MANAGING ASSIGNMENTS WITH TURNITIN
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MANAGING ASSIGNMENTS WITH TURNITIN

This document outlines the steps to set up Turnitin assignments in your Blackboard unit. Before you begin, it is important to understand what Turnitin is and is not, and how it works with your unit.

WHAT IS TURNITIN?

Turnitin is an electronic text matching system that compares text in a student assignment against a database of sources. Turnitin is one of the many tools integrated with Blackboard. Turnitin submission points are created in Blackboard units by Unit Coordinators, and students submit their assignments through these points. This submission provides the Academic marking the assignment with an originality check. In this way, Turnitin is simply a tool that is used in the academic process to evaluate for plagiarism.

<table>
<thead>
<tr>
<th>What Turnitin is</th>
<th>What Turnitin Is Not</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ An electronic text matching system</td>
<td>× Plagiarism Detection</td>
</tr>
<tr>
<td>✓ Compares text to other text the system knows about</td>
<td>× Evaluates inclusion or accuracy of citations</td>
</tr>
<tr>
<td>✓ An indication of similarity as a %</td>
<td>× NOT an indication of % of plagiarism</td>
</tr>
</tbody>
</table>

Visit the Academic Integrity website for information on dealing with student plagiarism: https://academicintegrity.curtin.edu.au/staff/turnitin/Turnitin_staff.cfm

WHICH TURNITIN?

At Curtin we use Turnitin (Tii) Basic and Turnitin (Tii) Direct.

There are a few differences between Tii Basic and Tii Direct (as implemented at Curtin):

<table>
<thead>
<tr>
<th></th>
<th>Tii Basic</th>
<th>Tii Direct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originality Check</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>GradeMark</td>
<td>×</td>
<td>✓</td>
</tr>
<tr>
<td>PeerMark</td>
<td>×</td>
<td>Coming 2016</td>
</tr>
<tr>
<td>Course Copy</td>
<td>×</td>
<td>✓</td>
</tr>
<tr>
<td>RosterSync</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>New User Friendly Interface</td>
<td>×</td>
<td>✓</td>
</tr>
<tr>
<td>Export / Download Bulk Assignments</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Assignments saved in your unit archive</td>
<td>×</td>
<td>✓</td>
</tr>
</tbody>
</table>

Both versions are suitable for assignment needs at Curtin. We encourage new assignments to be created in Tii Direct as the new interface is intuitive and simple, and your assignments are archived in your Blackboard unit.

Anyone can choose to use Tii Direct. Send your activation request with your Blackboard Unit ID to the Learning Technology Support team: https://ctl.curtin.edu.au/global/lmssupport.cfm
THE TII LIFECYCLE

Prior to the beginning of a study period, you:

- May request access to Turnitin Direct
- Must create new Tii submission points for each text-based assignment.
  - If you used Tii Direct in the previous study period, you may choose to Recycle the assignment.
- Must sync your class roster (Tii Basic only)
- May want to set up your GradeMark rubric (Tii Direct) or attach a Blackboard rubric (Tii Basic)
- Must set up your Grade Centre:
  - Ensure the assignment grade column is linked to the Final Mark column.

During the study period, you:

- Must review originality reports
- Must Assess and Grade submissions
- Must Give Feedback to students
- May need to sync your class roster (Tii Basic only)
- May need to Submit assignments for students who cannot do it for themselves

At the end of the study period, you:

- Must ensure grades are accurate in the Grade Centre before they are extracted and sent to Student One
- Must download and archive submitted assignments
- Must archive your Blackboard unit

The next section will take you through the Tii lifecycle, with steps for Setting Up Your Tii Assignments and to Manage your Marking. We then have a list of Frequently Asked Questions (FAQ) that addresses common questions and issues.

SETTING UP YOUR TII ASSIGNMENTS

CREATE TII ASSIGNMENTS

LTS recommend all new assignments be created in Turnitin Direct. Request access to Tii Direct by sending your Blackboard Unit ID to LTS via https://ctl.curtin.edu.au/global/lmssupport.cfm and then follow the steps below.

