

Guidance for students logging in to the ICON VLE, and Submitting work via Turnitin

1. Login to the College VLE to access your courses

Step1

Login to the college VLE (Moodle) site through URL <u>www.iconcollege.ac.uk</u> or direct via URL <u>http://icon.moodle.webanywhere.co.uk</u>.

Fig 1





Step 2

Enter your username and password:

Username: Your student ID Password: 1234

After this first login you will be asked to change your password.

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You will then be directed to the College VLE site.



If you forget your password you can reset it yourself as it is shown below. Click on lost (forgotten) password tab on the home page of ICON College website (top right corner):



On the following screen enter your username or email address (only one of them), then click on search tab.

Fig 5					
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You will receive an immediate email asking you to authenticate that you are the account holder and want to change your password, by confirming the email (Fig 6) the new screen (Fig 7) will appear, then you can change your password.

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Once you changed your password, click on "Save changes" then you will be directed to the following Fig 8.

Fig 8		
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Click on continue, you will then be directed to the ICON VLE home page (Fig 3).

Step 3

Every semester we will enrol you in every <u>unit</u> you are studying. To find your units "Click on tile of your department" in the ICON VLE home page (IT & Engineering in this example).

Note: If you are not enrolled to any unit(s) that you are attending, inform the ICON VLE team immediately.



You will then be directed to the following page (Fig 9)

Fig 9			
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Click on "Dashboard" you will then be directed to the following page(Fig 10)

Fig10



On the left hand side you will see your units with numbers and in the middle the units with tutors name.

By clicking on any units you will then be directed to your unit page, where you can have access to all your unit materials including course notes, assignment, etc. (Fig 11)



Step 4 How to communicate with your Tutor or peer student

Click on "Participats" you will then be directed to the following page(Fig 12) which shows the class tutor and list of students enrolled in this class



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Tick the box on the left side of any name(s) that you want to send a message (your tutor or peer student) and choose send a message from the box at the bottom of the page to send a message. The new window with the editor will appear on the screen (Fig 14)

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Type your message, preview it and send the message to the recipient(s)

2. What is Turnitin?

Turnitin is the leading plagiarism prevention service used by millions of students and faculty, and thousands of institutions worldwide. Turnitin encourages best practices for using and citing other people's written material. The service offers a complete web-based service to manage the process of submitting and tracking papers electronically, providing better—and faster—feedback to students. It is used by nearly all UK Universities to help identify potential plagiarism in work submitted by students.

Important information

- Turnitin does not make judgements about whether work is plagiarised, but it can form the basis of a judgement that you (or an academic misconduct panel) might make about the correct use of sources in your work.
- Turnitin is not a replacement for academics or for the tools that they have traditionally used to identify plagiarism. However, it can reduce the time spent on investigating possible cases of plagiarism and it has been shown to reduce instances of plagiarism in institutions where it is used.
- Although Turnitin has a large database of sources, it may not find a match for all text that occurs on the web or in books or journals.
- In using Turnitin, you give consent for your personal data to be passed to the Turnitin system. You also give your consent for your work to be stored in the Turnitin database for checking against the work of future students.

How to submit work to Turnitin via the College VLE

(Remember, all assignments must be submitted through Turnitin)

Step 1:

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Access your VLE unit and find the Turnitin assignment title you want to submit, such as the ones shown below. Click on the Turnitin assignment. You will see instructions and the dates (the assignment briefs show the due dates): (Fig15)

Fig15



Step 2:



Fig 16



The screen below will appear for first time only: (Fig 17)

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Click on the line inside the box to accept Turnitin user Agreement. Then the screen below will appear.

Step 3:

Add name of your assignment and also your student ID in Submission title box, for example HRM_14522. Then drag and drop the file from your computer inside the box. Read the declaration carefully, and if you can confirm point, then click the check box next to it. Click Add Submission to upload your work. (see below two screen shots).

<u>Fig</u> 18

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Home Business & Management Studies If & Engineering Health and Social Care Hospitality Management Travel & Tourism Management Learning Resources Student Ports Home CSD02 (Sept14-Day) ► Turnitin Assignments ► Final assignment submission point [Dr. Reza Joadat] You are logged in as Tajudeen Adewale Babalola (Logout) Navigation Image: Visible groups: All participants Home My Submissions My home Home My profile Submit Paper Submit Paper Submit Paper
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Once your submission has been successfully accepted, you will be issued a digital receipt of your submission. Make sure you keep this as you may need it as proof of submission. Remember that you are allowed to submit <u>only once</u> in any of "Final, Late" and "Resubmission" assignment submission point

You will then see the screen (below), although the Similarity column will just show as <u>'Pending'</u> until the report is completed. It normally only takes a minute or so, but sometimes might take <u>more than 24 hours</u>, so do not click on 'Refresh submissions' and be patient until the report is available, if the assignment is still "**Pending**" after <u>24 hours</u> inform your Head of Department.

