MGT5905.E1 Information Systems & Technology Management
Spring 2026

PROFESSOR INFORMATION:
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COURSE INFORMATION:
MGT5905.E1   Information Systems & Technology Management
Level: Graduate
Beginning Date of Session: Saturday, March 14, 2026.
Ending Date of Session: Thursday, May 21, 2026.
Graduation Date: Thursday May 21, 2026
Student access is available to the Student Portal: Saturday, May 14, 2026.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:
None

TEXTBOOK(S) AND REQUIRED MATERIALS:
Title: Introduction to information systems management
Author: Roy. Wood
Publisher: Oklahoma Council for Online Learning Excellence
Year Published: 2024
Edition: 1st
License: Creative Commons Attribution 4.0 International
Available at   https://open.ocolearnok.org/informationsystems/

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

APA Requirement
APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES
This course offers a thorough overview of how organizations manage, integrate, and strategically apply information systems (IS) and technology to support operations, make decisions, and gain a competitive edge. Students will examine key topics within IT governance, systems development, enterprise systems, data and knowledge management, cybersecurity, and emerging technologies, such as AI, cloud computing, and digital platforms. The focus is on aligning IT strategy with organizational goals, assessing the role of information systems in innovation and transformation, and understanding managerial responsibilities in managing technology resources.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:
1. Differentiating the fundamental components, purposes, and types of information systems used in organizations. (Foundations of Information Systems)
2. Analyzing the key elements of hardware, software, networking, and data storage that support information systems. (IT Infrastructure)
3. Evaluating how information systems contribute to competitive advantage and organizational strategy. (Information Systems Strategy)
4. Assessing approaches to developing and acquiring information systems and technology. (Systems Development and Acquisition)
5. Developing principles of data governance, database design, and data quality management to ensure reliable information resources. (Data Management)
6. Evaluating risks, threats, and mitigation strategies related to information systems security and compliance. (Cybersecurity and Risk Management)
7. Critiquing ethical, legal, and societal implications of information systems use, including issues of privacy, intellectual property, and responsible data stewardship. (Ethical and Legal Considerations in IT Management)
8. Evaluating the potential applications, benefits, and challenges of emerging technologies, including artificial intelligence, IoT, blockchain, and cloud computing. (Emerging Technologies and Artificial Intelligence)
9. Evaluating the role and impact of enterprise resource planning (ERP), customer relationship management (CRM), and supply chain management (SCM) systems. (Enterprise Systems and Integration)
10. Designing frameworks and best practices for IT governance, including alignment with organizational goals and regulatory requirements. (Information Systems Governance).
11. Applying principles of project management and change management to information systems initiatives, ensuring successful implementation and adoption. (IS Project and Change Management)
12. Designing information systems solutions that support decision-making through business intelligence, analytics, and data visualization. (Decision Support and Analytics)
13. Developing strategies for managing the human, cultural, and organizational aspects of information systems, including user adoption, training and communication. (Human and Organizational Factors in IS)
14. Comparing global and cross-cultural challenges in managing information systems, including international standards, outsourcing, and virtual collaboration. (Global and Cross-Cultural Dimensions of IS)
15. Proposing innovative uses of information systems to enhance customer engagement, product development, and digital transformation. (Innovation and Value Creation with IS)
16. Applying artificial intelligence techniques and tools to organizational information systems, evaluating their impact on decision-making, automation, and innovation. (Artificial Intelligence in IS)

   ACQUIRED SKILLS
- Align information systems with organizational strategy
- Apply IT governance and project management
- Analyze and manage data, business intelligence, and decision-support tools
- Manage risks, cybersecurity challenges, and ethical considerations
- Leverage emerging technologies, including AI, cloud, and enterprise systems

COURSE POLICIES:

Students are expected to complete and submit written assignments on the assigned due date. Any assignment submitted late (**regardless of circumstances**) will be assessed as a 10% penalty and a 10% penalty for each additional week the assignment is late. For example, if an assignment is submitted 1 week late, a 20% late penalty will be applied to the grade earned. Exceptions will be considered case-by-case only in the event of unexpected catastrophic events. Specific assignment due dates and other requirements are listed in the assignment details. There are no extra-credit assignments.

