



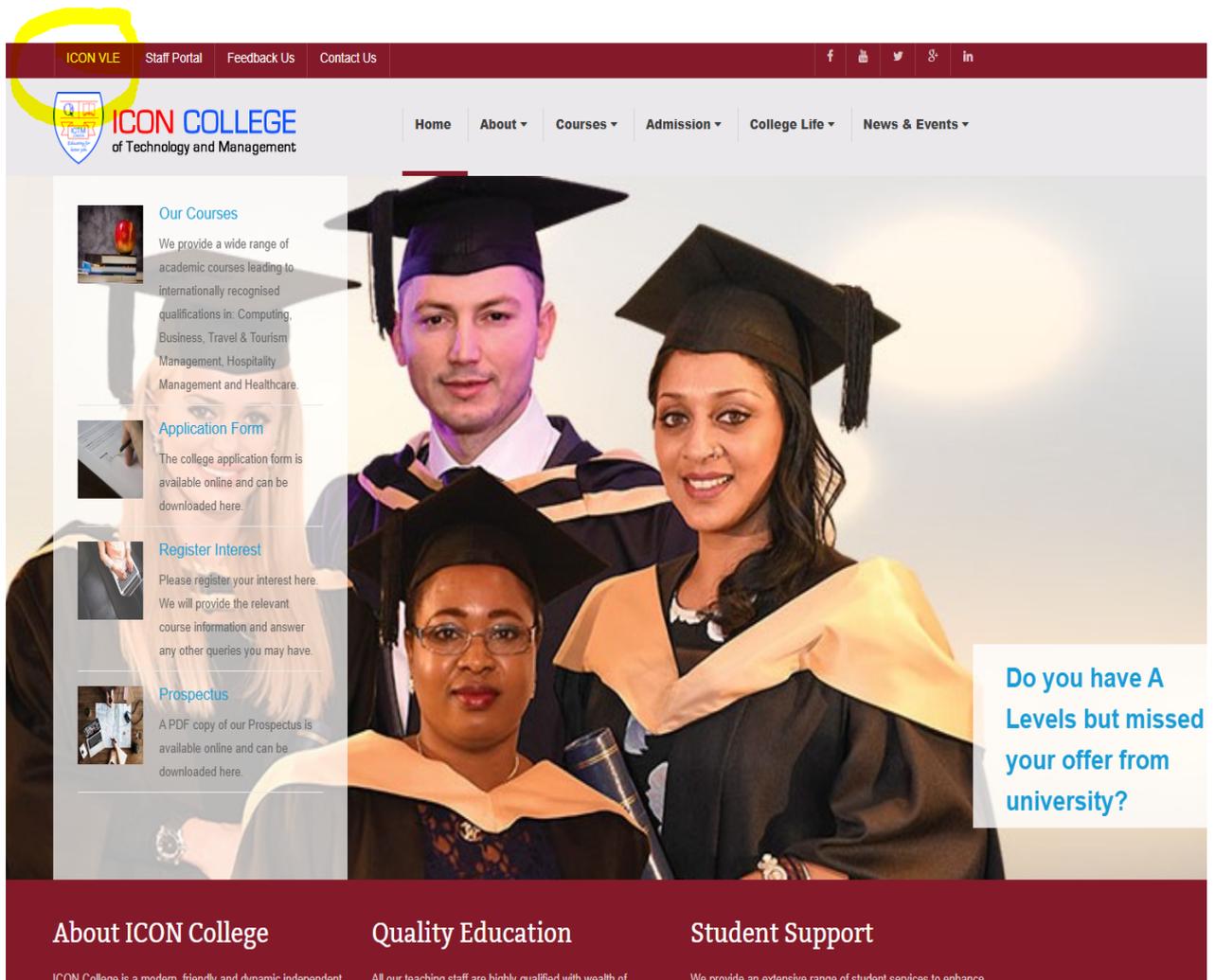
Guidance for students logging in to the ICON VLE, and Submitting work via Turnitin

1. Login to the College VLE to access your courses

Step1

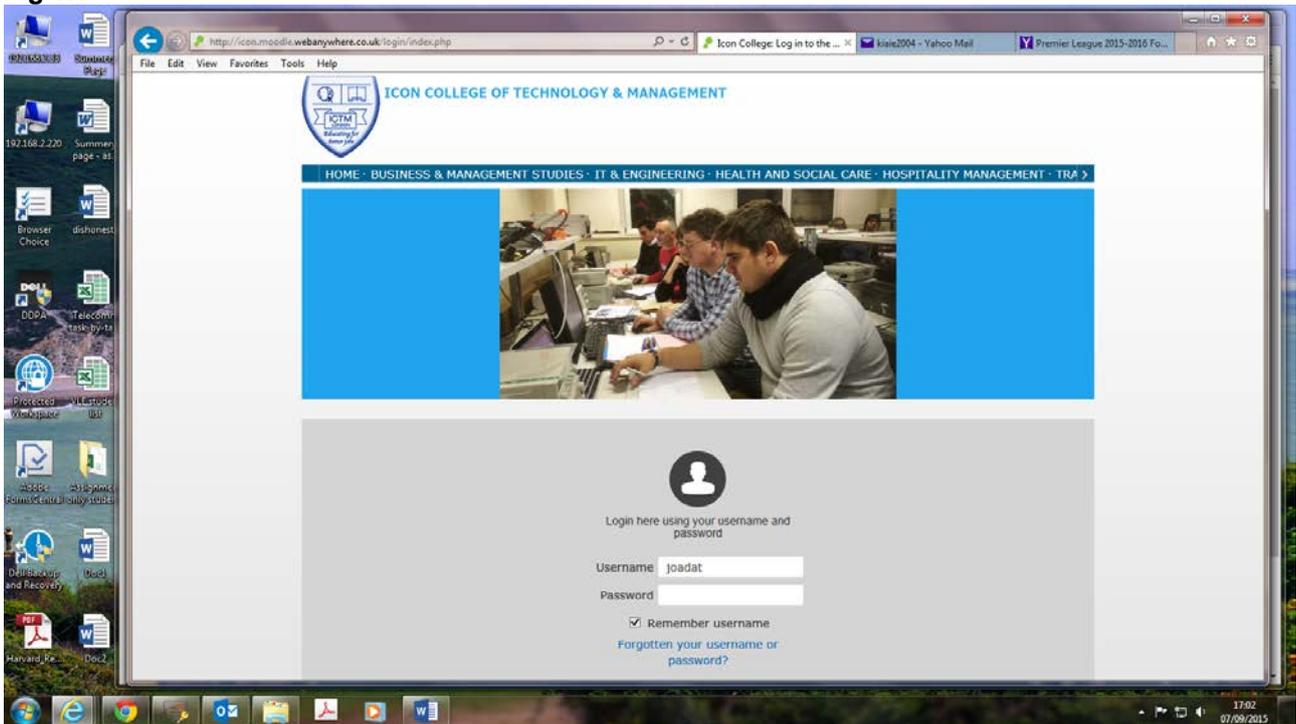
Login to the college VLE (Moodle) site through URL www.iconcollege.ac.uk or direct via URL <http://icon.moodle.webanywhere.co.uk>.

Fig 1



or

Fig 1.1



Step 2

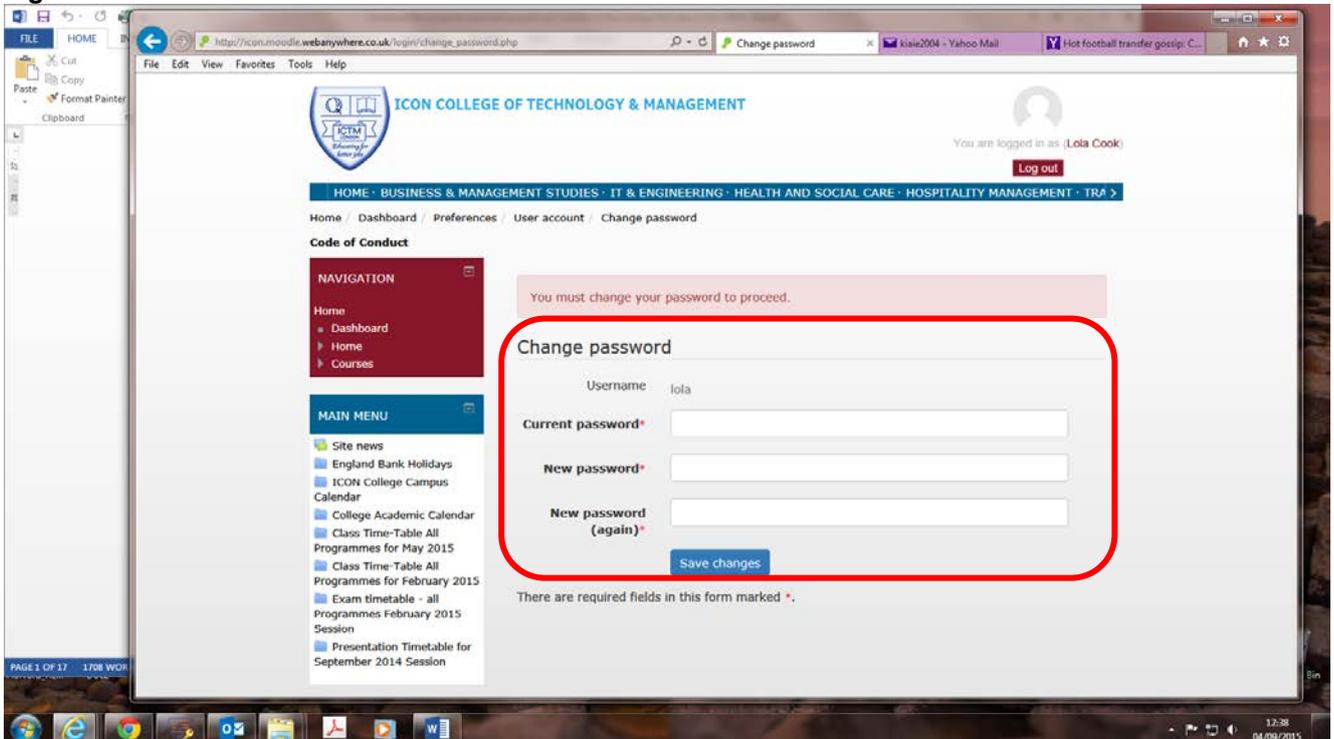
Enter your username and password:

Username: Your student ID

Password: 1234

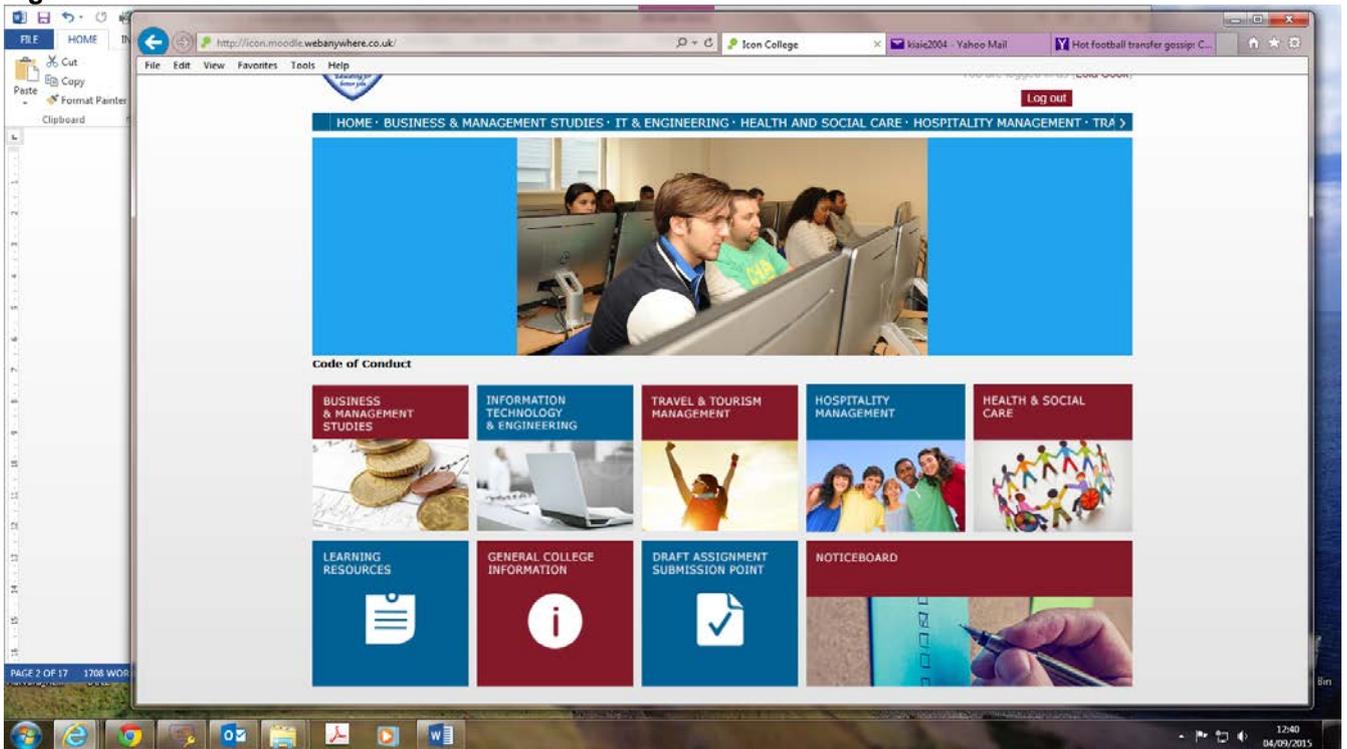
After this first login you will be asked to change your password.

