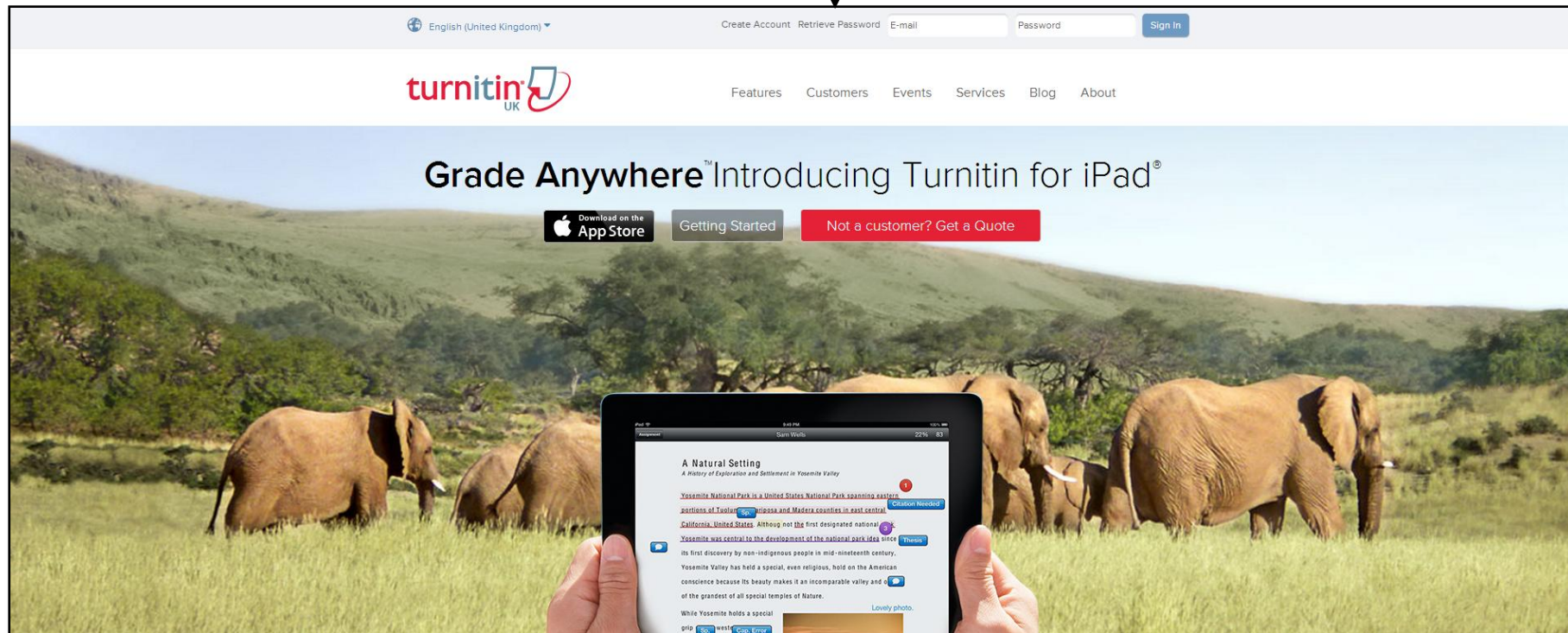


## How to Archive Assessments Graded on BLE

### 1) Creating a Turnitin UK Account

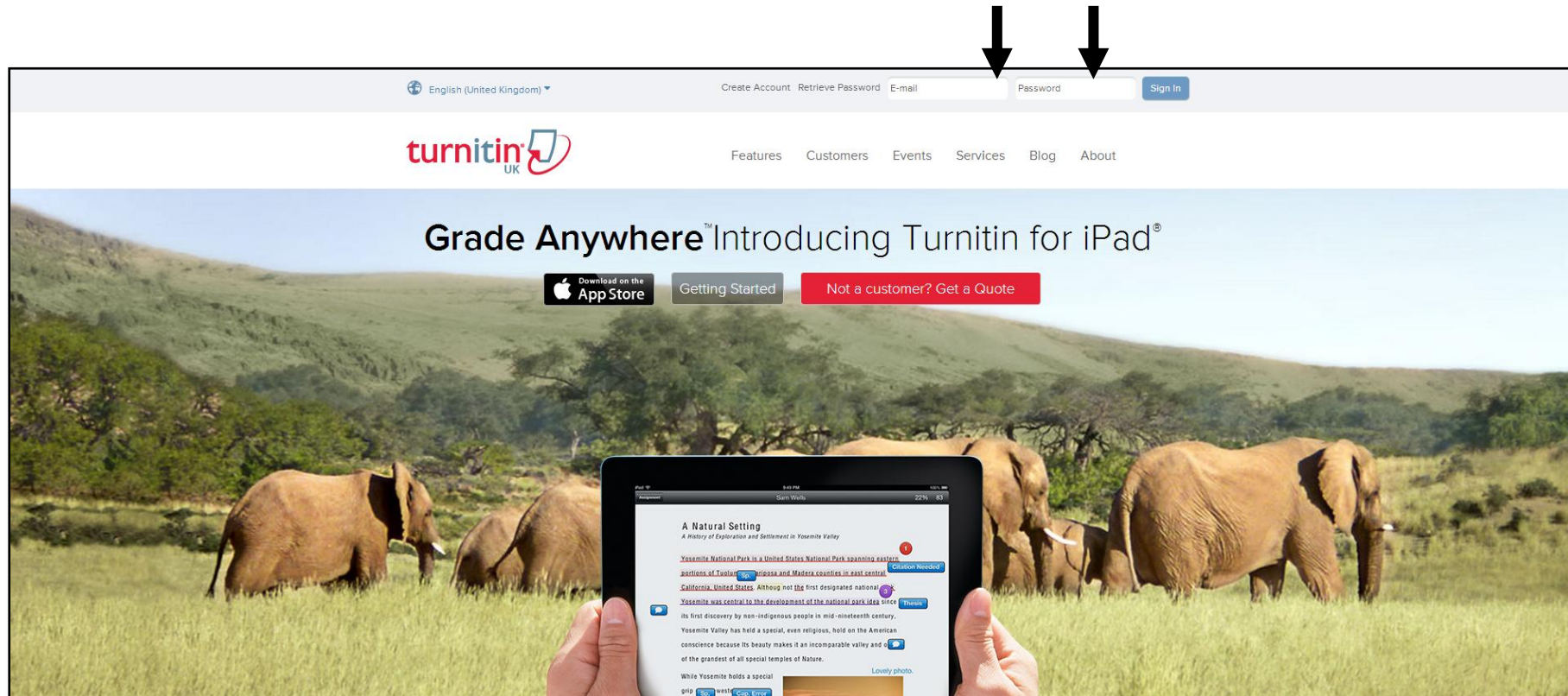
In your web browser, copy and paste the following URL: <http://submit.ac.uk/>

If you have never used the website or have forgotten your password, select the *Retrieve Password* link and follow the instructions.

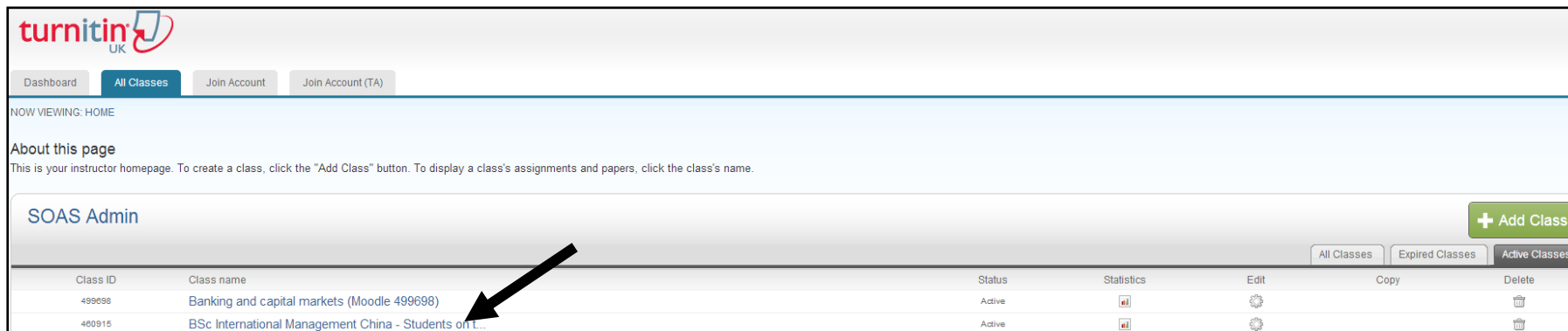


## 2) Archiving Graded Assessments

In your web browser, copy and paste the following URL: <http://submit.ac.uk/>  
Log in using your Username (SOAS email address eg. [xxxx@soas.ac.uk](mailto:xxxx@soas.ac.uk)) and Password.



