Turnitin Quick Submit

Instructors may use Quick Submit to submit a paper without first creating a class and assignment.

To activate the Quick Submit feature, please do the following:

1. Sign into your instructor account.
2. Click on the "User Info" tab at the top of the screen.
3. Select "Yes" from the "activate quick submit:" pull down menu.
4. Click "Submit".

To submit a paper to your Quick Submit inbox, please do the following:

1. Sign in to your account.
2. Click on the "Quick Submit" tab located towards the top of the screen.
3. Click the "Submit Paper" button to the upper left corner of the inbox.
4. Select the databases you wish to have your submission checked against (we suggest you check all the boxes).
5. Click "Submit."
6. Fill in the name of the student you wish to submit the paper for.
7. Fill in the title of the submission.
8. Select an upload option.
    o "Choose from this computer" - Browse to a file saved on the computer. Select the file and then click "Open."
    o "Choose from dropbox" - Browse to a file saved to your Dropbox.com account and then click "Choose."
    o "Choose from Google Drive™" - Browse to a Document file from your Google Drive account and then click "Select." (You may need to click "Accept" before connecting).
9. Click "Upload."
10. A new page will load with a preview window. Click "Confirm" to confirm your submission.

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