Fig 2



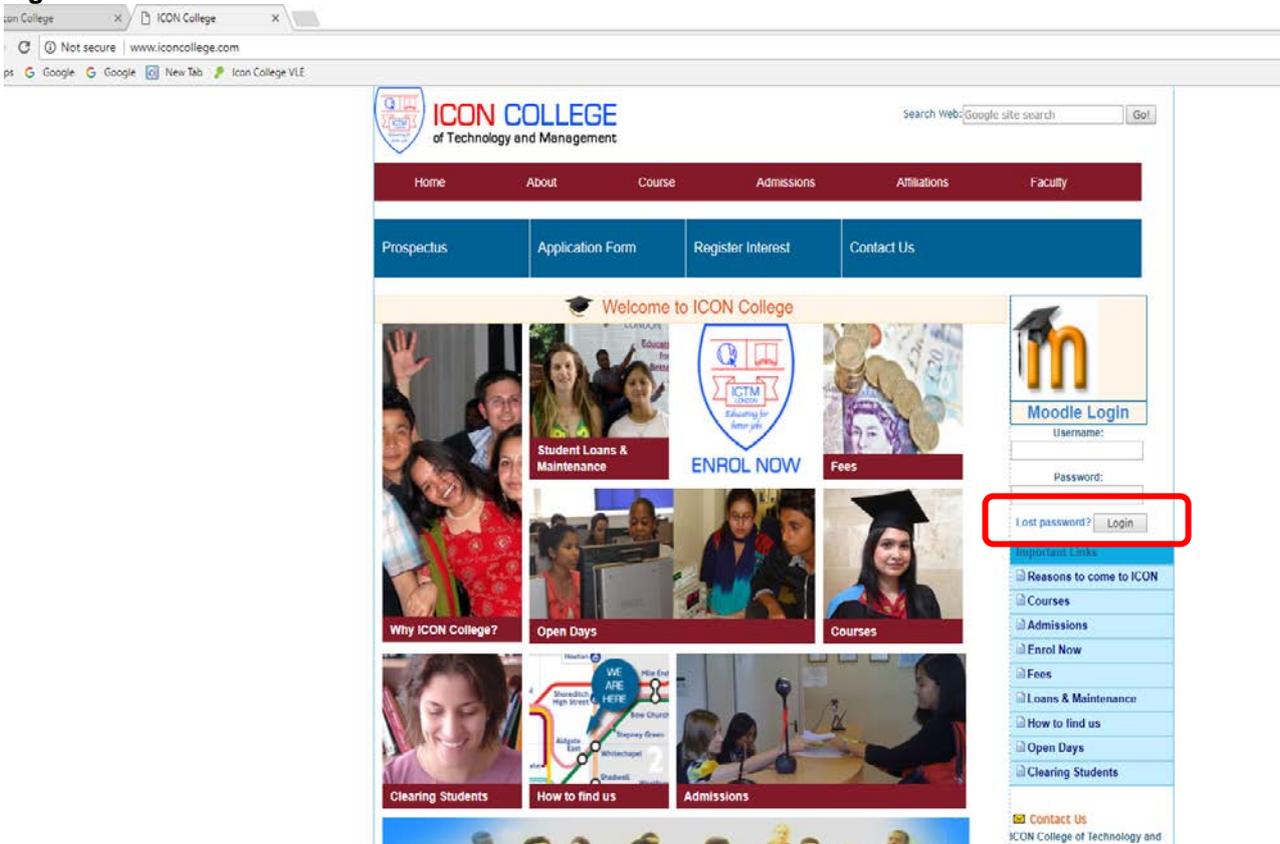
You will then be directed to the College VLE site.

Fig3



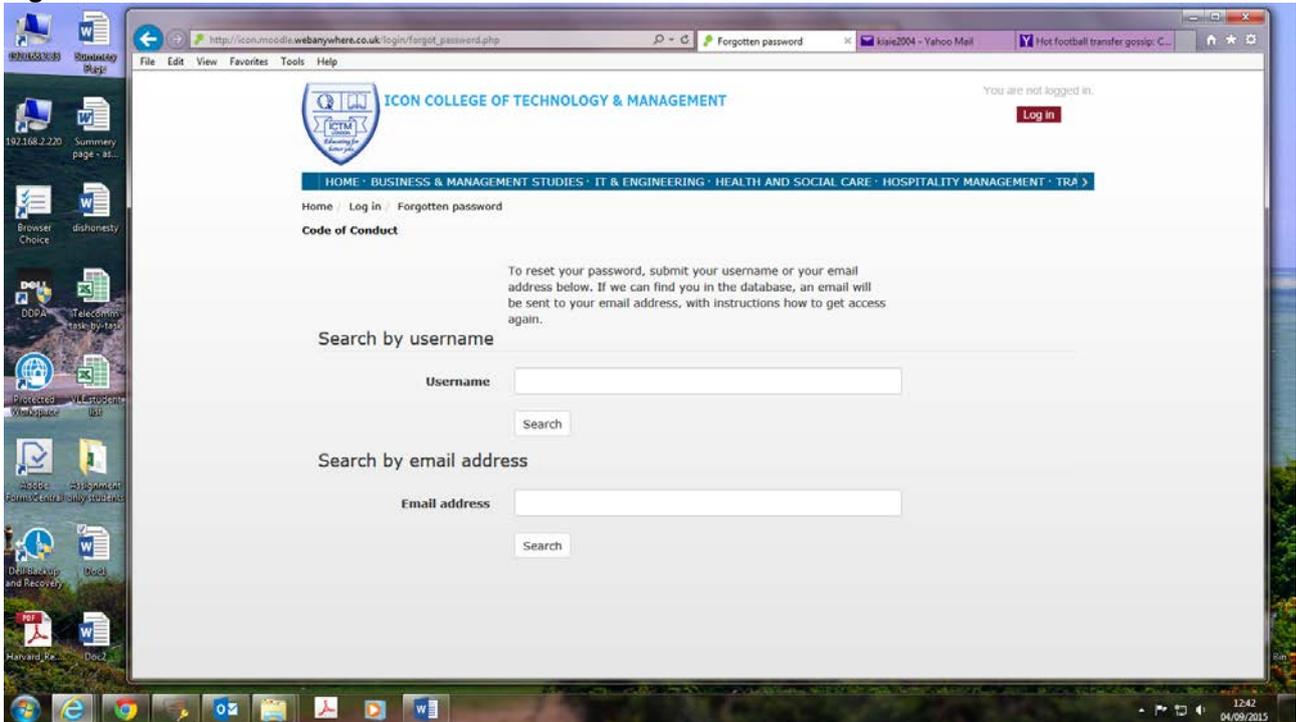
If you forget your password you can reset it yourself as it is shown below.
Click on lost (forgotten) password tab on the home page of ICON College website (top right corner):

Fig 4



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

Fig 5



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.

Fig 6

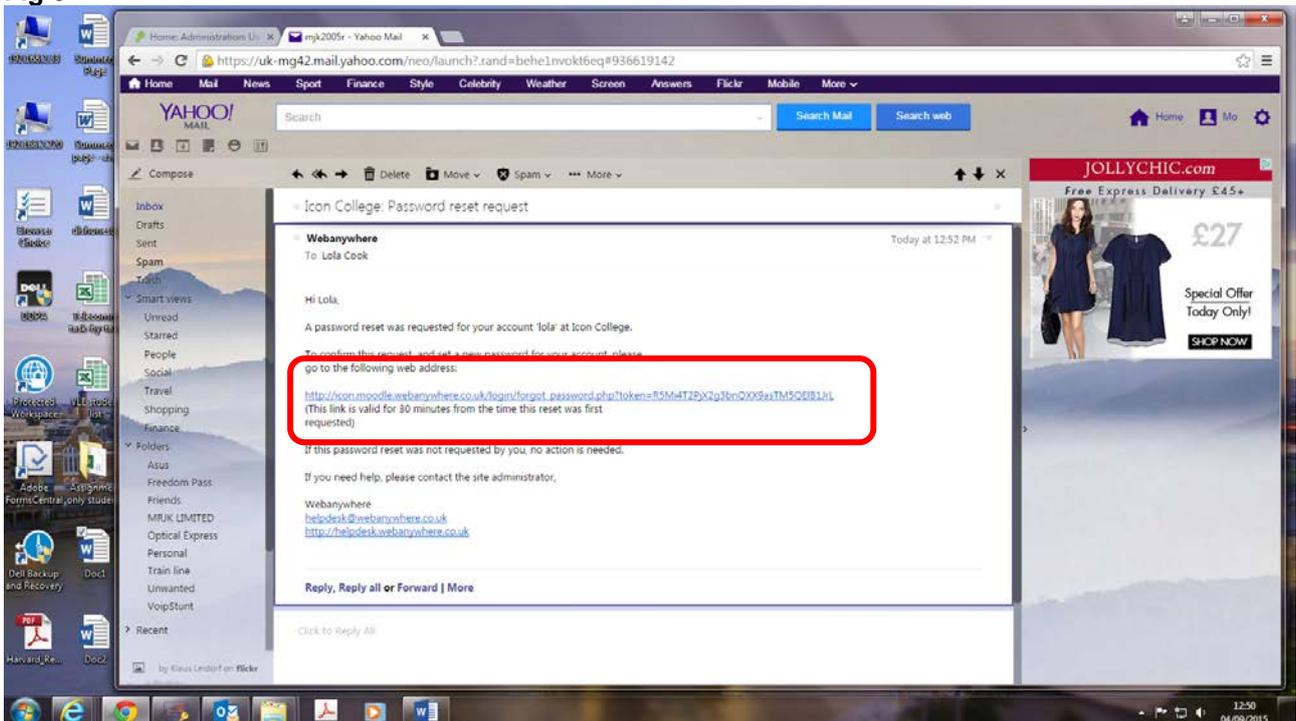
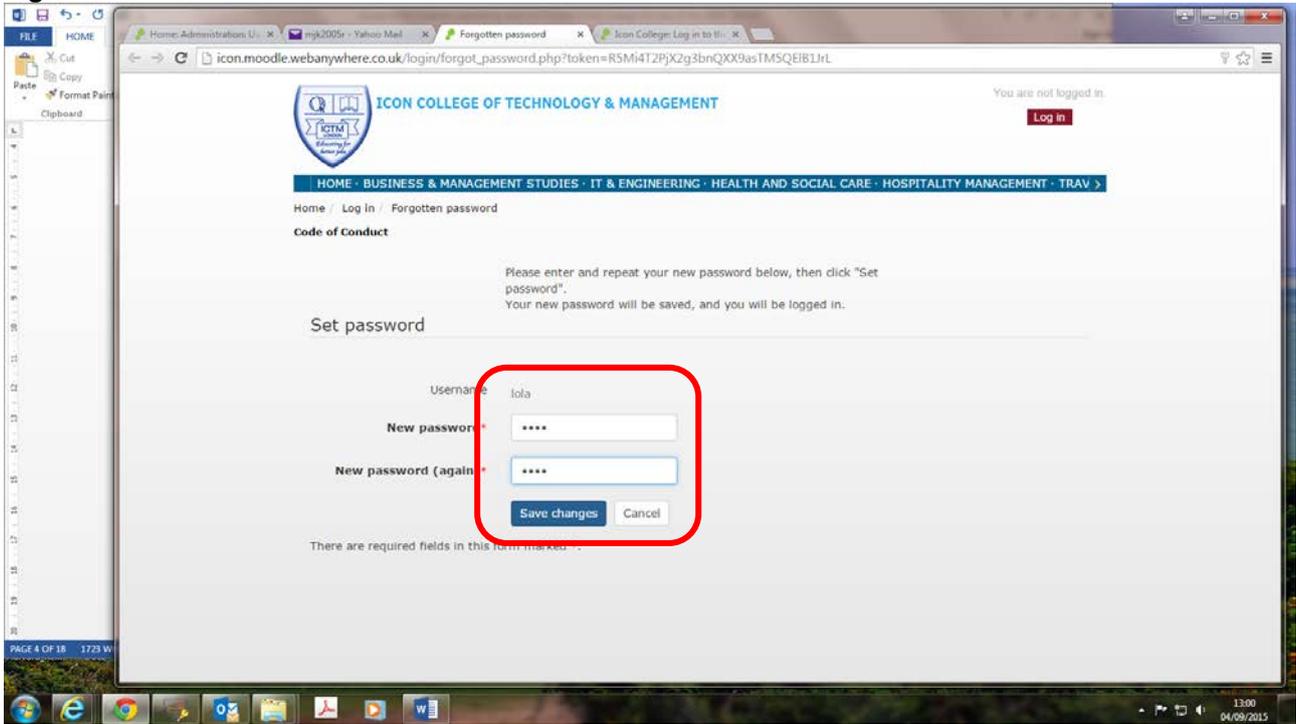
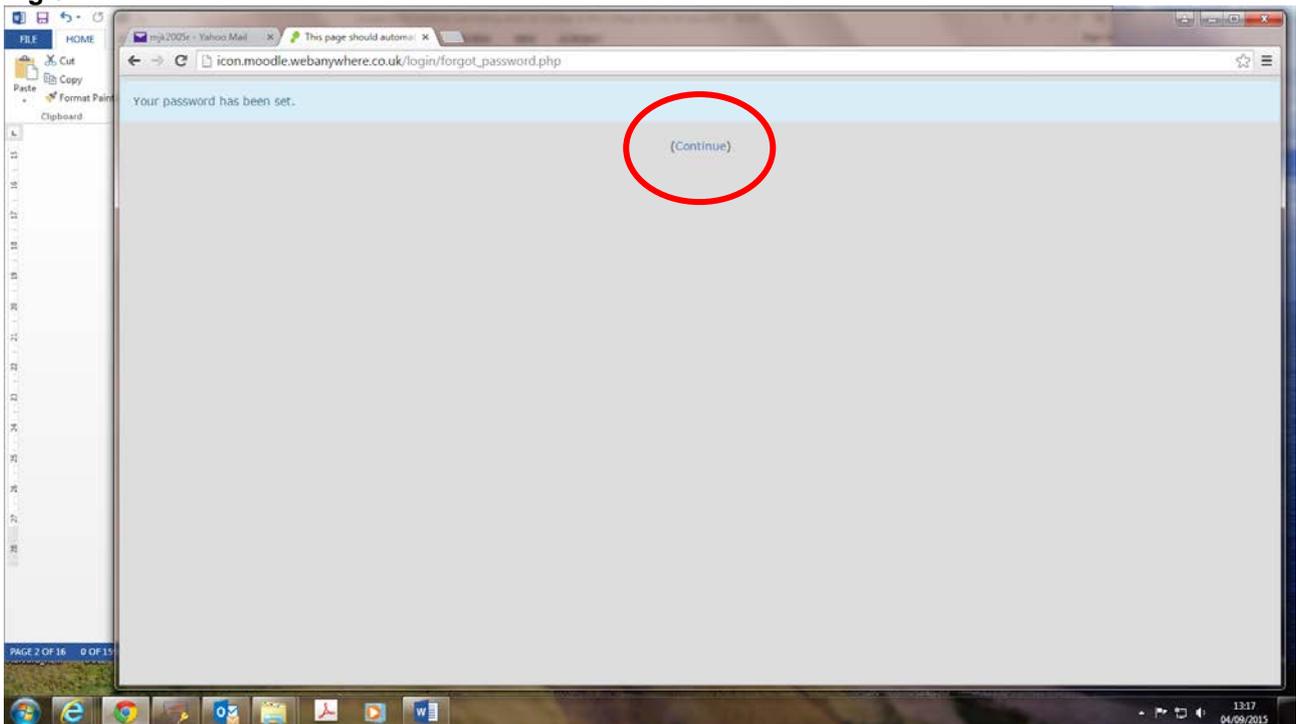


