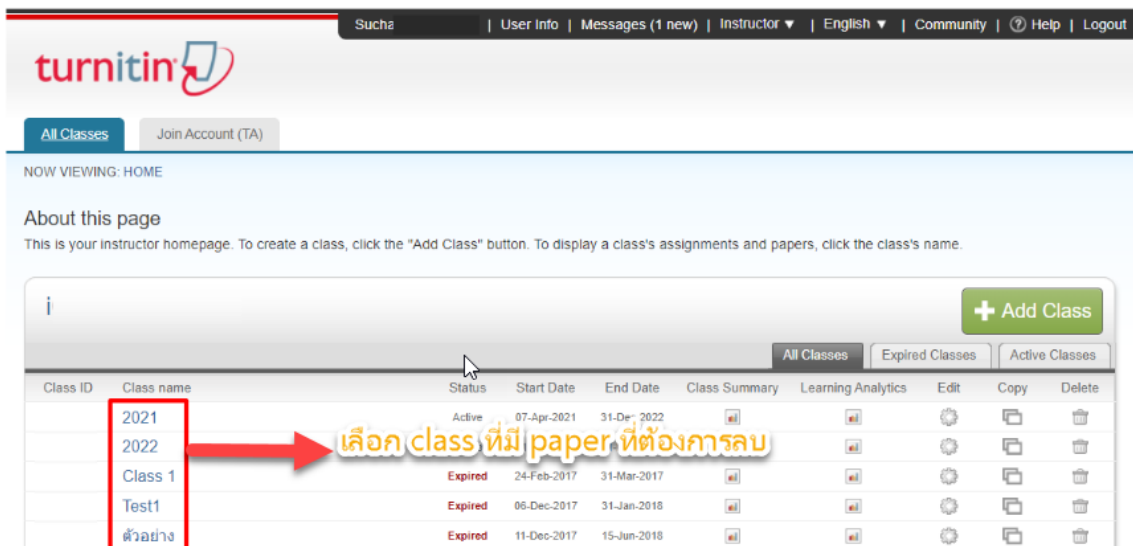


## ขั้นตอนการแจ้งลบ Paper ในคลังข้อมูลของ Turnitin (Module Instructor)

ศรัณยูภรณ์ โชลิตกุล บรรณารักษ์ชำนาญการ  
ปิยะธิดา ปรางค์โคกกรวด นักเอกสารสนเทศปฏิบัติการ

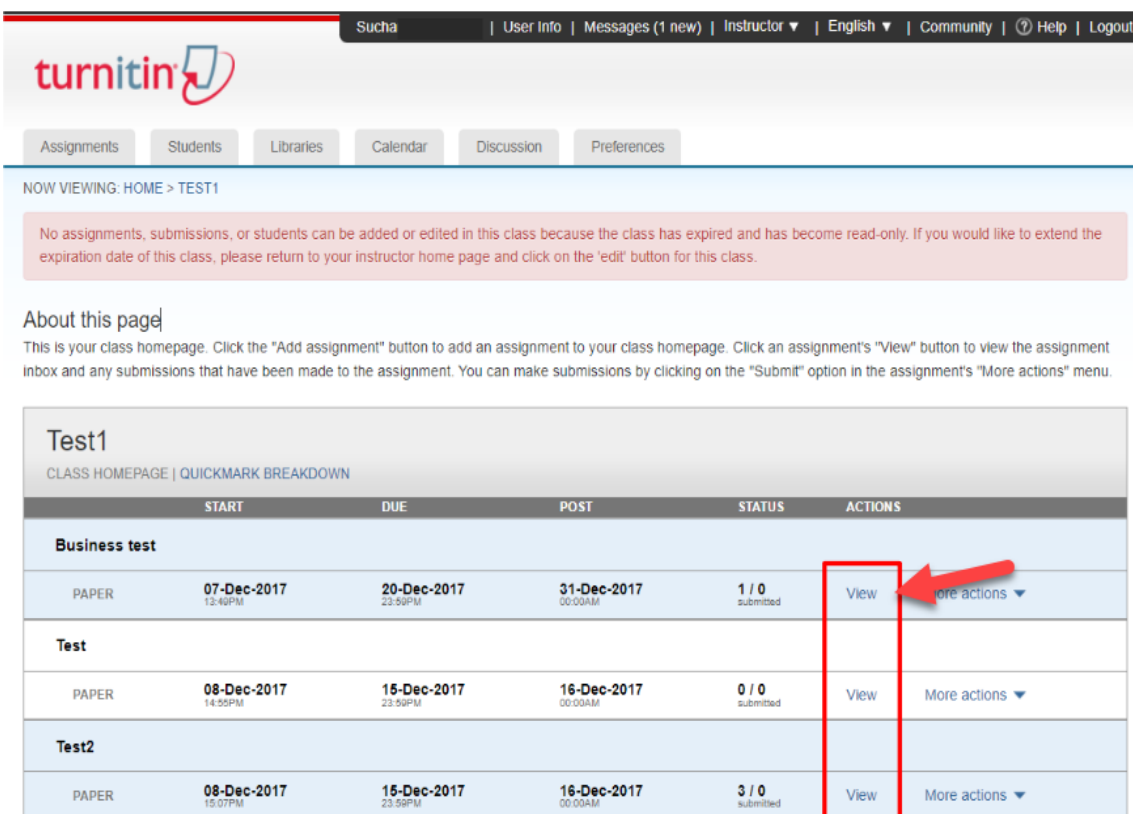
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1. Instructor เข้าสู่ระบบการใช้งาน Turnitin และไปที่ Class Name ที่มี paper ที่ต้องการลบ



Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
2021		Active	07-Apr-2021	31-Dec-2022					
2022		Active							
Class 1		Expired	24-Feb-2017	31-Mar-2017					
Test1		Expired	06-Dec-2017	31-Jan-2018					
ตัวอย่าง		Expired	11-Dec-2017	15-Jun-2018					

2. กดที่ View แล้วเลือก paper ที่ต้องการลบ



	START	DUE	POST	STATUS	ACTIONS
<b>Business test</b>					
PAPER	07-Dec-2017 12:40PM	20-Dec-2017 23:59PM	31-Dec-2017 00:00AM	1 / 0 submitted	View More actions ▼
<b>Test</b>					
PAPER	08-Dec-2017 14:50PM	15-Dec-2017 23:59PM	16-Dec-2017 00:00AM	0 / 0 submitted	View More actions ▼
<b>Test2</b>					
PAPER	08-Dec-2017 15:07PM	15-Dec-2017 23:59PM	16-Dec-2017 00:00AM	3 / 0 submitted	View More actions ▼

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Sucha | User Info | Messages (1 new) | Instructor | English | Community | Help | Logout

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

NOW VIEWING: HOME > TEST1 > TEST2

No assignments, submissions, or students can be added or edited in this class because the class has expired and has become read-only. If you would like to extend the expiration date of this class, please return to your instructor home page and click on the 'edit' button for this class.

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

Test2  
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

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/>	AA	456	2%		*			08-Dec-2017
<input type="checkbox"/>	Kk Kk	123	42%		*			08-Dec-2017
<input type="checkbox"/>	Sucha P	2017	92%		*			08-Dec-2017

### 3. กดที่ Delete แล้วเลือก Request permanent deletion

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You have selected 1 paper(s) on this page

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/>	AA	456	2%		*		892326647	08-Dec-2017
<input type="checkbox"/>	Kk Kk	123	42%		*			08-Dec-2017
<input type="checkbox"/>	Sucha P	2017	92%		*			08-Dec-2017

