



CYPRUS AYDIN UNIVERSITY

ENGLISH PREPARATORY SCHOOL TEACHING RESOURCE AND MATERIAL GUIDELINES FOR ENGLISH PREPARATORY SCHOOL EDUCATORS

1. Introduction

The use and management of resources are integral to creating an enriching academic environment. The efficient access and utilization of various resources-both digital and physical-play a significant role in enhancing the quality of education and supporting the professional development of teachers. This policy aims to outline the procedures, guidelines, and frameworks for managing the diverse range of educational resources available to both students and staff at our institution.

The policy focuses on optimizing the use of both physical resources (such as books, equipment, and classroom materials) and digital resources (including academic databases, journals, and online tools), ensuring equitable access and fostering an environment that encourages academic excellence, innovation, and continuous learning.

2. Purpose

The primary purpose of this policy is to provide clear guidelines for the use and management of the educational resources available at our school. It aims to ensure that all resources-whether digital or physical-are accessed, distributed, and used effectively to support teaching, learning, and research activities.

This policy will:

- Facilitate equitable access to resources for all staff and students.
- Encourage the integration of digital and physical resources into teaching practices to enhance student engagement and learning outcomes.
- Provide a structured framework for the management, maintenance, and development of educational resources.
- Ensure that all resources are used responsibly, efficiently, and sustainably.

3. Resource Management Policy Framework

The Resource Management Policy Framework outlines the essential categories of resources available to both students and teachers. It includes provisions for managing these resources to ensure that they are accessible, maintained, and distributed appropriately.

3.1 Types of Resources Available

The institution provides both physical and digital resources that support professional requirements of teachers. These resources are designed to enhance the learning experience and foster academic research.

3.1.1 Physical Resources:

- **Library Resources:** The institution's library offers a broad selection of printed books, journals, and other learning materials. A detailed list of available books will be provided to teachers and students for easy reference.
- **English Hub:** The institution has established an English Hub specifically for English Preparatory school teachers, which is equipped with computers and a variety of resources. Teachers are encouraged to use the English Hub for professional development, lesson planning, and to access digital content related to English language teaching. This space is designed to facilitate the use of educational technology and the exploration of new teaching methodologies.

3.1.2 Digital Resources:

- **Subscription-Based Academic Databases:** Teachers and students have access to a wide range of academic databases, which can be accessed using their institution-provided email accounts and credentials. These resources include, but are not limited to:
 - **Academic Journals** (e.g., BMJ Online Journals, IEEE, Wiley, Taylor & Francis)
 - **Research Databases** (e.g., Scopus, ScienceDirect, SpringerLink, JSTOR Archive)
 - **Dissertations and Theses** (e.g., ProQuest Dissertations & Theses)
 - **Open Access Resources** (e.g., DOAJ, Open Library, Project Gutenberg)
 - **Citation Management Tools** (e.g., Mendeley, iThenticate, Turnitin)

3.1.3 Dictionary Resources:

- Online dictionaries for both English and Bilingual usage:
 - **Oxford English Dictionary** (en.oxforddictionaries.com)
 - **Collins Dictionary** (collinsdictionary.com)
 - **Cambridge Dictionary** (dictionary.cambridge.org)
 - **Merriam-Webster** (merriam-webster.com)
 - **Turkish Dictionary** (tdk.org.tr)

3.1.4 Encyclopedias and Biographies:

- Access to resources such as Britannica (britannica.com) and Merriam-Webster Encyclopedia (merriam-webster.com/dictionary/encyclopedia).
- Biographical resources such as KimKimdir (kimkimdir.gen.tr) and Pulitzer Prize biographical information (pulitzer.org).

3.1.5 Maps and Research Tools:

- World Atlas (worldatlas.com), EmbassyWorld (embassyworld.com) for geographical reference.

3.1.6 Open Access Research:

- A variety of academic journals, e-books, and research papers can be accessed freely via platforms like:
 - **Gutenberg.org**, **DOAJ** (Directory of Open Access Journals), **Open Library**, **DOABooks.org**.
 - Specialized journals and books in fields such as **Robotics**, **Physics**, **Engineering**, and more.