Fig 7



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

Fig 8

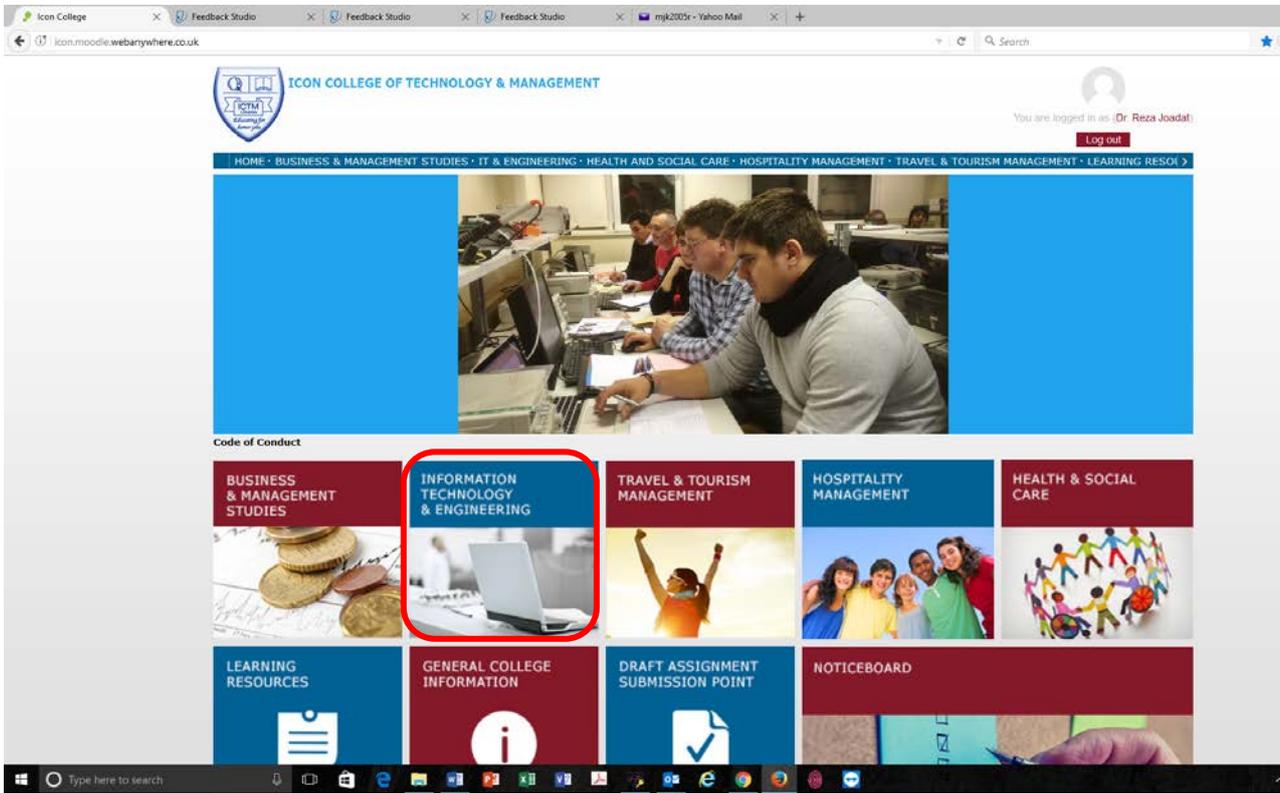


Click on continue, you will then be directed to the ICON VLE home page (Fig 3).

Step 3

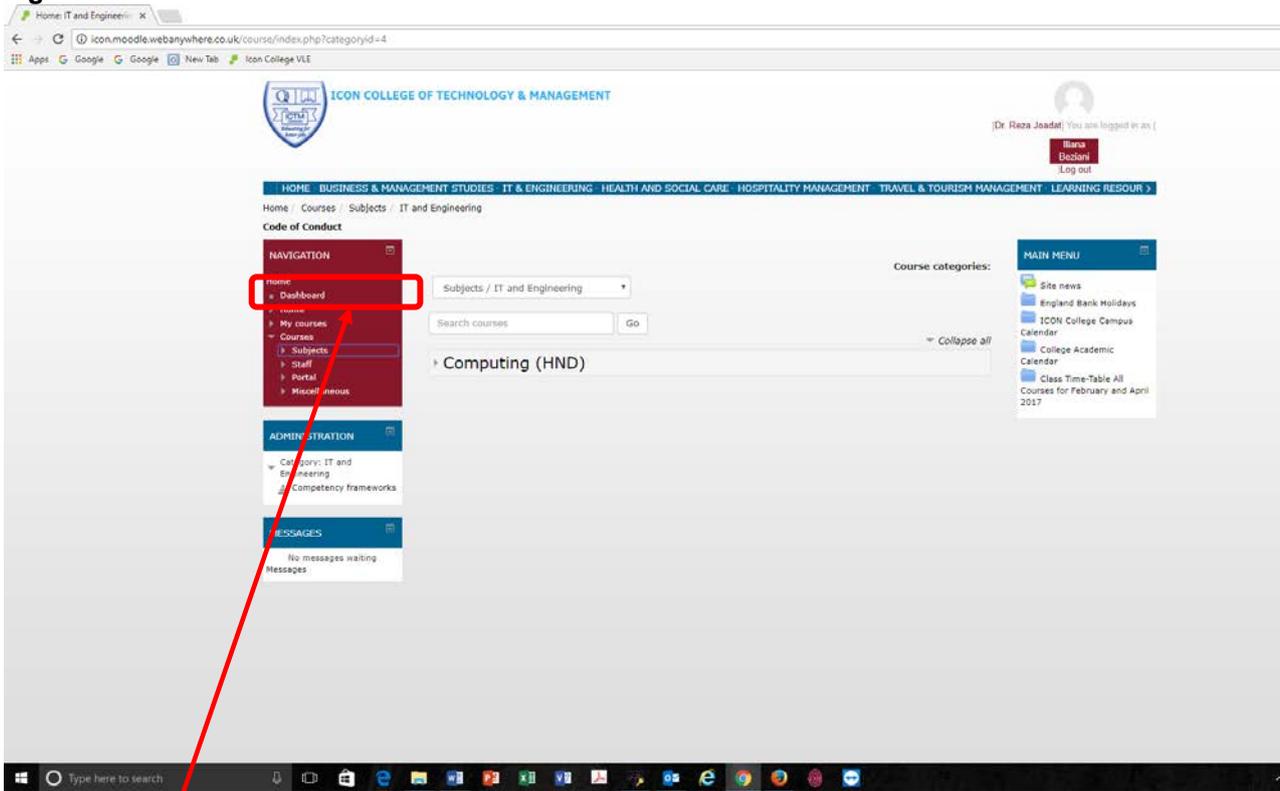
Every semester we will enrol you in every unit you are studying. To find your units “Click on tile of your department” in the ICON VLE home page (IT & Engineering in this example).

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



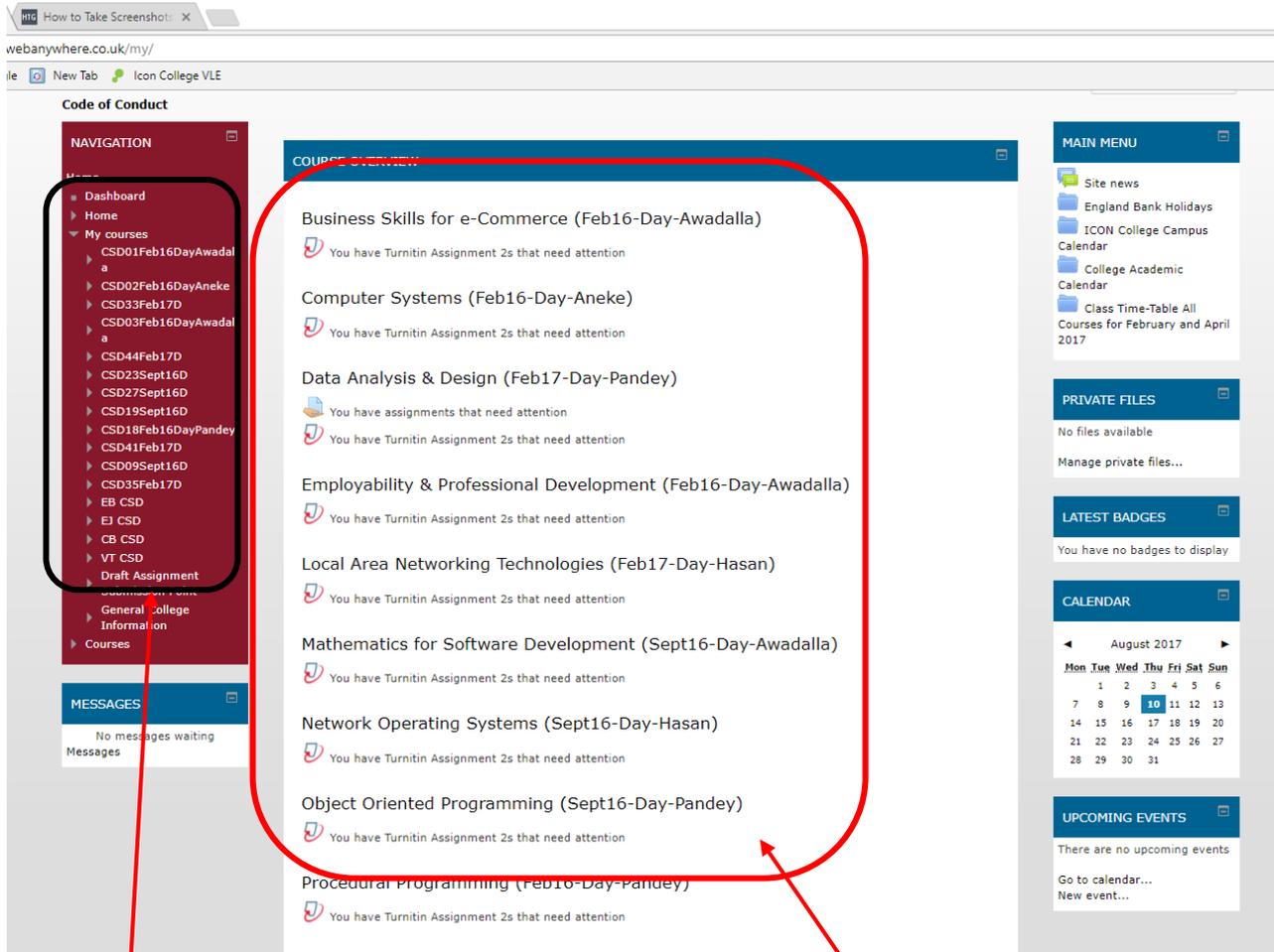
You will then be directed to the following page (Fig 9)

Fig 9



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

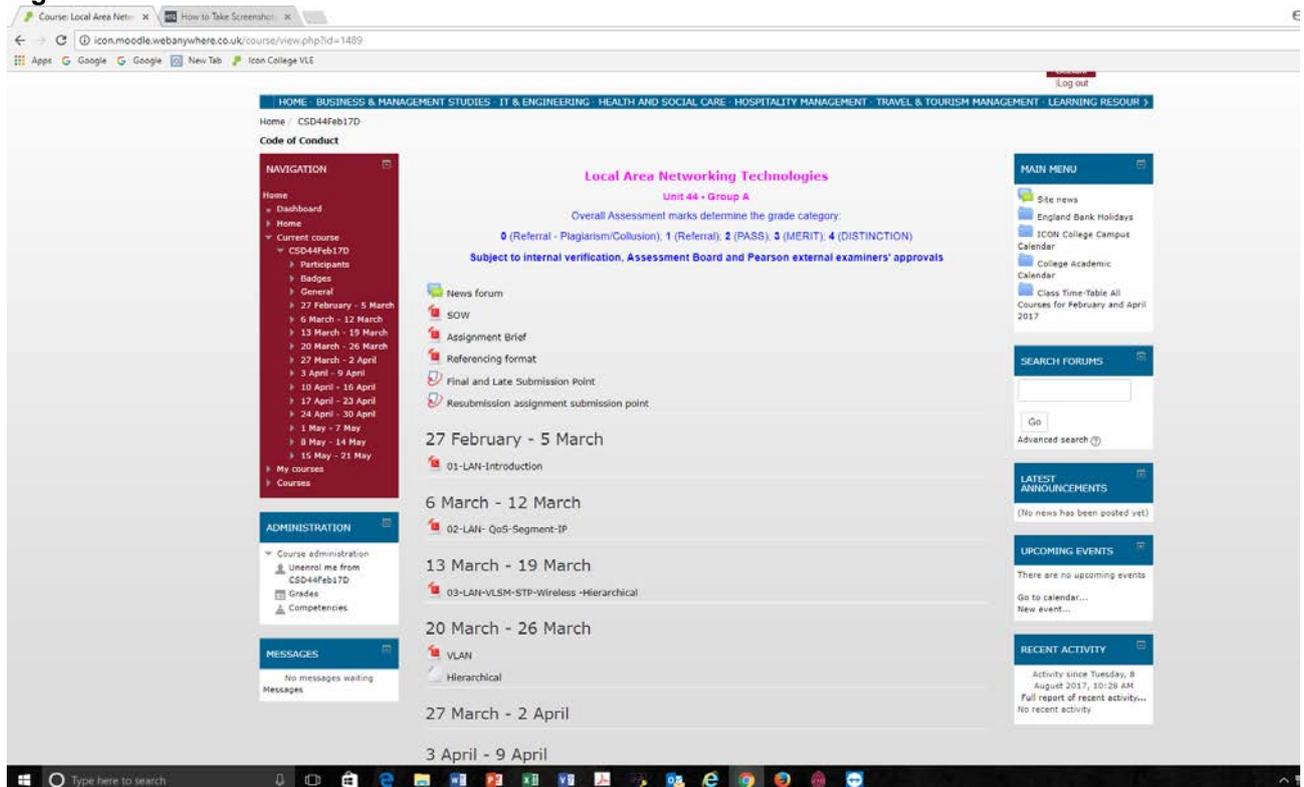
Fig10



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)

