

| Guide for Requesting Permanent Deletions















What will happen if your request is approved?

- 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.
- **After 30 days** have passed, this process **can't be reversed by anyone.**



**1. Log in to your Turnitin account.
Navigate to the assignment with the
paper you'd like to delete.**

Submit File

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE
<input type="checkbox"/>	John Doe	Research Paper: Learning Theories in Education	1% 	
<input type="checkbox"/>	John Doe	Research Paper: Impact of Technology on Education	2% 	
<input type="checkbox"/>	John Doe	Research Paper: Importance of Cultural Heritage in Education	4% 	
<input type="checkbox"/>	John Doe	Research Paper: Global Education Trends in the 21st Century	6% 	
<input type="checkbox"/>	John Doe	Research Paper: Future of Education: Challenges and Opportunities	8% 	
<input type="checkbox"/>	John Doe	Research Paper: Quality of Education in Developing Countries	12% 	

2. Use the checkbox found next to the Author column of the paper you'd like to delete.

INBOX | NOW VIEWING: NEW PAPERS ▼

Submit File

You have selected 1 paper(s) on this page

<input type="checkbox"/>	AUTHOR	TITLE
<input checked="" type="checkbox"/>	Lila Rush	Goliath of the Seas

3. Select the Delete button and choose Request permanent deletion.

INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File Online Grading Report | **Edit assignment settings** | Email non-submitters

You have selected 1 paper(s) on this page

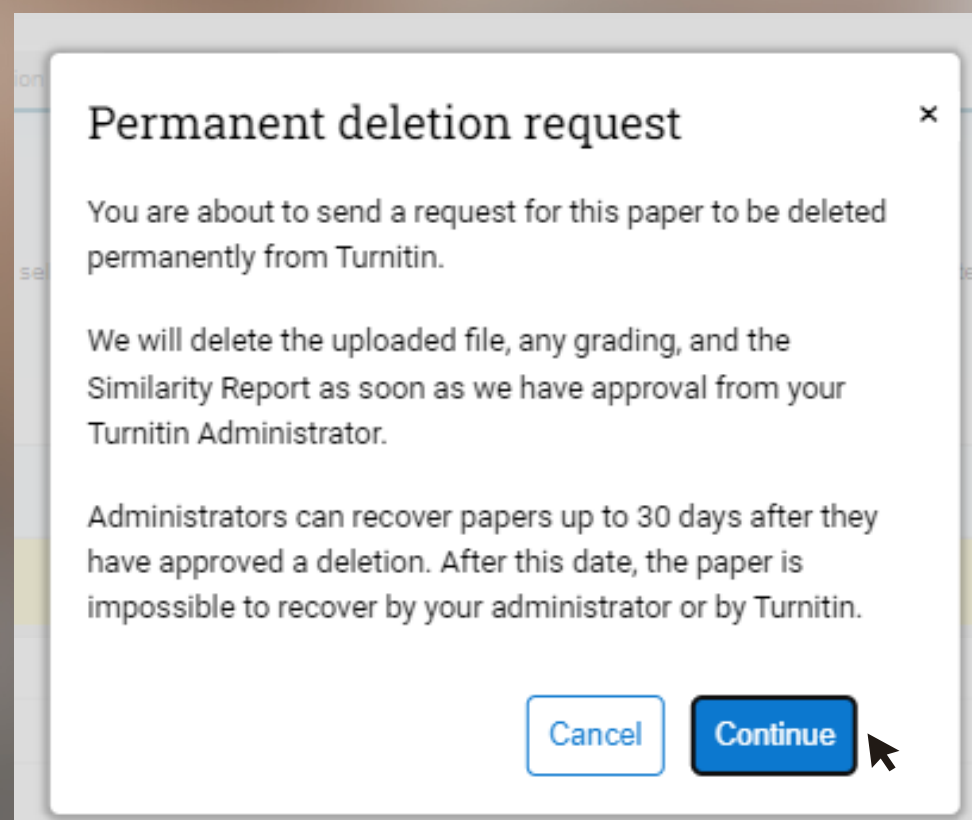
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE		DATE
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	100% ■	✎	•	<input type="checkbox"/>	1692112022 07-Jun-2022
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	100% ■	✎	•	<input type="checkbox"/>	1692112022 07-Jun-2022
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	100% ■	✎	•	<input type="checkbox"/>	1692112022 07-Jun-2022
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	100% ■	✎	•	<input type="checkbox"/>	1692112022 07-Jun-2022

Delete ▾ **Download** ▾ **Move To...**

- Remove From Inbox
- Request permanent deletion**

4. A modal will appear. It will guide you through the rest of the process...

- a. The first step gives you extra context about what will happen to the paper once deleted.



- b. In the second step, you are shown metadata about the paper to double-check you've got the right one. You'll also be asked to give a reason for the deletion. Your admin will see your reason along with the rest of the request to help contextualize why the deletion is needed.

Permanent deletion request

Paper Title
Assignment in Science

Paper ID
183598754

Submitter's Name
Juan S. Dela Cruz

Class Title
Science IV

Assignment Title
Science Assignment

Reason for Deletion*

Please select reason

Your Turnitin administrator will see your reason when reviewing your request.

Cancel Continue

Reason for Deletion*

Please select reason

- Please select reason
- Wrong paper submitted**
- Remove personal data
- Didn't know the paper would appear in similarity matches
- Other

Cancel Continue

c. In the third step, you are asked to type out the word '**DELETE**' after reviewing the request for a final time. If everything looks correct, type **DELETE** and use the **Confirm** button to send the request to the PNU Turnitin Administrator.

Permanent deletion request ×

Paper Title
Assignment in Science

Paper ID
183598754


Submitter's Name
Juan S. Dela Cruz

Class Title
Science IV

Assignment Title
Science Assignment

Reason for Deletion*
Wrong paper submitted

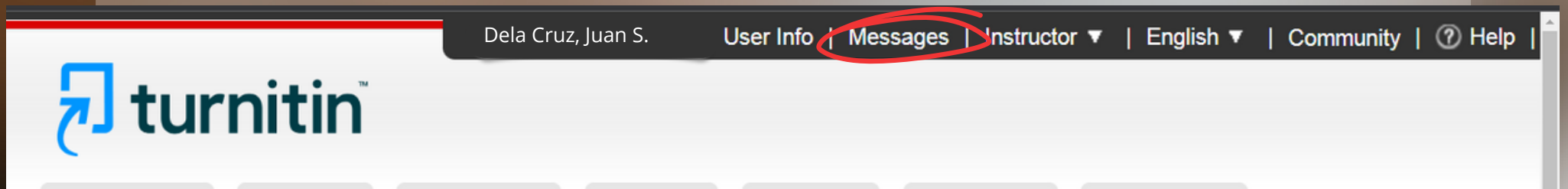
Everything look correct? Type DELETE to proceed



You're all done!

**We will have sent a copy of
your request to your Messages inbox.**

**The Messages inbox is also where you'll be
notified if your request has been approved
or not.**



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