

[ManageBac Users **]** How to Permanently Delete a Paper from Turnitin's Repositories?

From July 7th 2022, the institutional Turnitin administrators can permanently delete papers from Turnitin's repositories for Managebac users. Please kindly check the user guide below.

> Instructors: Requesting a permanent deletion

STEP1 Navigate to one of the classes. Select Tasks & Units. Choose the task where the submission needs to be deleted.

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Year Group >	Upcoming Tasks September 2021 – August 2022: Semester 2 (2nd half) (current)	Manage Task Grade Scales
Chinese A Literature HL (Grade 10)	AMI Demo Task 6 () 25 formator 1 Homework 0 2/2 Students 25 formator	Task Categories 🗸 🗸
Groups Parents Association	ARI Demo Task 7 () 25 Summarian # 272 Students V All • 272 Students	Adding & Assessing Tasks How to create tasks, add resources, receive student submissions, grade and annotate.
insights Curriculum	JUN Test Task 001 ① 30 Formative Paper 2/2 Students © Thursday at 4:30 PM	Configure Task Categories & Grade Scales
Student Directory	ARI Demo Task 002 © 30 Formation Point © Thursday at 540 PM	How to configure your class assessment settings.
Explore Guides & Handbooks	Image: Source of the second	
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STEP2 Click **Feedback Studio button** on the right-side panel. Now the instructor has successfully navigated to Managebac Assignment Inbox.

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STEP3 Select the ellipsis icon (three dots) from the Options column for the submission. Select the **Request permanent deletion** option.

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Paper deletions must be requested one at a time to prevent accidentally deleting papers unintentionally.



STEP4 Read the guidance and click "Continue".

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See all Classes	approval from your Turnitin Administrator.	
Groups	Trial Student Administrators can recover papers up to 30 days after they have approved a deletion. After % -	•••
Parents Association	this date, the paper is impossible to recover by your administrator or by Turnitin.	
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STEP5 The instructor needs to give a reason for the deletion. This will help the administrator to understand why the deletion is asked. Then click "**Continue**".





STEP6 If everything looks correct, type **DELETE** and use the "**Confirm**" button to send the request to the Turnitin administrator.



Papers that have a pending request will still appear in ManageBac Assignment Inbox, but with an icon to show they've been requested for deletion.

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> Administrator: Review the request & Delete the paper

After the instructor made the request, the administrator will receive a notification. The administrator needs to log into the homepage to review and approve the paper deletion request.

STEP1 Select the Account Name of the institution where the administrator has received the request.

Accounts	Instructors									
NOW VIEWING	G: HOME									
About this This is your ad	a page dministrator homepage. Your accour	its are listed below. To	display a list	of instructors join	ned to an a	account, cli	ck the button in the instru	uctors column.		
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STEP2 Select the "Deletion Requests" tab.

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About this page	,									
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STEP3 Select any files that need to be deleted, and use the "Delete from

Database" button.

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If several papers need to be deleted, the administrator can select all of them at a time.

STEP4 Read the guidance and click "Continue".



STEP5 If everything looks good, type the word **DELETE** into the provided check box to proceed and then select the "**Confirm**" button to complete the process.

🔊 turnitin turnitin × Permanently delete a paper Paper Title Artificial Intelligence About this page Paper ID 1809542630 Submitter's Name Pending Deletion Requests Ann He NOW VIEWING: Pending Requests Database Download Pending Requests Log **Class** Title Demo Class 5 AUTHOR PAPER TITLE REA PAPER ID DATE REQUESTED **Reason for Deletion** Wrong paper submitted 🗹 Ann He Everything look correct? Type DELETE to proceed DELETE Cancel

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Once the administrator approved the paper deletion request, the uploaded file will be deleted and no longer accessible. Any associated grading will be removed. The similarity report will be deleted and the paper will no longer appear in future similarity matches.

IMPORTANT NOTES

1. The administrator can recover the deleted paper within 30 days.

There is a 30-day grace period for an administrator to recover the paper. During the 30-day window, no one at Turnitin can access any of that data. For all intents and purposes, it is as if the file never existed on Turnitin servers. However, Turnitin keeps just enough track of the data so that the files can be recovered at your direction. Once the period has passed, the file is fully wiped and no longer exists in Turnitin database at all.





STEP1 From the NOW VIEWING drop-down, select "Recoverable".

Accounts Instructors Stats Deletion Requests Rubric/For	Library QuickMark Library	
40W VIEWING: HOME >		
About this page		
Deletion requests will appear on this page. Instructors can request for any paper submit	ed to one of their classes to be permanently deleted. You can then either confirm the request or rej	ect it.
After approval, papers are immediately deleted and not available for similarity matching recovered.	There is then a 30 day window in which you can recover the file. After 30 days, the paper cannot b	e
After approval, papers are immediately deleted and not available for similarity matching recovered. Pending Deletion Requests NOW VIEWING: Pending Requests	There is then a 30 day window in which you can recover the file. After 30 days, the paper cannot b Reject Request Delete from Database Download Pending Request	e s Log
After approval, papers are immediately deleted and not available for similarity matching recovered. Pending Deletion Requests NOW VIEWING: Pending Requests All AUTHOR Panding Requests NOW FOR DELETION	There is then a 30 day window in which you can recover the file. After 30 days, the paper cannot b Reject Request Delete from Database Download Pending Request STATUS REQUESTED BY PAPER ID DATE REQUEST	s Log TED

STEP2 Use the check boxes to select a paper that needs to be recovered. Select the "**Recover Paper**" button. The instructor should find the paper appear back in the Assignment Inbox soon.



Once recovered, the paper cannot be requested for permanent deletion in the instructor's Assignment Inbox a second time. In this rare event, the Turnitin Administrator must contact Turnitin Support Team(<u>tiisupport@turnitin.com</u>) to solve the issue.

2. The administrators are able to turn the "Paper deletion requests" feature off. Please contact your Turnitin consultant for more information.

 $Reference: \ https://help.turnitin.com/feedback-studio/lti/instructor/paper-deletions.htm$