Fig 11



Step 4 How to communicate with your Tutor or peer student

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

Fig 12

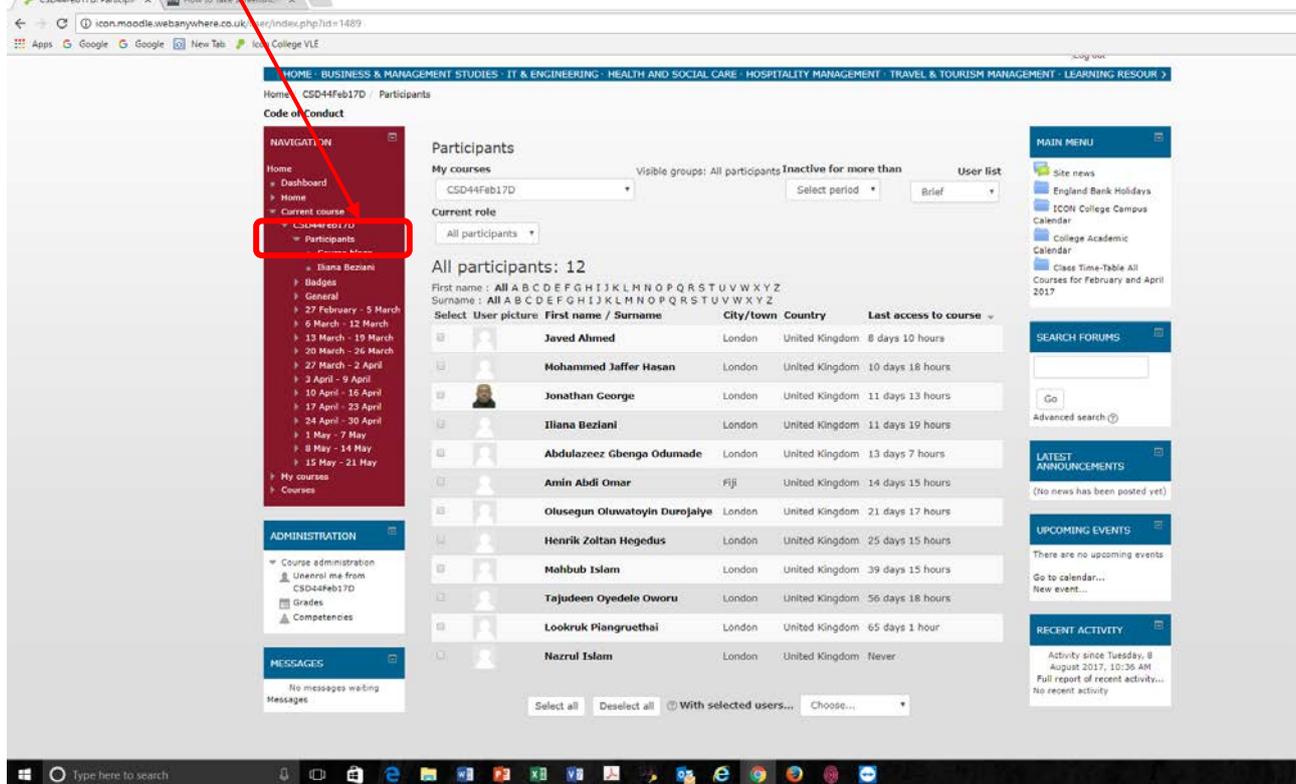
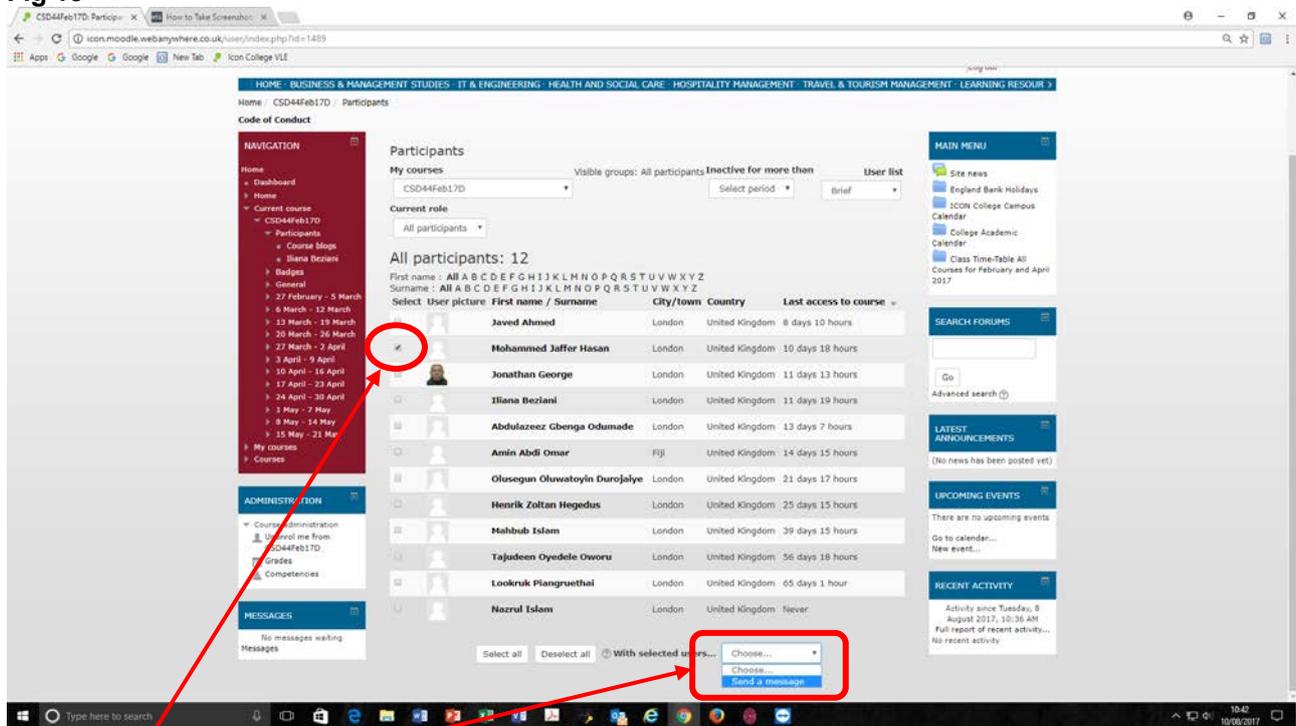
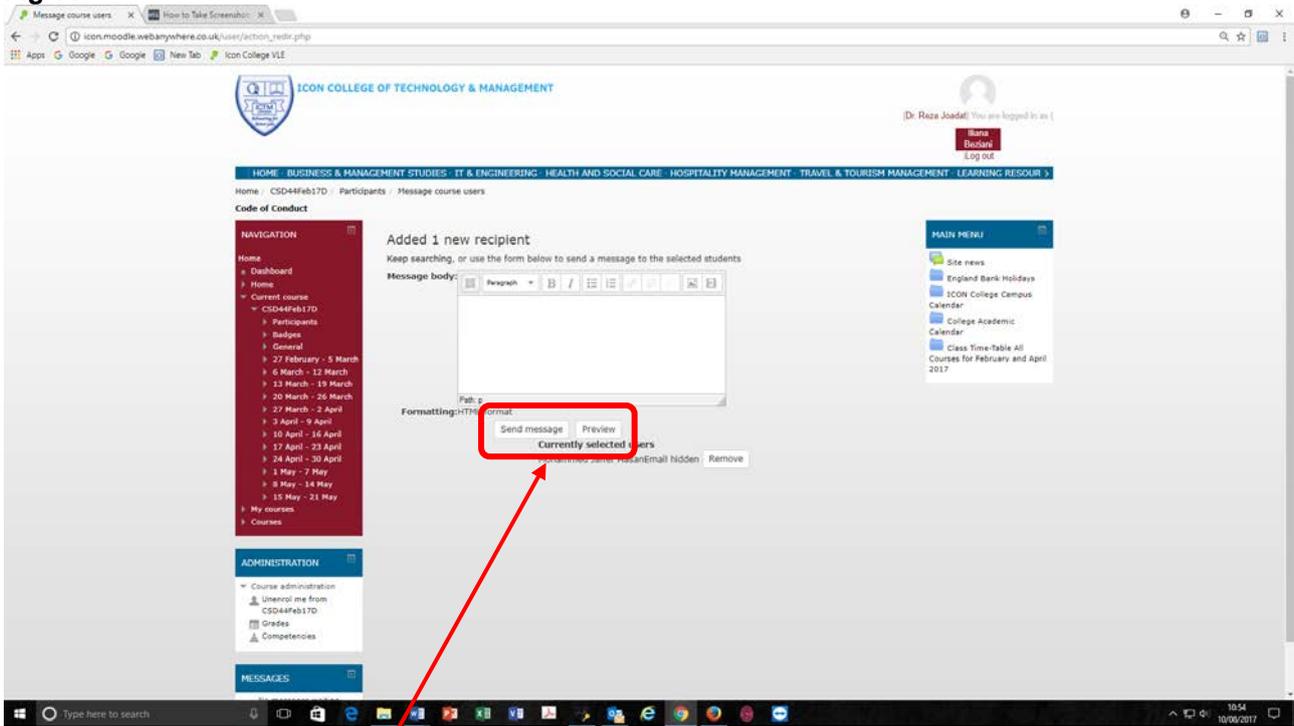


Fig 13



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)

Fig 14



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.

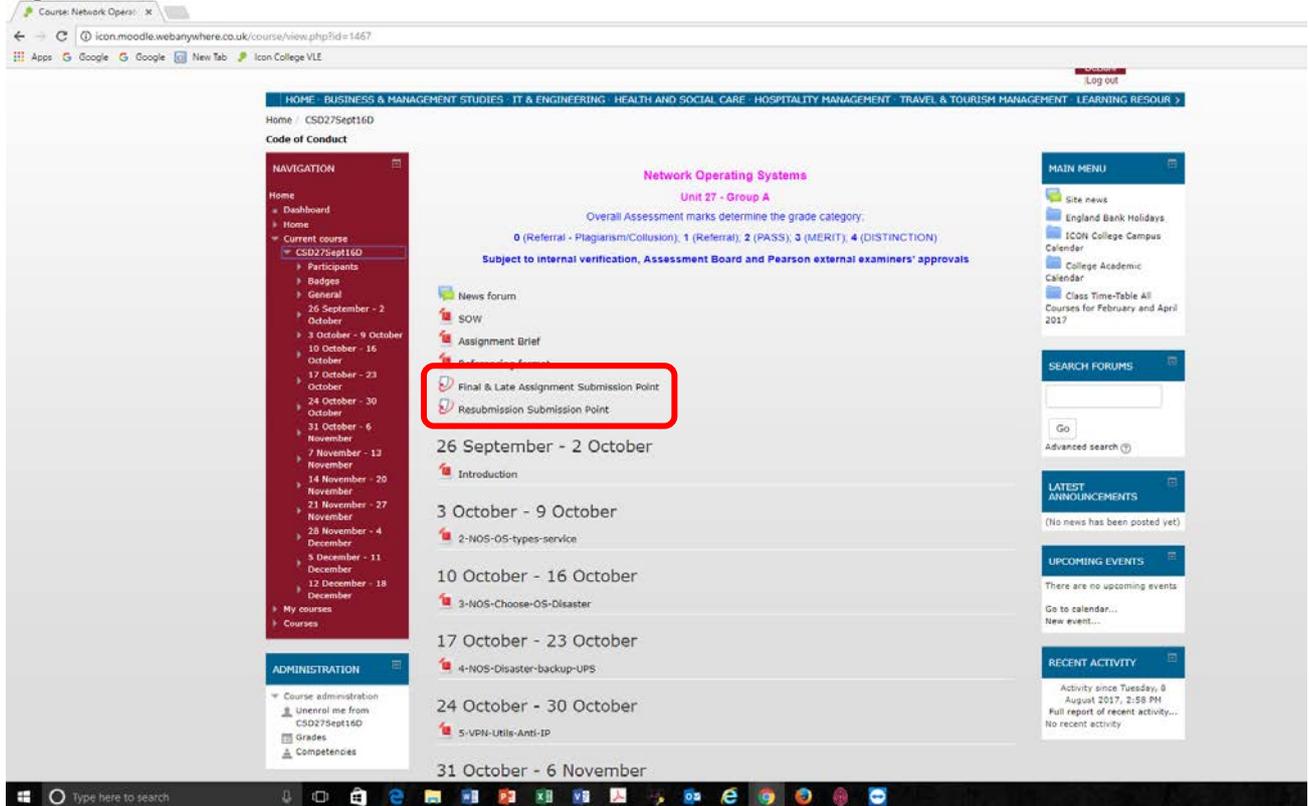
How to submit work to Turnitin via the College VLE

(Remember, all assignments must be submitted through Turnitin)

Step 1:

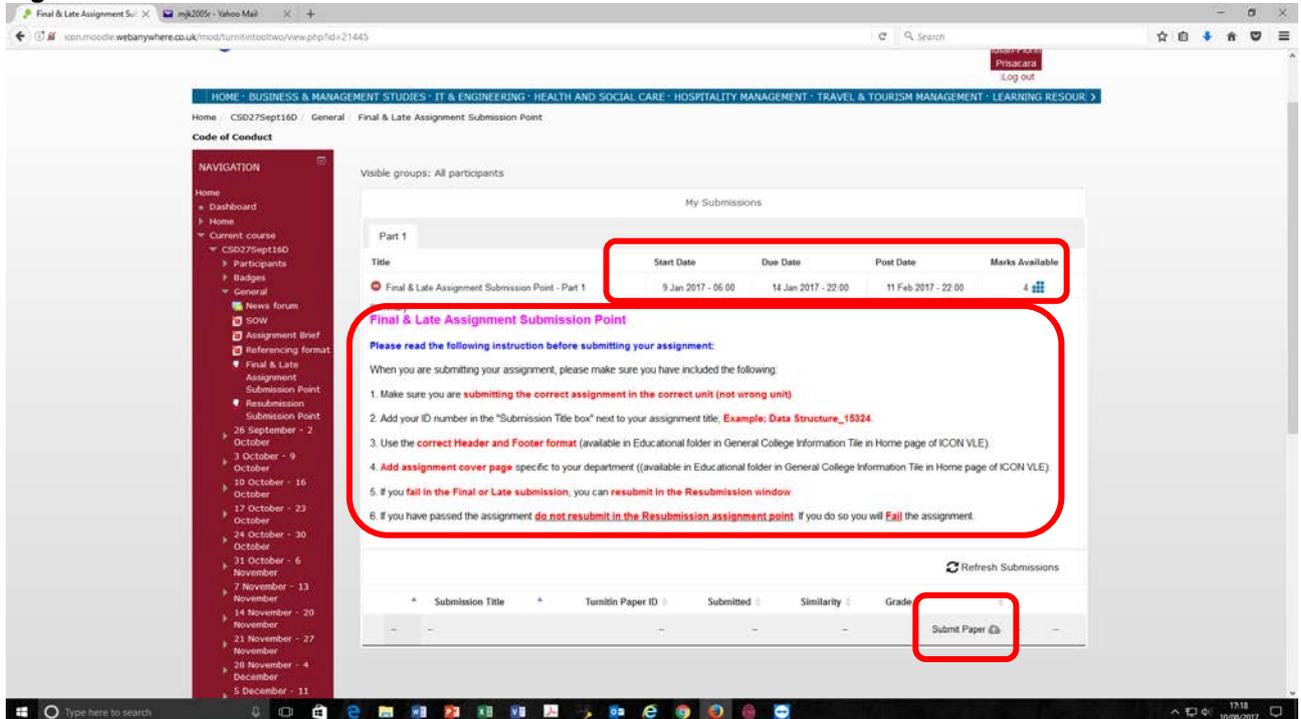
Access your VLE unit and find the Turnitin assignment title you want to submit, such as the ones shown below. Click on the Turnitin assignment. You will see instructions and the dates (the assignment briefs show the due dates): (Fig15)

Fig15



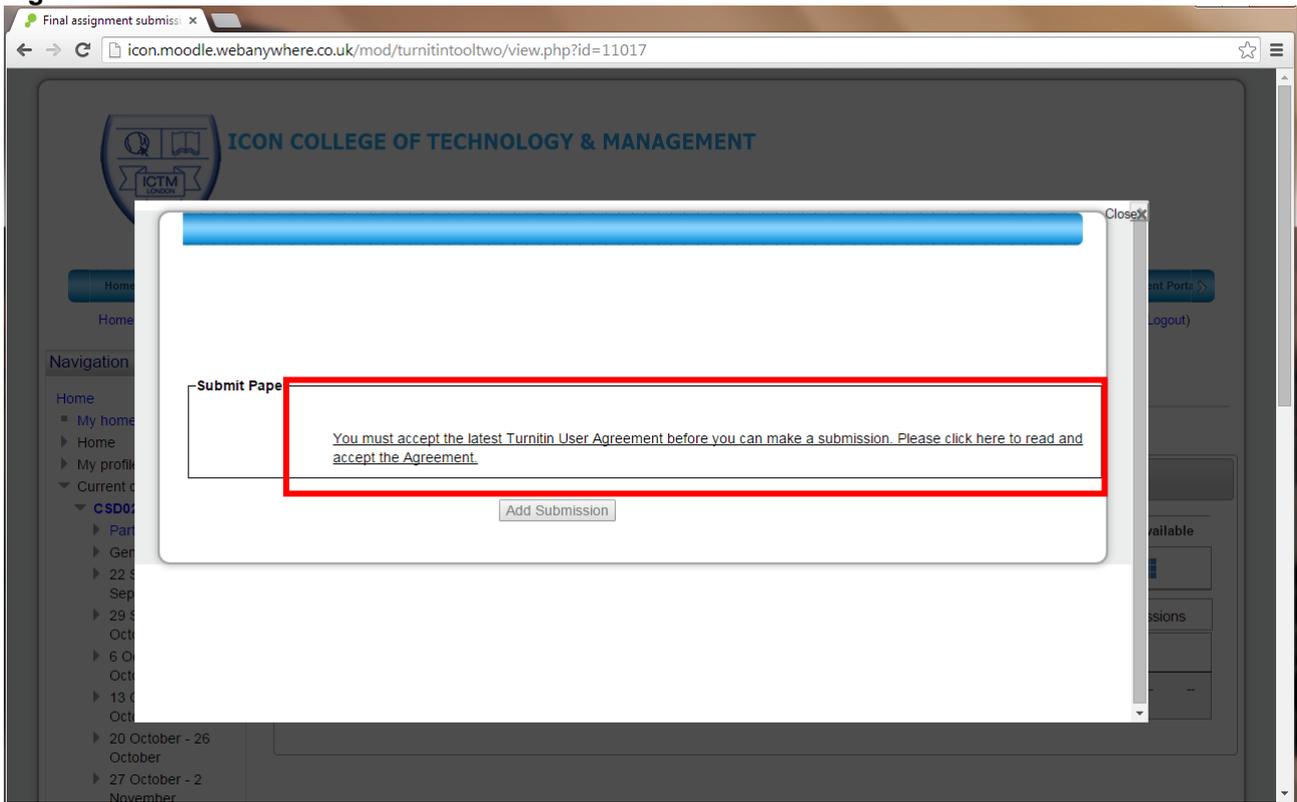
Step 2:
Click on the **Submit Paper** tab: (Fig 16)

Fig 16



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

Fig 17



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).

Fig 18

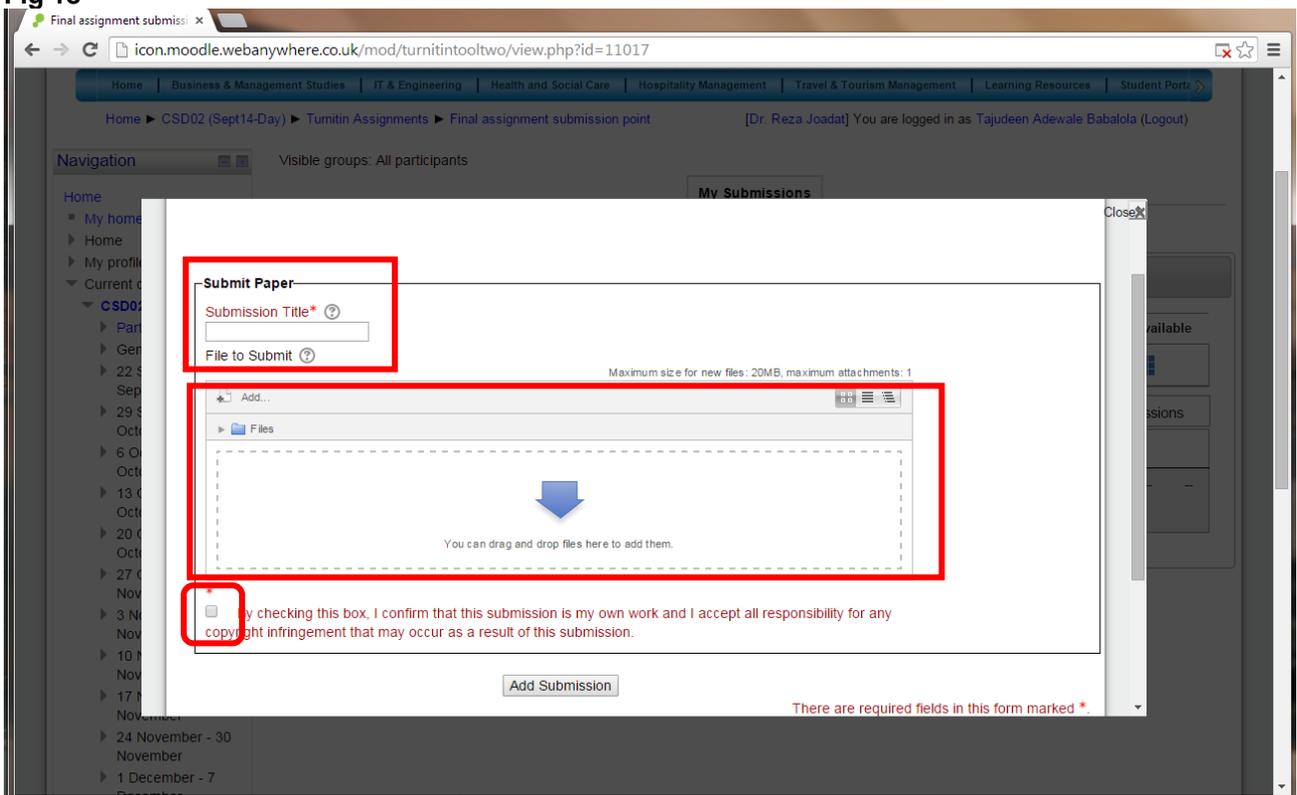
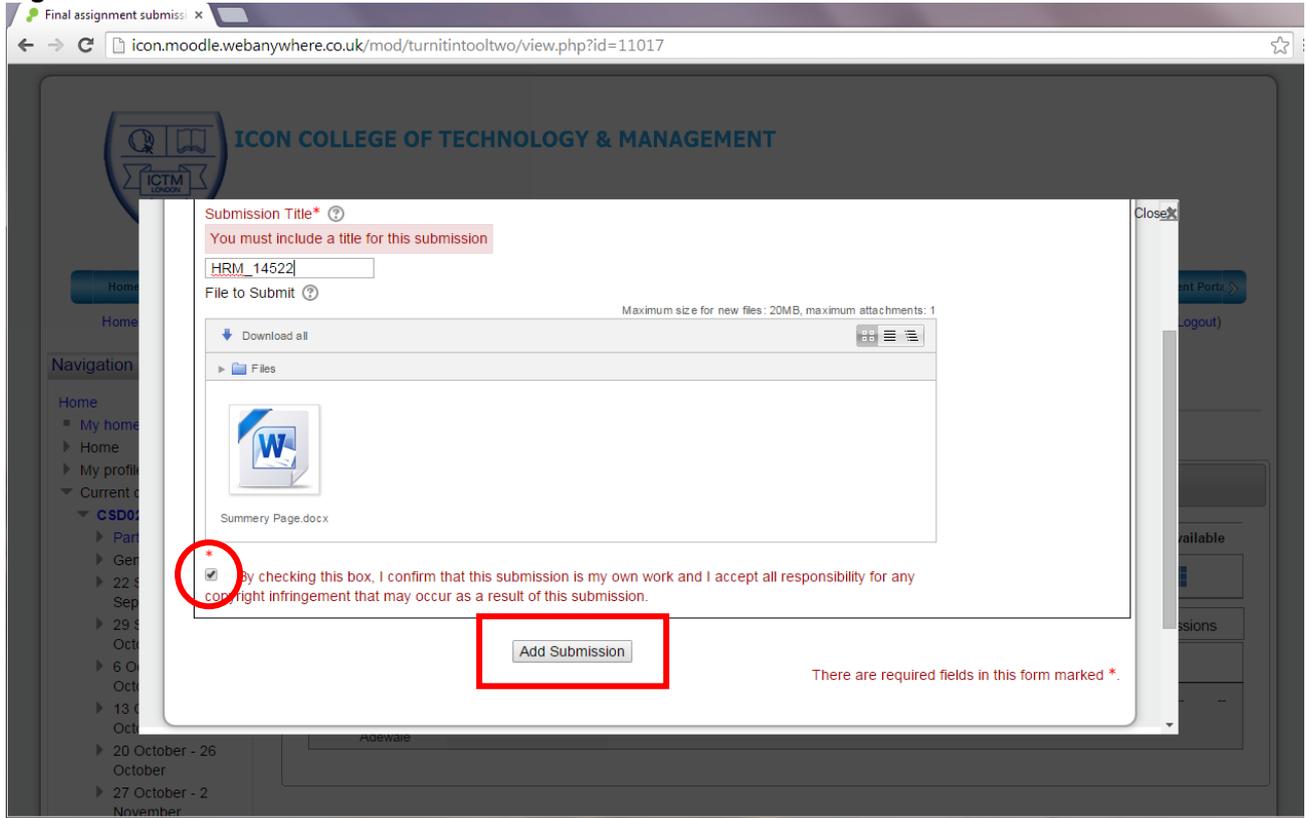


Fig 19



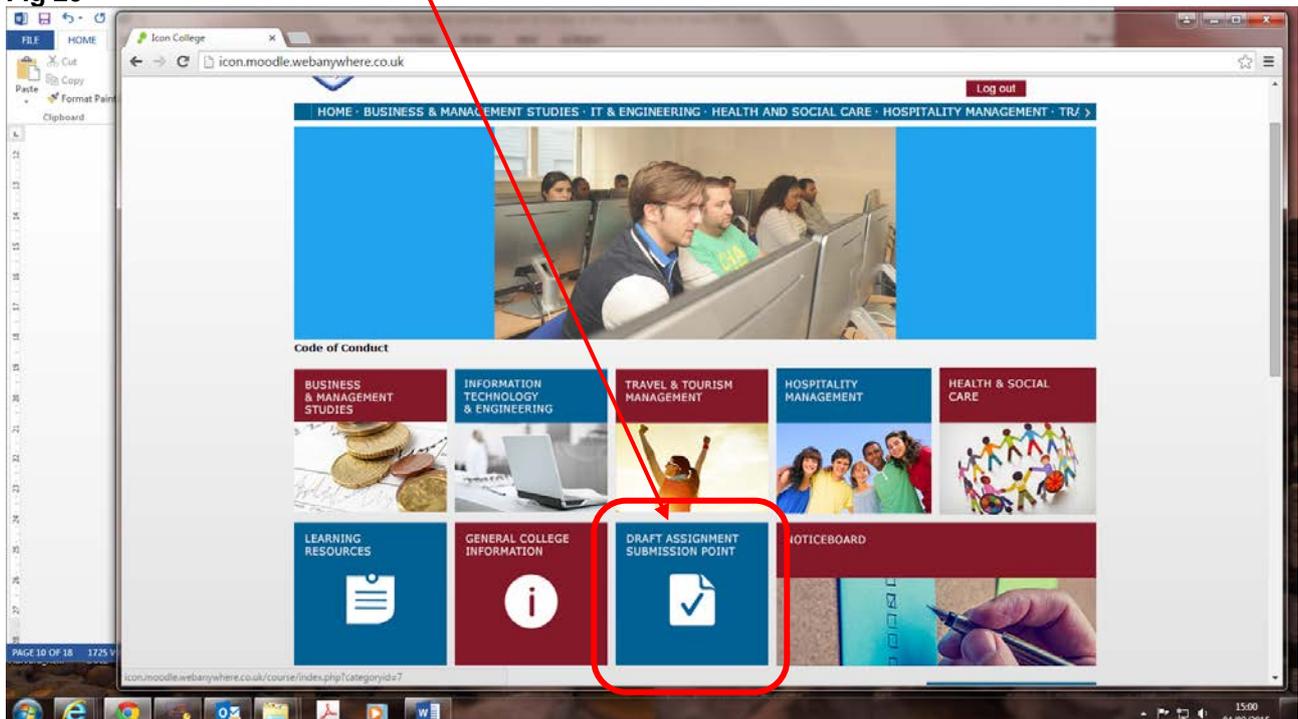
Once your submission has been successfully accepted, you will be issued a digital receipt of your submission. Make sure you keep this as you may need it as proof of submission. Remember that you are allowed to submit only once in any of “Final, Late” and “Resubmission” assignment submission point

