Thesis supervision workspace in MyCourses

Ordering a workspace order form

Supervisor: order the personal workspace by filling in the form: MyCourses workspace for thesis supervision

- The form is also found in MyCourses after you have logged in: In the white ribbon on the top, Service links > Workspace for thesis supervision.
- You will get the workspace in three working days. The workspace is ready for usage with its Turnitin inboxes and instructions.
- The life cycle of the workspace is appr. 3 years at maximum. It is recommended to order a new workspace well before the deadline.

Description

A ready-made workspace is meant for

- supervisors/advisors/supervising professors to receive and comment thesis or dissertation versions (from now on the term supervisor is used for these different roles in these instructions)
- students to send their thesis versions to their supervisor
- receiving Turnitin similarity reports
  - on thesis drafts in order to help scientific writing and its support - and preventing unintentional or intentional plagiarism
  - on the thesis version that is graded in order to detect possible plagiarism
  - on the version of doctoral dissertation that will be assessed for pre-examination.

The snapshot below shows what the workspace template looks like in MyCourses. The workspace template is copied and renamed for each supervisor.

Instructions

Students enroll themselves to the workspace before submitting.

Please

- give your students a link to the workspace
- ask them to enroll to the workspace (Self enrolment on the Syllabus page)
- answer the question about the level of their thesis

NOTE! A clear difference between the activities for drafts and versions for grading is needed, because the meaning of a Turnitin similarity report differs depending on the phase of the thesis process:

- a similarity report on a draft is a help with supervising scientific writing, correcting errors and preventing plagiarism in time
- a similarity report on the version that is graded is a help with assessing ethics of the thesis. If plagiarism is suspected during assessing, a handling procedure will begin according to the Aalto University Code of Academic integrity. Dissertation version for pre-examination is handled in a similar way as a "version that is graded".

Turnitin paper ID needed, for example, for a pre-examination form
A Turnitin paper ID is used for pointing a specific Turnitin similarity report. The paper ID is seen in the submission inbox on the submission row.

The Turnitin paper ID is recommended to be added into pre-examination form in order to inform the pre-examiners that the Turnitin similarity report has been used as a help in assessing the ethics of the dissertation paper.

The Turnitin paper ID can be added to any other assessment where the assessor wants to point out that Turnitin similarity report has been used as a help during the assessing process. If a handling procedure of suspected plagiarism takes place, a Turnitin paper ID can be referred in it.

Turnitin similarity report on supervisor’s own draft

A supervisor can get Turnitin similarity reports also on one’s own drafts (of an article for example). A possibility to submit in Draft - Luonnos activities is arranged in the following way (this feature is instantly available in workspaces that were created as of the second half of May 2020):

1) open a Draft - Luonnos inbox > choose Permissions from the settings (drop down menu) > add a permission for Advanced teacher to Submit to Turnitin Tool Assignments

2) add a role of an Advanced teacher to the supervisor in Participants section

3) supervisor’s name can be seen now in the inbox among students. Submit a file by clicking the cloud icon (=submit paper).

Scheduler activity for booking supervision appointments

There is Appointment booking for supervision activity on the home page. A supervisor can use it or hide it:

- Using: you can mark your regular appointment slots to the scheduler where students can book them, or you can mark the appointment you just agreed on with the student (it is a shared information about the appointment).
- Appointments are seen in your MyCourses calendar. You can export the calendar into your Outlook (or for example Google) calendar.
- Hiding: Turn editing on > click Edit next to the activity > Hide.

You can also write down notes for an appointment which are visible for the student.

Editing the workspace

A supervisor can edit the ready-made workspace as any other workspace with teacher’s role in MyCourses. A ready-made workspace contains instructions in three languages: a user sees one language version depending on the interface language he/she has chosen. This has to be taken into account if those instructions are edited.

Support and instructions

- read more about Turnitin in MyCourses
- Students instructions:: link to student instructions
- Turnitin instructions or consulting are arranged by demand for a small group of teachers at a time. Ask for a session with a few suggested times: turnitin[at]aalto.fi
- Support requests: MyTeaching support and turnitin[at]aalto.fi, mycourses[at]aalto.fi