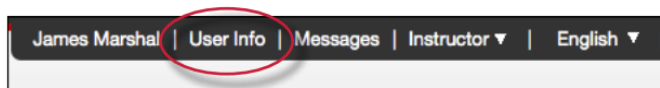# Quick Submit

The quick submit feature allows instructors to submit papers and receive Originality Reports without creating a class or an assignment. This is ideal for instructors who would like to use Turnitin to spot check submissions and have these papers in electronic format. Quick submit should not be used if the instructor desires to have students submit their own papers or plans on using Peer Review, GradeMark, or GradeBook.

Accessing Quick Submit

Quick submit must be activated by an instructor before it can be used. Quick submit is activated on the user preferences page.

To activate quick submit, the instructor first clicks on the *user info* link on the instructor homepage.

On the preferences page, the instructor must use the *activate quick submit:* pull down menu and select *yes*. Clicking on *submit* will save this preference change.
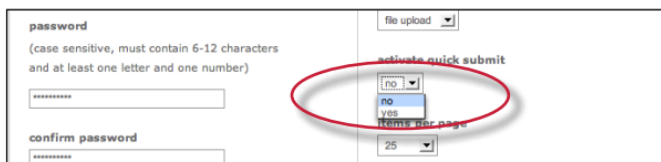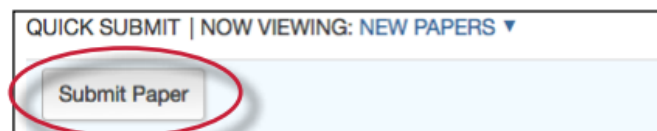
The quick submit tab will appear on the instructor homepage. The quick submit inbox is available by clicking on this tab.
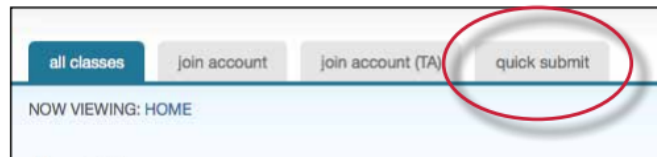

Submitting Papers

The instructor can now upload papers for submission in this inbox. To begin the submission process, click on *submit* in the top right corner of the quick submit inbox.

The first step of submission is selecting the databases that the submitted paper or papers will be checked against.

The available sources are:

a database of active and archived internet information

a database of previous submissions to Turnitin

a database of journal, periodical, and publication information
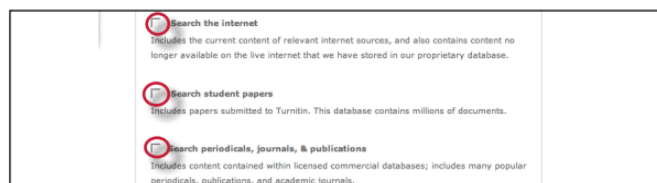
Select the sources for the Originality Report searches by clicking on the check boxes next to the source.

Continue to the paper submission page by clicking on submit. The rest of the quick submission process is similar to the standard submission process outlined in Chapter 1. The notable exception is that during quick submission, the instructor cannot submit papers for an enrolled student as the quick submit inbox is not available to student users. All papers are submitted as non-enrolled. For step by step submission instructions, please refer to Submitting a Paper in Chapter 1 of this manual.

Accessing Originality Reports

Once a submission is completed, Originality Report icons will appear for a submission after the report has generated. The instructor must refresh the view of the quick submit inbox for the icons to appear if a report has generated while the instructor is viewing the quick submit inbox.

The quick submit inbox works just like an assignment inbox. For more information on organizing or using a quick submit inbox, please refer to the assignment inbox information in Chapter 1 of this manual.