Step 4: How to check the similarity index (SI) before submitting assignment in the unit

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Click on the "Draft assignment Submission point Tile" on the home page of ICON VLE Fig 20

Fig 10

VLE Handbookv7

You will then be directed to your draft assignment submission points page, where you can have access to all draft assignment submission points; 1 - 5 (Fig 21)

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You will see four submission points, namely; Test1, Test2, Test3 and Test 4. Submit one assignment to one submission point. If your similarity index was high, after correction submit the assignment in the same submission point that you submitted first time.

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The number in the similarity score (in this example is 93%) shows how much of your work Turnitin has matched against other sources – but any number above 0% doesn't automatically mean that it is plagiarism, but you have check that it is your own work not copied from other source.

You are allowed to submit <u>four</u> times before the deadline to correct the percentages of similarity and the <u>fifth</u> time will be your final time. You might need to wait <u>24 hours or more</u> after the first draft submission before you can see your new originality report. Therefore, you must make sure that you submit your final draft to Turnitin at least <u>24 hours before</u> the coursework deadline if you wish to see a fourth originality report before you submit your final version. If the assignment is pending for <u>more than 24 hours</u>, contact IT Helpdesk.

An overall similarity index of 30 percent with no more than 10 percent from a single source spread over the assignment will be acceptable. No single source should be greater than 10 percent spread across the assignment, but this will vary from unit to unit. Your tutors in all cases will use their academic judgement to decide whether there is cause for concern. The 'grade' and 'comments' will be supplied by the marker.

Step 5

Click on your similarity score (percentage) to view your full Turnitin report. You will see Fig 23 on the screen.





Click on similarity index, you will see the sources of SI (Fig 24) or all sourses of SI (Fig 25)



Fig 25

				All Sources	
*	requirements are:		<	Match 1 of 31	>
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	Web server	F 1	1	Submitted to North Do	4%
	A web server is a computer, which will host our web site and will have a static ip. Apache web	0	4	Submitted to University Student Papers - 2 papers	4%
	server is a software well known and is used to implement a web server. A web server is used to publish information on the internet as well as on corporate intranet.	<u>*</u>		Submitted to Liverpool	4%
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	A mail server is a server that its purpose is to handle emails over a network. A mail server will		•	Submitted to University	4%
	receive emails from client computers and will forward them to other mail servers also a mail server will deliver emails to client computers.		•	Submitted to University	4%
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Click on any item to see more information about the source of plagiarism/collusion (Fig 26)

Fig 26

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In the originality report you can see the work you submitted with colour-coded sections highlighting where Turnitin has identified a match from another source. The details of the match (e.g. the website, journal or student essay) are shown on the right. In this document there are six matches that Turnitin has found, covering all of the student's essay – and the similarity score of 93%. (Fig 27)

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	1.1 Identify and evaluate different types of operating systems	2	<			>
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	Email server					
	A mail server is a server that its purpose is to handle emails over a network. A mail server will					
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Things you should know

- Make sure you are submitting the correct assignment in the correct unit (not wrong unit). If you submit the assignment in the wrong unit, than will not be marked by the tutor and you also lose one submission opportunity which might be very costly for you.
- If you need to resubmit any of your assignments as a result of referral or plagiarism/collusion, always resubmit your work to the specific unit(s) that you have submitted previously, not to any other similar unit(s).
- Any matches found in the report do not automatically indicate that you have committed an offence of plagiarism. For example, if you have included quotes in your document, these may show up as matching the original sources and count towards your unoriginality score. However, provided they are correctly referenced they are perfectly legitimate in academic writing and are not an example of plagiarism.
- If your document includes references, it is very common for them to show as matches and count towards your unoriginality score, simply because another source has used the same reference as you. Again, simply having references that are the same as those used by other sources does not indicate plagiarism.
- Some common phrases and short pieces of text (typically10 15 words) may show as matches just because they are in common usage. Unless they are particularly relevant phrases in your subject or have a particular relevance to your work that you wish to emphasise, they do not need to be referenced.
- Where you have copied text from a source word-for-word, ensure you are using quotation marks around the copied text and that the source is correctly referenced.
- Where you are paraphrasing from a source, ensure that you have NOT copied the text word-for-word and that the source is correctly referenced.

How to view the feedback given for submitted work to Turnitin via the College VLE

Click on "Grade" on Fig 28 shown below then Fig 29 will appear on the screen

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Submission Point	1. Make sure you are submit	ting the correct assignment	t in the correct mit (not w	rong unit)		
Submission Point	2. Add your ID number in the	"Submission Title box" next t	o your assignment title. Exa	mple: Data Structure_15	5324.	
26 September - 2 October	3. Use the correct Header a	nd Footer format (available	n Educational folder in Gen	en College Information T	lle in Home page of ICON 1	/LE).
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Fig 29

