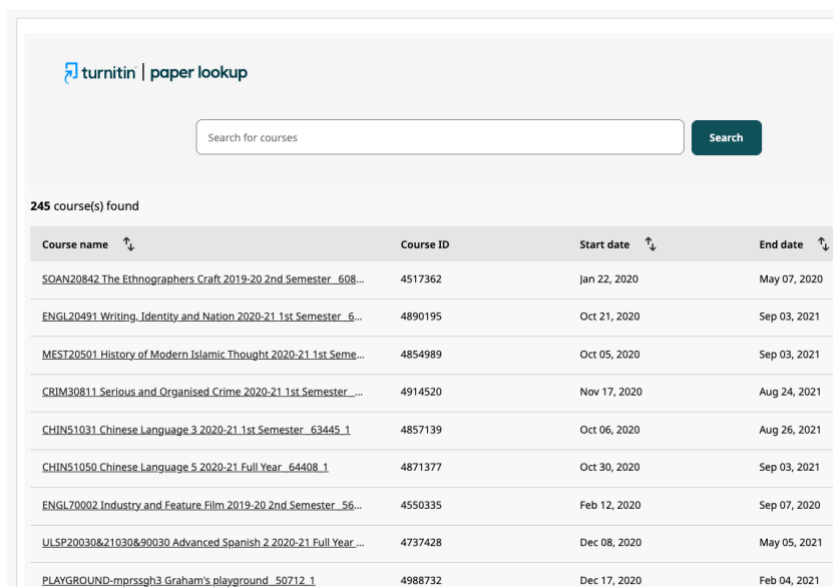# Retrieving an assignment using the **Turnitin Paper Lookup Tool**
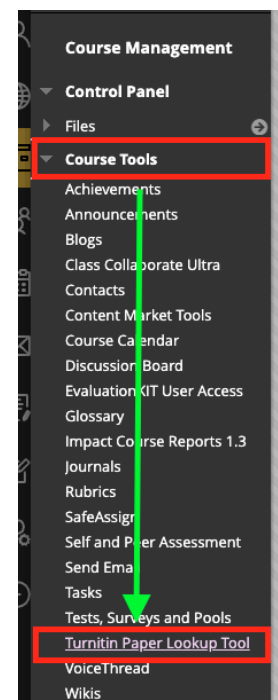
Introduction

- When a student leaves the University their IT account gets deactivated. This in turn leads to their Blackboard account being deactivated.

- Turnitin inboxes in a Blackboard Course will only show submissions for students who are still active on Blackboard and who appear in the course's list of Users. Students with inactive Blackboard accounts disappear from any Turnitin inboxes they've previously submitted to and their submission can no longer be viewed.

- The previous process for retrieving submissions from inactive students was for the VLE team to reactivate the student's Blackboard account for a short period. This restores them to the list of active users in their enrolled Blackboard courses, which in turn restores their submissions to their Turnitin assignment inboxes.

- The Turnitin Paper Lookup Tool has been added to Blackboard to make it easier to retrieve submissions from inactive students. Instructions for its use are below.

How to use the Turnitin Paper Lookup Tool

1. Log on to Blackboard and open any course where you have permission to access the **Control Panel**.

2. Expand **Course Tools**, scroll down to **Turnitin Paper Lookup Tool** and click it.

3. The tool will display a list of every course where you have previously entered a Turnitin inbox using a staff (non-student) role.
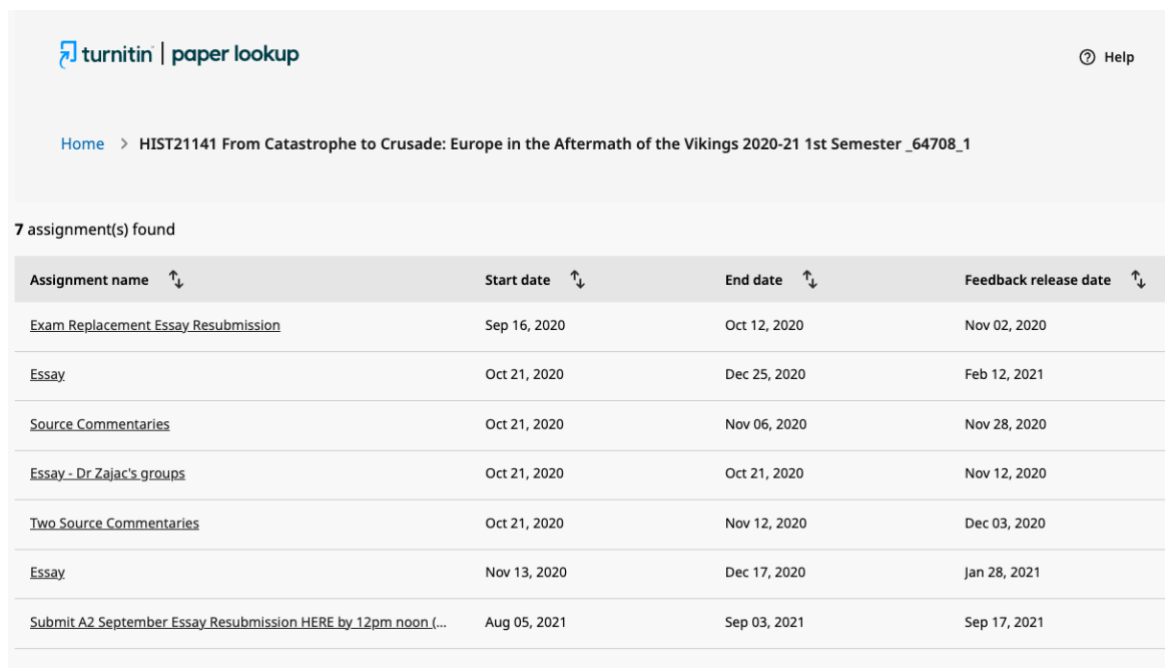
NOTE: If the course you need is not in the list it's because you've not previously accessed any of its Turnitin assignments. You will need to visit the course and access one if its Turnitin assignment inboxes. If you're not currently enrolled on the course in a staff role you will need to be added by a member of the School's programme admin team. Once you've been enrolled and have clicked a Turnitin assignment link the course will then appear in the list of courses in the Paper Lookup Tool.

Alternatively, you can ask someone you know who has previously accessed the Turnitin assignment to use this guide to retrieve the assignment for you. It might be quicker!

4. In the Turnitin Paper Lookup Tool **click the name of the course**. The next page will display a list of all Turnitin assignments attached to the course, including any that were created but not used, and any that were deleted.

5. **Click the name of the assignment** to open the inbox. This will display all student submissions, including those from students with inactive Blackboard accounts.

turnitin | paper lookup

Home > HIST21141 From Catastrophe to Crusade: Europe in the Aftermath of the Vikings 2020-21 1st Semester _64708_1 > Essay

76 submission(s) found

Author ↑↓	Paper title ↑↓	Submission ID	Submission date ↑↓	Download
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Felicity O'Connor Morse	HIST21141_10322596 ESS...	oid:2:643701769	Dec 15, 2020	⤓
Oliver Newlove	HIST21141 Essay 10460684	oid:2:643714619	Dec 15, 2020	⤓

6. **Click the 'download' icon** to access the four download options:

- Similarity Report
- Original File
- Grading Report
- Grading and Similarity Report

NOTE: If a student's submission was removed from the inbox on Blackboard by a member of staff only the original file will be downloadable in the Lookup Tool.

Submission date ↑↓	Download
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