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- 1. In the Blackboard Unit Site that the assignment sits in, navigate down to the Unit Management area, expand Unit Tools and select Turnitin Assignments.
- 2. You will see a list of available Turnitin Assignments. Select the Assignment box that contains the student submission you are interested in.



- **3.** This will take you to Turnitin and the Turnitin Assignment Inbox will display.
- 4. You can click on any of the column headings to reorder the list. For example, clicking on AUTHOR will place the students in alphabetical order - click again on AUTHOR will place the students in reverse alphabetical order.

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5. Find the student in the list and click on their Title, Similarity %, Grade, or needs Grading icon to enter the Turnitin Feedback Studio document viewer.

6. Click on the circled *i* icon in the Submission Tools section of the product toolbar. Please note that you might need to access the circled *i* icon by expanding the **Download and information** tools icon.

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7. A box will appear on the screen, showing all the information Turnitin has on the paper – including its submission ID, submission date, last graded date, and word count.

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8. The Submission Info box also enables you to keep track of the number of submissions made by a student. More than one submission can be made to an assignment by selecting immediately (can overwrite reports until due date) for Similarity Report generation in the assignment settings. The date and submission count will change for each new submission made to the assignment. NB: the final submission is the only accessible submission. All previous submissions will be overwritten and cannot be retrieved.

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