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•	1. Low cost		11%	
	2. Easy to set up and install	R	<	>
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	Have control on their own resources and manage their own security		C. Designed to Colourado	100 1
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	Disadvantages	11 F7	3 Submitted to St. Peters., Ithdon Paper	1% >
	1. Limited growth	Y	A www.gli.com	1% >
	2. No central organization			3.8
	3. Weak security		5 www.clo.com	1% >
	4. Addition load on computers acting as clients and servers	*	6 deliver2inbox.com	<1% >
	1.1.2 Client/Server network	(W)	- Participation	
	A Client/server network is a network that has one or more nervers and many clients and has a centralized management. The server is the center of the network system and it manages the access to resources on this network. This type of network allows multiple users to access the resources at the same time, regardless of physical location. For e.g. Windows Server, Novell Netware, Linux Server, Unix Server, and thac OS X Server.			
	In this type of network, services are installed on a dedicated computer known as server. The server is a central computer and its role is to be always ON and to respond to requests from clients for deferent service. Keeping all the resources on server systems gives us better security, simpler access and coordinated control. On the other hand, we can say that the			

Click on "Feedback Summery" button to view **feedback comments** given by your tutor (Fig 30)

Fig 30



To download the feedback comments, click on download button and then download the current view (Fig 31), you will find tuto's comments at the end of marked assignment.



Click on "view Rubric/Form" button to view rubric **scorecard** for your assignment, Fig 32. This figure Shows your score for each learning outcome (4 for D, 3 for M, 2 for P, 1 for referral and 0 for R(PL)).

				Rubric	_ ×
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		11			
	DNS server is the server who does the conversion between IP addresses and names. We write	F1	1.03		
	google.co.uk but in the network this does not mean nothing, the computer needs the IP address of that	Y	Distinction		
	name and DNS will convert this name to 216.58.218.131. One of the most known DNS servers is google		1	21	
	DNS server with the address 8.8.8.8	•	104		
	Web server	9	Merit		
	A web server is a computer, which will host our web site and will have a static IP. Apache web				
	server is a software well known and is used to implement a web server. A web server is used to				
	publish information on the internet as well as on corporate intranet.				
	Email server				
	A mail server is a server that its purpose is to handle e-mails over a network. A mail server will				
	receive e-mails from client computers and will forward them to other mail servers also a mail			-	- 75
	server will deliver e-mails to client computers.		L01		
	File and print server		Referred		
Page: 4 of 57 W	ard Count: 7909		(a ——•	- a

You would be able to see your provisional grade on the top right corner (4 for D, 3 for M, 2 for P, 1 for referral and 0 for R(PL)). This grade is provisional and might change as a result of internal verifications as well as external examiner's approval, see Fig 33.

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Ø feedback studio		4 /4	< 3 of 12 - > @
2 feedback studio	 1 Task 1: Understanding NOS 1.1 Identify and evaluate different types of operating systems Based on the requirements gathered from the assignment brief scenario, the network requirements are: DNS server DNS server is the server who does the conversion between IP addresses and names. We write gogle co.uk but in the network this does not mean nothing, the computer needs the IP address of that name and DNS will convert this name to 216.58.218.131. One of the most known DNS servers is gogle DNS server with the address 8.8.8 Web server A web server is a computer, which will host our web site and will have a static IP. Apache web server is a software well known and is used to implement a web server. A web server is used to publish information on the internet as well as on corporate intranet. Email server 	4 /4	3 of 12 - 0
	A mail server is a server that its purpose is to handle e-mails over a network. A mail server will receive e-mails from client computers and will forward them to other mail servers also a mail server will deliver e-mails to client computers.		LO1: (Achieved) P1.1, (Achieved) P1.3, (Achieved) P1.3, (Achieved) Area to enhance on is when evaluating you should always consider discussing multiple technologies and/or alternatives

In the VLE unit find the Grade button, such as the one shown in Fig 34. Click on the Grade button, Fig 35 or Fig 36 will appear.



You would be able to see your provisional grade in the middle of page in numeric and letter grade formats, either in User report or Overview format. (Figs 35 and 36) This grade is provisional and might change as a result of internal verifications, Assessment Board and external examiner's approval.

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Fig 36: Overview report format

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3 October - 9 October	Employability & Professional Development (Feb16-Day-Awadalla)	D
10 October - 16 October	Local Area Networking Technologies (Feb17-Day-Hasan)	D
17 October - 23 October	Mathematics for Software Development (Sept16-Day-Awadalla)	D
24 October - 30 October	Network Operating Systems (Sept16-Day-Hasan)	D
31 October - 6	Object Oriented Programming (Sept16-Day-Pandey)	D
7 November - 13	Procedural Programming (Feb16-Day-Pandey)	p
November 14 November - 20	Programming in Java (Feb17-Day-Pandey)	D
November 21 November - 27	System Analysis and Design (Sept16-Day-Awadalla)	D
November 28 November - 4	Web Applications Development (Feb17-Day-Pandey)	D
December	Draft Assignment Submission Point	
12 December - 18	General College Information	94.
Wy courses Courses		

<u>Note:</u> If you have submitted hardcopy assignment, you will not be able to see your grade(s) for that submission in the overview report format.

How to access the College general information via VLE

On the Home page click on the "GENERAL COLLEGE INFORMATION" tile, you will then be directed to the Fig 37, where you can find all the folders, files, forms, forums, etc.





How to access the Electronic Notice Board via VLE

On the Home page click on the "NOTICEBOARD" tile, you will then be directed to the Fig 38, where you can find "General news and announcements".



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