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

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

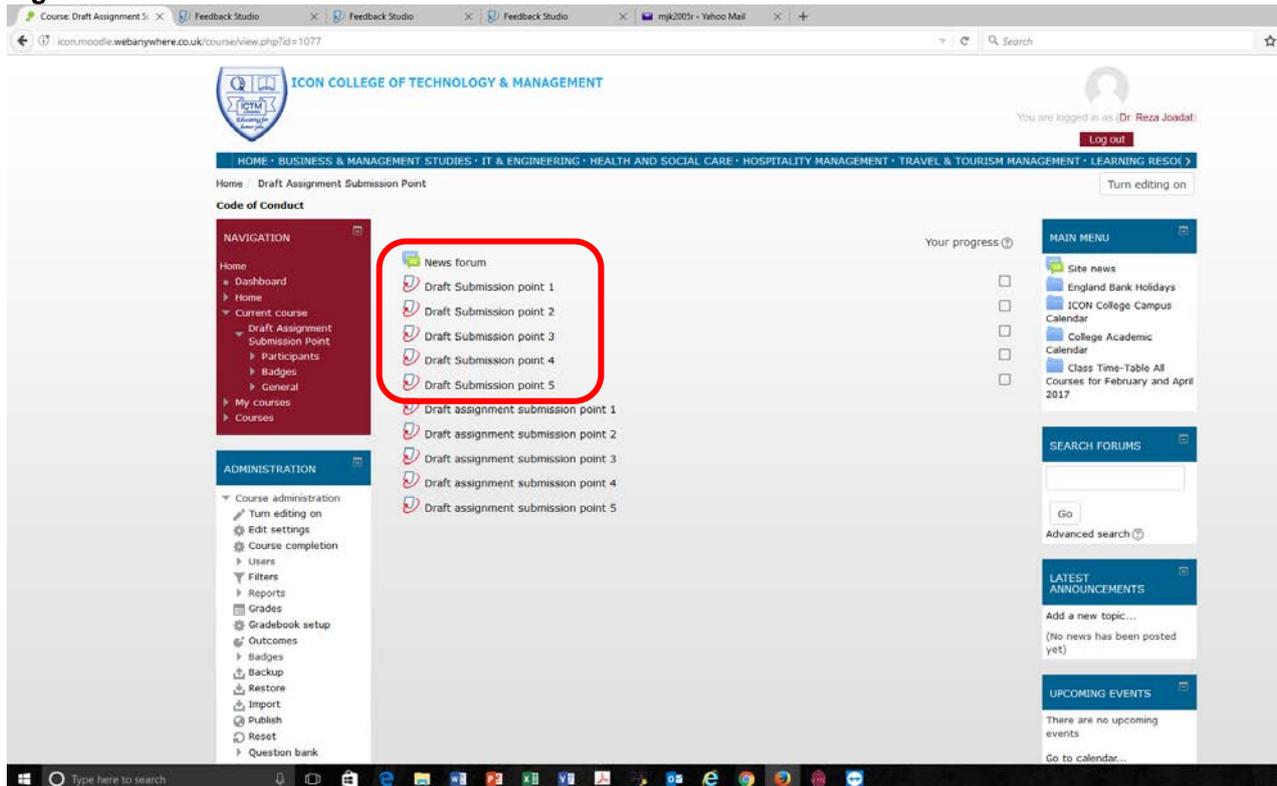
Click on the “Draft assignment Submission point Tile” on the home page of ICON VLE

Fig 20



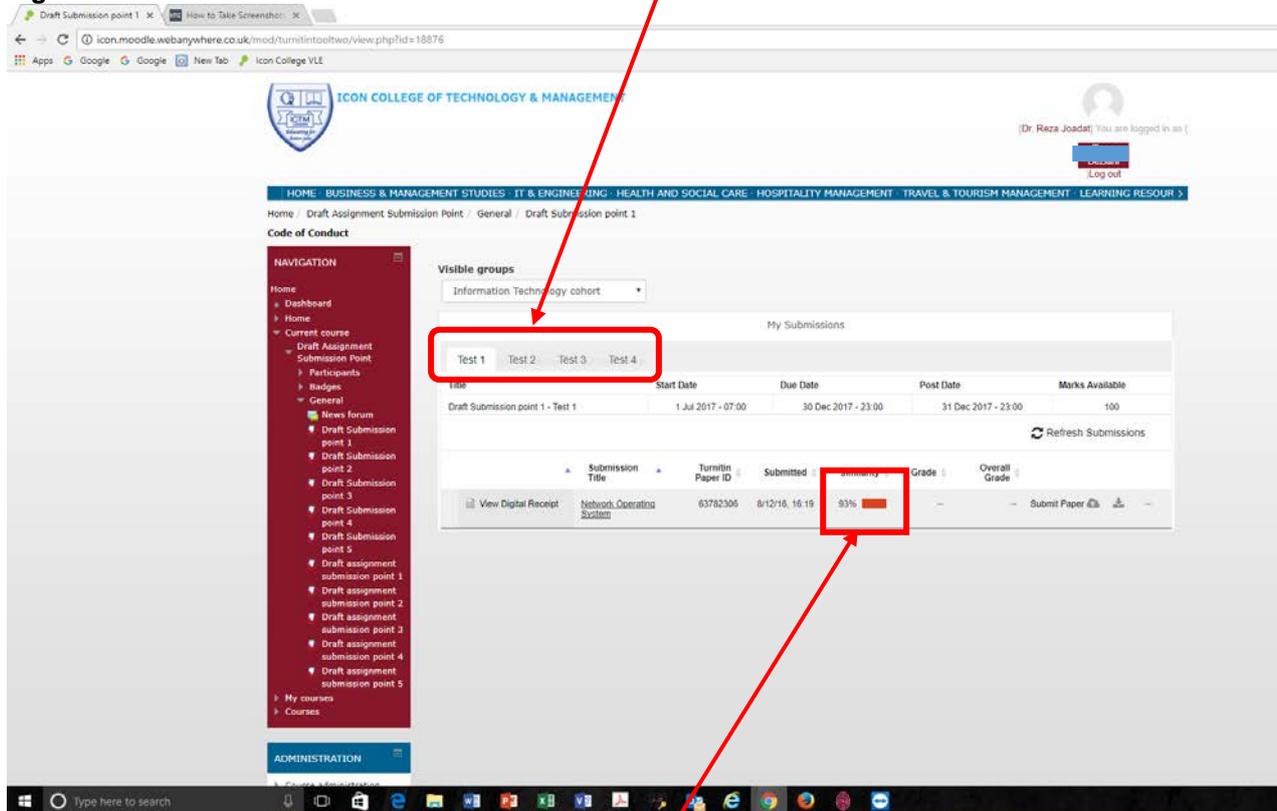
You will then be directed to your draft assignment submission points page, where you can have access to all draft assignment submission points; 1 - 5 (Fig 21)

Fig 21



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.

Fig 22



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 **four** times before the deadline to correct the percentages of similarity and the **fifth** time will be your final time. You might need to wait **24 hours or more** 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 **24 hours before** the coursework deadline if you wish to see a fourth originality report before you submit your final version. If the assignment is pending for **more than 24 hours**, 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.

Fig 23



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

Fig 24

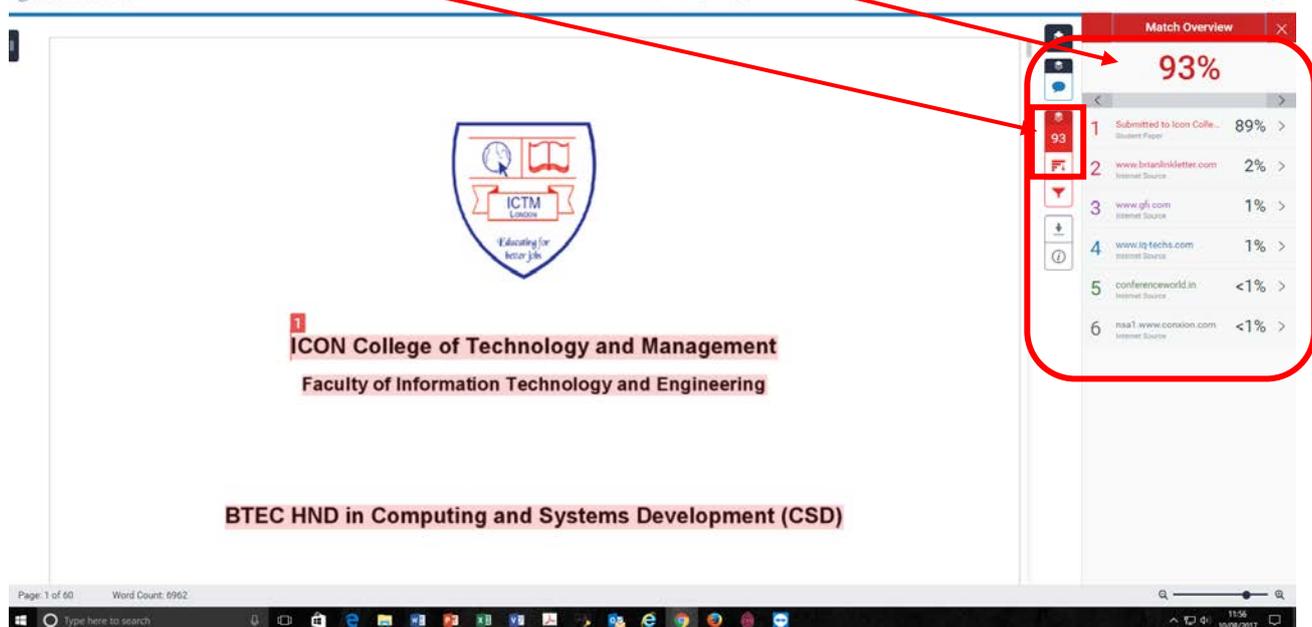
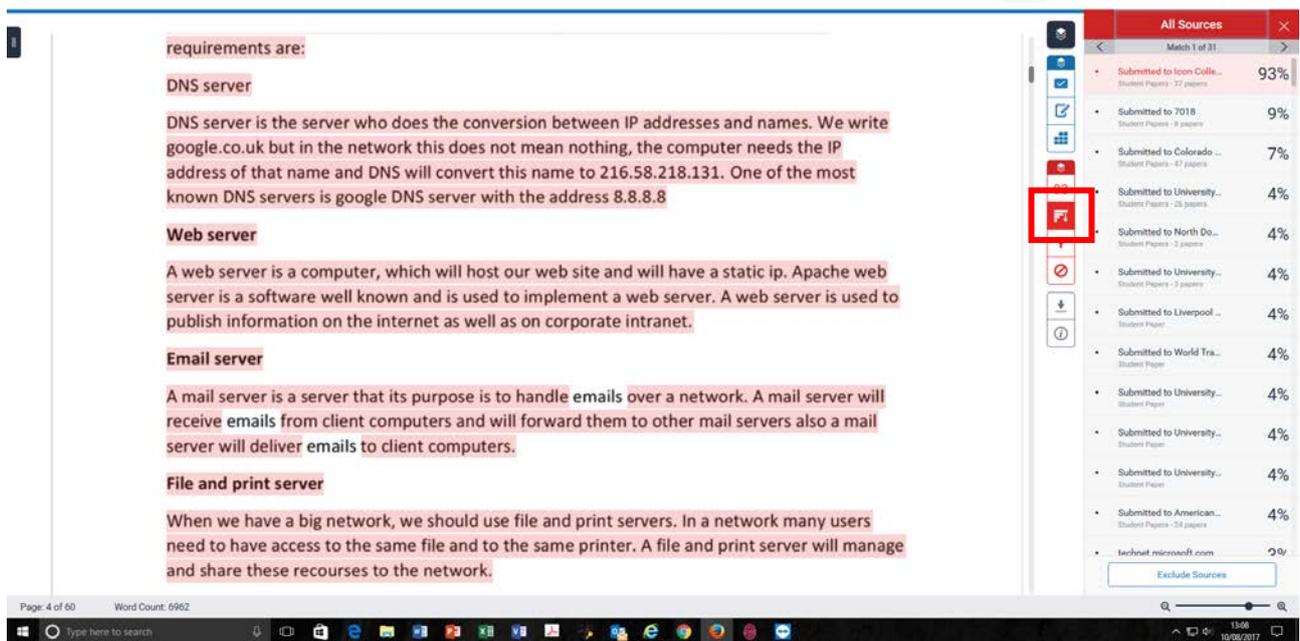
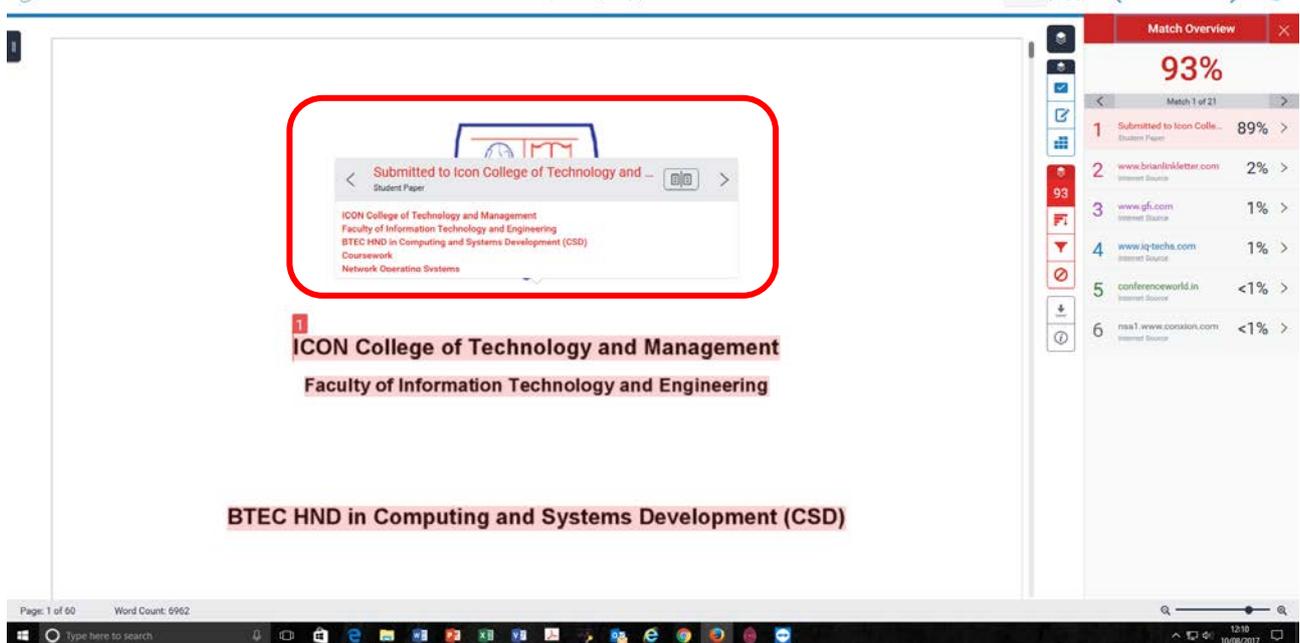


Fig 25



Click on any item to see more information about the source of plagiarism/collusion (Fig 26)

Fig 26



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)

Fig 27

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 google.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 google DNS server with the address 8.8.8.8

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
A mail server is a server that its purpose is to handle emails over a network. A mail server will receive emails from client computers and will forward them to other mail servers also a mail server will deliver emails to client computers.

