

Supervisor's manual for assessing maturity test and thesis

This manual includes step-by-step screenshots and descriptions how to

1. Assess contents of a maturity test in MyCourses after a language consultant has assessed its language
 - Check due dates of the common schedule of the School of Business in order to find out when you can start your part of assessing.

2. Assess and grade a thesis

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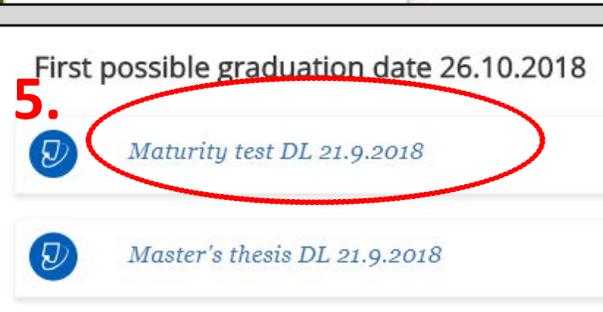
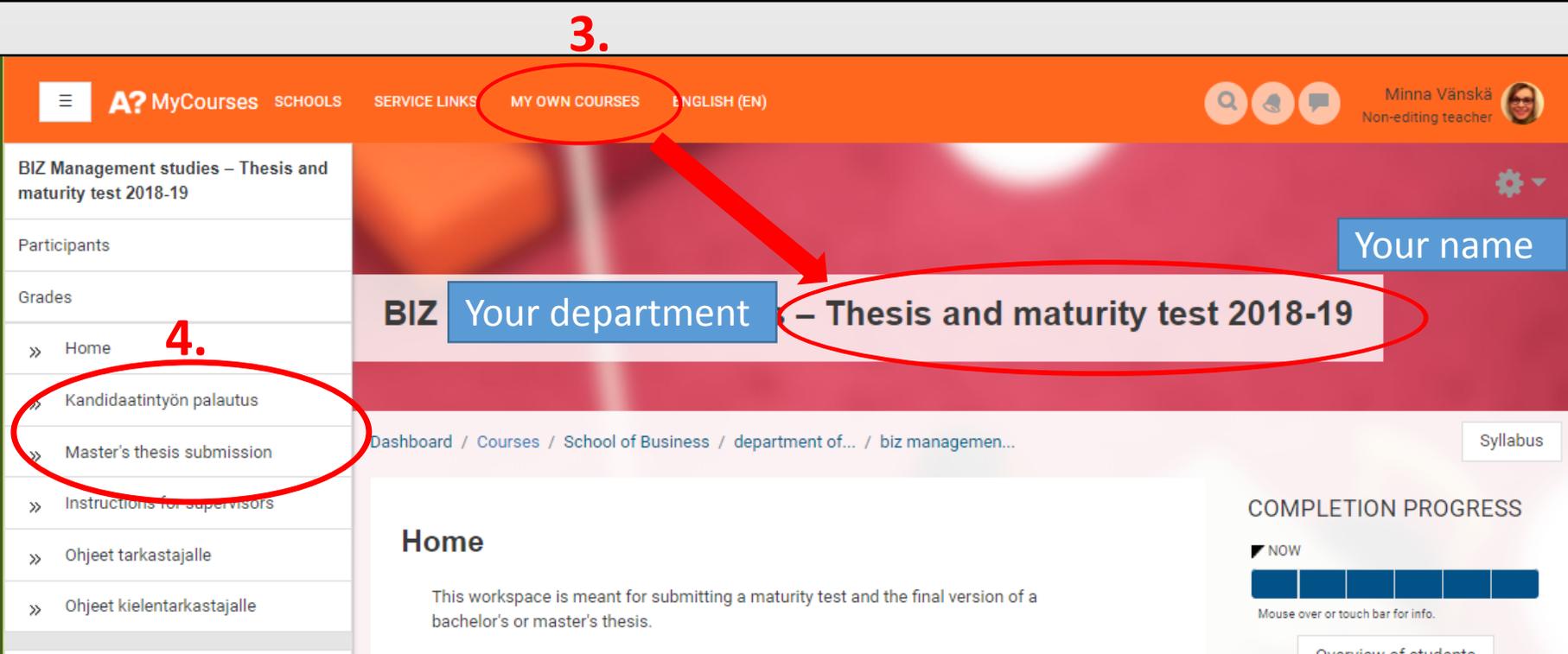
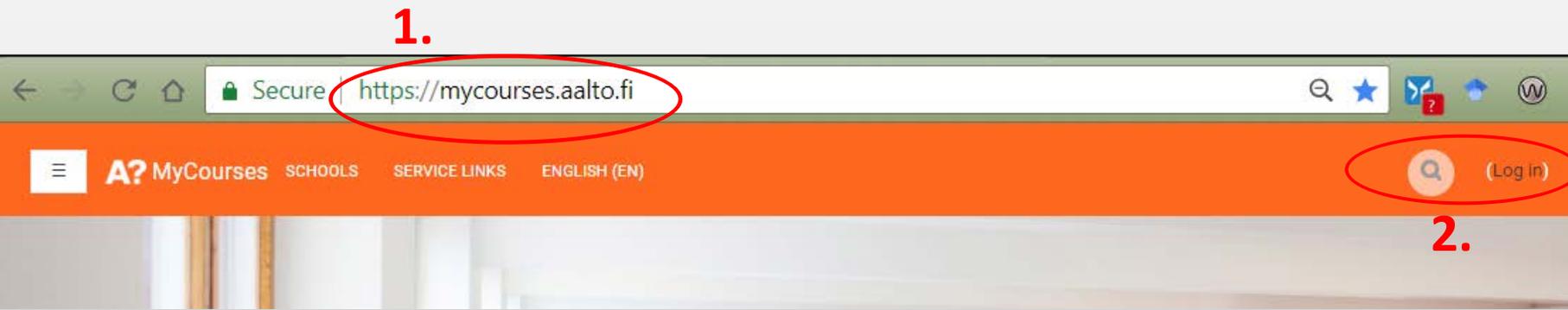
Support:

