

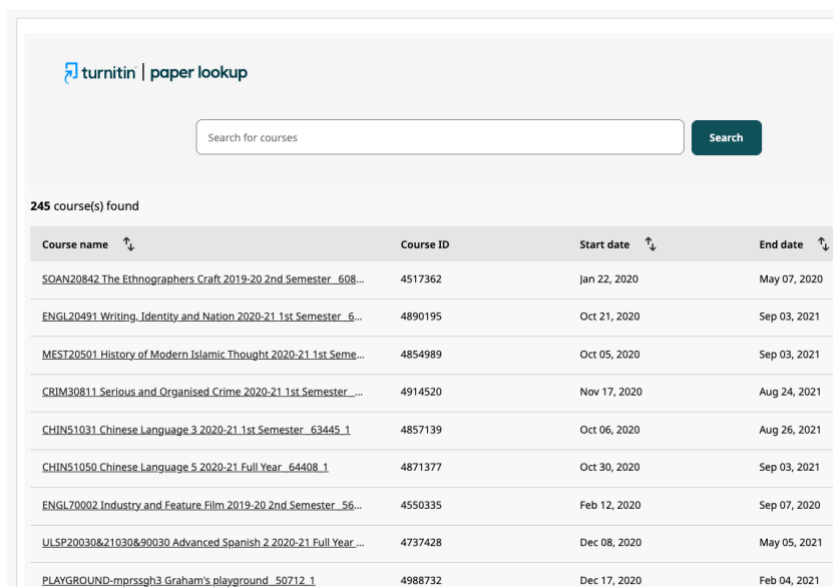
# Retrieving an assignment using the Turnitin Paper Lookup Tool

## Introduction

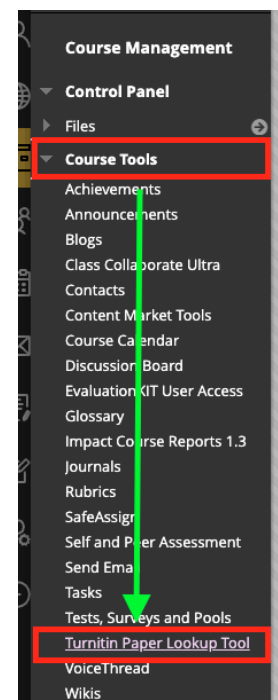
- When a student leaves the University their IT account gets deactivated. This in turn leads to their Blackboard account being deactivated.
- Turnitin inboxes in a Blackboard Course will only show submissions for students who are still active on Blackboard and who appear in the course's list of Users. 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.