3.1.7 Plagiarism Detection and Research Integrity Tools

- **Turnitin** (turnitin.com): A comprehensive plagiarism detection and academic integrity tool used by educational institutions worldwide. Turnitin allows instructors and researchers to check the originality of academic works by comparing them against a vast database of publications, web pages, and student submissions. It also provides detailed similarity reports and supports feedback and grading functions.
- **iThenticate** (ithenticate.com): A professional similarity detection tool designed specifically for researchers, publishers, and institutions. iThenticate helps verify the originality of scholarly manuscripts, theses, and research papers before publication, ensuring compliance with ethical and publishing standards. It is widely used by academic journals and research organizations for pre-submission review.

This broad range of resources ensures that both students and teachers have access to essential academic content, research materials, and tools necessary for a robust educational experience. Beyond providing access to rich research databases and reference materials, maintaining academic integrity is a crucial aspect of the educational process. The following sections present detailed user guides for Turnitin and iThenticate, tools that support plagiarism detection and uphold research ethics across all disciplines.

4. Access and Distribution of Resources

Access to these resources is provided to all authorized users through the institution's email system and personal credentials. The procedure for accessing resources is as follows:

- **Institution-Provided Email:** Teachers and students are granted individual email accounts through which they can access subscription-based databases and other online resources.
- **Credentials:** Once logged into their institution-provided email accounts, users can access the various databases by logging in with their email credentials. Each database listed in Section 3.1 can be accessed directly from the school portal or database-specific access links.
- **User Responsibility:** Teachers are responsible for maintaining the confidentiality of their login credentials and using these resources for academic and professional purposes only. Unauthorized sharing of credentials is prohibited.
- **Resource Availability:** These resources are available 24/7; however, some databases may require specific login times during system maintenance. Users will be notified of any scheduled downtimes.

The institution provides these resources to ensure that all members of the academic community have equal access to the necessary tools for success. Teachers are encouraged to integrate these digital resources into their lesson plans and research activities, thereby contributing to a technology-enhanced learning environment.

5. Guidelines for Effective Use of Teaching Resources

5.1 Turnitin Plagiarism Prevention Teacher Manual

1. You can access the Turnitin homepage at <https://www.turnitin.com/>

2. Logging into Turnitin

If you have forgotten your password or are creating one for the first time, click the **[Forgot your password?]** button. After entering your email address, you can reset your password through the link sent to your email.

Enter the Turnitin email address provided to you and the password you have created, then click **[Log In]**.

3. Creating a Class

Teachers will see the name of their own university on the homepage. You will see the message: "Welcome to your instructor homepage."

In order to scan your document, you must first create a class by clicking the **[Add Class]** button.

The *class end date* is the last day submissions can be made to your class. It is recommended to set the end date for at least one year.

4. Creating a Class – Step 2

You must select the class type as "Standard".

The *Class Name* field is flexible, so you may create a name suitable for the assignments you will upload.

The *Enrollment Key* is a password determined by you to ensure the security of your class.

Students will use this password to enroll in your class.

You can also select the appropriate *subject areas* and *student levels* that best match your course.

5. Creating a Class – Step 3

"The class view appears as follows."

Your students will register for your class using the *class ID* and the *enrollment key* that you have created.

By clicking **[Class Settings]**, you can make changes to your class information.

6. Class Homepage

Before creating a new assignment, you must first add students!

You must provide your students with the *class ID* and *enrollment key*. Students who create their own registrations can be viewed as a list by clicking the **[Students]** button.

7. Adding Students

Before creating a new assignment, you must first add students.

If you will be submitting assignments yourself on behalf of students:

Click the **[Add Student]** button and enter the required information — *name, surname, and email address* — to register the assignment owner.

After completing the student registration, return to your **Class Homepage**.

8. Creating an Assignment Folder

On your class homepage, click the **[Add Assignment]** button.

The *Title* field is flexible; you may enter a name suitable for your assignment. The *Instructions* field is also flexible and may be left blank if desired.

You can limit the *point value* of the assignment from this section if necessary. To ensure that uploaded assignments are **not stored in the Turnitin Assignment Repository**, always select the option:

[Do not store submitted papers in the repository]. Note:

The *Submission Date* only indicates the last date students can submit their assignments to your class.

It does **not** apply to assignments you upload yourself.

9. Creating an Assignment Folder – Step 2

You can choose whether to allow students to submit assignments after the due date.

You must also select the option to generate a similarity report for submitted assignments.

In general, we recommend choosing the option “Generate reports immediately” so that reports are created as quickly as possible.

