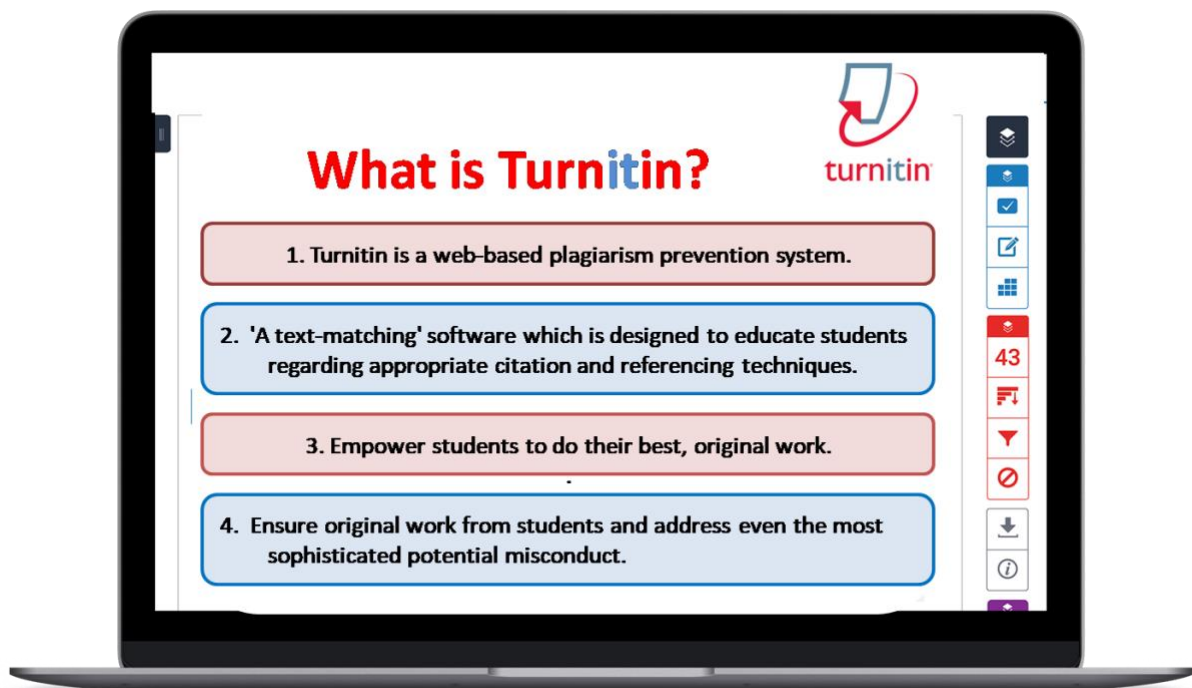


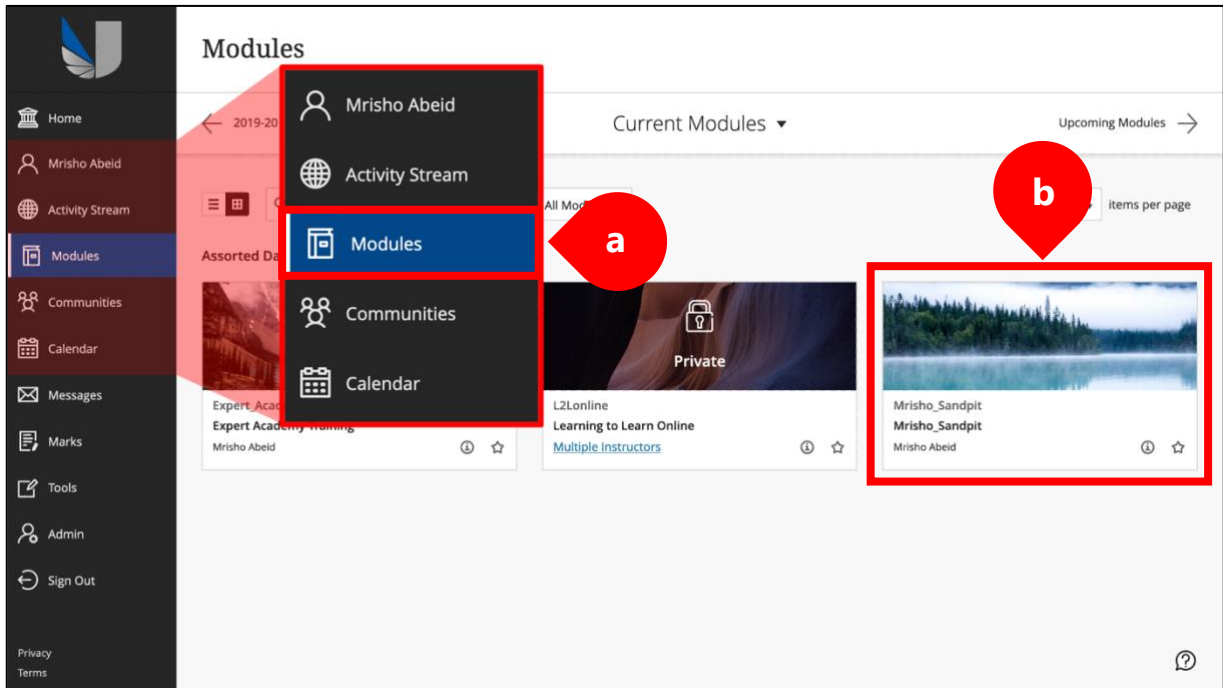
TURNITIN:

# SUBMIT AN ASSIGNMENT ON BEHALF OF A STUDENT

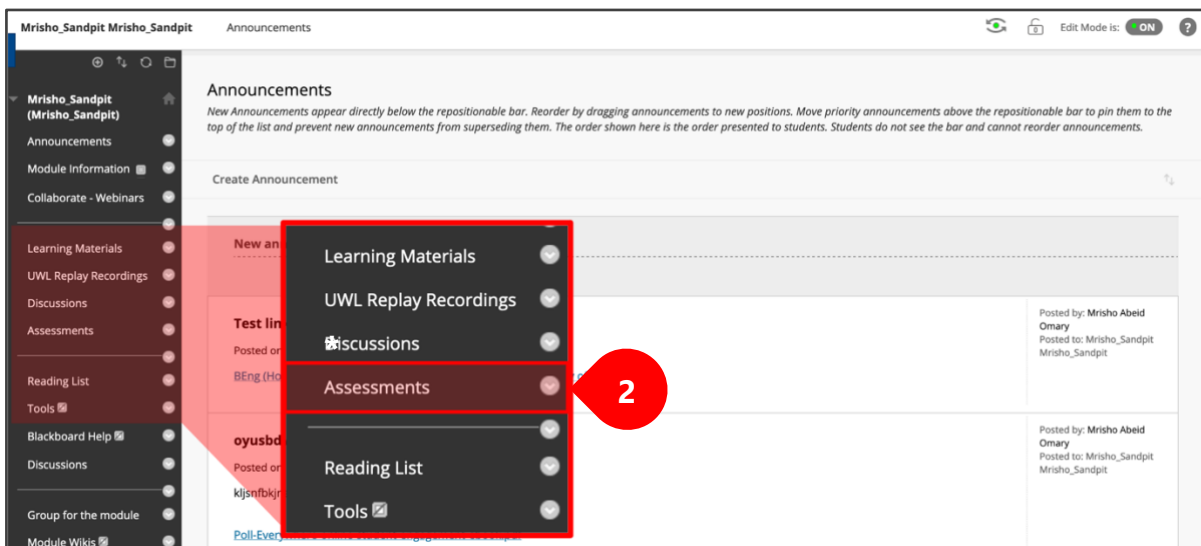
*This guide will show you how to submit an assignment on a student's behalf. This is very useful when students are experiencing technical difficulties and cannot submit their assignments. They can email you a copy of their assignment and you can submit it on their behalf.*



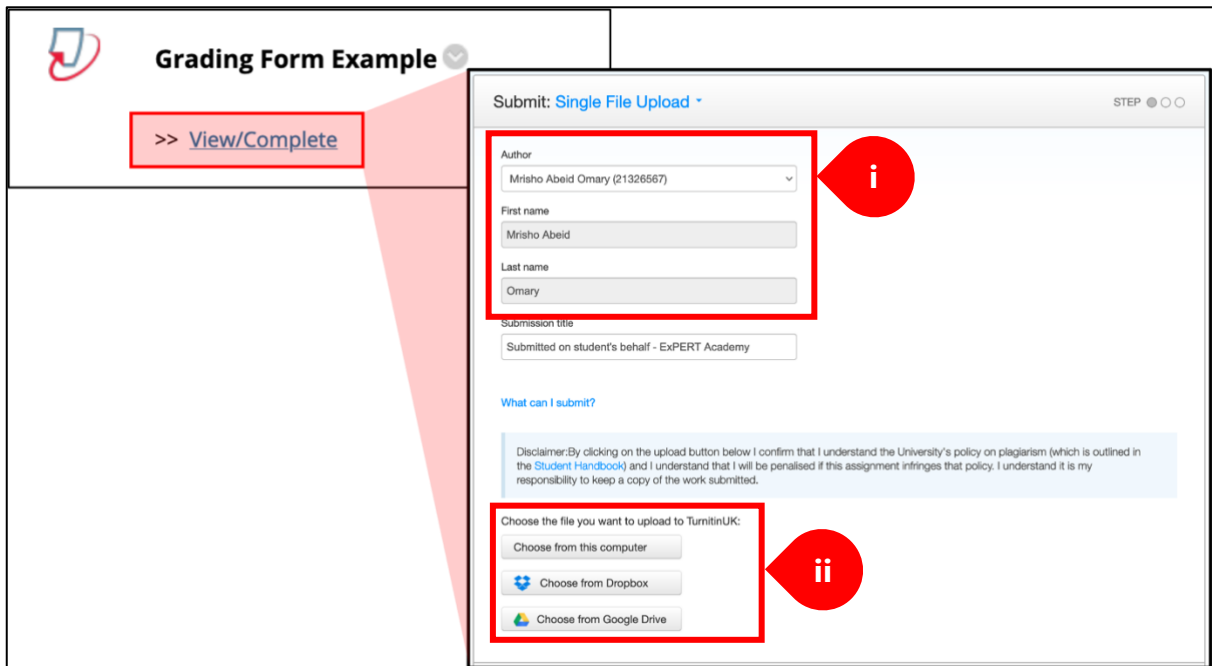
1. After logging into Blackboard and while on the base navigation,
  - a. open **modules** (for courses and modules)
  - b. select a module in which you would like to submit the assignment



