

How to use Turn It In

Turn It In! is a RACHEL module that allows teachers to upload content that can be downloaded by students and it also allows students to upload files for the teacher to collect.

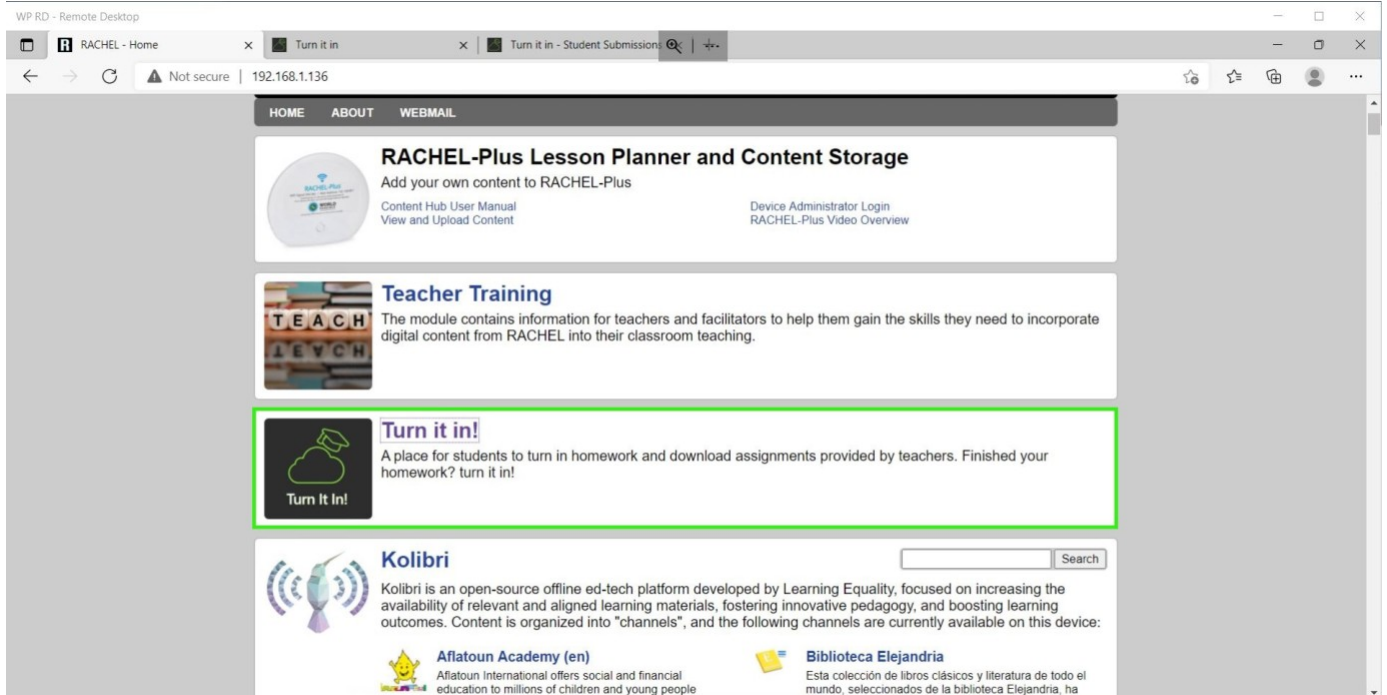
Uploading Assignments as Teacher

To accomplish this process as the Teacher, you will also need:

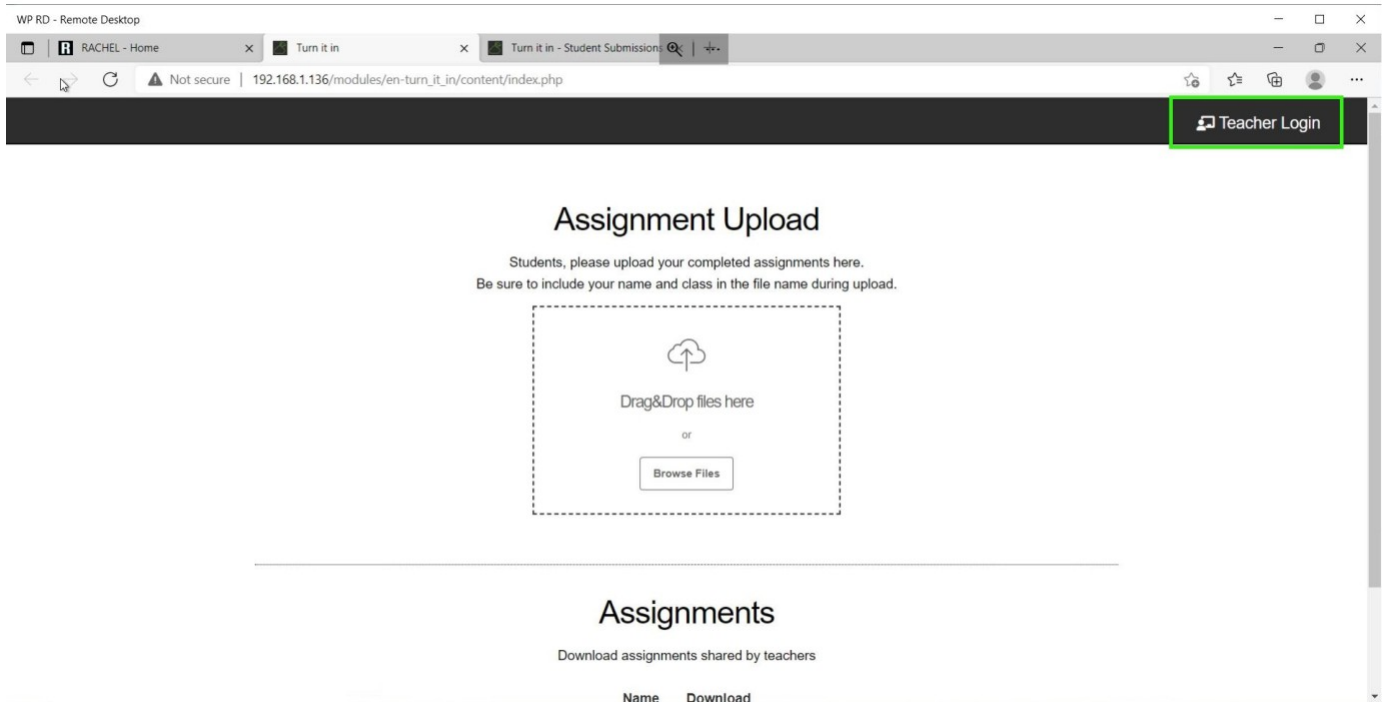
- Turn It In! Teacher Credentials
- Assignments to Upload

To upload a file to Turn It In!, follow these steps:

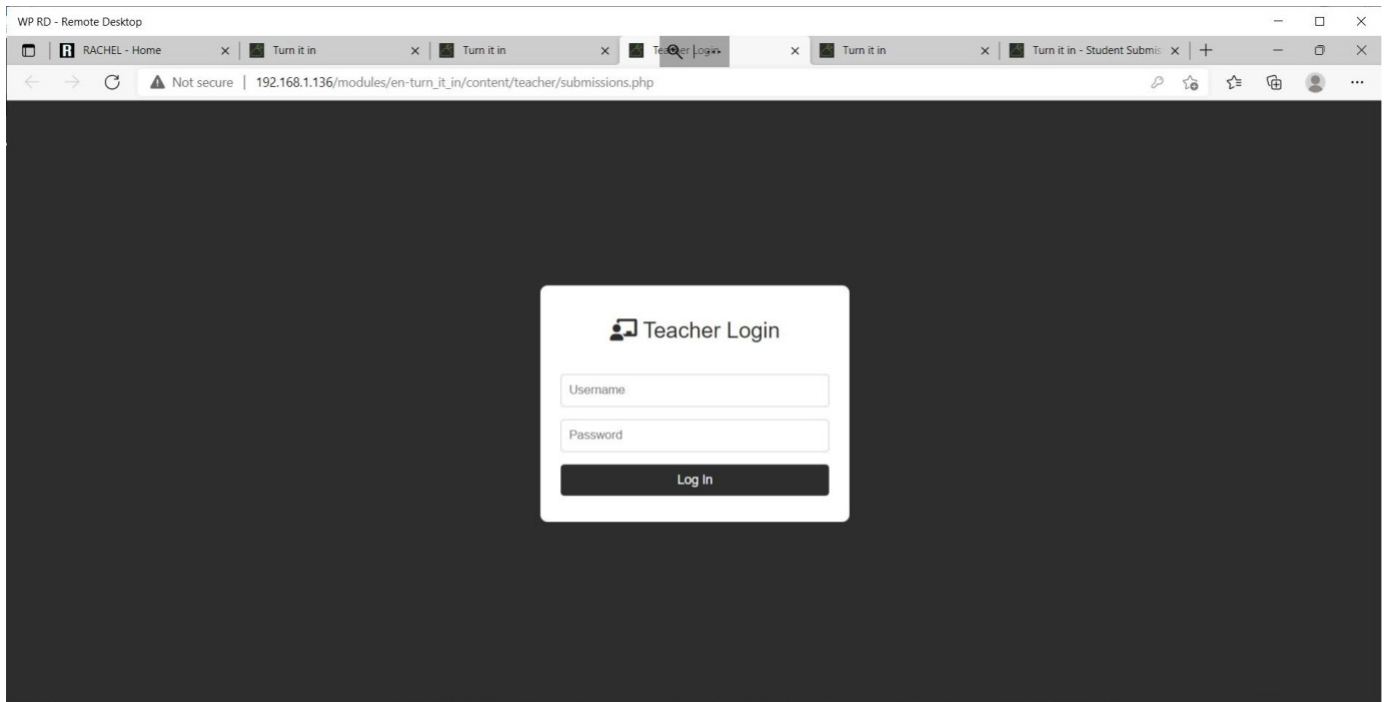
1. Open a Web Browser Application (Chrome or Chromium should work)
 2. Navigate to RACHEL
 3. Select the Turn It In! Module
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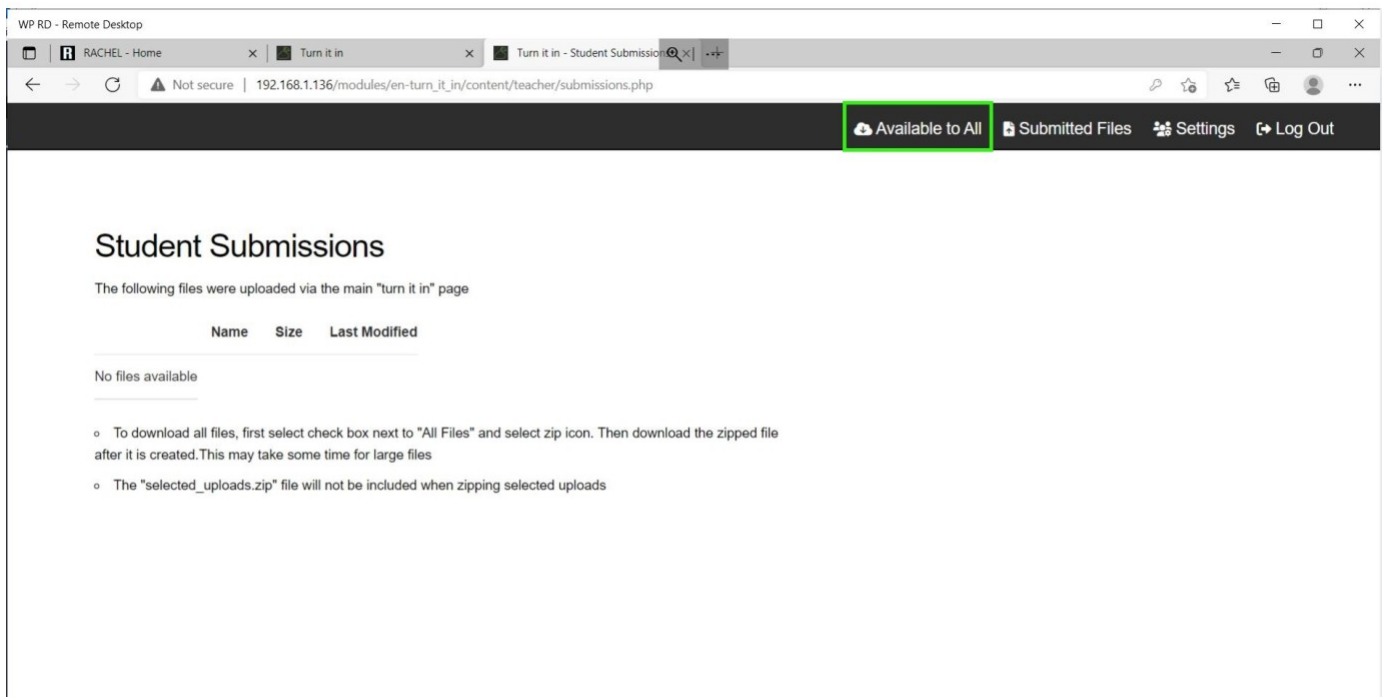
5. Click the "Teacher Login" button in the top right



6. Enter "teacher" for username and "Rachel+1" for password, then click the Log In Button



7. Click on the "Available To All" button in the top right



8. To Upload a file, Drag and Drop the file into the dotted box or click the "Browse Files" button and select the file from the File Explorer.

WP RD - Remote Desktop


RACHEL - Home x Turn it in x Turn it in - Available

Not secure | 192.168.1.136/modules/en-turn_it_in/content/teacher/assignments.php

Available to All Submitted Files Settings Log Out

Upload Assignments

Teachers, upload assignments here (Max 2GB)



Drag&Drop files here

or

Browse Files

Potentially malicious file extensions are prohibited despite "success" during upload

Available to All

The following files are available to all on the main "turn it in" page

Name	Size	Last Modified
No files available		

WP RD - Remote Desktop


RACHEL - Home x Turn it in - Available x +

Not secure | 192.168.1.136/modules/en-turn_it_in/content/teacher/assignments.php

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Drag&Drop files here

or

Browse Files

Potentially malicious file extensions are prohibited despite "success" during upload

Open

This PC > Downloads

Search Downloads

Organize New folder

Name	Date modified	Type	Size
Last week (1)			
fantasticphonics-12-9-21	12/28/2021 12:44 PM	Compressed (zipp...	3,539,24
Last month (3)			
en-afristory	12/21/2021 3:58 PM	Compressed (zipp...	175,315
WinSCP-5.19.5-Setup	12/16/2021 2:25 PM	Application	11,569
en-afristory	12/21/2021 3:59 PM	File folder	

File name: en-afristory

All files

Open Cancel

9. When the file is done uploading to Turn It In! it will appear in the Available to All section and will now be accessible for all students to download.

