details, visit the Library website: <https://www.iitbhu.ac.in/cf/lib>.
- Feel free to contact us for any queries, email to [libraryservices@iitbhu.ac.in](mailto:libraryservices@iitbhu.ac.in), or visit the Library.

*Please don't share your user ID and password with anyone and delete student account after completion his degree.*

**Thank You**