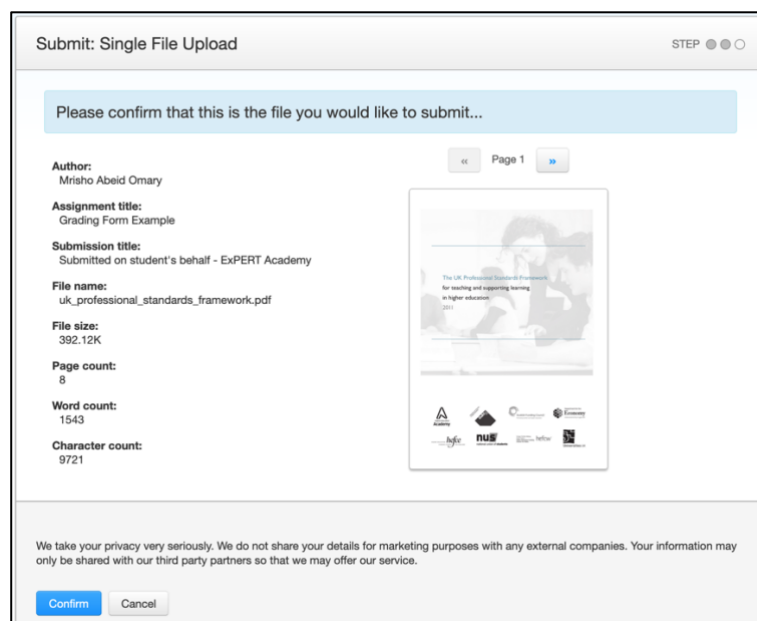
2. Visit the location where the Turnitin assignment is. Usually, this is the **assessments** of the module.



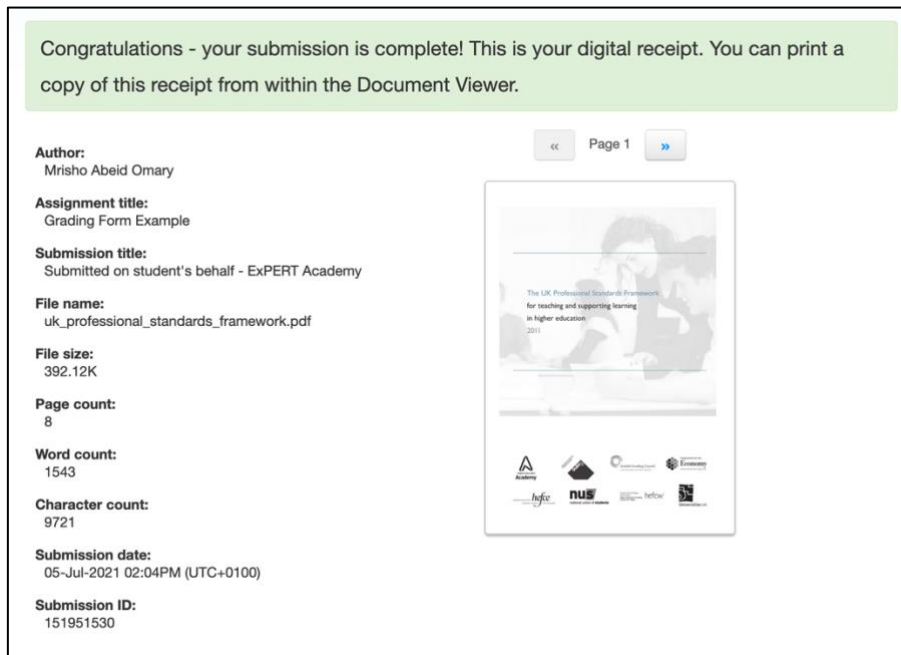
3. Find the assignment in which you would like to submit the student's paper, then select **view/complete**.
  - i. **author** – make sure to select the student you are submitting on behalf of. The default option of **non-enrolled student** will not associate the assignment with any other students on your module. Hence when marked, they will not see their grade or submission.
  - ii. **browse** – browse for the file you would like to submit for the student.



\* Once you have confirmed the student and their paper and uploaded it, the following confirmation image will appear.



- When you have confirmed the file and the student, the document will be uploaded as their submission. The following confirmation receipt will appear.



\* Share a screenshot of the receipt above with your student as proof and confirmation of their submission. This is because submitting an assignment in this way may not email the student a receipt of submission.

- The assignment is now submitted successfully, and you will be redirected to the assignment inbox where the submission is visible.