LES, BIZ: paula.koivukangas@aalto.fi

LES, ICT for Learning: turnitin@aalto.fi or MyCourses@aalto.fi

Turnitin manual for Aalto teachers (all functions):

<https://wiki.aalto.fi/display/turnitin/Turnitin+for+Teachers>



1. Open mycourses.aalto.fi

2. Log in on the upper right corner with your Aalto account. Your name can be seen in the corner after logging in.

3. Choose "BIZ [your department] Thesis and Maturity test [academic year]" from the drop down menu *My own courses*

You have got "Non-editing teacher" -role in the workspace.

If you do not see the workspace in "My own courses" menu, contact the study coordinator of your department.

4. Choose *Master's Thesis submission* or *Kandidaatintyön palautus* on the left depending on the thesis you are about to assess.

5. Scroll down for a topical date of graduation and open a submission inbox of a maturity test under it by clicking the title.

Separate groups All participants 6.2

Submission Inbox Turnitin Tutors Turnitin Students

Maturity test Maturity test retake

Title	Start Date	Due Date	Assessment available	Maximum Mark	Export
6.1 Maturity test DL 17.8.2018 - Maturity test	25 May 2018 - 00:00	17 Aug 2018 - 23:59	21 Sep 2018 - 00:00	100	

Description:
Submit your maturity test in a folder on a tab "Maturity test". If you wish, you can check on Into the [instructions on writing the maturity test](#).
When submitting your maturity test, you have to give your permission to the system to store the maturity test in to the Turnitin student papers archive (comparison database) in order to protect your work against plagiarism. You will receive a digital receipt when your submission has been successful. The receipt is displayed also later in this submission folder. See for illustration

Show 6.3 10 Entries 6. Refresh Submissions Notify Non-Submitters Turnitin Messages Inbox (0)

Search: Surname

Showing 1 to 2 of 2 entries.

<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	6.4 Submitted	Similarity	Grade	Overall Grade	
<input type="checkbox"/>	Student's name	7. Kypsyysnäyte	979	29/06/18, 12:23	0%	--/100	--	
<input type="checkbox"/>		--	--	--	--		--	

1. ASSESSING A MATURITY TEST

6. **Write a student's surname in the Search field** in order to filter the list of submissions.
- 6.1. The Search field is found more easily, if you hide the Description field by clicking the hide/show button.
- 6.2. If you wish to see all submissions of a certain major (BSc) or master's program (MSc), choose the one from the drop down menu on the top
- 6.3. Choose more entries if you wish to see all submissions per page (Search field should be empty at the time).
- 6.4. In order to list the latest submissions on the top click Submitted (Search field should be empty at the time).
7. **Open a submission** from the student's row: clicking her/his submission title.

8. feedback studio

Diana Demo | kypsyysnäyte demo

9. Language accepted

10. 9.1

10.1

10.2

Package materials

Maturity test, Demo, written by Opit Opiskelija

This is an essay about package materials for food.