Select the relevant *Course* link.



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Dashboard All Classes Join Account Join Account (TA)

NOW VIEWING: HOME

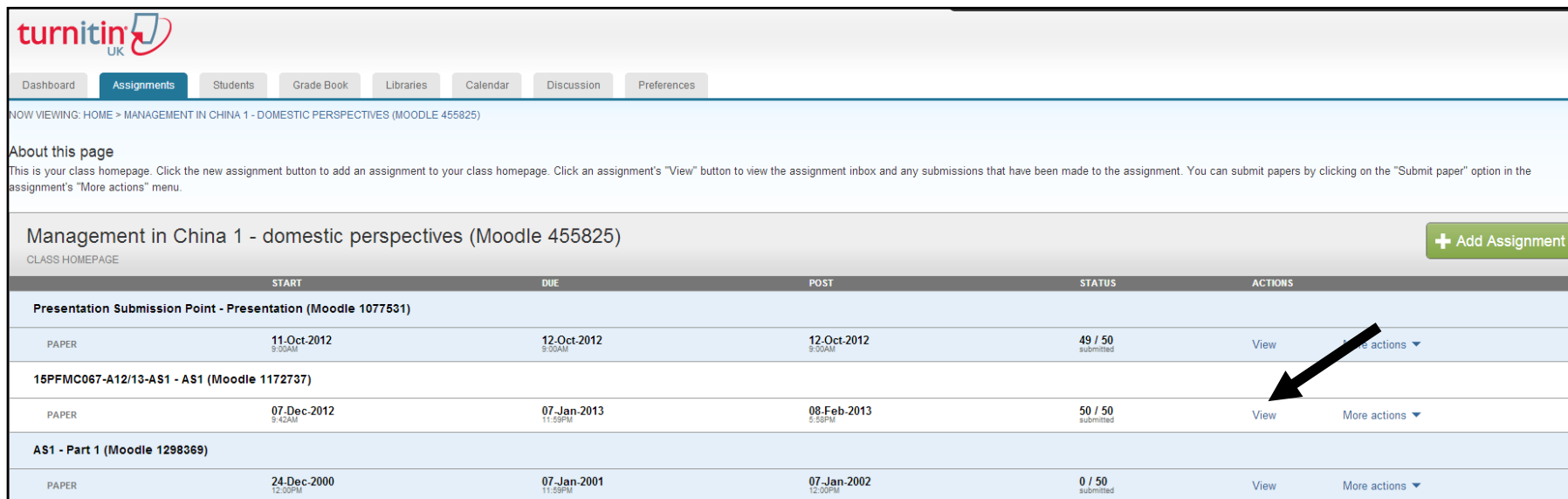
About this page  
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

SOAS Admin [+ Add Class](#)

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
499698	<a href="#">Banking and capital markets (Moodle 499698)</a>	Active				
460915	<a href="#">BSc International Management China - Students on L...</a>	Active				

Select the relevant assessment's *View* link.



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Dashboard Assignments Students Grade Book Libraries Calendar Discussion Preferences

