











How staff can delete a submission in a Canvas Turnitin Assignment

There are two types of deletions:

- **Removing a paper from the Turnitin inbox** - Papers will be removed from view, but not deleted from Turnitin. Papers will still appear in Similarity matches.
- **Requesting a permanent deletion** - A request will be sent to the QUB Turnitin Administrator for review and approval if they agree the paper should be deleted.

Removing a paper from the inbox

1. In Canvas, go to the main page of the assignment and scroll down to view the Turnitin assignment inbox.
2. Enter the student's name or submission ID in the 'Search' box to locate the submission.
3. Click on the ellipsis icon (three dots) from the Options column for the submission.
4. Select 'Remove From Inbox' then 'Confirm'.

<input type="checkbox"/>	Author	Paper Title	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/>	Student 4	understanding_the_turnitin_similarity_...	 May 27th 2022, 4:17 PM BST			 21%	--	...
<input type="checkbox"/>	Student 1	understanding_the_turnitin_similarity_...	May 27th 2022, 4:13 PM BST			 4%	--	...
	Oliver Ross	<i>Not yet submitted</i>	--					Copy Paper ID
	Evi Jansen	<i>Not yet submitted</i>	--					Upload
								Download
	Michael Washington	<i>Not yet submitted</i>	--					Remove From Inbox
								Request permanent deletion

Note that deleting the submissions in this way won't remove them from the Turnitin database repository so the original submission would show as a source in the Similarity report and the score could be high – however, this could be disregarded by following the guidance on how to exclude sources here: <https://help.turnitin.com/feedback-studio/lti/instructor/similarity-report-exclusions/excluding-sources.htm>