Turnitin – Uploading on behalf of students

This guide includes:

- Why staff may need to upload on behalf of a student
- How to submit on behalf of a student
- How to resubmit on behalf of a student.

When would you need to do this?

If a student wishes to resubmit their assignment after the submission deadline has passed, staff will need to do this on their behalf. It may also be necessary to upload an initial submission for a student if they have been having technical issues.

Notes:

- If students are experiencing issues they should be first advised to clear cache and cookies, CAPOD guides are here: https://telsta.dropmark.com/295093/13781348.
- If problems are still occurring check the file meets Turnitin's requirements (further details can be found in the MMS Q&A Turnitin Guidance)
- Resubmitting on behalf of the student after the deadline is at the discretion of the school and Module Coordinator.

How to submit for the first time

1. Go to the MMS coursework tool using the links in MMS or via MySaint (https://mysaint.st-andrews.ac.uk/). See Figure 1 for links to the coursework tool in MMS and MySaint.
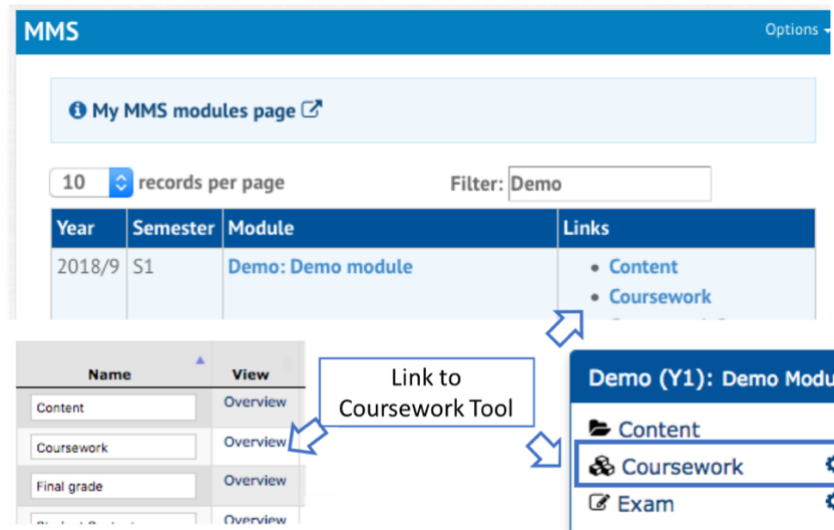

Figure 1: Access the coursework tool view the coursework tool links in (clockwise from top) MySaint – Academic Activities workspace, MMS Modules page, and the MMS module overview

2. Click the assignment title to view the assignment overview (see Figure 2).

Figure 2: Select the assignment by clicking on the assignment title.

3. Click **View Turnitin Scores** to be directed to the Turnitin assignment dashboard (see Figure 3).

Figure 3: Click the 'View Turnitin Scores' button to access the Turnitin assignment dashboard.

4. Locate the student by scrolling or use **Search** field at the top of the dashboard.
5. Click **…** (three dot icon)
6. Select **Upload** and select the file (see Figure 4)
7. Click **Submit to Turnitin** at the Review stage

Figure 4: On the Turnitin assignment dashboard, click the 'Three dot' icon to see further options and then select 'Upload', to open a new dialogue box in which you can select the file.

The file will then appear in MMS within 24 hours, displaying the submission time the file was uploaded to Turnitin.

How to resubmit

1. Follow steps 1-3 above to navigate to the Turnitin assignment dashboard.
2. Locate the student by scrolling or use the **Search** field at the top of the dashboard.
3. Click **…** (three dot icon) to view further options (see Figure 5).
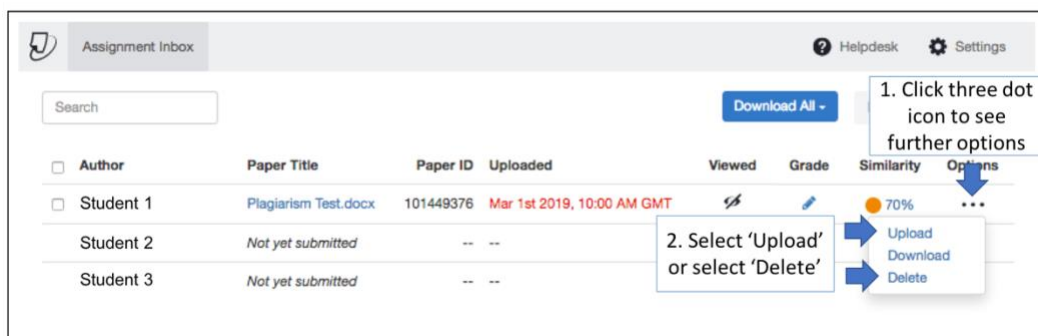
Figure 5: To resubmit, click the 'three dot' icon to see further options, and then either select 'upload' to upload a new file or 'delete' to delete the original submission.

4. Select **Upload** and select the file.
5. Click **Confirm** in the 'Confirm Resubmission' dialogue box (see Figure 6
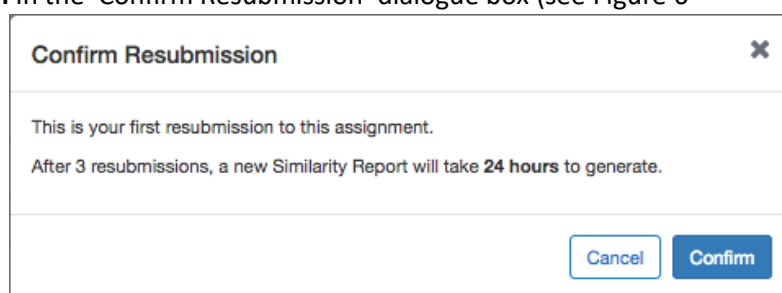

Figure 6: If resubmitting on behalf of a student you will need to confirm the resubmission.

6. Click **Submit to Turnitin** at the Review stage

The file will then appear in MMS within 24 hours, displaying the submission time the file was uploaded to Turnitin.

Note: Clicking **Delete** will allow the student to perform the submission themselves. This will not delete the file from MMS, but the student will be able to click **Resubmit to Turnitin** to access the Turnitin assignment dashboard and upload the file. Turnitin will update MMS with the new submission.

Version	Date	Status	Author
V 0.1	1st March 2019	First Draft	Vad1
V 0.2	4th March 2019	Style updates to reflect best practice	Vad1
V 1.0	11th March 2019	Completed draft stages	Vad1

Have feedback on this guide? Contact fixit-mms@st-andrews.ac.uk