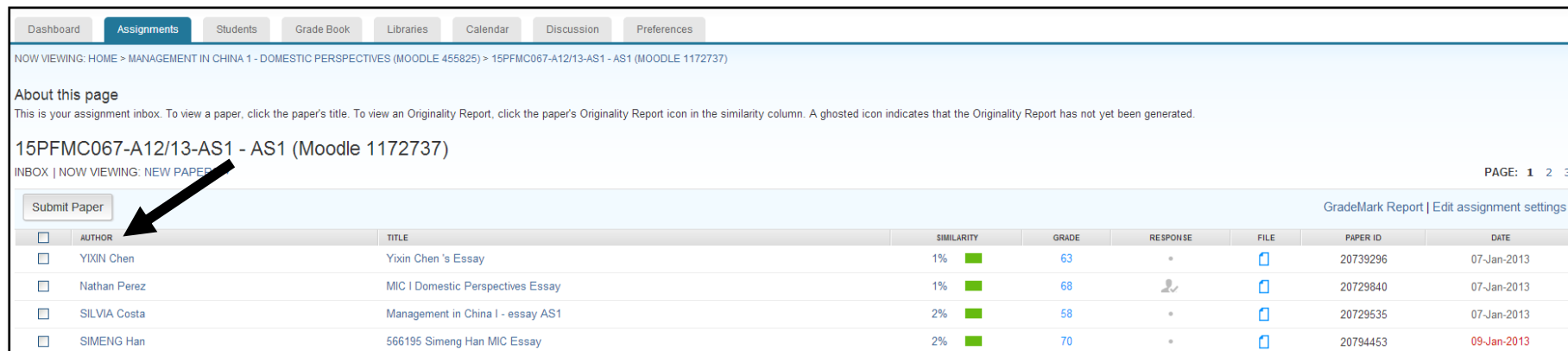
NOW VIEWING: HOME > MANAGEMENT IN CHINA 1 - DOMESTIC PERSPECTIVES (MOODLE 455825)

About this page  
This is your class homepage. Click the new assignment button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can submit papers by clicking on the "Submit paper" option in the assignment's "More actions" menu.

Management in China 1 - domestic perspectives (Moodle 455825)  
CLASS HOMEPAGE [+ Add Assignment](#)

	START	DUE	POST	STATUS	ACTIONS
<b>Presentation Submission Point - Presentation (Moodle 1077531)</b>					
PAPER	11-Oct-2012 9:00AM	12-Oct-2012 9:00AM	12-Oct-2012 9:00AM	49 / 50 submitted	<a href="#">View</a> <a href="#">More actions</a> ▼
<b>15PFMC067-A12/13-AS1 - AS1 (Moodle 1172737)</b>					
PAPER	07-Dec-2012 9:42AM	07-Jan-2013 11:00PM	08-Feb-2013 9:00PM	50 / 50 submitted	<a href="#">View</a> <a href="#">More actions</a> ▼
<b>AS1 - Part 1 (Moodle 1298369)</b>					
PAPER	24-Dec-2000 12:00PM	07-Jan-2001 11:00PM	07-Jan-2002 12:00PM	0 / 50 submitted	<a href="#">View</a> <a href="#">More actions</a> ▼

All students and assessments appear listed. To sort by surname, click on the *Author* heading.



Dashboard | **Assignments** | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > MANAGEMENT IN CHINA 1 - DOMESTIC PERSPECTIVES (MOODLE 455825) > 15PFMC067-A12/13-AS1 - AS1 (MOODLE 1172737)

About this page  
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the similarity column. A ghosted icon indicates that the Originality Report has not yet been generated.

15PFMC067-A12/13-AS1 - AS1 (Moodle 1172737)