WP RD - Remote Desktop


RACHEL - Home x Turn it in - Available x +

Not secure | 192.168.1.136/modules/en-turn_it_in/content/teacher/assignments.php

Available to All Submitted Files Settings Log Out

Upload Assignments

Teachers, upload assignments here (Max 2GB)



Drag&Drop files here



or

Browse Files

◦ Potentially malicious file extensions are prohibited despite "success" during upload

Available to All

The following files are available to all on the main "turn it in" page

	Name	Size	Last Modified	
<input type="checkbox"/>	en-afristary.zip	171.21 mb	January 04 2022 22:11:57	
<input type="checkbox"/>	All Files			

Repeat this process for all files that you wish for students to be able to access and download from Turn It In!

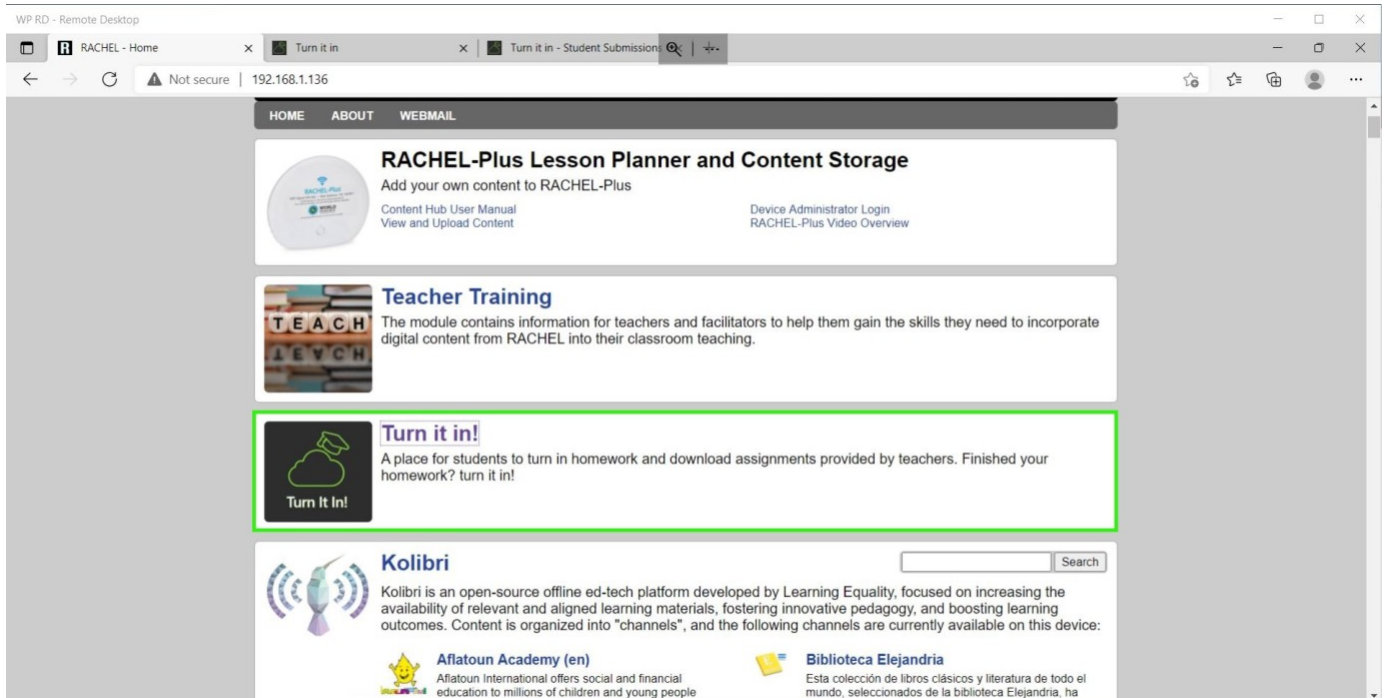
Downloading Submitted Assignments as Teacher

To accomplish this process as the Teacher, you will also need:

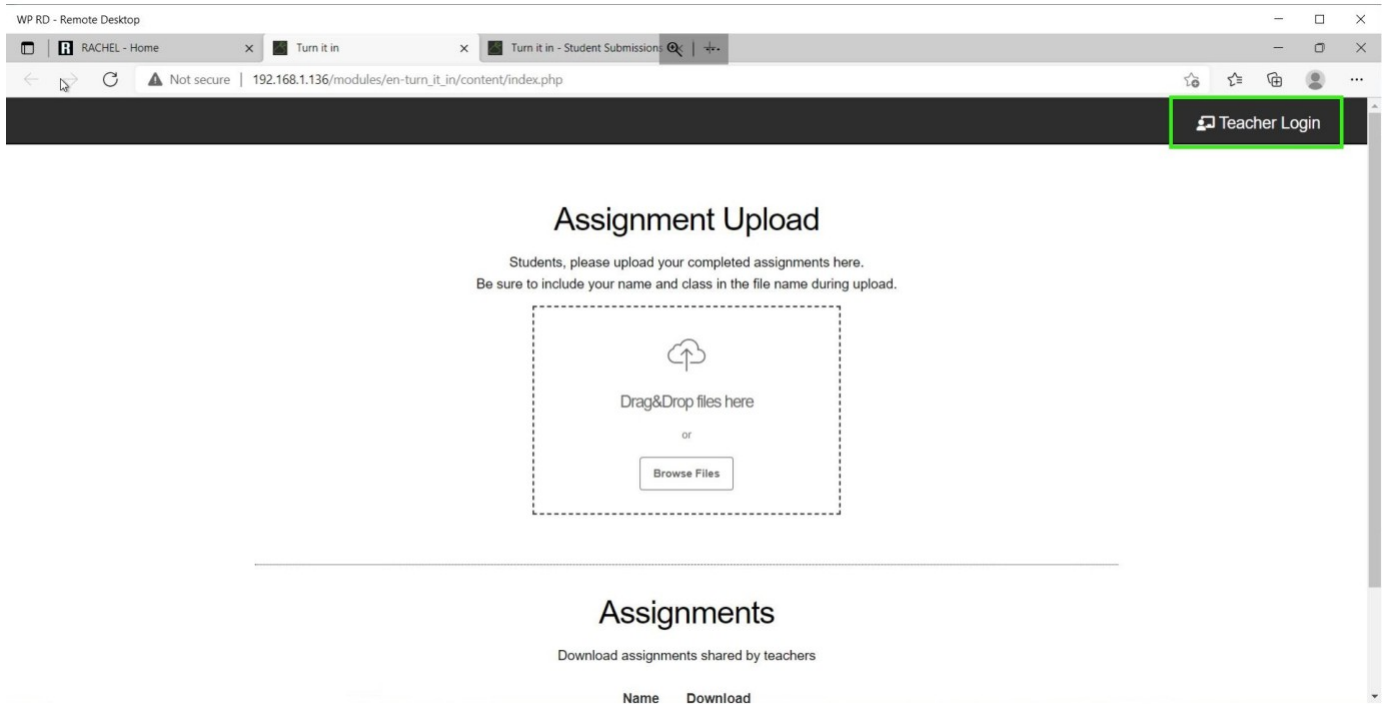
- Turn It In! Teacher Login/Pass

To download student submissions from Turn It In!, follow these steps:

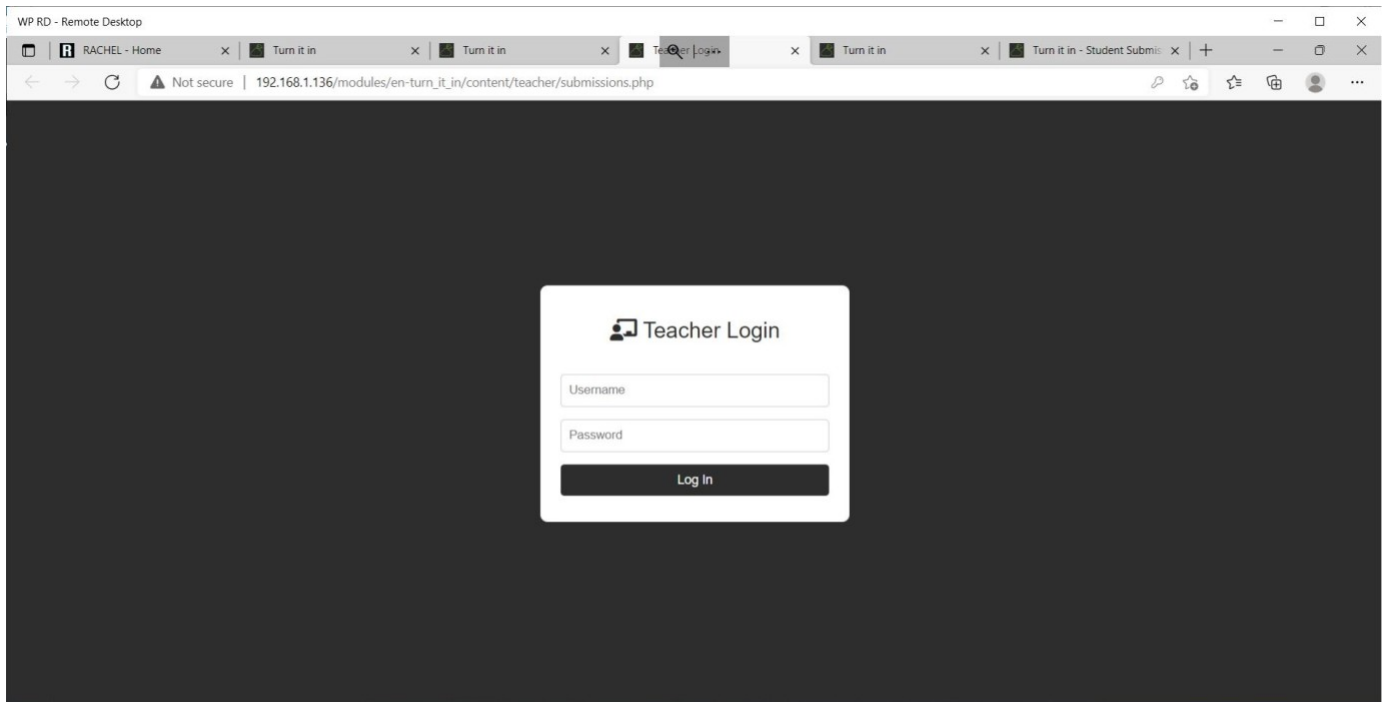
1. Open a Web Browser Application
 2. Navigate to RACHEL
 3. Select the Turn It In! Module
-



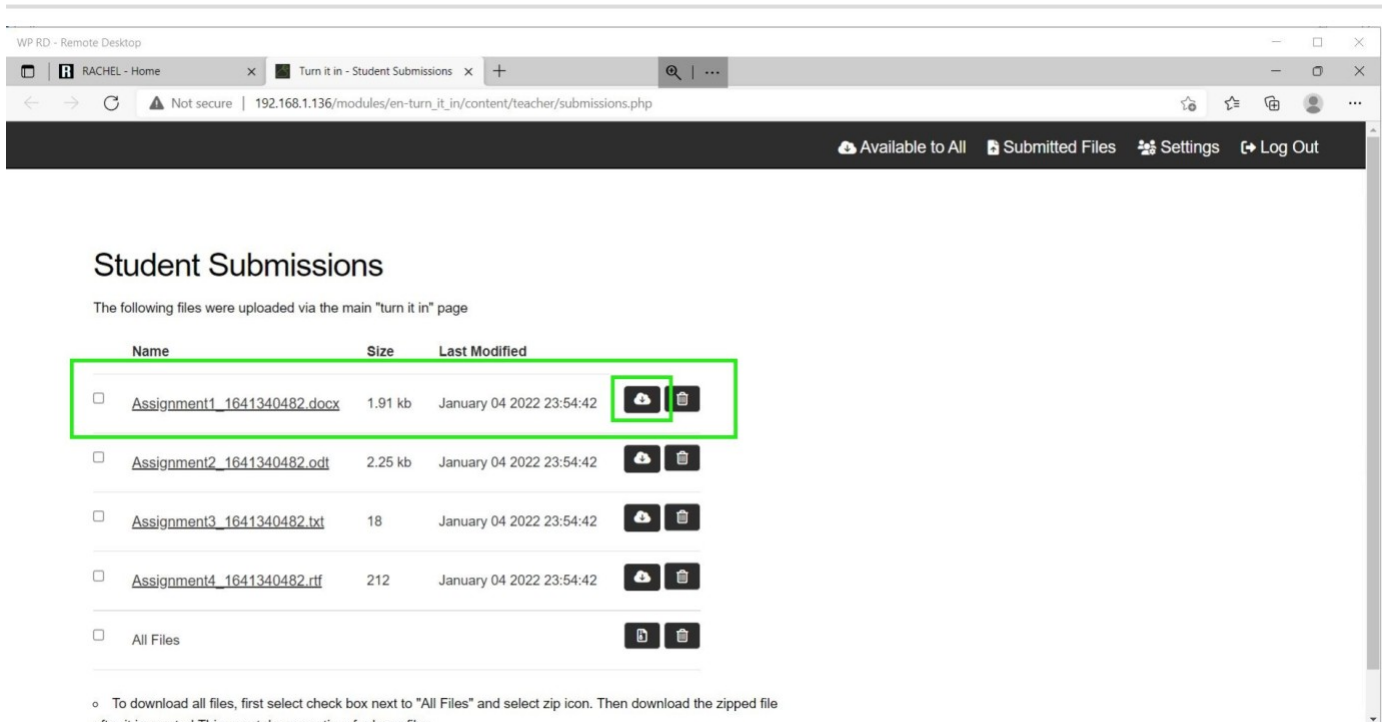
6. Click the "Teacher Login" button in the top right



7. Enter the Teacher Name and Password and click the Log In Button



8. To download a file that a student has submitted, click the download button to the right of the file's name, size, and modified date.



Note: Clicking the trashcan icon next to the download button will delete the file from Turn It In!

9. Alternatively, to download all the files that students have submitted, click and check the checkbox on the All Files option then click the All Files download button.

WP RD - Remote Desktop











RACHEL - Home x Turn it in - Student Submissions x

Not secure | 192.168.1.136/modules/en-turn_it_in/content/teacher/submissions.php

Available to All Submitted Files Settings Log Out

Student Submissions

The following files were uploaded via the main "turn it in" page

	Name	Size	Last Modified	
<input checked="" type="checkbox"/>	Assignment1_1641340482.docx	1.91 kb	January 04 2022 23:54:42	 
<input checked="" type="checkbox"/>	Assignment2_1641340482.odt	2.25 kb	January 04 2022 23:54:42	 
<input checked="" type="checkbox"/>	Assignment3_1641340482.txt	18	January 04 2022 23:54:42	 
<input checked="" type="checkbox"/>	Assignment4_1641340482.rtf	212	January 04 2022 23:54:42	 
<input checked="" type="checkbox"/>	All Files			 

◦ To download all files, first select check box next to "All Files" and select zip icon. Then download the zipped file after it is created. This may take some time for large files

Note: Clicking the trashcan icon next to the download button will delete all the files from Turn It In!

Once the file finishes downloading, it should be available for you to view and edit wherever your downloads are saved. If you downloaded the files using the All Files option then the files will be compressed into a zip folder before downloading and will need to be unzipped before you are able to view and edit them.

