

A step-by-step guide for Turnitin Administrators outlining the correct process to manage and approve deletion requests

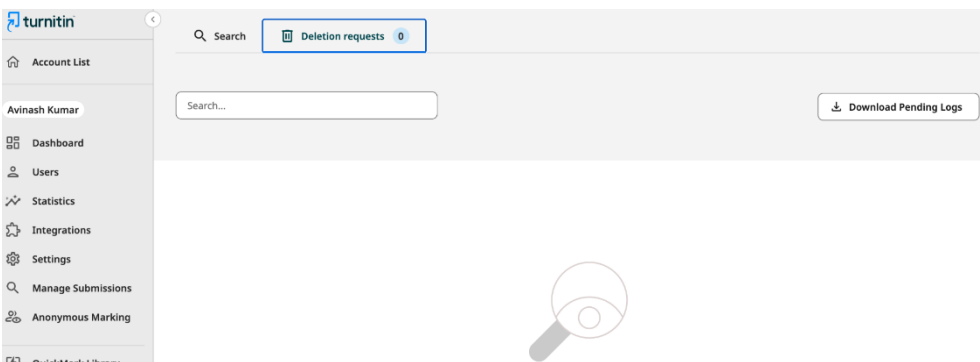
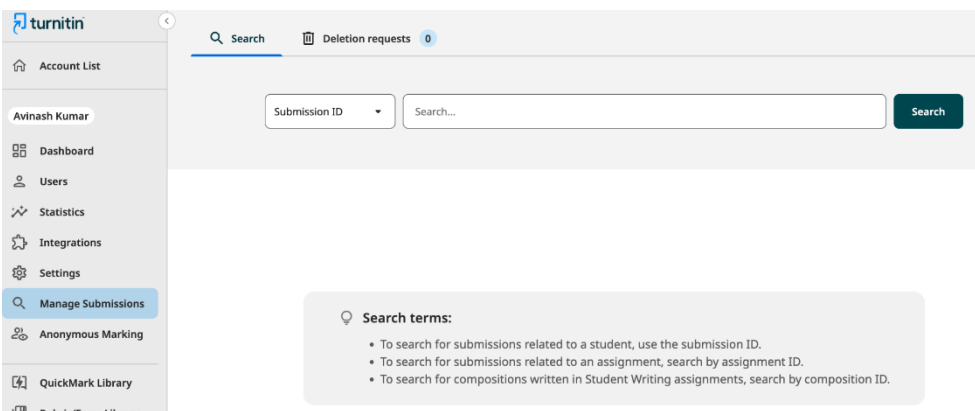
PART 2: FOR ADMINISTRATORS (How to Manage and Approve Deletion Requests)

Administrators are responsible for reviewing instructors' requests and approving them.

Step 1: Log in to your Turnitin Administrator account.

Step 2: On the side navigation panel, click on **Manage Submissions**. (Important: If you have created multiple subaccounts, please go to the respective subaccount where the faculty account. has been created, and then click on Manage Submissions on that sub-account)

Step 3: Click on the **Deletion requests** tab. (*Note: You will see a number next to this tab indicating how many pending requests you have.*)



Step 4: You will see a list of all pending requests, including the Paper ID, Student Name, Instructor Name, and the Reason provided.

Step 5: You can take action in two ways:

- **Individually:** Click the **Approve** (check mark) or **Reject** (cross) icon next to a specific request.

- **In Bulk:** Use the checkboxes on the left to select up to 10 requests at a time, then click **Approve** or **Reject** at the top. *[Insert Screenshot: The Deletion requests list showing the Approve/Reject icons and checkboxes]*

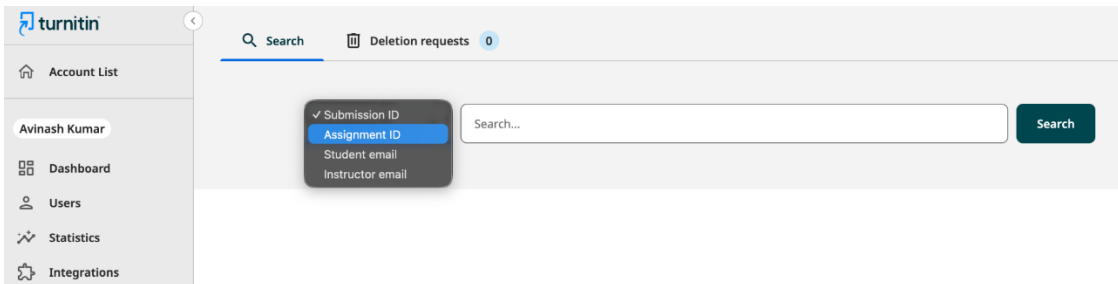
Note: *If rejected, the paper will be restored to the instructor's assignment inbox. If approved, it is permanently deleted.*

PART 3: FOR ADMINISTRATORS (How to Manually Search and Delete Submissions)

Administrators do not need to wait for an instructor's request to delete a paper. You can proactively search for and delete files using the Manage Submissions tool.

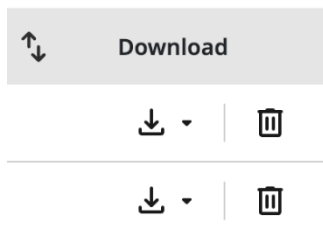
Step 1: In your Turnitin Administrator account, navigate to **Manage Submissions**. **Step 2:** Ensure you are on the **Search** tab. **Step 3:** Use the dropdown menu to choose your search criteria. You can search by:

- **Submission ID** (Best for finding a single, specific paper)
- **Assignment ID** (Shows all papers in a specific assignment)
- **Student Email** (Shows all submissions by a specific student)
- **Instructor Email** (Shows all classes/assignments under a specific instructor)

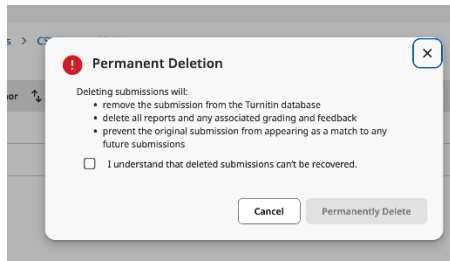


Step 4: Enter the corresponding ID or email into the search bar and click the magnifying glass icon.

Step 5: Once you locate the desired submission in the search results, click the **Trash Can icon** on the right side of the row.



Step 6: A final warning prompt will appear. Check the confirmation box to acknowledge that the action is irreversible and click **Permanently Delete Submission**.



Important Things to Remember About Deletion

1. **It is Permanent:** Once a paper is deleted, it **cannot be recovered** by anyone, including Turnitin support.
2. **Total Removal:** The file is completely removed from the instructor's view, the student's view, and Turnitin's institutional and global databases. All Similarity/AI reports, grading, and feedback attached to that paper are also permanently destroyed.
3. **Similarity Reports:** The deleted paper will no longer trigger similarity matches for future submissions. If the deleted paper was previously showing up as a match in *another* student's report, that student's report simply needs to be refreshed, and the match will disappear.

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