INBOX | NOW VIEWING: NEW PAPER

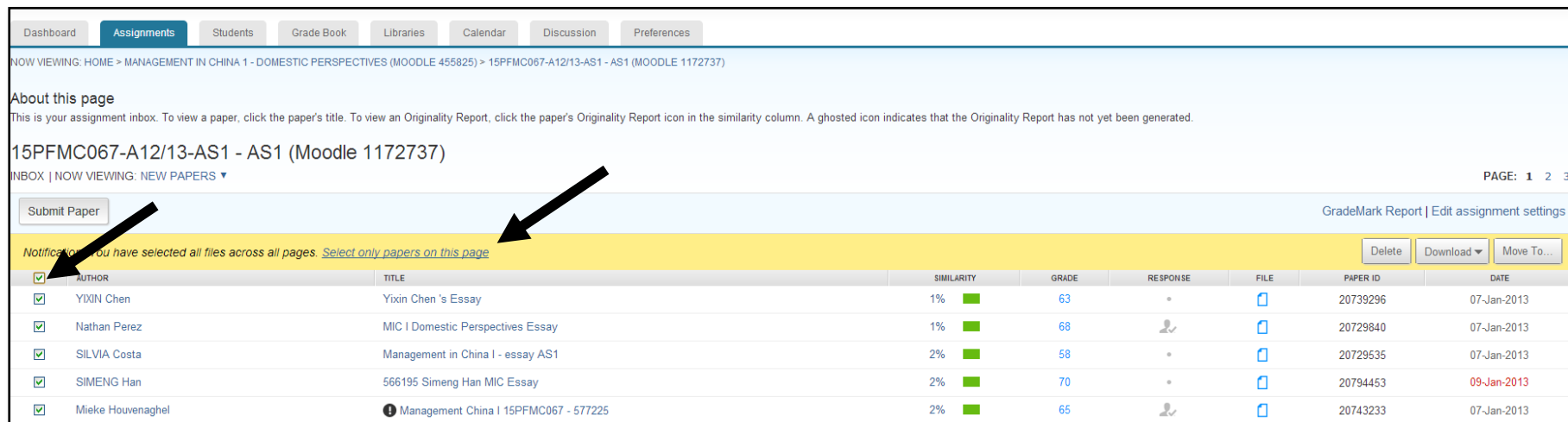
PAGE: 1 2 3

Submit Paper

GradeMark Report | Edit assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	YIXIN Chen	Yixin Chen 's Essay	1%	63	*		20739296	07-Jan-2013
<input type="checkbox"/>	Nathan Perez	MIC I Domestic Perspectives Essay	1%	68			20729840	07-Jan-2013
<input type="checkbox"/>	SILVIA Costa	Management in China I - essay AS1	2%	58	*		20729535	07-Jan-2013
<input type="checkbox"/>	SIMENG Han	566195 Simeng Han MIC Essay	2%	70	*		20794453	09-Jan-2013

To download graded assessments for all students on the course, select the *tick-box* at the top left-hand corner of the page. As there may be more than one page of students to browse, the selection notification automatically indicates that all students have been selected across all pages. It allows a further selection only for the visible page.



Dashboard | **Assignments** | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

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About this page  
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the similarity column. A ghosted icon indicates that the Originality Report has not yet been generated.

15PFMC067-A12/13-AS1 - AS1 (Moodle 1172737)

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PAGE: 1 2 3

Submit Paper

GradeMark Report | Edit assignment settings

Notification: You have selected all files across all pages. [Select only papers on this page](#)

Delete Download ▾ Move To...

<input checked="" type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/>	YIXIN Chen	Yixin Chen 's Essay	1%	63	*		20739296	07-Jan-2013
<input checked="" type="checkbox"/>	Nathan Perez	MIC I Domestic Perspectives Essay	1%	68			20729840	07-Jan-2013
<input checked="" type="checkbox"/>	SILVIA Costa	Management in China I - essay AS1	2%	58	*		20729535	07-Jan-2013
<input checked="" type="checkbox"/>	SIMENG Han	566195 Simeng Han MIC Essay	2%	70	*		20794453	09-Jan-2013
<input checked="" type="checkbox"/>	Mieke Houvenaghel	Management China I 15PFMC067 - 577225	2%	65			20743233	07-Jan-2013

To download individual student assessments, select the *tick-boxes* next to individual student names.

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15PFMC067-A12/13-AS1 - AS1 (Moodle 1172737)

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PAGE: 1 2 3

Submit Paper

GradeMark Report | Edit assignment settings

You have selected 3 paper(s) on this page

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/>	SIMMONS Auber	558693 (Ass.3)Discuss the main challenge...	5%	70			20643116	06-Jan-2013
<input type="checkbox"/>	YUFEI Bai	Yufei Bai 581480- assignment 1	4%	67			20629751	05-Jan-2013
<input type="checkbox"/>	VALERIYA TOMSOVNA Be...	574415 - Assignment 3	8%	62			20731551	07-Jan-2013
<input type="checkbox"/>	DOMINIK Blattner	Banking Sector in China	8%	63			20629396	05-Jan-2013
<input checked="" type="checkbox"/>	Andreas Breusch	Management in China I - Domestic Perspec...	5%	72			20665492	07-Jan-2013

Select the *Download* tab, followed by the *GradeMark Paper* option (PDF of assessment, grade and marker comments).