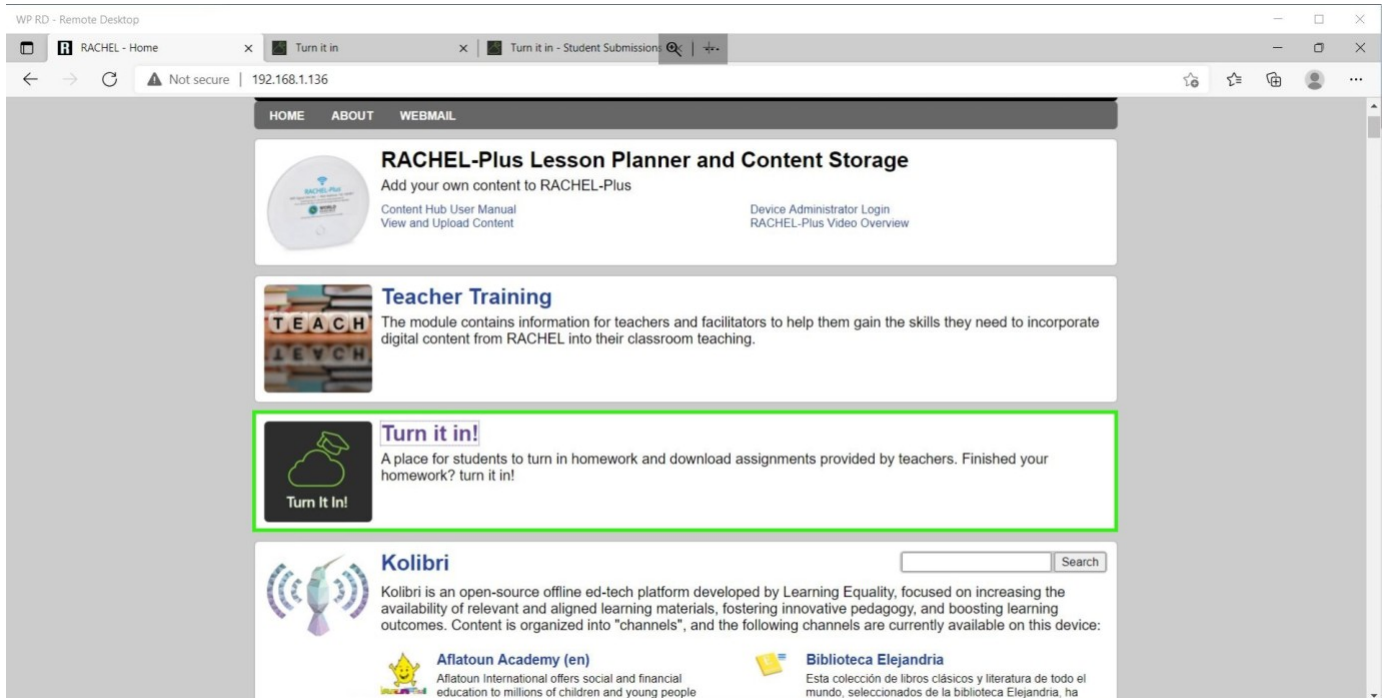
Changing the Login Password

To accomplish this process as a Teacher, you will also need:

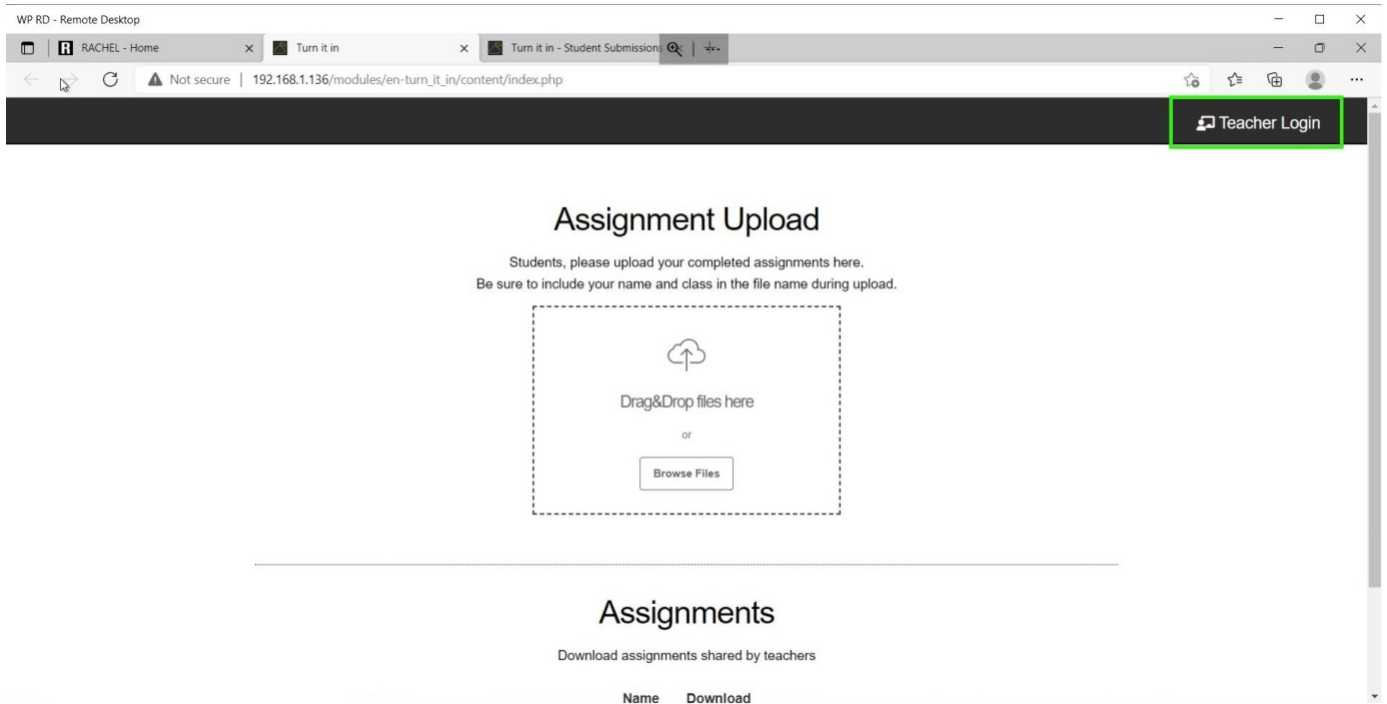
- Turn It In! Teacher Credentials
- Teacher's New Password

To change your password as a Teacher on Turn It In!, follow these steps:

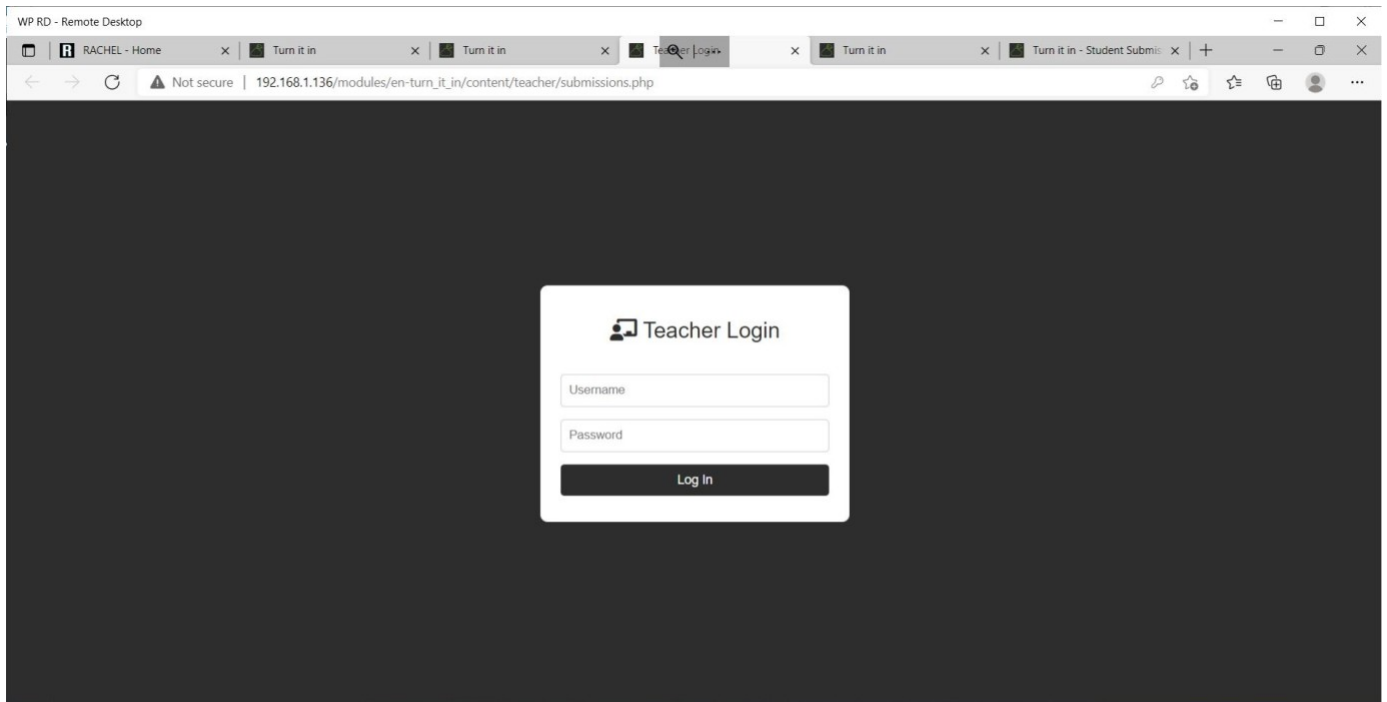
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3. Select the Turn It In! Module



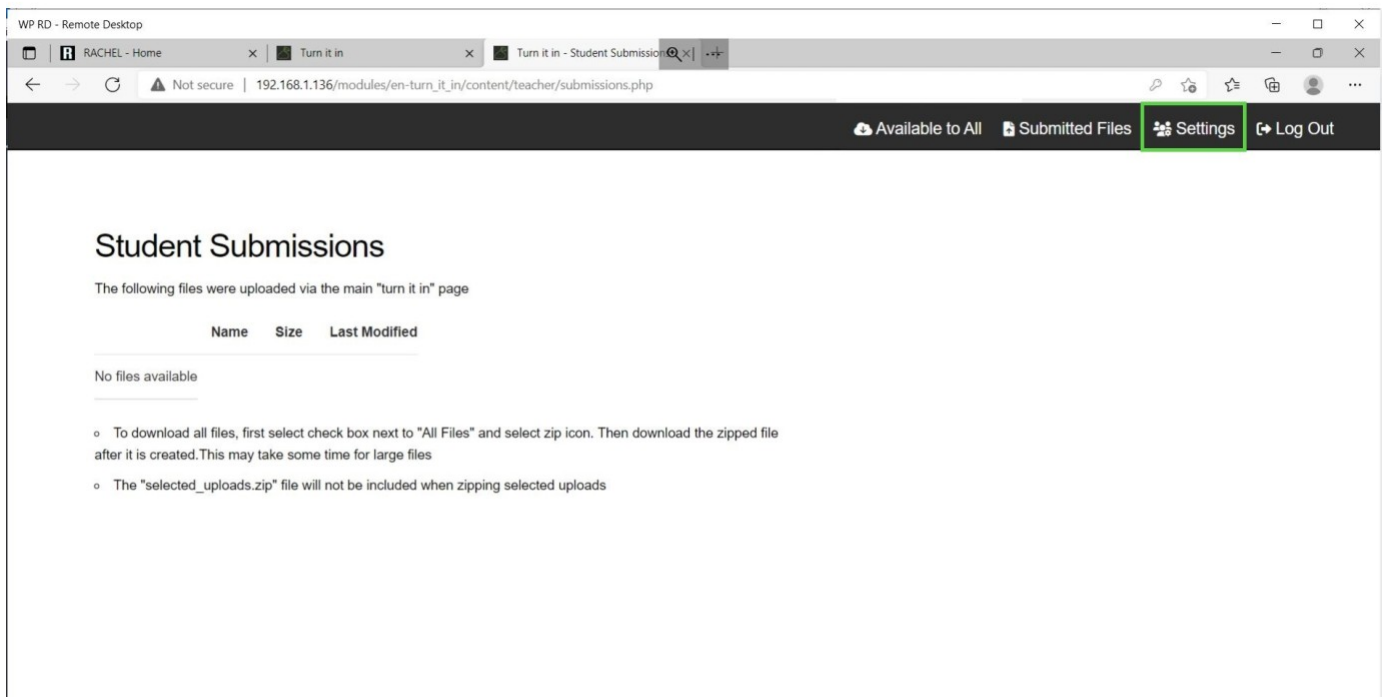
6. Click the "Teacher Login" button in the top right



7. Enter the Teacher Name and Password and click the Log In Button



8. Click the "Settings" button in the top right



9. Enter the Old Password, and then the new password in both the New Password and Confirm Password fields.

The screenshot shows a web browser window with the title 'WP RD - Remote Desktop'. The address bar displays '192.168.1.136/modules/en-turn_it_in/content/teacher/settings.php'. The page has a dark header with links: 'Available to All', 'Submitted Files', 'Settings', and 'Log Out'. The main content area is titled 'Change Password' and contains three input fields labeled 'Old Password', 'New Password', and 'Confirm Password'. Below these fields is a black 'SUBMIT' button.