To create a new Tii Direct Assignment:

1. Ensure you have access to Tii Direct. If not, request access.
2. Navigate to the Blackboard content page where you want to place your assignments
3. Click the Assessments menu
4. Click Turnitin Direct Assignment
5. Enter the Assignment Details
6. Select the Advanced Assignment Options to specify the parameters for the generation of the Originality Report. For more information about settings, visit https://academicintegrity.curtin.edu.au/staff/turnitin/turnitin_settings.cfm
Managing Assignments with Turnitin

To create a new Tii Basic Assignment:

1. Navigate to the Blackboard content page where you want to place your assignments
2. Click the Assessments menu
3. Click Turnitin Assignment
4. Choose Paper Assignment
5. Click the Next Step button
6. Enter the Assignment Details
7. Expand the Optional Settings section to specify the parameters for the generation of the Originality Report.
   For more information about settings, visit [https://academicintegrity.curtin.edu.au/staff/turnitin/Turnitin_settings.cfm](https://academicintegrity.curtin.edu.au/staff/turnitin/Turnitin_settings.cfm)
8. Once you have configured your assignment settings, click Save
9. On the confirmation screen, click OK

Note: Submitting Drafts (Revision Assignment)

In the past, staff may have chosen to create a Revision Assignment. This is a function with TII Basic only. Curtin no longer recommends using a Revision Assignment. By choosing the TII Basic option Generate Originality Reports for Student Submissions > Immediately (Can overwrite reports until due date) the assignment link will allow students to submit drafts prior to the due date, receiving formative feedback from the Originality Report every 24 hours.

RECYCLE TII ASSIGNMENTS

If you wish to use assignments from previous teaching periods, you can Recycle your Turnitin Assignments.

You are strongly recommended to create new assignments each teaching period, which minimises technical problems from occurring and can take up to 7 days to resolve.

If you recycle assignments you are at high risk of experiencing technical issues, with assignments not showing in the Grade Centre and repeating students being unable to submit assignments. These issues require support from Turnitin in the USA and can take 2-7 days to be resolved.

If you proceed with recycling assignments, you are acknowledging the risks associated with doing so.

To recycle Tii Direct Assignments:

1. Navigate to the Blackboard Course Management section, and expand the Course Tools menu,
2. Click Turnitin Direct Tools,
3. Click Recycle Turnitin Direct Assignments.
4. Turnitin will display a warning explaining what is going to occur.
5. Next to Keep original assignment dates, select No.
6. Click the Recycle Turnitin Direct Assignments button.
7. The tool may take some time to recycle. Do not navigate away from the page until the success banner is displayed.
8. Navigate to each of your Turnitin assignments and Edit to update the due dates to the current year.
SYNC YOUR CLASS ROSTER (TII BASIC)

These steps apply to Tii Basic assignments only.

At the beginning of the teaching period, and then before each assignment, you are recommended to sync your class list using the Roster Sync tool. This ensures that any changes to your student cohort are reflected in Turnitin. For example, students who enrol late may not have sync’d to Turnitin, and may be unable to submit. Performing a roster sync will aid in minimising technical problems on important dates, such as assignment due dates.

To sync your class roster:

1. Navigate to the Blackboard Course Management section, and expand the Course Tools menu,
2. Click Turnitin Assignments,
3. Click on the title of one of your assignments,
4. The Turnitin Assignment Inbox now appears.
5. Click Roster Sync:

6. Turnitin will display a message confirming that the Roster Sync is occurring.
7. The Assignment Inbox will display again.

A common error is for student cohorts from prior teaching periods will still show as having submissions in Turnitin. This will appear as a discrepancy between your class list in Blackboard Grade Centre, and your Turnitin submission list. Syncing your class roster will resolve this discrepancy, and update Turnitin to show only your current cohort details.

Not syncing your class roster keeps students from prior semesters in your Turnitin roster, making it confusing for you to manage and sending you messages about exceeding Curtins’ user license limit.