Dashboard | **Assignments** | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

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About this page  
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15PFMC067-A12/13-AS1 - AS1 (Moodle 1172737)

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PAGE: 1 2 3

Submit Paper

GradeMark Report | Edit assignment settings

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<input checked="" type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/>	SIMMONS Auber	558693 (Ass.3)Discuss the main challenge...	5%	70			20643116	06-Jan-2013
<input checked="" type="checkbox"/>	YUFEI Bai	Yufei Bai 581480- assignment 1	4%	67			20629751	05-Jan-2013
<input checked="" type="checkbox"/>	VALERIYA TOMSOVNA Be...	574415 - Assignment 3	8%	62			20731551	07-Jan-2013
<input checked="" type="checkbox"/>	DOMINIK Blattner	Banking Sector in China	8%	63			20629396	05-Jan-2013

Download ▾

- Original File
- GradeMark Paper



Dependent on the web browser used, the download steps may differ slightly. On chrome the following steps occur:  
A pop-up box appears explaining the download process and requesting confirmation to continue. Select **OK**.

The screenshot shows the Turnitin UK interface. A pop-up window is displayed over the main content, asking for confirmation to proceed with downloading the selected files. The pop-up text reads: "The page at https://submit.ac.uk says: This action will compress the selected files into a zip file. You will be notified in your Turnitin Messages tab when the zip file is available for download. You have selected 1 student(s) whose paper has not been graded using GradeMark. Do you wish to continue?" with "OK" and "Cancel" buttons. An arrow points to the "OK" button. In the background, the Turnitin interface shows the "Assignments" tab selected. The page title is "15PFMC067-A12/13-AS1 - AS1 (Moodle 1172737)". Below the title, there is a "Submit Paper" button and a "GradeMark Report | Edit assignment settings" link. A notification bar states: "Notification: You have selected all files across all pages. Select only papers on this page". Below this is a table of submitted papers.

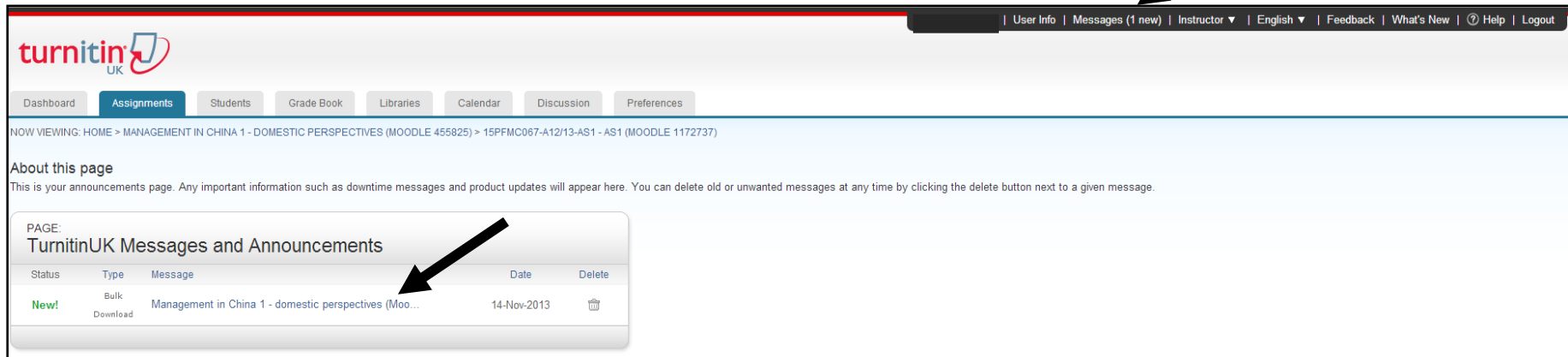
	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/>	SIMMONS Auber	558693 (Ass.3)Discuss the main challenge...	5%	70			20643116	06-Jan-2013
<input checked="" type="checkbox"/>	YUFEI Bai	Yufei Bai 581480- assignment 1	4%	67			20629751	05-Jan-2013
<input checked="" type="checkbox"/>	VALERIYA TOMSOVNA Be...	574415 - Assignment 3	8%	62			20731551	07-Jan-2013

A notification appears explaining that once the assessments are compressed, they will become available in the Messages tab.

The screenshot shows the Turnitin UK interface. A notification bar is displayed, stating: "Your files are being compressed. When compression is complete a zip file will be available for download in your Turnitin Messages tab." An arrow points to this notification. Below the notification, the page title is "15PFMC067-A12/13-AS1 - AS1 (Moodle 1172737)". Below the title, there is a "Submit Paper" button and a "GradeMark Report | Edit assignment settings" link. A notification bar states: "Notification: You have selected all files across all pages. Select only papers on this page". Below this is a table of submitted papers.