10. Press the Submit button at the bottom and the password will be successfully changed.

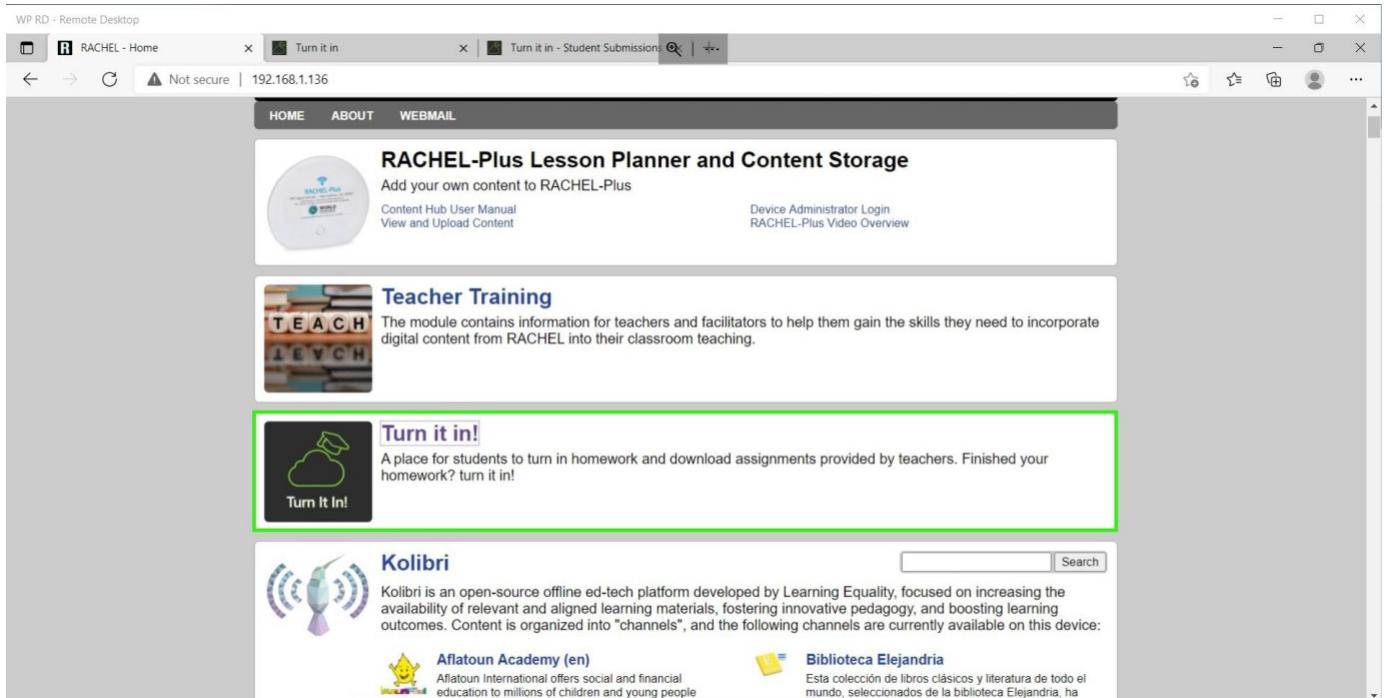
Uploading Assignments as Student

To accomplish this process as a Student, you will also need:

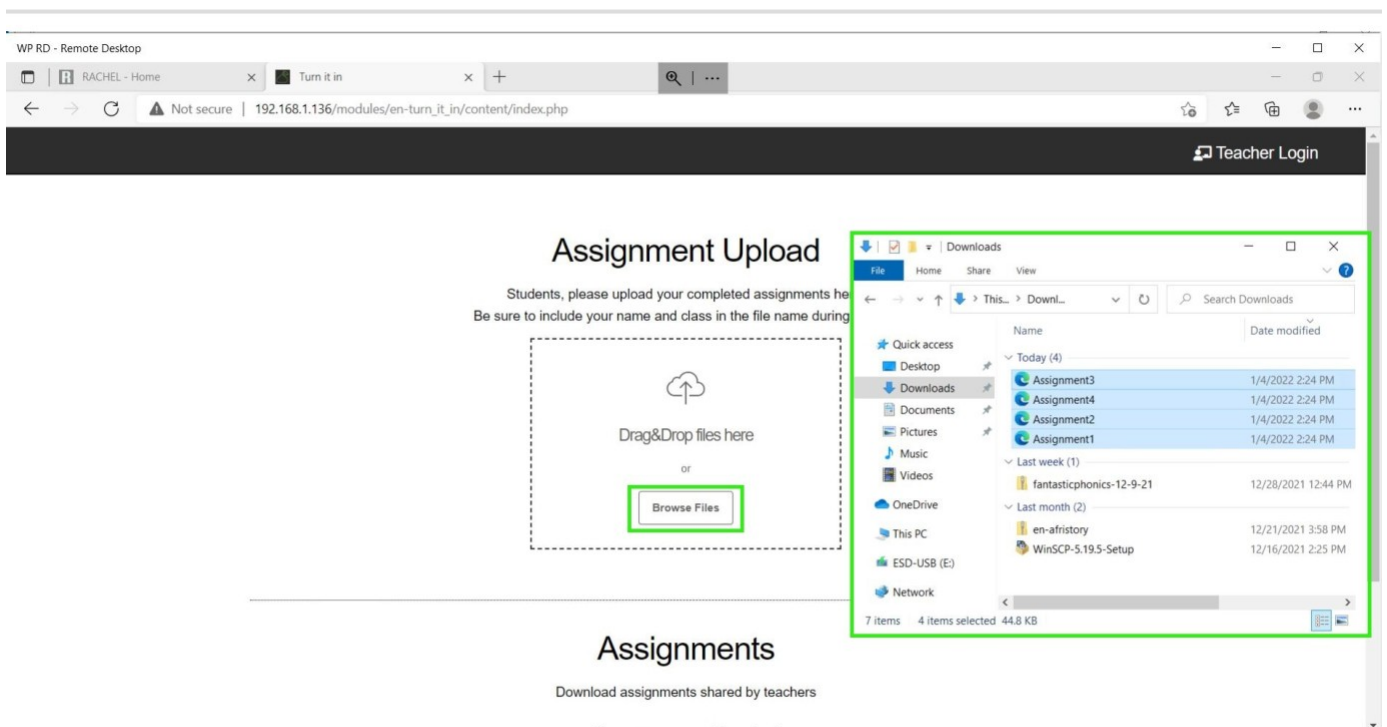
- Assignments to Upload

To upload Assignments to the teacher on Turn It In!, follow these steps:

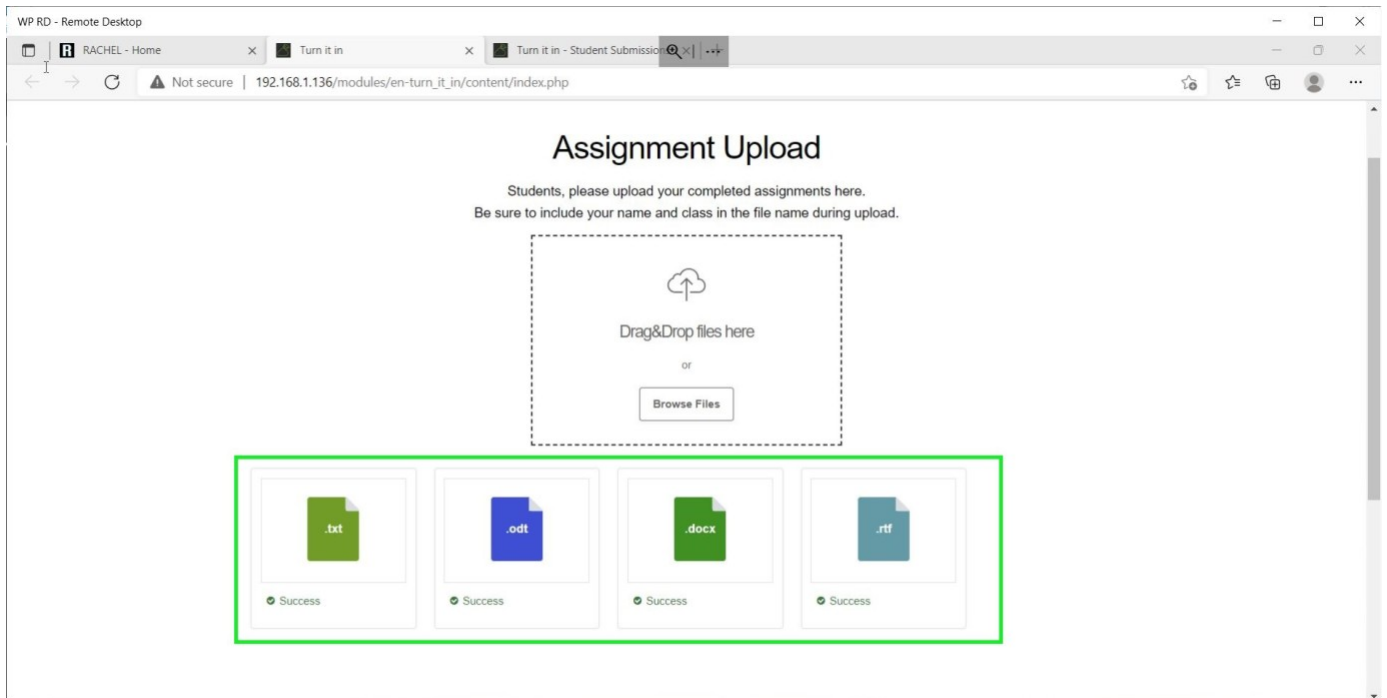
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6. To Upload a file, Drag and Drop the file into the dotted box or click the "Browse Files" button and select the file from the File Explorer.



