

**AMBERTON UNIVERSITY**  
**SYLLABUS FOR LECTURE/CLASSROOM COURSE**

**MGT6515. 21 Agile Frameworks**  
**Summer 2026**  
**Location: Frisco Center**

**PROFESSOR INFORMATION:**

Name: Ron C. Darnell, Ph.D.  
Phone Number: 972-279-6511 ext. 152  
Faculty Fax #: 972-686-5890  
Office Hours: By appointment.  
Email Address: [RDarnell@Amberton.edu](mailto:RDarnell@Amberton.edu)

**COURSE INFORMATION:**

MGT6515. 21 Agile Frameworks  
Level: Graduate  
Beginning Date of Session: Saturday, June 13, 2026  
Ending Date of Session: Thursday, August 20, 2026  
The first class meeting is **June 13, 2026**, in **Room F2 (Frisco Center)**  
Class meets at the **Frisco Center** June 13, 27, July 11, 25. August 8  
Class meets via **Zoom** June 20, July 6, 18, August 1, 15 )

All Monday-Thursday lecture classes begin promptly at 6:30 p.m.  
All Saturday lecture classes begin promptly at 8:30 a.m.

**Holiday Closing:**

**4<sup>th</sup> of July Holiday: There will be no classes held and no assignments due on Saturday, July 4, 2026.**

**COURSE PREREQUISITES:**

MGT6505

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: Required: **Project Management Institute (PMI) Membership**

**Note: This course relies on publications from PMI. You must purchase a PMI Membership (student or regular) to access PMI resources.**

**See PMI Membership Information:**

**Student Membership - <https://www.pmi.org/membership/student>**

**Regular Membership - <https://www.pmi.org/membership>**

Title: Large-Scale Agile Frameworks: Agile Frameworks, Agile Infrastructure and Pragmatic Solutions for Digital Transformation 1st ed  
Author: Sascha Block  
Publisher: Springer  
Year Published: 2023  
Edition: 1st  
ISBN: 10: 3662677814 or 13: 9783662677810  
Price: Available at <http://amberton.ecampus.com>

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](http://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 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:**

The Agile Frameworks course focuses on management frameworks applied in the performance of Agile projects, this course presents essential skills and activities utilized in managing complex Agile project management frameworks within modern organizations. Topics include the processes, tools, and techniques vital to identifying, defining, and tailoring agile project management frameworks that lead to the successful delivery of desired project results. Students in this course evaluate influential research from the Agile Project Management body of knowledge regarding adopting and managing processes and management frameworks applied in agile projects. Specific agile frameworks studied include Scrum, Kanban, Disciplined Agile Delivery (DAD), Scaled Agile Framework (SAFe), Large Scale Scrum (LeSS), and others.

### **UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:**

1. Evaluating and appraising influential research from the agile project domain relevant to Agile delivery frameworks.
2. Adapting ethics and moral leadership in the application of agile project management frameworks.
3. Applying the Agile Manifesto values and principle-based value delivery systems at the enterprise level.
4. Evaluating the implications for organizational culture and values when scaling Agile to the enterprise level.
5. Comparing strengths and weaknesses of various predefined Agile project management frameworks.
6. Discussing the Envision-Speculate-Explore-Adapt-Close Agile delivery framework.
7. Evaluating enterprise value-driven delivery frameworks in the Agile project management context.
8. Evaluating the role of process tailoring in an Agile project management framework.
9. Discussing the role of governance in Agile project management frameworks.
10. Evaluating the project management functions in enterprise Agile frameworks.
11. Developing a project integration and delivery plan within an Agile project management framework.
12. Evaluating requirements and task coordination in enterprise Agile project management frameworks.
13. Utilizing artificial intelligence (AI) tools to enhance process tailoring, governance, and task coordination in enterprise Agile project management frameworks.

### **ACQUIRED SKILLS:**

1. Agile Project Management Frameworks
2. Decision-Making
3. Project Plan Development
4. SWOT Analysis
5. Gantt Chart

### **COURSE POLICIES:**

Students are expected to complete and submit assignments on the assigned due date. Any assignment submitted late (**regardless of circumstances**) may be assessed 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 DELIVERY METHODOLOGY:**

This course is offered as a Lecture/Classroom course. This course requires that students meet at a designated time in the classroom.