SET UP RUBRICS

Blackboard and Tii Direct each have their own rubrics. Blackboard Rubrics do not connect directly with Tii Basic assignments but can be used for grading by following the steps for Using Blackboard Rubrics with Turnitin Basic in this section.

You are recommended to use Tii Direct for grading with Rubrics, as they are fully integrated with the Tii grading interface (GradeMark). Steps for Setting Up Rubrics in Tii Direct are noted below.
SETTING UP RUBRICS IN Tii DIRECT

To set up Rubrics in Tii Direct,

1. First ensure you have requested Tii Direct to be enabled. A system user called Bill Businessboy with ID 99999998 will be added to your unit.

2. Submit an assignment on behalf of Bill Businessboy:
   a. First, create a simple word document. This will be stored in the TurnItIn database, so use placeholder text such as lorem ipsum.
   b. Create or navigate to your Tii Direct assignment
   c. Click on View Assignment
   d. Click on Submit
   e. From the Submission Type menu, choose File Upload
   f. Under Submission Details, choose the student name Bill Businessboy
   g. Enter a Title, and then choose a file to submit.
   h. Click the Submit button

3. Access GradeMark:
   a. Click on the Submissions Inbox
   b. Navigate to the Bill Businessboy assignment submission and open the submission by clicking on the assignment title. The GradeMark interface will now display.

4. Create a Rubric (refer to screenshots):
   a. In the right side menu at the bottom, click the Rubric icon
   b. Then click the Tool icon
   c. The rubric window will pop up. Click the Menu icon
   d. Choose Create New Rubric

5. You can then begin creating your rubric. Click Save once complete.

6. Once complete, you need to attach it to the assignment:
   a. In the Rubric interface, click the Link icon
   b. The Rubric will attach to the assignment and is now available for grading all submissions of that assignment.

For more information about using Turnitin GradeMark, take a look at the Turnitin GradeMark Manual. You can download it as a PDF from this link: https://Turnitin.com/static/resources/documentation/Turnitin/training/Instructor_GradeMark_Chapter_4.pdf

You can also watch the Turnitin training video on GradeMark on YouTube: https://www.youtube.com/watch?v=r9_mmowfEDo
Creating a Blackboard Rubric

Unlike Tii Direct, Tii Basic does not have Rubrics integrated with the grading interface. You must use a Blackboard Rubric alongside a Tii Basic assignment submission. The steps below show you how to create a Blackboard Rubric. Steps on grading with the Blackboard Rubric and Tii Basic are in the Manage Your Assignment section below.

To create a Blackboard Rubric:
1. In your unit, navigate to Course Tools and then Rubrics
2. Click the Create Rubric button
3. Follow the instructions on the page to create your rubric
4. Once created, click the Submit button.
5. Create a Tii Basic assignment, following the steps on page 3, or use an existing assignment.
6. Navigate to the Grade Centre
7. Locate the column for your Tii Basic assignment
8. Click the chevron in the Tii Basic assignment column heading, then select Edit Column Information from the drop-down menu
9. Locate the section titled Column Information and click on Add Rubric
10. Click Select Rubric, and a list of available rubrics are available. Select the rubric you wish to use, and save.

You will now be able to grade your Tii Basic assignments with the Blackboard rubric.

Set Up Your Blackboard Grade Centre

When you create a Tii Basic or Tii Direct assignment, columns are automatically created in Blackboard Grade Centre. You then need to set up your Final Grade and Final Mark columns to include the grades from your Tii assignments, and have these appropriately weighted.

For more information, refer to the Using Grade Centre guide at this link:
http://ctl.curtin.edu.au/teaching_learning_services/using_grade_center.cfm

Note: never delete the Grade Centre column for a Tii assignment. If you no longer need a Tii assignment, find the submission point you have created and delete that – the Grade Centre column will be removed along with the submission point.
MANAGE YOUR MARKING

Throughout the teaching period, you will need to sync your class roster before each assignment to ensure any changes to your student cohort are reflected in Turnitin. Refer to the steps on page 5.