3
"Packaging is the technology of enclosing or protecting products for distribution, storage, sale, and use. Packaging also refers to the process of designing, evaluating, and producing packages." says Wikipedia. Packaging can be described as a coordinated system of preparing goods for transport, warehousing, logistic sale, and end use. Packaging contains, protects, preserves, transports, informs, and sells. (https://en.wikipedia.org/wiki/Packaging_and_labeling)

I am concentrating on how to choose materials for producing food packages.

2
The materials used in food packaging are very often common polymers. Their permeability to gases and vapours is at the origin of their barrier properties and capacity of protection of the food. The permeability coefficient, which is at thermodynamic equilibrium equal to the product of diffusivity and solubility, depends on the structure of the polymer as well as the properties of diffusing molecules.

1

8. The submission is opened on a new browser tab and it may take a moment, because Turnitin end of the service opens and MyCourses end remains in the other tab.

If you use Turnitin for the first time ever (user is identified by Aalto email), you have to accept Turnitin user agreement before you can proceed. Acceptance is asked only once.

9. Check that a statement of a language consultant can be found on the top of the document: *Language accepted* or *Language check not needed*. A statement *Language failed* means, that you have to assess a fixed version of a maturity test, which is found on another tab called *Maturity test retake* in a submission inbox in MyCourses.

9.1. If you can not see language consultant's statement at all, click the icon *Show instructor's feedback layer* and move the mouse away from it (blue icon = the layer is showed, black icon = the layer is hidden)

10. Check that *Similarity layer* icon is red (=similarity report of a submission is showed). Click it, if it is black (black=similarity layer/originality report is hidden). Similarities with sources can be seen as coloured parts on the text. Their meaning has to be always interpreted – similarity does not necessarily mean plagiarism. Please, learn how to [interpret the originality report](#) (a chapter in Aalto university Turnitin manual for teachers).

10.1 When reading the document, scroll it down with a mouse or with the bar on the right. You can browse pages by clicking the black box on the left.

10.2 If you wish to print the document, choose *Download* (10.1) and then either *Current view* (the view is converted into pdf file which includes both the submission and the original report of it) or *Originally submitted* (a pdf file of the submission only).

11. As you have assessed contents of a maturity test, fill in a registration form and email it to tentit-biz@aalto.fi where the result is registered into Oodi.

2. ASSESSING A THESIS

Assess a thesis respectively as a maturity test in MyCourses following the steps 1 to 10 and then jump into this phase.

- Please, keep on the common schedule of the school, so that students can graduate according to their study plans.
- A bachelor's thesis is assessed by one assessor whereas a master's thesis is assessed by two. If you assess a master's thesis, discuss with the other assessor about criteria and fill in an assessing form together.
- Fill in an assessing form (rubrics):

Bachelor's thesis:

- Fill in an assessing form which is available in "[Instructions for supervisors](#)" –section in MyCourses workspace. You do not need to sign an assessing form as names of the assessors written on the form is enough.
- Email a completed form to a student and to the study coordinator of your department (as cc). This is the way how the student hears the grade and understands how it is formed (see the tip below on how to send email to a student via MyCourses)
- Fill in the registration form and email it to tentit-biz@aalto.fi

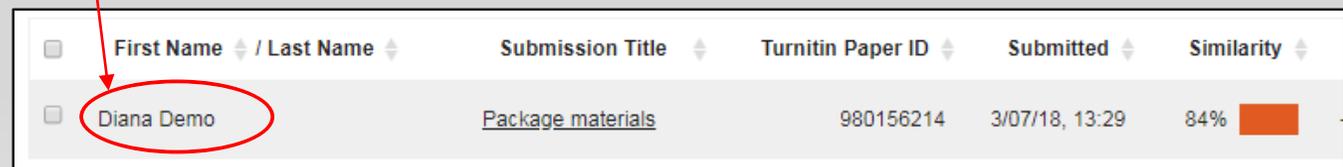
Master's Thesis:

- Fill in an assessing form which is available in "[Instructions for supervisors](#)" –section in MyCourses workspace
- Email a completed form to a student and to the study coordinator of your department (as cc). This is the way how the student hears the grade and understands how it is formed.
- A planning officer of the department puts forward a motion of master's thesis to the head of the department, who approves the thesis.
- A planning officer of the department fills in the registration form and emails it to tentit-biz@aalto.fi, saves completed assessing forms to the common network drive for accreditations, and informs the library that the thesis can be published.

Note! How to send email to a student via MyCourses

12.
Click a student's name in the submission inbox in MyCourses in order to send her/him an email about the grade.

12.



<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity
<input type="checkbox"/>	Diana Demo	Package materials	980156214	3/07/18, 13:29	84% 