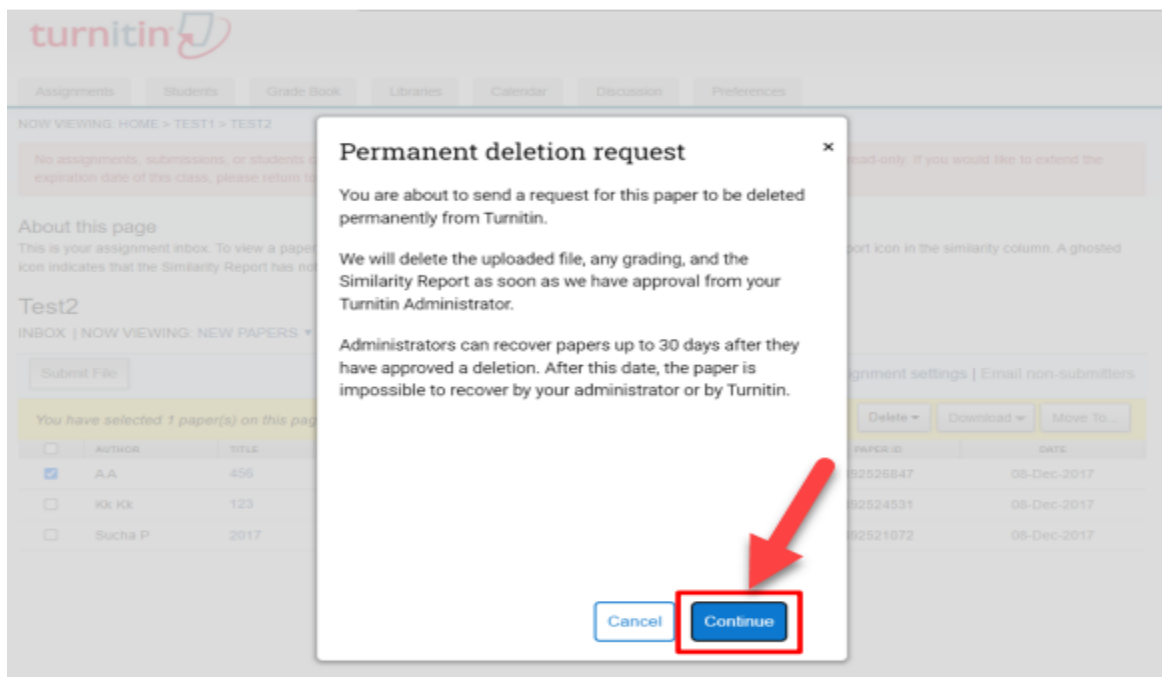
1

2

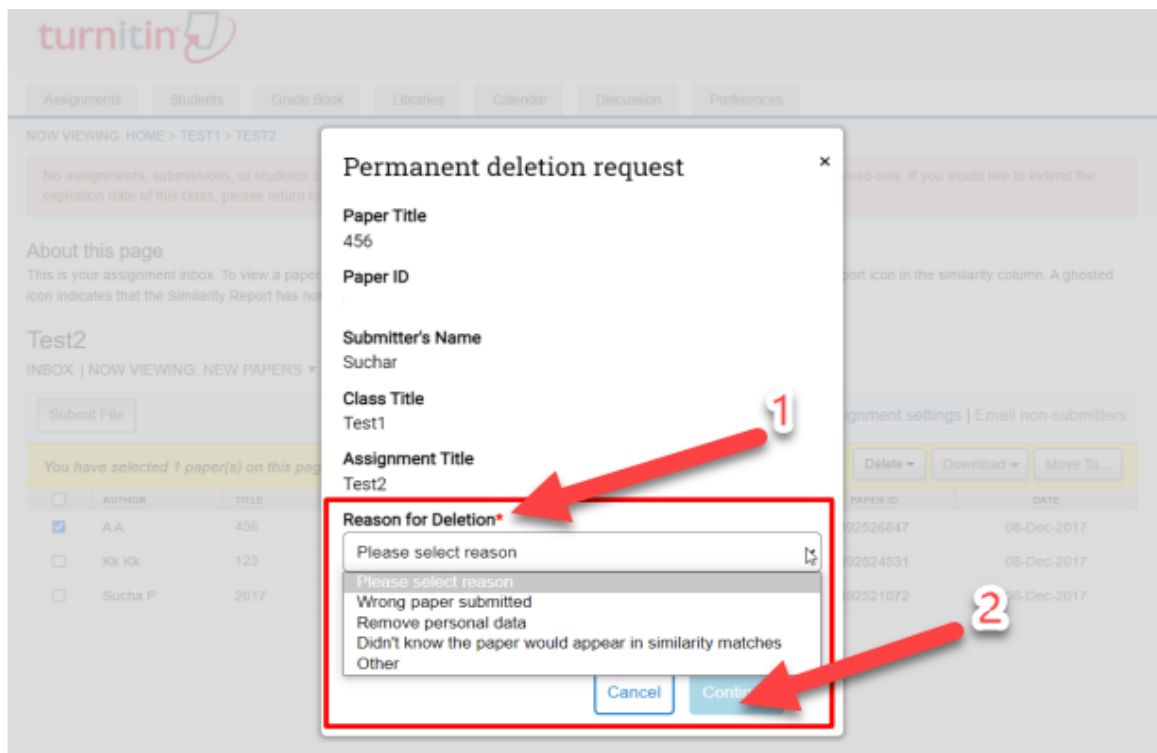
Delete | Download | Move To...

Remove from Inbox  
Request permanent deletion

#### 4. กด Continue



#### 5. เลือก Reason for Deletion จากนั้นกด Continue



6. พิมพ์คำว่า DELETE เพื่อยืนยันการแจ้งลบ จากนั้นกด Confirm

Permanent deletion request

Paper Title  
456

Paper ID

Submitter's Name  
Sucha

Class Title  
Test1

Assignment Title  
Test2

Reason for Deletion\*  
Wrong paper submitted

Everything look correct? Type DELETE to proceed

DELETE

Cancel Confirm

7. หน้าจอของผู้ใช้จะปรากฏผลว่าได้แจ้งลบไปยัง Admin ของสถาบัน (มหาวิทยาลัยเกษตรศาสตร์) เรียบร้อยแล้ว จากนั้นรอ Admin ยืนยันการลบ paper ต่อไป

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Assignments Students Grade Book Libraries Calendar Discussion Preferences

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A paper deletion request has been sent to your administrator.

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Test2  
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	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	AA	456	2%		*			08-Dec-2017
<input type="checkbox"/>	Kk Kk	123	42%		*			08-Dec-2017
<input type="checkbox"/>	Sucha P	2017	92%		*			08-Dec-2017

8. หากทำการลบแล้ว และต้องการกู้ paper คืน สามารถทำได้ภายใน 30 วัน หากเกินกว่านั้น paper นั้นจะลบออกจากระบบโดยถาวร