


Philippine Normal University – Publication Office

| Guide for Requesting Permanent Deletion



 Philippine Normal University- Publication Office

 email us: po@pnu.edu.ph













PERMANENT DELETION

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.**

STEP 1:

Log in to your Turnitin account (direct website) or your ePNU account. Navigate to the class or assignment containing the paper you'd like to delete.

Submit File				
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE
<input type="checkbox"/>	XXXX XX	XXXXXX Learning Materials in the	1% 	
<input type="checkbox"/>	XXXX XX	XXXXXX of the Education in the	2% 	
<input type="checkbox"/>	XXXX XX	XXXXXX of the Education in the	4% 	
<input type="checkbox"/>	XXXX XX	XXXXXX Learning Materials in the	6% 	
<input type="checkbox"/>	XXXX XX	XXXXXX of the Education in the	8% 	
<input type="checkbox"/>	XXXX XX	XXXXXX of the Education in the	12% 	



Philippine Normal University- Publication Office



email us: po@pnu.edu.ph

STEP 2:

Tick the checkbox next to the paper you want 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

STEP 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	DELETE	DATE
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	100% ■	✎	0	<input type="checkbox"/>	1652112022 07-Jun-2022
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	100% ■	✎	1	<input type="checkbox"/>	1652112022 07-Jun-2022
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	100% ■	✎	1	<input type="checkbox"/>	1652112022 07-Jun-2022
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	100% ■	✎	1	<input type="checkbox"/>	1652112022 07-Jun-2022

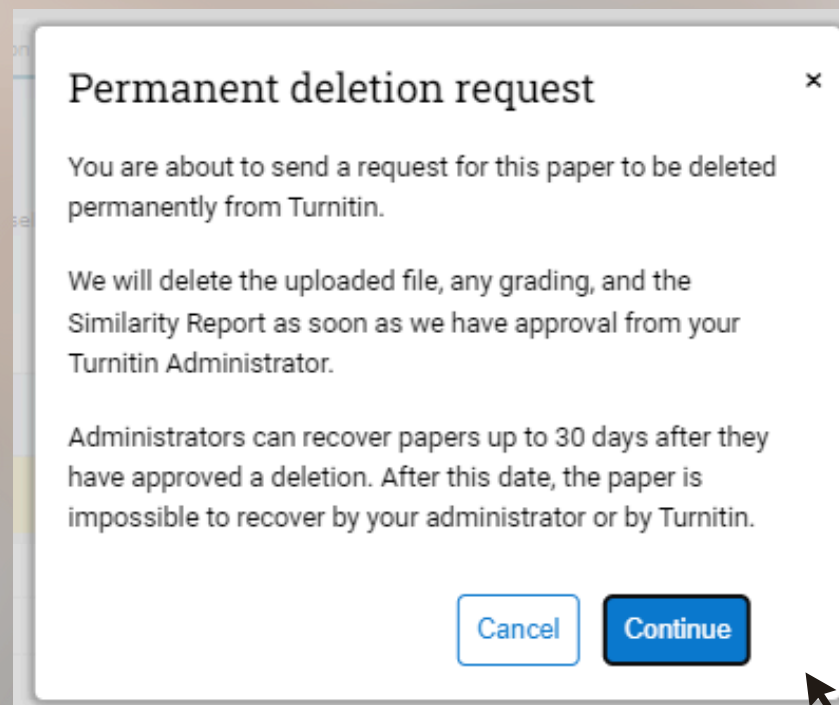
Delete ▾ **Download** ▾ **Move To...**

- Remove From Inbox
- Request permanent deletion**

STEP 4:

A modal will appear to 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 will be shown metadata about the paper to confirm that you have selected the correct one. You will also be asked to provide a reason for the deletion. Your admin will see this reason along with the rest of the request to better understand the need for the deletion.

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 will be asked to type the word '**DELETE**' after reviewing the request one final time. If everything looks correct, type '**DELETE**' and click the '**Confirm**' button to submit 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

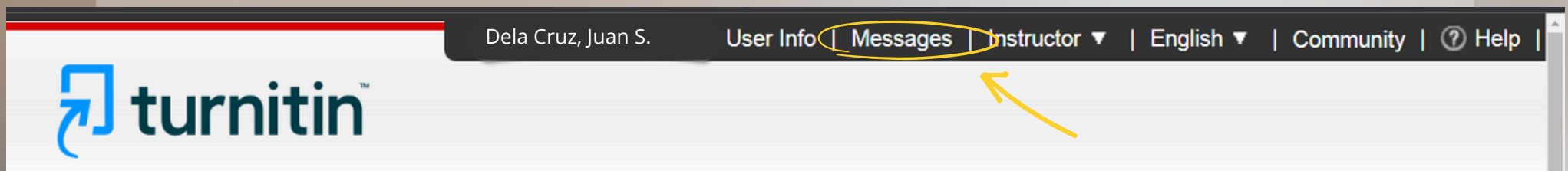
Reason for Deletion*
Wrong paper submitted

Everything look correct? Type DELETE to proceed



You're all done.

A copy of your request has been sent to your Messages inbox. This is also where you will be notified about the approval status of your request.



Read the full article:

<https://help.turnitin.com/feedback-studio/turnitin-website/instructor/paperdeletions.htm#permanent-deletion>

or Scan this