File and print server

Match Overview

93%

Rank	Source	Match Percentage
1	Submitted to Icon Colle... Student Paper	89%
2	www.brianholbetter.com Internet Source	2%
3	www.gfi.com Internet Source	1%
4	www.igtechs.com Internet Source	1%
5	conferenceworld.in Internet Source	<1%
6	naa1.www.conson.com Internet Source	<1%

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, then 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 (typically 10 - 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

Fig 28

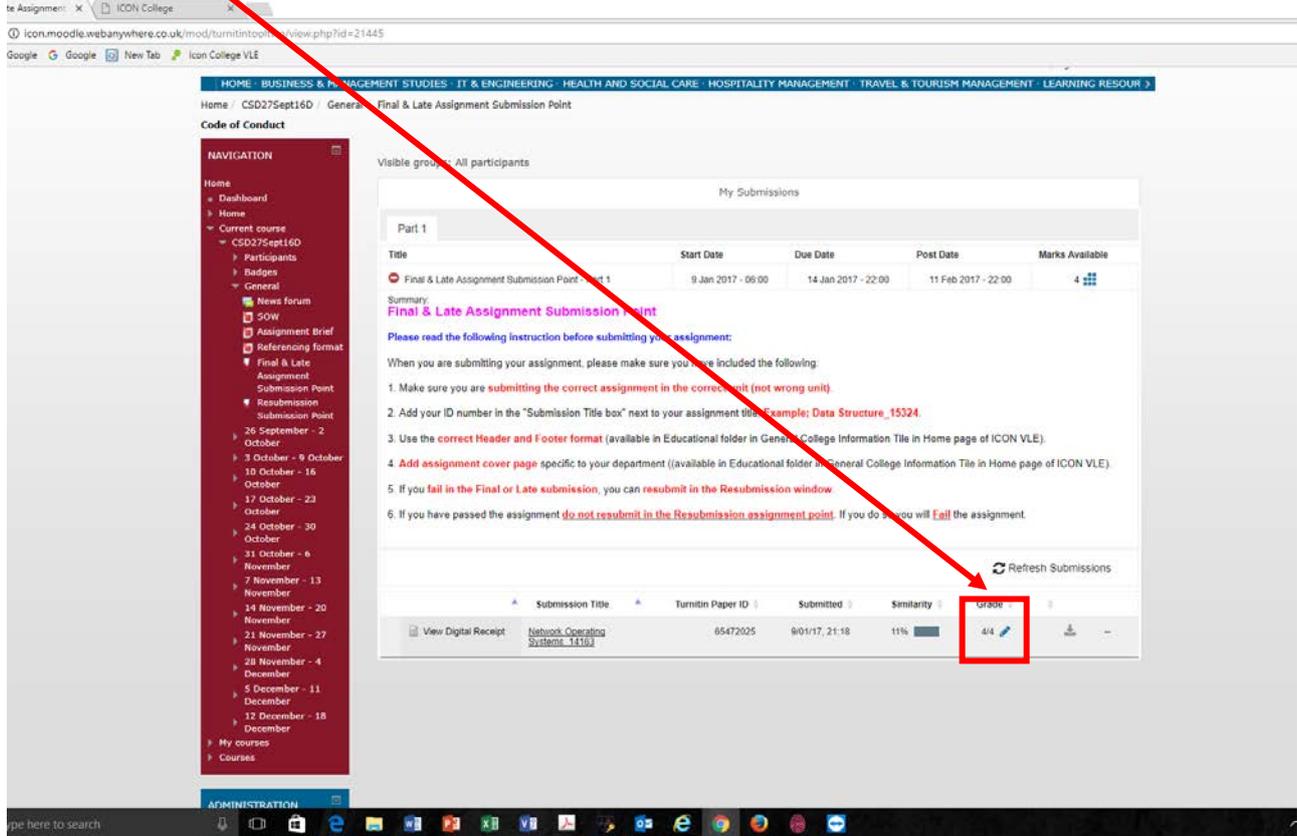
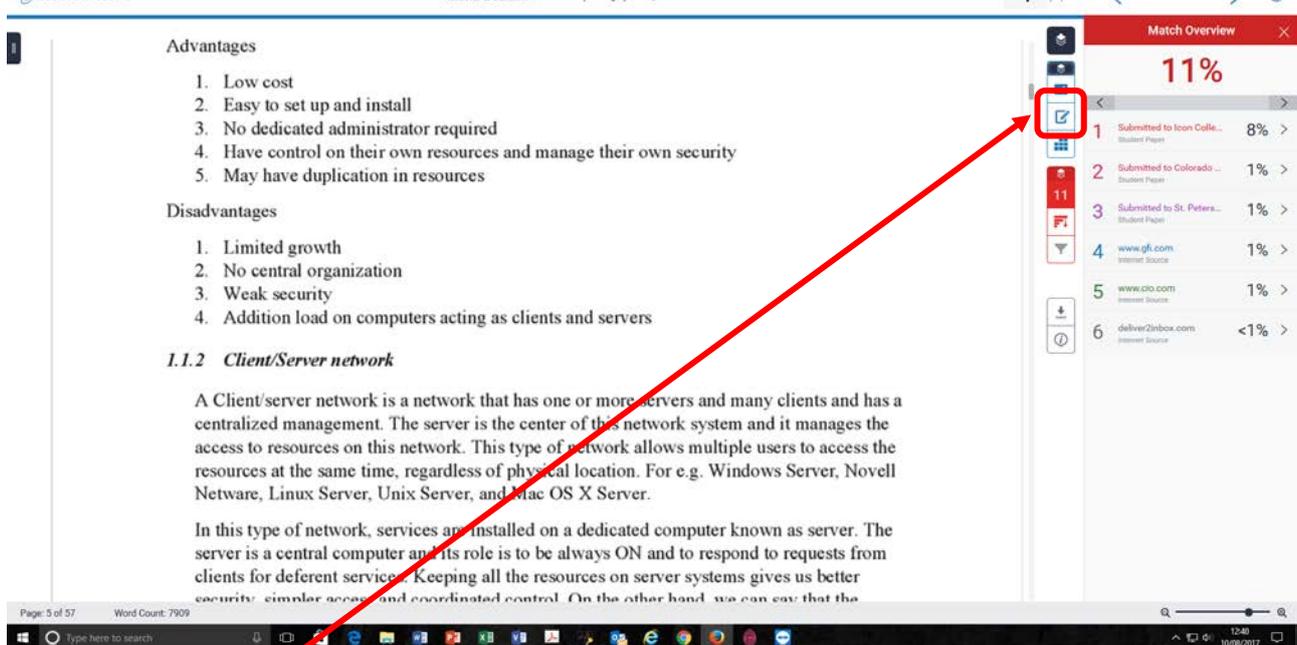
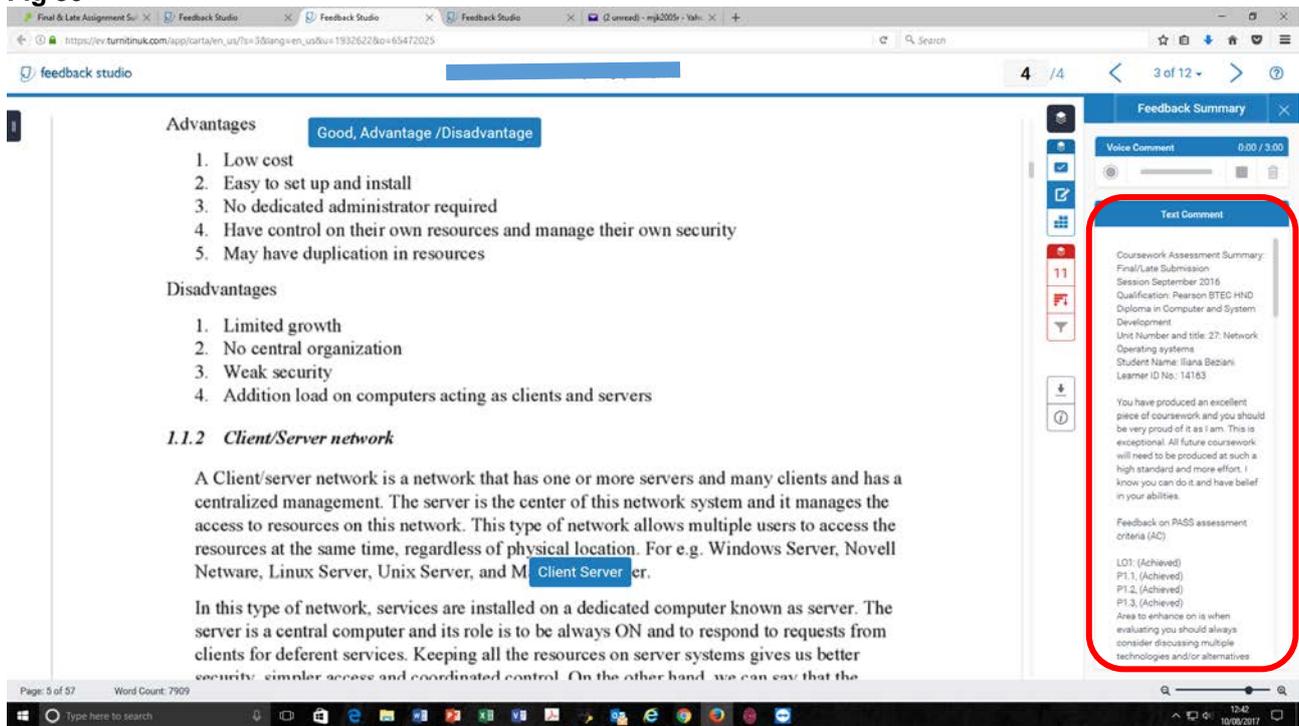


Fig 29



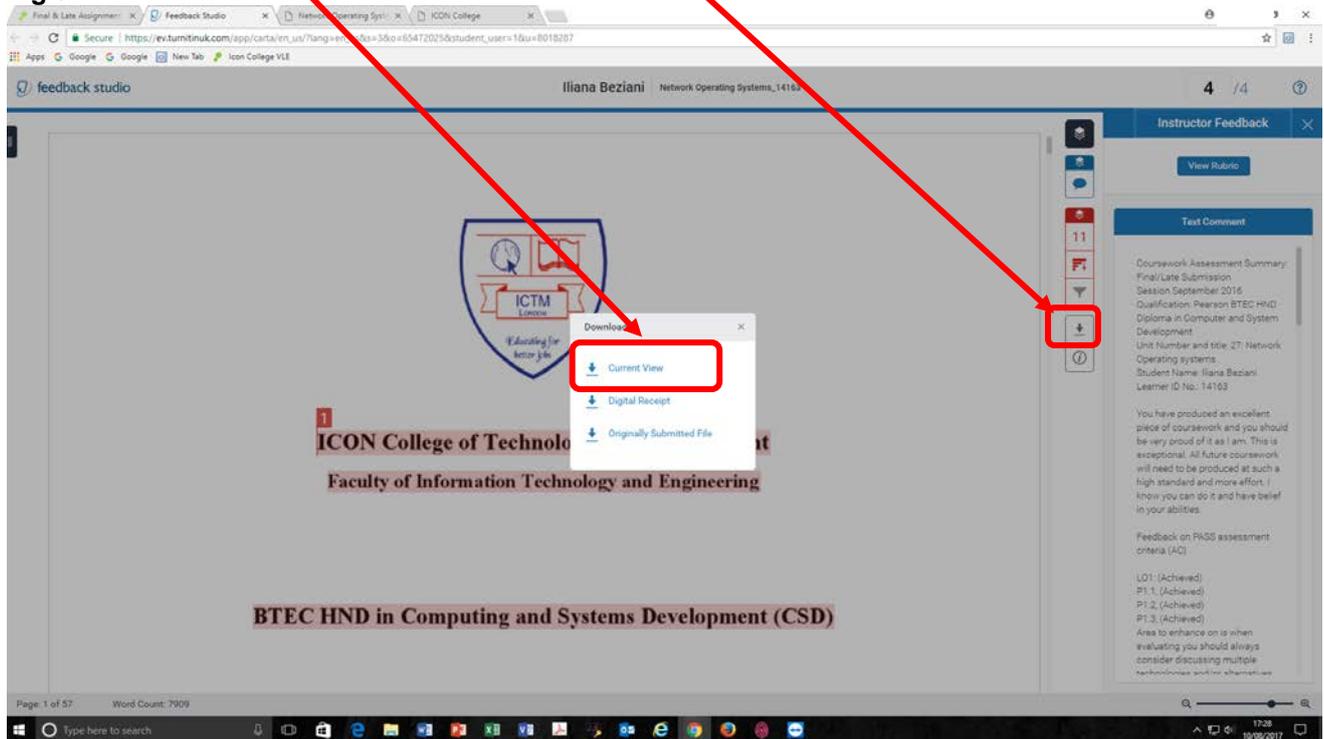
Click on “Feedback Summary” button to view **feedback comments** given by your tutor (Fig 30)

Fig 30



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

Fig 31



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)).