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/>	SIMMONS Auber	558693 (Ass.3)Discuss the main challenge...	5%	70			20643116	06-Jan-2013

Once selected, the *Messages* tab lists available downloads. Click on the relevant *course*.



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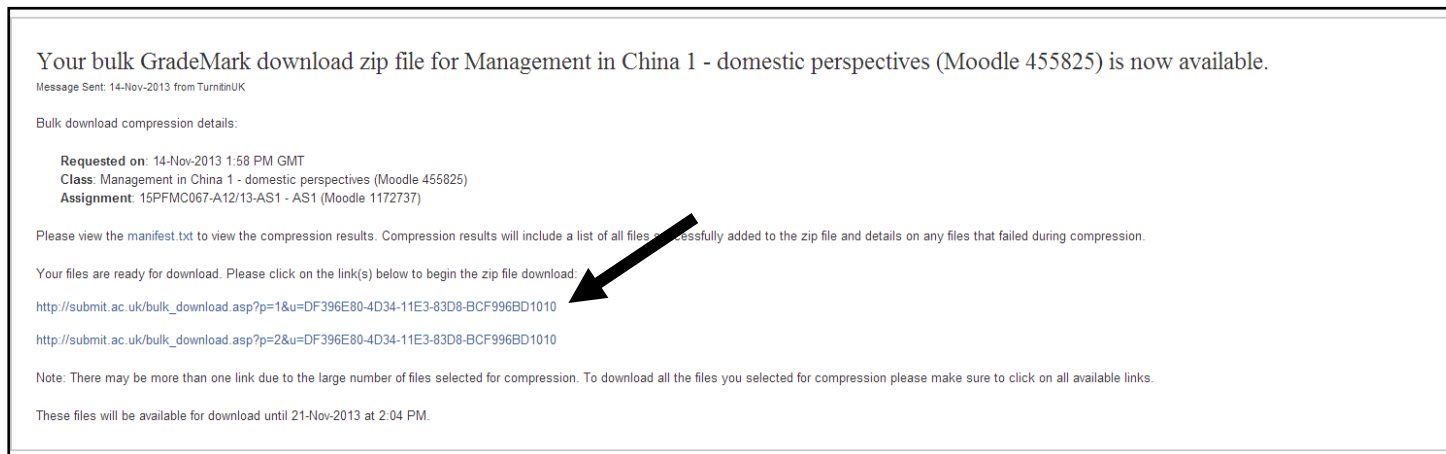
NOW VIEWING: HOME > MANAGEMENT IN CHINA 1 - DOMESTIC PERSPECTIVES (MOODLE 455825) > 15PFMC067-A12/13-AS1 - AS1 (MOODLE 1172737)

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This is your announcements page. Any important information such as downtime messages and product updates will appear here. You can delete old or unwanted messages at any time by clicking the delete button next to a given message.

PAGE:  
TurnitinUK Messages and Announcements

Status	Type	Message	Date	Delete
New!	Bulk Download	Management in China 1 - domestic perspectives (Moo...	14-Nov-2013	

Select the *link* to download the folder.



Your bulk GradeMark download zip file for Management in China 1 - domestic perspectives (Moodle 455825) is now available.

Message Sent: 14-Nov-2013 from TurnitinUK

Bulk download compression details:

**Requested on:** 14-Nov-2013 1:58 PM GMT  
**Class:** Management in China 1 - domestic perspectives (Moodle 455825)  
**Assignment:** 15PFMC067-A12/13-AS1 - AS1 (Moodle 1172737)

Please view the manifest.txt to view the compression results. Compression results will include a list of all files successfully added to the zip file and details on any files that failed during compression.

Your files are ready for download. Please click on the link(s) below to begin the zip file download:

[http://submit.ac.uk/bulk\\_download.asp?p=1&u=DF396E80-4D34-11E3-83D8-BCF996BD1010](http://submit.ac.uk/bulk_download.asp?p=1&u=DF396E80-4D34-11E3-83D8-BCF996BD1010)

[http://submit.ac.uk/bulk\\_download.asp?p=2&u=DF396E80-4D34-11E3-83D8-BCF996BD1010](http://submit.ac.uk/bulk_download.asp?p=2&u=DF396E80-4D34-11E3-83D8-BCF996BD1010)

Note: There may be more than one link due to the large number of files selected for compression. To download all the files you selected for compression please make sure to click on all available links.