If you wish your students to view their similarity reports, you can enable this option.

We recommend excluding bibliographies and footnotes directly within the report filtering process.

Therefore, do not check these options at this stage.

You must also enable Translation Matching, which allows Turnitin to detect similarities in other languages.

Assignment Folder Information

The number on the left indicates how many assignments you have uploaded. The number on the right shows the number of students registered in your class. When you click the **[Delete Assignment]** button, it will delete all assignments within that folder — not just one.

 **Note:** Deleting from your homepage only removes the item from view.

If you uploaded the document to the Turnitin repository, you must submit a Permanent Deletion Request.

Click **[Submit]** to upload a document.

By selecting **[View]**, you can see detailed information about the assignments uploaded to that folder.

10. Uploading an Assignment

From your registered student list, select the relevant student.

Enter the **assignment title**.

Locate the document you wish to upload (from your computer or cloud storage) and select it.

After reviewing the **preview** of the document and confirming that all information is correct, approve the upload to complete the process.

11. Viewing Similarity Results

Go to **Assignment Inbox** → **View**.

The **similarity percentage** will appear here.

By clicking on it, you can open and view the **Similarity Report** in detail. Each submission also has a unique **submission ID number**.

12. Viewing the Similarity Report

1. **Similarity Percentage** – Displays the total similarity score of the document.
2. **Matching Sections** – Shows the matched text within the document.
3. **Source Location** – Indicates where the matched source is located.
4. **Matched Sources List** – Displays all sources with similarities.
5. **Filtering Tools** – Allow you to include or exclude specific elements.
6. **Download Option** – Enables you to download or print the report.

13. Viewing the Similarity Report (Step 2)

You can exclude **bibliographies** and **quotations** from the report to view a more accurate plagiarism percentage.

To download the final version of the Similarity Report as a **.pdf** file to your computer, select the **current view** before exporting.

14. Use of iThenticate -Teacher Manual

1. Account Creation

You must have a personal user account to access the iThenticate system. Please contact your University Library to obtain an account.

2. Logging In

Website: <https://www.ithenticate.com> Username: your e-mail address

Password: set during initial account registration

3. Uploading a Document for Reporting

- After logging in, create a new folder from the Folders tab (for example: "Manuscript Draft").
- Click the Upload a File button.
- Select and upload your file.
- Supported file formats: .doc, .docx, .pdf, .txt, .rtf
- Note: It may take a few minutes for the report to be generated.

4. Reviewing the Similarity Report

- When the report opens, the similarity percentage (%) and the list of matched sources are displayed on the right.
- Matched passages are highlighted using color codes to indicate content that corresponds to external sources
- You may apply detailed filters to the report to refine the results.

Points to Note / Cautions

iThenticate does not make the final judgement on plagiarism; interpretation of the report is the responsibility of the user. It is important to check for compliance with academic writing standards and ethical principles. Documents uploaded to the system are not added to the iThenticate repository, and therefore will not affect future similarity percentages for other users.

Guidelines for Effective Use of Teaching Resources

Textbooks, student books, and workbooks are essential tools that support both teaching and learning processes. To ensure their effective use, teachers should align textbook content with course objectives and learning outcomes, integrating activities and exercises from workbooks to reinforce key concepts. Student books should be used as primary instructional materials, providing structured guidance and opportunities for independent study, while workbooks serve as complementary resources that promote active engagement, practice, and assessment.

Regular reference to textbooks during lessons helps establish continuity, while workbook exercises enable students to apply theoretical knowledge in a practical context. Educators are encouraged to adapt and supplement these materials with interactive discussions, multimedia tools, and formative feedback to maximize learning effectiveness and student participation.

Familiarization with the Resources

- **Teachers should fully explore the materials** before teaching. This includes:
 - Reviewing the teacher's guide, lesson plans, and supplementary resources.
 - Understanding the level-specific objectives in Speakout and NorthStar.
 - Identifying which skills (speaking, listening, reading, writing) each unit targets.

Information Note

To access Pearson's online portal and make the most of our teaching resources, please follow these steps:

1. Click on the **“Speakout 3rd Edition Guideline”** file to view all instructions and resources related to Speakout.
2. Click on the **“NorthStar Guideline”** file to access guidance and supplementary materials for NorthStar.

These files contain links, tips, and instructions to help you effectively use the online portals and integrate the resources into your lessons.