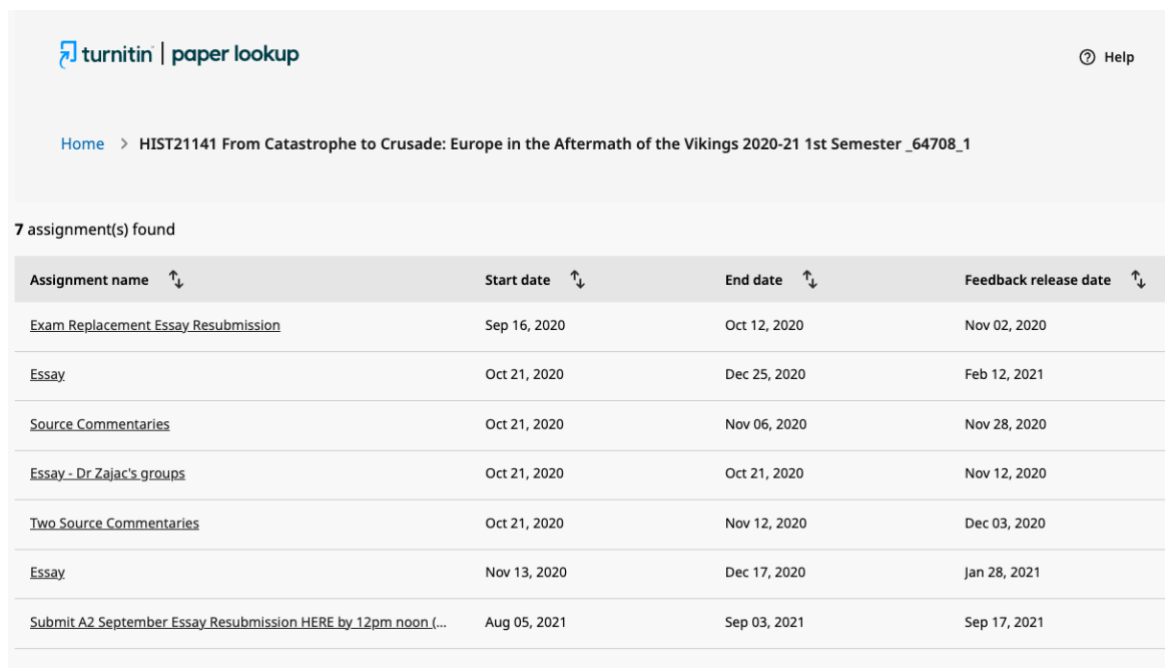
Course name	Course ID	Start date	End date
SOAN20842 The Ethnographers Craft 2019-20 2nd Semester_608...	4517362	Jan 22, 2020	May 07, 2020
ENGL20491 Writing, Identity and Nation 2020-21 1st Semester_6...	4890195	Oct 21, 2020	Sep 03, 2021
MEST20501 History of Modern Islamic Thought 2020-21 1st Seme...	4854989	Oct 05, 2020	Sep 03, 2021
CRIM30811 Serious and Organised Crime 2020-21 1st Semester_...	4914520	Nov 17, 2020	Aug 24, 2021
CHIN51031 Chinese Language 3 2020-21 1st Semester_63445_1	4857139	Oct 06, 2020	Aug 26, 2021
CHIN51050 Chinese Language 5 2020-21 Full Year_64408_1	4871377	Oct 30, 2020	Sep 03, 2021
ENGL70002 Industry and Feature Film 2019-20 2nd Semester_56...	4550335	Feb 12, 2020	Sep 07, 2020
ULSP20030&21030&90030 Advanced Spanish 2 2020-21 Full Year...	4737428	Dec 08, 2020	May 05, 2021
PLAYGROUND-mprssgh3 Graham's playground_50712_1	4988732	Dec 17, 2020	Feb 04, 2021



**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 of 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.



The screenshot shows the Turnitin Paper Lookup Tool interface. At the top, there is a header with the Turnitin logo and 'paper lookup' text, and a 'Help' link. Below the header, a breadcrumb trail shows 'Home > HIST21141 From Catastrophe to Crusade: Europe in the Aftermath of the Vikings 2020-21 1st Semester \_64708\_1'. A message states '7 assignment(s) found'. Below this is a table with four columns: 'Assignment name', 'Start date', 'End date', and 'Feedback release date'. Each column has a small up/down arrow icon. The table lists seven assignments with their respective dates.

Assignment name	Start date	End date	Feedback release date
<a href="#">Exam Replacement Essay Resubmission</a>	Sep 16, 2020	Oct 12, 2020	Nov 02, 2020
<a href="#">Essay</a>	Oct 21, 2020	Dec 25, 2020	Feb 12, 2021
<a href="#">Source Commentaries</a>	Oct 21, 2020	Nov 06, 2020	Nov 28, 2020
<a href="#">Essay - Dr Zajac's groups</a>	Oct 21, 2020	Oct 21, 2020	Nov 12, 2020
<a href="#">Two Source Commentaries</a>	Oct 21, 2020	Nov 12, 2020	Dec 03, 2020
<a href="#">Essay</a>	Nov 13, 2020	Dec 17, 2020	Jan 28, 2021
<a href="#">Submit A2 September Essay Resubmission HERE by 12pm noon (...)</a>	Aug 05, 2021	Sep 03, 2021	Sep 17, 2021

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
John Wightman	HIST21141 CI Essay_10477...	oid:2:643474407	Dec 14, 2020	Download
Maia Lunn	HIST21141-10482727JE	oid:2:643548334	Dec 14, 2020	Download
Felicity O'Connor Morse	HIST21141_10322596 ESS...	oid:2:643701769	Dec 15, 2020	Download
Oliver Newlove	HIST21141 Essay 10460684	oid:2:643714619	Dec 15, 2020	Download

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.