These files will be available for download until 21-Nov-2013 at 2:04 PM.

Select the downloaded folder *link*.

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Message Sent: 14-Nov-2013 from TurnitinUK

Bulk download compression details:

**Requested on:** 14-Nov-2013 1:58 PM GMT  
**Class:** Management in China 1 - domestic perspectives (Moodle 455825)  
**Assignment:** 15PFMC067-A12/13-AS1 - AS1 (Moodle 1172737)

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Your files are ready for download. Please click on the link(s) below to begin the zip file download:

[http://submit.ac.uk/bulk\\_download.asp?p=1&u=DF396E80-4D34-11E3-83D8-BCF996BD1010](http://submit.ac.uk/bulk_download.asp?p=1&u=DF396E80-4D34-11E3-83D8-BCF996BD1010)  
[http://submit.ac.uk/bulk\\_download.asp?p=2&u=DF396E80-4D34-11E3-83D8-BCF996BD1010](http://submit.ac.uk/bulk_download.asp?p=2&u=DF396E80-4D34-11E3-83D8-BCF996BD1010)

Note: There may be more than one link due to the large number of files selected for compression. To download all the files you selected for compression please make sure to click on all available links.

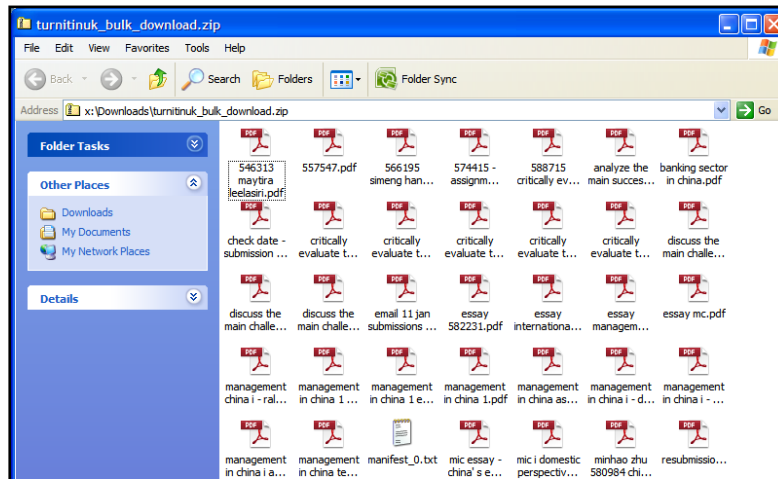
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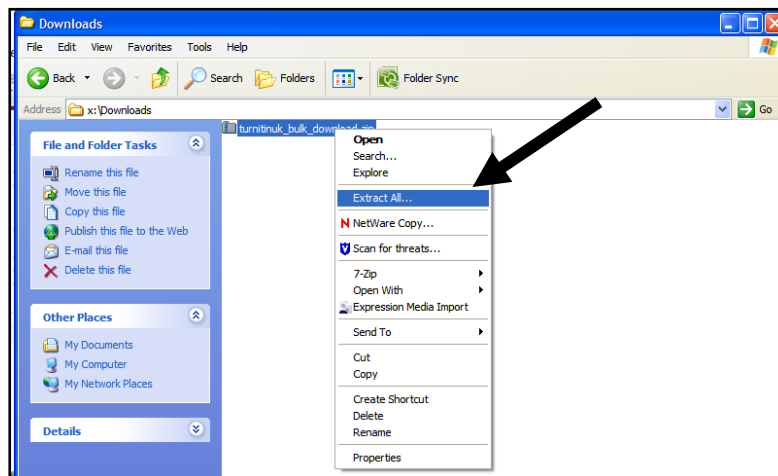




The compressed folder's documents then appear.



To extract the documents, go back to the folder view, right click the folder and select Extract All.



Follow the wizard steps to completion.

To note: certain essays cannot be downloaded due to name or name length, these will need to be downloaded individually.