(Describe the kinds of activities that will be used in the classroom: lecture, group presentations, oral reports, written reports, research papers, etc.)

**COURSE OUTLINE AND CALENDAR:**

Week	Topic	Assignment	Competencies Covered	Due Date
<b>Week 1</b>	Welcome and Introductions.  Ethics and moral leadership in the application of agile project management frameworks.	Readings / Video:  Course Expectations and Academic Honesty Acknowledgement  PMI Code of Ethics and Professional Conduct  Manifesto for Agile Software Development  Judy (2009), Agile Principles and Ethical Conduct  Agile Framework Project Road Map & Overview	1, 2	

		Course Expectations, Academic Honesty, and PMI Membership Status Acknowledgment		Sunday Week 1
		Week 1 – Class Meeting (Frisco Campus)	13	8:30 AM USCT Saturday June 13
		Week 1: Discussion – Welcome and Introductions		Initial post due by Thursday of Week 1 replies are due by Sunday Week 1
		Week 1: Discussion Agile Manifesto, Principles, Ethics, and Leadership in Enterprise Agile Frameworks.	1, 2	Initial post due by Thursday Week 1 Replies are due by Sunday Week 1
<b>Week 2</b>	Agile Manifesto values and principle-based value delivery systems at the enterprise level.  What is an Agile Framework?	Readings / Video:  PMI (2017), <i>Agile Practice Guide</i> : Chapters 2 & 3  Block, S. (2023) – Chapter 2  Agile Project Management Article/Case Study/Video	3	
		Week 2 – Class Meeting (Zoom)		8:30 AM USCT Saturday June 20
		Week 2: Discussion – What is an Agile Framework	3	Initial post due by Thursday of Week 2 replies are due by Sunday Week 2
		Week 2: Knowledge Check	1, 2, 4	Sunday Week 2
<b>Week 3</b>	Challenges involved with scaling Agile to the enterprise level.  Implications of organizational culture and values in enterprise Agile project management frameworks.	Readings:  PMI (2017), <i>Agile Practice Guide</i> : Chapters 4, 5, & 6  Block, S. (2023) – Chapter 6  Agile Project Management Article/Case Study/Video	4, 5	
		Week 3 – Class Meeting (Frisco Campus)	13	8:30 AM USCT Saturday June 27

		Week 3: Discussion Scaling Agile - Challenges, Culture, and Values in Enterprise Frameworks	4	Initial post due by Saturday Week 3 replies are due by Sunday Week 3
		Week 3: Knowledge Check	4, 5, 13	Sunday Week 3
<b>Week 4</b>	Strengths and weaknesses of various predefined Agile project management frameworks.  The Envision-Speculate-Explore-Adapt-Close Agile Delivery framework.	Readings:  Agile Project Management Article/Case Study/Video  Block, S. (2023) – Chapter 3	5, 6	
		Week 4 – Class Meeting (Zoom)		7:30 PM USCT Monday July 6
		Week 4 Discussion – Strengths & Weaknesses of Agile Frameworks	5	Initial post due by Saturday Week 4 replies due by Saturday Week 5
		Week 4: Knowledge Check	5, 6	Sunday Week 4
<b>Week 5</b>	Enterprise value-driven delivery frameworks in the Agile project management context.  Agile project management framework and determining agile practices suitable for organizational adoption.	Readings:  Agile Project Management Article/Case Study/Video  Block, S. (2023) – Chapter 5	7	
		Week 5 – Class Meeting (Frisco Campus)	13	8:30 AM USCT Saturday July 11
		Week 5: Agile Framework Project Deliverable	3	Due by Sunday Week 5
		Week 5: Discussion – Value-Driven Delivery and Agile Practices for Enterprise Projects	7	Initial post due by Thursday Week 5

