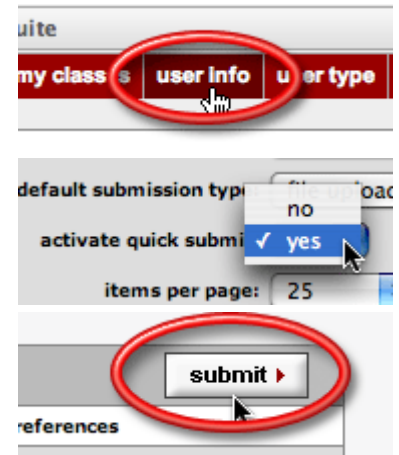


Turnitin Quick Submit for Instructors

Instructors can use the Quick Submit tool to submit papers without creating classes and assignments. To be used, Quick Submit must first be activated through the instructor's user info.

How to activate Quick Submit

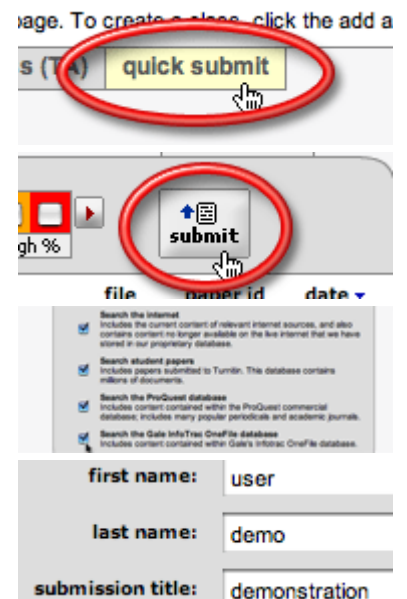
1. Click the red user info tab at the top of the screen
2. Select "yes" from the "Activate Quick Submit" pull down menu
3. Click submit to finalize the changes



Once Quick Submit has been activated instructors can access Quick Submit through the Quick Submit tab that will appear on their homepage.

How to submit through Quick Submit

1. Click the Quick Submit tab
2. Click the submit button in the upper right hand corner
3. Select the databases you would like the document compared to and click submit
4. Enter the author's first name, last name and the paper title for the submission in the appropriate fields



5. Click browse to find the file on your computer or network



6. Select the file and click open



7. Click submit



8. Review the file and click "yes, submit" to finalize the submission



**For account information, support, or comments with Turnitin, contact:
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