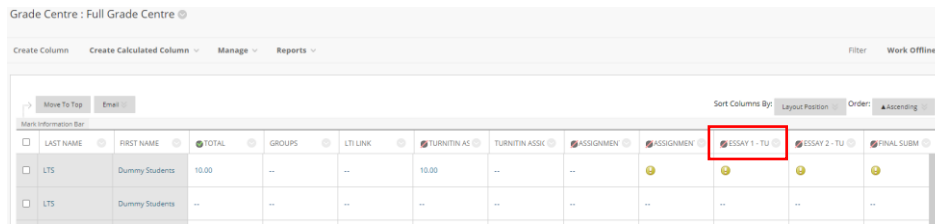


Email students who have not submitted to Turnitin (LTI) inbox - staff guide

1. Navigate to submission inbox column in the Learn course Grade Centre. Students who have submitted will have a yellow exclamation icon within the corresponding cell.

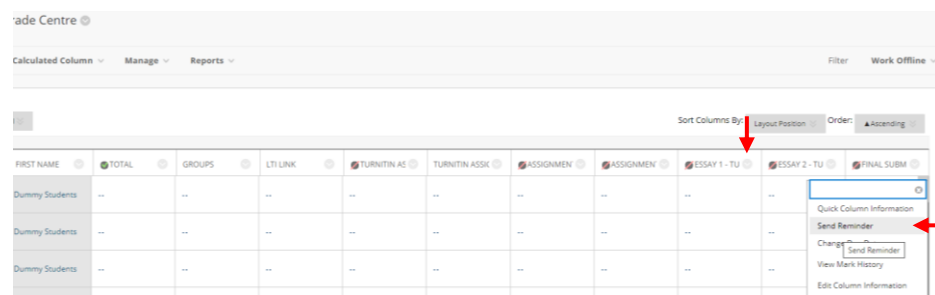


Grade Centre : Full Grade Centre

Mark Information Bar

LAST NAME	FIRST NAME	TOTAL	GROUPS	LTI LINK	TURNITIN AS	TURNITIN ASSK	ASSIGNMEN	ASSIGNMEN	ESSAY 1 - TU	ESSAY 2 - TU	FINAL SUBM
LTS	Dummy Students	10.00	--	--	10.00	--	--	--	!	!	!
LTS	Dummy Students	--	--	--	--	--	--	--	--	--	--

2. Click on the arrow to the right of the column heading and click on 'Send Reminder' from the dropdown menu.



Grade Centre

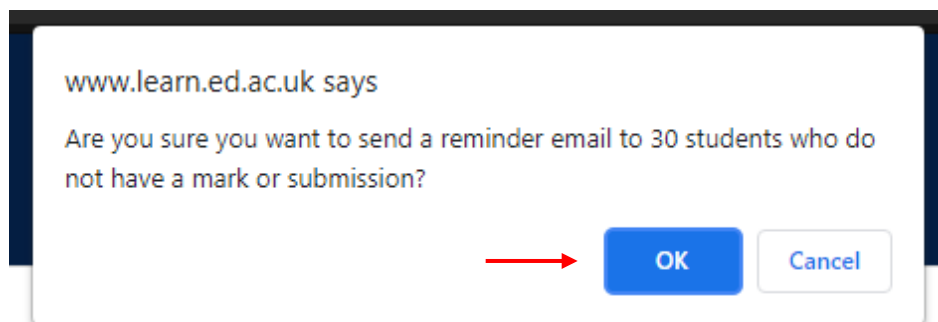
Calculated Column

FIRST NAME	TOTAL	GROUPS	LTI LINK	TURNITIN AS	TURNITIN ASSK	ASSIGNMEN	ASSIGNMEN	ESSAY 1 - TU	ESSAY 2 - TU	FINAL SUBM
Dummy Students	--	--	--	--	--	--	--	--	--	--
Dummy Students	--	--	--	--	--	--	--	--	--	--
Dummy Students	--	--	--	--	--	--	--	--	--	--

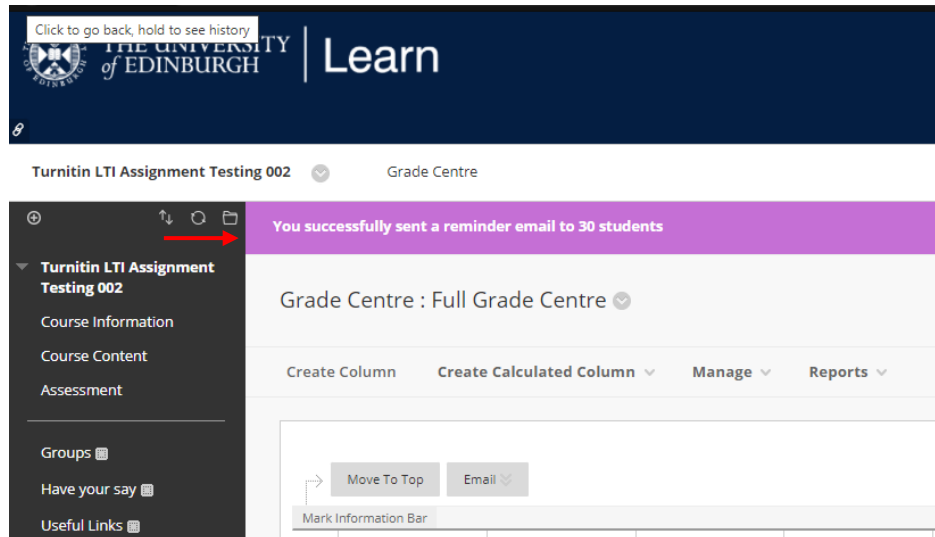
Dropdown menu for 'ESSAY 1 - TU':

- Quick Column Information
- Send Reminder
- Change Column Information
- View Mark History
- Edit Column Information

3. A pop-up message will appear telling you how many students have not yet submitted and asking if you want to send a reminder.



4. If you click 'OK' an email will then be sent out to those students who have not yet submitted and a banner at the top will appear to say the reminder has been sent.



The email sent to students:

"You currently don't have a mark or submission for the following coursework: Title: [Turnitin LTI inbox title] Course: [Learn Course Name] Due date: [Due date] Please log in to review the instructions for this coursework and check the calendar for all due dates."

Alternative format:

If you require this document in an alternative format, such as large print or a coloured background, please contact IS Helpline:

<https://www.ed.ac.uk/information-services/help-consultancy/contact-helpline>