				replies due by Saturday Week 6
		Week 5: Knowledge Check	7, 13, 3	Sunday Week 5
<b>Week 6</b>	Process tailoring to formulate an Agile project management framework for an organization.  The role of governance in Agile project management frameworks.	Readings:  Agile Project Management Article/Case Study  Block, S. (2023) – Chapter 7	8, 9	
		Week 6 – Class Meeting (Zoom)	13	8:30 AM USCT Saturday July 18
		Week 6: Agile Framework Project Deliverable	3	Due by Sunday Week 6
		Week 6: Discussion – Agile Process Tailoring and Governance in Organizations	9	Initial post due by Thursday Week 6 replies are due by Sunday Week 6
		Week 6: Knowledge Check	3, 8, 9, 13	Sunday Week 6
<b>Week 7</b>	Project management functions in enterprise Agile frameworks.	Readings:  Agile Project Management Article/Case Study	10	
		Week 7 – Class Meeting (Frisco Campus)	13	8:30 AM USCT Saturday July 25
		Week 7: Agile Framework Project Deliverable	3	Due by Sunday Week 7
		Week 7 Discussion – Project Management Functions and Agile Frameworks	10	Initial post due by Thursday Week 7 replies are due by Sunday Week 7
		Week 7: Knowledge Check	3, 10, 13	Sunday Week 7
<b>Week 8</b>	Project integration and delivery planning within an Agile project	Readings:  Darnell (2015), <i>Implicit and Explicit Measures of Coordination Effectiveness as Predictors of Agile</i>	11	

	management framework.  Requirements and task coordination in enterprise Agile project management frameworks	<i>Software Development Project Success: A Regression Approach.</i>  Agile Project Management Article/Case Study		
		Week 8 – Class Meeting (Zoom)	13	8:30 AM USCT Saturday Aug 1
		Week 8: Discussion – Coordination in Agile Frameworks	3	Due by Sunday Week 8
		Week 8: Discussion – Delivery Planning & Agile Frameworks	11	Initial post due by Thursday Week 8 replies due by Saturday Week 8
		Week 8: Knowledge Check	3, 11, 23	Sunday Week 8
<b>Week 9</b>	Executive Presentation	Readings:  See Weeks 1-8	12	
		Week 9 – Class Meeting (Frisco Campus)	13	8:30 AM USCT Saturday Aug 15
		Week 9: Agile Frameworks – Executive Presentation	3	Due by Sunday Week 9
<b>Week 10</b>	Course Completion and Reflection	Readings: None	N/A	
		Week 10 Discussion - Executive Presentation - Peer-Review		
		Week 10 – Discussion: Course Retrospective		Due by Thursday Week 10 (The last Day of Class)

#### GRADING CRITERIA:

Assignment	% of Grade
Class Meetings (Frisco/Zoom)	20%
Forum Activity (Written Discussions)	20%
Knowledge Check Quiz	20%
Executive Presentation	40%
<b>Total</b>	<b>100%</b>

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

### **GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

Each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner, along with appropriate commentary.

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 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" for procedures for class changes or withdrawals and the refund policy and schedule.

### **COURSE COMMUNICATIONS:**

This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended.

This lecture course utilizes several technological tools to enhance communication among faculty and students, both during and after the session.

- Email Access via Single Sign-On (SSO):

You must use your SSO credentials to access your email.

- **Access the SSO Gateway:** The Student Portal can be accessed through a link on the University's website at <http://www.Amberton.edu> or directly at <http://sso.amberton.edu>.
- Moodle Messaging:

For quick, course-specific communication, please utilize the messaging feature available within Moodle. This is often the fastest way to reach your instructor or classmates regarding course topics.

### **Email Communication**

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system ([my.Amberton.edu](mailto: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.

### **SINGLE SIGN-ON (SSO) 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](mailto:e-sysop@amberton.edu)

**(Lecture Faculty utilizing the Moodle system must use the below paragraph, otherwise delete this section entirely.)**

#### ***The Amberton University Moodle Website***

Students enrolled in this course will also be using the Moodle Learning Platform, with access available through the Single Sign On (SSO) Login page or 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 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.

#### **INSTRUCTOR/COURSE EVALUATION:**

Each session, all Amberton students are requested to evaluate their courses. 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. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place in class during week 9 of the session. Please take advantage of this opportunity and participate in the evaluation process.

### **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](mailto: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](http://Amberton.edu)) or the library site ([Library.amberton.edu](http://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](mailto: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](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](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!