Student's Responsibilities
This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

Attendance Policy:
Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Plagiarism Policy
Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:
- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

Originality: Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

Paraphrasing: When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

Acknowledgement: When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. https://apastyle.apa.org/blog/how-to-cite-chatgpt

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

Please see below for instructions.

COURSE OUTLINE AND CALENDAR:

Week	Topics	Competencies	Assignments	Due Dates
Week 1: March 14, 2026 – March 22, 2025	Welcome and Introductions Course Expectations Foundations of Information Systems	1. Foundations of Information Systems	Readings: Text: Wood (2024), Chapters 1	
			Week 1 – Class Zoom Meeting	8:00 PM USCT Wednesday of Week 1
			Course Expectations Acknowledgement	Due Sunday of Week 1
			Welcome & Introductions - Forum Activity	Initial response due Thursday of Week 1, response to others due Sunday of Week 1
			Week 1 – Forum Activity	Initial response due Thursday of Week 1, response to others due Sunday of Week 1 of Week 2
			Week 1 - Knowledge Check Quiz	Due Sunday of Week 2
Week 2: March 23, 2025 – March 29, 2025	Types of Information Systems & IT Infrastructure	2. IT Infrastructure 3. Information Systems Strategy	Readings: Text: Wood (2024), Chapters 2, 3	

			Week 2 – Class Zoom Meeting	8:00 PM USCT Wednesday of Week 2
			Week 3 – Forum Activity	Initial response due Thursday of Week 2, response to others due Sunday of Week 2
			Week 2 – Knowledge Check Quiz	Due Sunday of Week 2
Week 3: March 30, 2026 – April 5, 2026	Data Management and Analytics	5. Data Management 12. Decision Support & Analytics	Readings: Text: Wood (2024), Chapter 4	
			Week 3 – Class Zoom Meeting	8:00 PM USCT Wednesday of Week 3
			Week 3 – Forum Activity	Initial response due Thursday of Week 3, response to others due Sunday of Week 3
			Critical Thinking Presentation #1	Due Sunday of Week 3
			Week 3 - Knowledge Check Quiz	Due Sunday of Week 3
Week 4: April 6, 2026 – April 12, 2026	E-Business and Digital Business Systems	3. Information Systems Strategy 14. Global and Cross-Cultural Dimensions of IS/IT	Readings: Text: Wood (2024), Chapter 5	
			Week 4 – Class Zoom Meeting	8:00 PM USCT Wednesday of Week 4
			Week 4 – Forum Activity	Initial response due Thursday of Week 4, response to others due Sunday of Week 4
			Critical Thinking Presentation #1 – Peer Review	Due Sunday of Week 4
			Week 4 – Knowledge Check Quiz	Due Sunday of Week 4
Week 5: April 13, 2026 – April 19, 2026	Enterprise Systems and Organizational Integration	9. Enterprise Systems & Integration	Readings: Text: Wood (2024), Chapter 6	

		13. Human & Organizational Factors in IS	Week 5 – Class Zoom Meeting	8:00 PM USCT Wednesday of Week 5
			Week 5 – Forum Activity	Initial response due Thursday of Week 5, response to others due Sunday of Week 5
			Week 5 – Knowledge Check Quiz	Due Sunday of Week 5
Week 6: April 20, 2026 – April 26, 2026	Business Intelligence and Decision Support	5. Business Analytics 12. Decision Support Systems	Text: Wood (2024), Chapter 7	
			Week 6 – Forum Activity	Initial response due Thursday of Week 6, response to others owing Sunday of Week 6
			Week 6 – Class Zoom Meeting	8:00 PM USCT Wednesday of Week 6
			Critical Thinking Presentation #2	Due Sunday of Week 6
			Week 6 – Knowledge Check Quiz	Due Sunday of Week 6
Week 7: April 27, 2026 – May 3, 2026	Cybersecurity and IT Governance	6. Cybersecurity & Risk Management 7. Ethical & Legal Considerations of IS/IT 10. Information Systems Governance	Readings: Text: Wood (2024), Chapter 8, 9	
			Week 7 – Class Zoom Meeting	8:00 PM USCT Wednesday of Week 7
			Week 7 Forum Activity	Initial response due Thursday of Week 7, response to others due Sunday of Week 7
			Critical Thinking Presentation #2 – Peer Review	Due Sunday of Week 7
			Week 7 – Knowledge Check Quiz	Due Sunday of Week 7
Week 8: May 4, 2026 – May 10, 2026	Information Systems Strategy, Global IS, and Innovation	3. Information Systems Strategy 14. Global & Cross-Cultural Dimensions of IS	Readings: Text: Wood (2024), Chapter 10	
			Week 8 – Class Zoom Meeting	8:00 PM USCT Wednesday of Week 8
			Week 8 – Forum Activity	Initial response due Thursday of Week