You will need to view Originality Reports, and use them to guide your process for assessing academic integrity and plagiarism. For more information, refer to the Academic Integrity website: [http://academicintegrity.curtin.edu.au/](http://academicintegrity.curtin.edu.au/)

Originality Reports are viewed when you access the submission via Tii Basic or grade using GradeMark in Tii Direct.


During the grading process, you will leave feedback for students. Student will receive this from the My Grades link in your unit sidebar and from the submission point in Turnitin.

GRADING SUBMISSIONS

To assess and grade a Tii Basic submission using a rubric:

1. Ensure you have followed the steps above on creating a Blackboard rubric.
2. Navigate to Course Tools, then right-click on Turnitin Assignments and choose to Open in a New Window.
3. Select the assignment
4. Open a student assignment to grade by clicking on the assignment title
5. You will now have two windows open, one containing Blackboard, the other containing Turnitin and the assignment. Navigate back to the original browser window (Blackboard) and navigate to the Grade Centre
6. Find the submission you opened in Turnitin, and select **View Grade Details** for that students’ submission.

7. Select **Edit Grade**

8. Click **View Rubric**

9. Arrange your windows so you can view the assignment and the rubric side-by-side:

You can now use the Rubric to complete the marking and save the result. Your students will be able to retrieve the rubric via **My Grades**.

To assess and grade a **Tii Basic** submission with **NO rubric**: 
Managing Assignments with Turnitin

1. Navigate to Course Tools, then Turnitin Assignments.
2. Select the assignment

3. Open a student assignment to grade by clicking on the assignment title

To assess and grade a Tii Direct submission using GradeMark:

1. Navigate to your Tii Direct assignment
2. Click on the Submissions Inbox
3. Navigate to the assignment submission and open the submission by clicking on the assignment title. The GradeMark interface will now display.

You can now grade the submission. If you created a GradeMark Rubric, click on the Rubric icon on the bottom of the GradeMark interface to access your linked Rubric.

SUBMIT ASSIGNMENTS ON BEHALF OF STUDENTS

Sometimes a student may be unable to submit their assignment to TurnItIn, and so you will need to submit on their behalf.

To submit an assignment on behalf of a student to Tii Direct:

1. Navigate to the Tii Direct assignment
2. Click on View Assignment
3. Click on Submit
4. From the Submission Type menu, choose File Upload
5. Under Submission Details, choose the student name
6. Enter a Title, and then choose the file to submit.
7. Click the Submit button

To submit an assignment on behalf of a student to Tii Basic:

1. Navigate to the Tii Basic assignment.
2. Click on View/Complete.
3. The Submit page will display. Choose the Author by selecting the student name.
Managing Assignments with Turnitin

4. Enter the **Submission Title** and then upload the submission document by choosing the file you want to upload.
5. Click the **Upload** button.
6. Click the **Confirm** button.
7. Scroll down and click **Return to Assignment Inbox**. You will now see the student has a submission for the assignment.

**SYNC GRADES**

On rare occasions, the connection between TurnItIn and Blackboard Grade Centre becomes broken. You would notice this if a student submits an assignment and receives confirmation of submission, but you cannot see a Needs Grading icon in the Blackboard Grade Centre, or you enter a grade in GradeMark but the grade does not show in Blackboard Grade Centre.

The first thing you should do if this occurs is to perform the **Sync Grades** function in Turnitin.

If a student **claims** they have submitted their file, it will show in the **Turnitin Assignment/Submission Inbox**. If a student **claims** they submitted but it does not show in the Turnitin Assignment/Submission Inbox, then they did not successfully complete all steps in submission process. Students should be reminded to view their file after they have submitted to ensure that they submitted the correct file and that the file is readable (ie. not corrupt).

**Warning: Before you Sync Grades**

If you have manually changed the grade in the Blackboard Grade Centre, such as deductions for late submissions, then Sync grades may revert the grade to the one you originally entered in TurnItIn. You are recommended to back up your Grade Centre before performing Sync Grades if you have manually entered grades for the assignment.