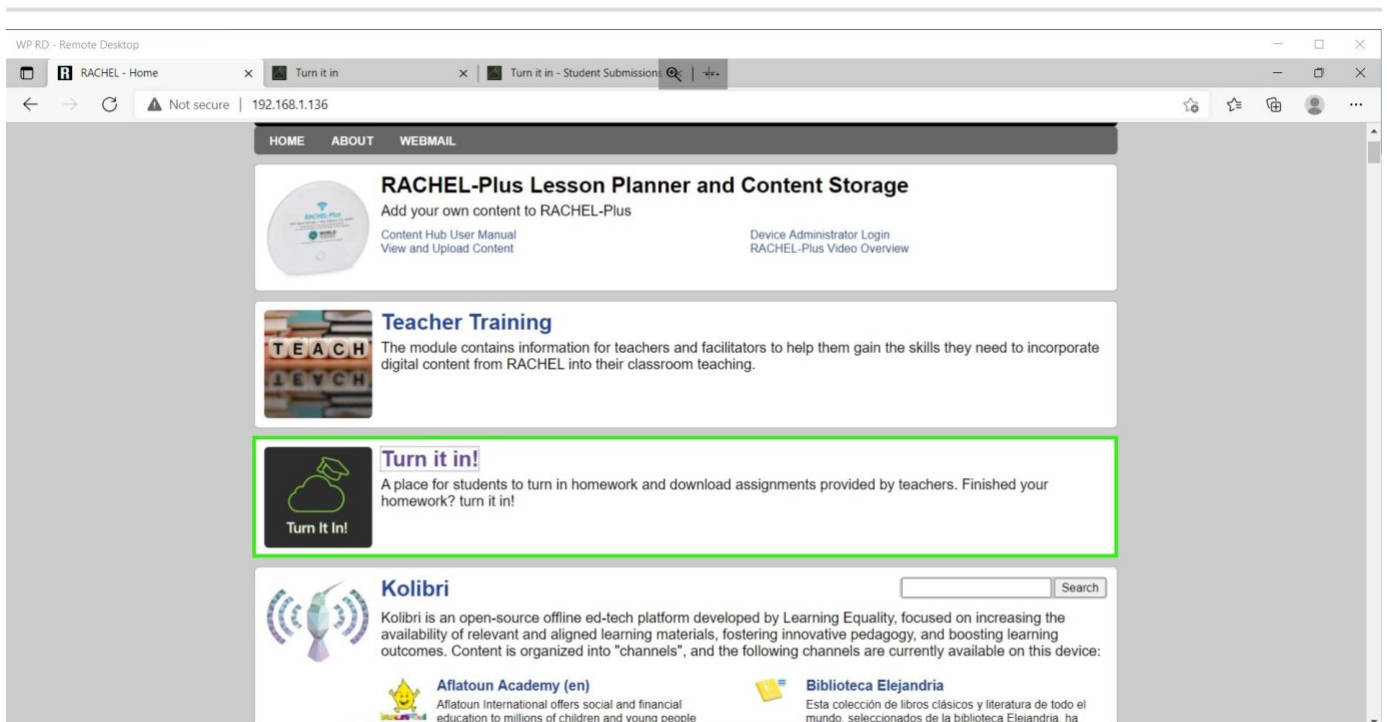
7. Once the files have finished uploading they will be available for the teacher to download and review. *Note: Once a file is submitted on Turn It In! it can only be deleted from Turn It In! by the Teacher.*



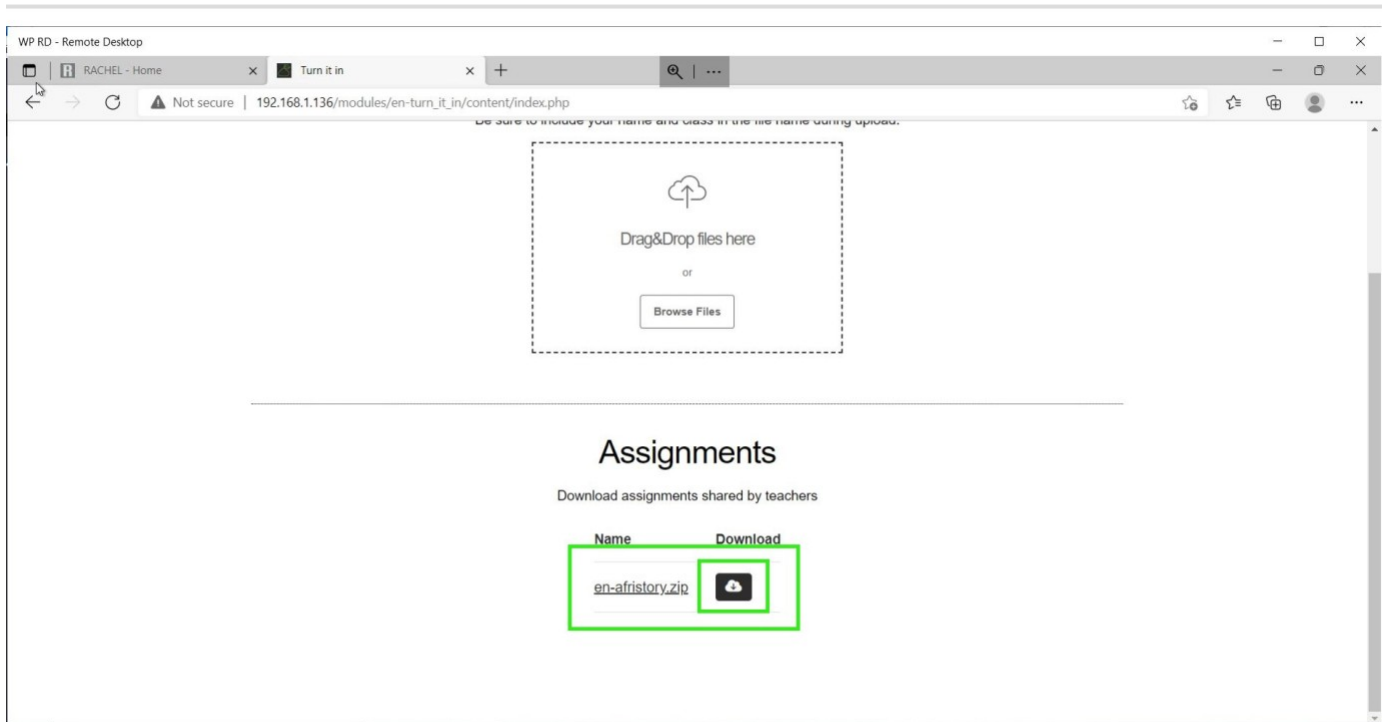
Downloading Assignments as Student

To download any Assignments the Teacher has posted on Turn It In!, follow these steps:

1. Open a Web Browser Application (Chrome or Chromium should work)
2. Navigate to RACHEL
3. Select the Turn It In! Module



6. At the bottom of the Turn It In! Homepage there is Assignments section that will list all of the Assignments currently made available by the Teacher. Click the download button next to an Assignment's name to begin downloading that Assignment.



Once the download is finished the Assignment should be ready for you to view and edit wherever your downloads are stored.