				8, response to others due Sunday of Week 8
			Week 8 – Knowledge Check Quiz	Due Sunday of Week 8
Week 9: May 11, 2026 – May 17, 2026	Emerging Technologies and Artificial Intelligence	15. Innovation & Value Creation with IS 16: Artificial Intelligence in IS	Readings: Text: Wood (2024), Chapters 11	
			Week 9 – Class Zoom Meeting	8:00 PM USCT Wednesday of Week 9
			Week 9 – Forum Activity	Initial response due Thursday of Week 9, responses owing Sunday of Week 9
			Critical Thinking Presentation #3	Due Sunday of Week 9
			Week 9 - Knowledge Check Quiz	Due Sunday of Week 9
Week 10: May 18, 2026 – (*Thursday*) May 21, 2026	Course Retrospective	All (1-16)	Readings	
			Week 10 Forum Activity -	Response due Thursday of Week 10 (Last Day of Class)
			Critical Thinking Presentation #3 – Peer Review	Due Sunday of Week 7
			Week 10 – Course Retrospective	Response due Thursday of Week 10 (Last Day of Class)
Graduation				*Thursday May 21, 2026*

GRADING CRITERIA:

Assignment	% of Grade
Class Zoom Meetings	10%
Discussion Forum Activities	30%
Critical Thinking Presentations/Reviews	40%
Knowledge Check Quizzes	20%
Total	100%

Graduate
92 – 100   A
82 – 91   B
72 – 81   C
62 – 71   D
Below 62   F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:
A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades
An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How To Withdraw From a Course
To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:
This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
Internet browser settings and configuration
e-mail and file attachments
Uploading and downloading files
Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

SINGLE SIGN-ON (SS0) INSTRUCTIONS FOR AMBERTON UNIVERSITY
Amberton University uses a Single Sign-On (SSO) portal to provide secure, one-time access to various systems like Moodle, Amberton Email (Gmail), and Campus Web.

Here are the step-by-step instructions for logging into the SSO portal:
1. Access the SSO Portal
    You have two main ways to reach the login page:
        • Direct URL: Open your web browser and go directly to the SSO login page:
https://sso.amberton.edu
        • Via University Website (Alternative):
        1. Go to the Amberton University website: http://amberton.edu.

2. Click the menu icon (often represented by 3 horizontal bars typically found on the right side of the screen.
3. Click the SSO Login link.

2. Enter Your Credentials
   When prompted, enter your Amberton University credentials:
   - Username: This is the same as your University email account name (the part before @my.Amberton.edu).
     - Format: Your capitalized first name initial + your entire last name + the last three digits of your SSN.
     - Example: If your email is JSmith789@my.Amberton.edu, your Username is JSmith789.
   - Password: This is your Amberton University ID # (AUID), and it must include the dashes.
     - Example: 07-999-876

3. Set Up Multi-Factor Authentication (Initial Login Only)
   - First-Time Users: During your initial log-in, the system will prompt you to set up Two-Factor Authentication (2FA) for added security.
   - Follow the on-screen steps to establish your preferred authentication method (e.g., text message, or an authenticator application like Google Authenticator).

4. Access Your Applications
   - Once successfully logged into the SSO portal, you will see a dashboard with icons or links for the various applications you can access.
   - Click on the application you wish to use (e.g., Moodle, Gmail, or CampusWeb), and you will be taken directly to it without needing to log in again

If you have lost or do not know your University email address or have access issues, please contact the IT Help Desk at:

(972-279-6511 ext. 128
e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send an email to your professor.