**To Sync Grades for a Tii Basic assignment:**

1. Navigate to **Course Tools**, then **TurnItIn Assignments**
2. Next to the assignment title, click **Sync Grades**

**To Sync Grades for a Tii Direct assignment:**

1. Navigate to the Tii Direct assignment and click on **View Assignment**
2. Click on **Submission Inbox**
3. Locate the **Refresh** menu, and click the down arrow
4. Select **Force Refresh Submissions**
FREQUENTLY ASKED QUESTIONS

Q. HOW DO I ARCHIVE TII BASIC ASSIGNMENT SUBMISSIONS?

A. Tii Basic assignment submissions are NOT included as part of your Blackboard unit archive. You need to download and back up the assignment submissions.

At the end of semester, navigate to Course Tools > Turnitin Assignments and then choose the assignment you wish to backup. Navigate to the Assignment Inbox for each of your assignments, select the check box beside the submissions, and choose Download > Original File. You can save them locally on your computer or J:/ or you can upload them to a folder within your Blackboard unit before you conduct your Blackboard Unit Archive.

Q. HOW DO I ARCHIVE TII DIRECT ASSIGNMENT SUBMISSIONS?

A. Tii Direct assignment submissions are included as part of your Blackboard unit archive, and will be saved when you do your Blackboard Unit Archive.

Q. HOW DO I RETRIEVE BACKED-UP ASSIGNMENT SUBMISSIONS?

A. If you backed up Tii Basic assignments on your local computer or network, you will be able to access them from where you saved them. If you backed up assignments within a Blackboard Unit Archive, you will need to restore your archive to a new Blackboard unit. Contact Learning Technologies Support for assistance with restoring an archive, via https://ctl.curtin.edu.au/global/lmssupport.cfm

Q. WHAT SHOULD I DO IF I RECEIVE A ‘PAPER VIEW REQUEST’ FROM TURNITIN?

A. Sometimes a Curtin student assignment will appear for an instructor at another university as matching work submitted by a student at their class. That instructor may click the Tii function to request to view the paper. All Blackboard users with instructors level access to your unit (Unit Coordinators, Tutors, Lecturers, Graders) are listed in the Tii system as class instructors and consequently may receive the request to view email which is automatically generated by the Tii system.

Curtin University policy precludes you from sharing a student’s work with someone else, without the students’ written permission. Therefore, since these paper view requests are from a non-Curtin instructor, you should not reply. You are recommended to never reply to any paper view request. If you have significant concerns, please contact Curtin Learning and Teaching.
Q. WHAT IS MY BLACKBOARD UNIT ID SO I CAN REQUEST ACCESS TO TII DIRECT?

A. You can find your Blackboard Unit ID in OLAS, under your Unit Details. For example:

![Blackboard Unit ID Example](image)

Q. HOW CAN I TELL IF MY ASSIGNMENT IS CREATED WITH TII BASIC OR TII DIRECT?

A. Tii Basic tools appear to be a website within the Blackboard frame, for example:

![Tii Basic Tools Example](image)

Tii Direct looks more like it is part of Blackboard, with tools available in a menu, for example:

![Tii Direct Tools Example](image)

Furthermore, Tii Direct uses GradeMark for marking assignments, so when you go to grade a submission you will be able to use the Tii Direct rubrics and the better marking interface.
Q. WHAT DO ALL THE OPTIONS FOR A TII DIRECT ASSIGNMENT DO?

A. Refer to the guide on the Academic Integrity website, here: https://academicintegrity.curtin.edu.au/staff/turnitin/Turnitin_settings.cfm

Q. WHAT DOES ‘POST DATE’ MEAN?

A. The ‘Post Date’ setting in Tii Direct assignments is when marked assignments will become visible to students. Under Optional Settings, if Reveal grades to students only on post date is set to ‘Yes’, then the grade and feedback can be found by the student via the Turnitin Assignment AND the My Grades tool. It also means that the Grade Centre column will be hidden for students until the post date. If it is set to ‘No’, students will be able to see their grade immediately after you save their grade. You are recommend to select ‘Yes’ and setting the date forward to a suitable date for grades to be revealed.