Amberton University Moodle Website
Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: http://moodle.Amberton.edu

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (http://moodle.Amberton.edu). Otherwise use the same username and password as previous session.

Moodle Tutorial:
Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:
Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Email Communication
Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education.

Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

       Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

       firstname initial+lastname+last 3 digits of student ssn.

       For example: Linda Jones-Smith   SSN: 123-45-6789
       Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google Gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal Gmail account.

If you need assistance with your email account, please visit https://support.google.com/mail

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:
Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

INSTRUCTOR/COURSE EVALUATION:
Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

RESEARCH RESOURCES:
The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at Library@amberton.edu.

RESEARCH ACCESS:
Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site (Amberton.edu) or the library site (Library.amberton.edu) to find links to databased and digital books. Online resources are available all day, every day.

Library Live Chat Feature
Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The library telephone is (972-279-6511 ext. 185. You can email questions to library@amberton.edu or visit the library in person on the Garland campus for assistance.

Microsoft Office 365 Education:
Amberton University students have access to a license for Office 365 Education, a comprehensive suite of productivity tools. This package includes:
• Microsoft Word for document creation
• Excel for spreadsheets and data analysis
• PowerPoint for presentations
• OneNote for digital note-taking
• Microsoft Teams for collaboration
• Additional classroom tools to enhance your learning experience
To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: https://amberton.edu/wp-content/uploads/2025/01/Office365_Setup_Students.pdf

Google Workspace for Education:
All students are assigned a Gmail account in Google Workspace for Education.

To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: https://amberton.edu/wp-content/uploads/2025/01/Google_Drive_Students.pdf

Once logged into your student account, you'll have access to a suite of tools designed to enhance your learning experience:
- Google Docs: Create and edit essays, reports, and other written assignments
- Google Slides: Develop engaging presentations for projects and class discussions
- Google Sheets: Perform data analysis, create charts, and manage calculations
- Google Drive: Store, organize, and easily access all your files in the cloud
- Google Calendar: Schedule study sessions, track assignment deadlines, and manage your academic timetable
- Google Keep: Take and organize quick notes during lectures or study sessions
- Google Meet: Attend virtual classes, participate in group study sessions, or meet with teachers
- Google Classroom: Access course materials, submit assignments, and receive feedback from instructors
- Google Forms: Create surveys for research projects or participate in class quizzes
- Google Sites: Build websites or digital portfolios to showcase your work

Turnitin Draft Coach
Instructions for Accessing Turnitin Draft Coach in Google Docs

Turnitin Draft Coach is typically available as an add-on or extension within Google Docs, allowing you to check for similarity, citations, and grammar *before* final submission.
 Important Pre-requisites:
- Institutional Access: Draft Coach must be licensed and enabled by your school or institution's Turnitin and Google Workspace administrators. If you cannot find the extension, contact your instructor or IT support.
- Account: You must be signed into Google Docs using your institutional/school email account, not a personal Gmail account, for the extension to appear and work correctly.

- Document Type: The document must be a native Google Doc (not an uploaded .doc, .docx, or .pdf file opened in Docs). If you have another file type, copy and paste the text into a new, blank Google Doc.

Step-by-Step Guide

1. Open Google Docs: Sign in to your institutional Google account and navigate to Google Docs.
2. Open Your Document: Open an existing assignment draft or start a new document and paste your writing into it.
3. Access the Extension: In the top menu bar of your Google Doc, click on Extensions.
4. Select Draft Coach: Hover over or click Turnitin Draft Coach, and then select Turnitin Draft Coach again from the submenu.
   - *Note: If the option does not appear immediately, refresh your page and try again.*
5. Draft Coach Panel: The Draft Coach panel should now appear on the right-hand side of your screen.
6. Get Started: The first time you open it, you may need to click a "Get Feedback" or similar button, and you will likely need to read and accept the Terms and Conditions to continue.
7. Run Reports: Once loaded, you can select the tabs or cards in the panel to run different checks:
   - Similarity Check: Checks against Turnitin's database. (*Note: You typically have a limited number of checks for similarity, often three.*)
   - Citations Check: Analyzes your document for correct citation and referencing practices.
   - Grammar Guide: Provides feedback on grammar and mechanics (usually US-English rules).

You are now ready to use Turnitin Draft Coach to review and improve your writing!