If you complete the marking and moderation process before the Post Date and wish to release the marks and feedback to students, you will need to adjust the post date setting to show the new release date.

Q. WHAT HELP IS AVAILABLE TO ME?

A. Learning Technologies Support is the team responsible for helping resolve technical issues with Blackboard, Turnitin and related technologies. This is a service of Curtin Learning and Teaching, not CITS.

Help is available with self-learning resources, via the Blackboard interface, via your Faculty Teaching Support staff and via the Learning Technologies Support team.

- To learn more about learning and teaching with educational technologies, refer to the Using Blackboard website, available here: http://ctl.curtin.edu.au/teaching_learning_services/blackboard.cfm
- The Staff tab in Blackboard contains numerous self-learning resources to help you manage your online unit. The Academic Integrity tab in Blackboard contains information for staff on using TurnItIn and the processes for managing plagiarism.

- Every semester, workshops are held that introduce you to Blackboard, Turnitin and specialised functions in delivering eLearning. The Curtin Learning Institute delivers these, and you can view their training calendar here: http://www.curtin.edu.au/cli/professional_learning/professional_learning_calendar.cfm
- If you are experiencing technical difficulties with Turnitin or Blackboard, contact the Learning Technology Support team by completing the support request form: https://ctl.curtin.edu.au/global/Imssupport.cfm. Your request will be immediately queued for service, and attended to within 12-48 hours, depending on the urgency and volume of inquiries.
- Information and Guidance on the use of TurnItIn and on the processes for managing plagiarism are available on the Academic Integrity website here: https://academicintegrity.curtin.edu.au/staff/
Q. WHAT HELP IS AVAILABLE TO STUDENTS?

Students can click the Academic Integrity tab in Blackboard to navigate to plagiarism information for students.

Q. HOW DOES TURNITIN WORK FOR GROUP ASSIGNMENTS?
A. You must create a group assignment using the Blackboard group assignments tools, along with a Turnitin submission point, and allocate students to the group assignment. Each group must nominate one student as the individual who will submit the group assignment to Turnitin and notify their tutor or lecturer. That individual must then submit the group assignment through the Turnitin submission point by the due date.

You will mark the submitted group assignment in the Blackboard group assignment column, not the Turnitin column.

Q. HOW DO I MANAGE LATE PENALTIES WITH TURNITIN ASSIGNMENTS?
A. When you grade with Turnitin, the grades sync to Blackboard grade centre. In large units, each tutorial group may be graded at different times due to the tutor’s schedule. If you begin adding late penalties to grades when only some tutors have submitted grades, Turnitin will overwrite those penalties once the other tutors finish their grading. This occurs because Turnitin does not identify tutorial cohorts or different graders, and when new grades are added, it syncs all student grades with Blackboard Grade Centre, overwriting any changes that have occurred in Grade Centre. You are recommended to wait until all marking is complete for the assignment before managing late penalties.

Q. WHY DO I NEED TO ARCHIVE SUBMISSIONS?
A. As part of Records Information Management legislation we are required to archive and dispose of student related records in accordance with the Western Australian University Sector Disposal Authority items 17.5.5, 17.8.7 and 17.5.17-18.

FEEDBACK
Do you have a question you would like added to the Frequently Asked Questions? Send your inquiry to the Learning Technology Support (LTS) team via https://ctl.curtin.edu.au/global/lmssupport.cfm with the subject line FAQ for the Tii Getting Started Guide.

Your feedback on this document is very welcomed. Please let us know if you have found it useful, if any steps need clarification, or if you need further information added. Send your feedback to the Learning Technology Support (LTS) team via https://ctl.curtin.edu.au/global/lmssupport.cfm with the subject line Feedback on the Tii Getting Started Guide.