Fig 32

The screenshot displays a task page titled "1 Task 1: Understanding NOS" with a sub-section "1.1 Identify and evaluate different types of operating systems". The text describes requirements for DNS, Web, Email, and File and print servers. On the right, a "Rubric" panel is visible, showing four learning outcomes (LO1 to LO4) with progress indicators. A red box highlights a button in the rubric panel, and a red arrow points from this button to the text in the previous block.

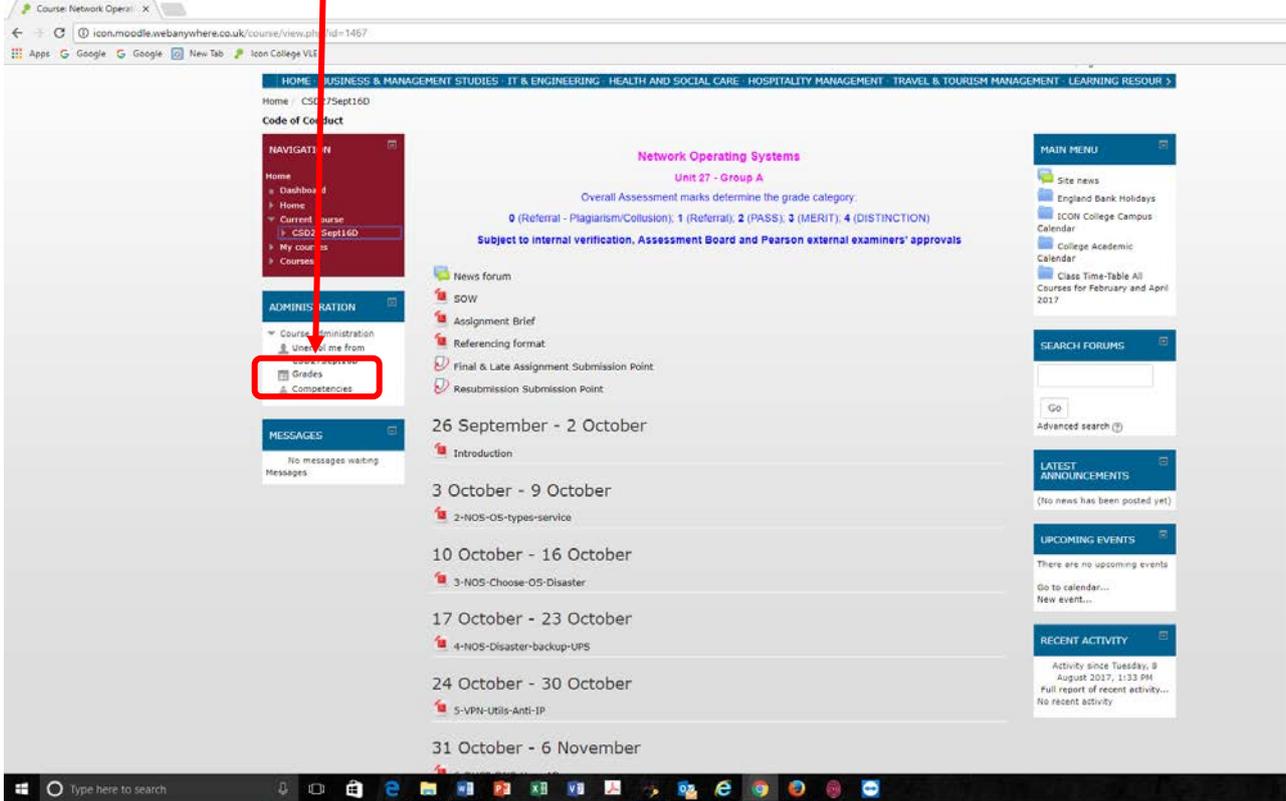
You would be able to see your provisional grade on the top right corner (4 for D, 3 for M, 2 for P, 1 for referral and 0 for R(PL)). This grade is provisional and might change as a result of internal verifications as well as external examiner's approval, see Fig 33.

Fig 33

The screenshot shows the same task page as in Fig 32, but with a "Feedback Studio" interface overlaid on the right. At the top of the feedback studio, a red box highlights the score "4 / 4". Below this, there is a "Feedback Summary" section with a "Voice Comment" (0.00 / 3.00) and a "Text Comment" area. The text comment includes a "Coursework Assessment Summary" and a detailed feedback message. A red arrow points from the text in the previous block to the "4 / 4" score.

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.

Fig 34



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.

Fig 35: User report

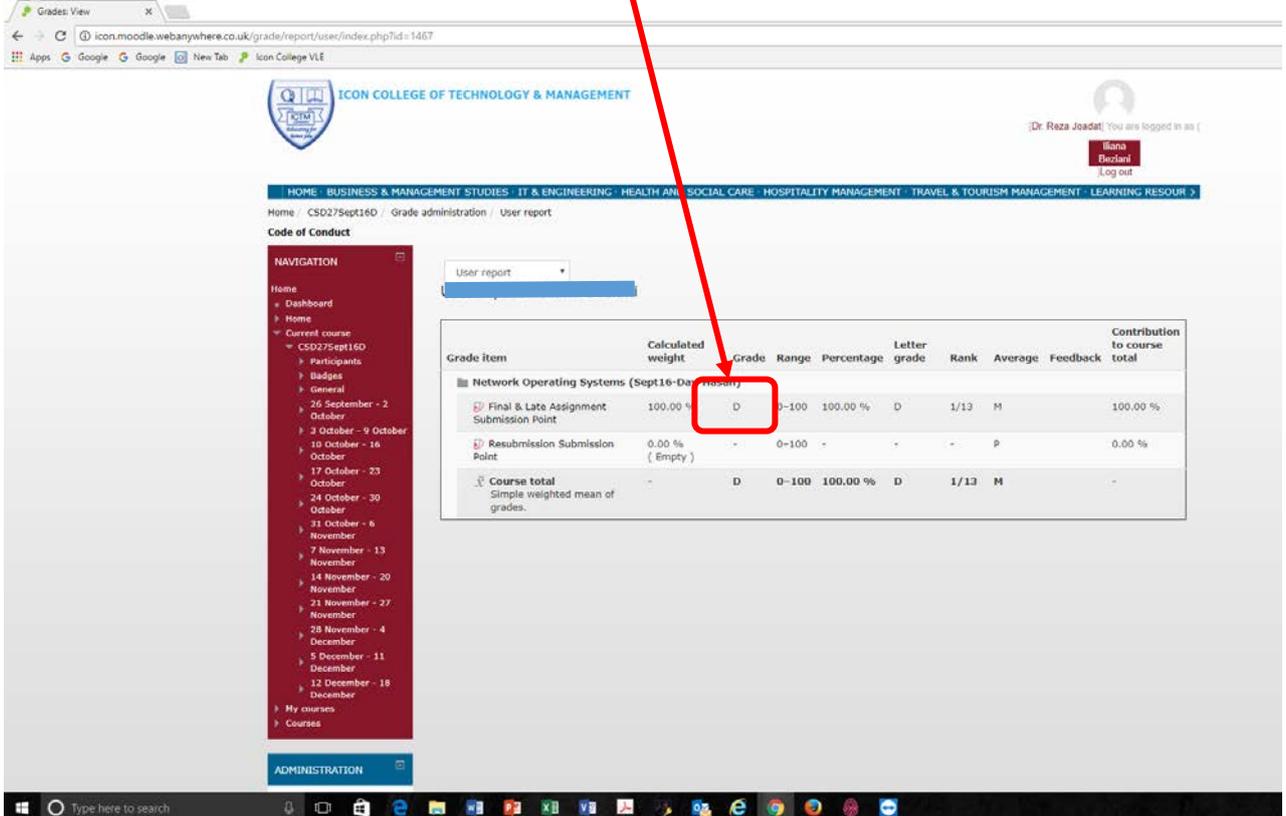


Fig 36: Overview report format

The screenshot shows the Moodle VLE interface for 'Icon College of Technology & Management'. The user is logged in as 'Ilana Boziani'. The navigation menu on the left includes 'HOME', 'BUSINESS & MANAGEMENT STUDIES', 'IT & ENGINEERING', 'HEALTH AND SOCIAL CARE', 'HOSPITALITY MANAGEMENT', 'TRAVEL & TOURISM MANAGEMENT', and 'LEARNING RESOURCE'. The main content area displays the 'Overview report' for course 'CSD27Sept16D'. A red box highlights the 'Overview report' dropdown menu. Below the dropdown is a table with the following data:

Course name	Grade
Business Skills for e-Commerce (Feb16-Day-Awadalla)	D
Computer Systems (Feb16-Day-Aneke)	M
Data Analysis & Design (Feb17-Day-Pandey)	D
Employability & Professional Development (Feb16-Day-Awadalla)	D
Local Area Networking Technologies (Feb17-Day-Hasan)	D
Mathematics for Software Development (Sept16-Day-Awadalla)	D
Network Operating Systems (Sept16-Day-Hasan)	D
Object Oriented Programming (Sept16-Day-Pandey)	D
Procedural Programming (Feb16-Day-Pandey)	P
Programming in Java (Feb17-Day-Pandey)	D
System Analysis and Design (Sept16-Day-Awadalla)	D
Web Applications Development (Feb17-Day-Pandey)	D
Draft Assignment Submission Point	-
General College Information	-

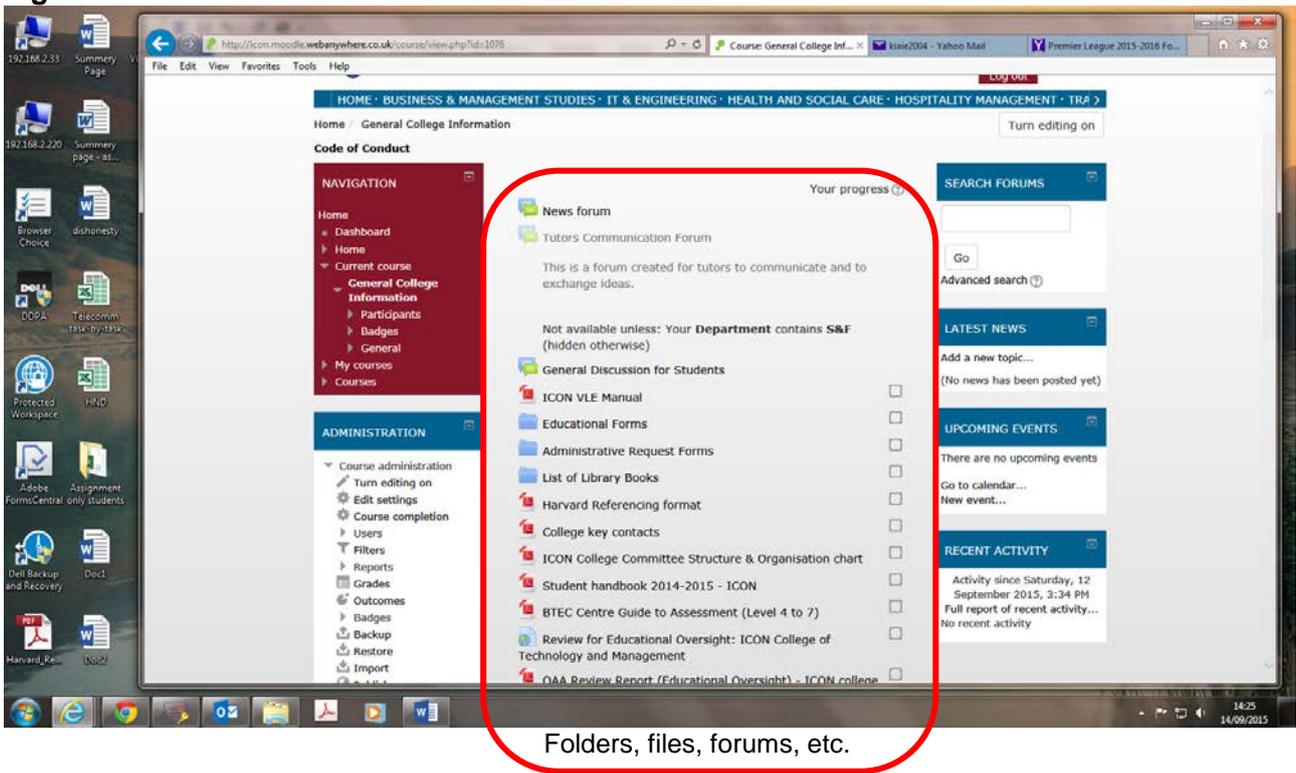
Note: If you have submitted hardcopy assignment, you will not be able to see your grade(s) for that submission in the overview report format.

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.

The screenshot shows the Moodle VLE Home page. The navigation menu at the top includes 'HOME', 'BUSINESS & MANAGEMENT STUDIES', 'IT & ENGINEERING', 'HEALTH AND SOCIAL CARE', 'HOSPITALITY MANAGEMENT', and 'TRA'. Below the navigation menu is a large banner image showing students in a computer lab. Below the banner is a grid of tiles representing different sections of the VLE. The 'GENERAL COLLEGE INFORMATION' tile, which features an information icon (a lowercase 'i' in a circle), is highlighted with a red box. A red arrow points from the top of the page down to this tile. Other tiles include 'BUSINESS & MANAGEMENT STUDIES', 'INFORMATION TECHNOLOGY & ENGINEERING', 'TRAVEL & TOURISM MANAGEMENT', 'HOSPITALITY MANAGEMENT', 'HEALTH & SOCIAL CARE', 'LEARNING RESOURCES', 'DRAFT ASSIGNMENT SUBMISSION POINT', and 'NOTICEBOARD'.

Fig 37



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”.

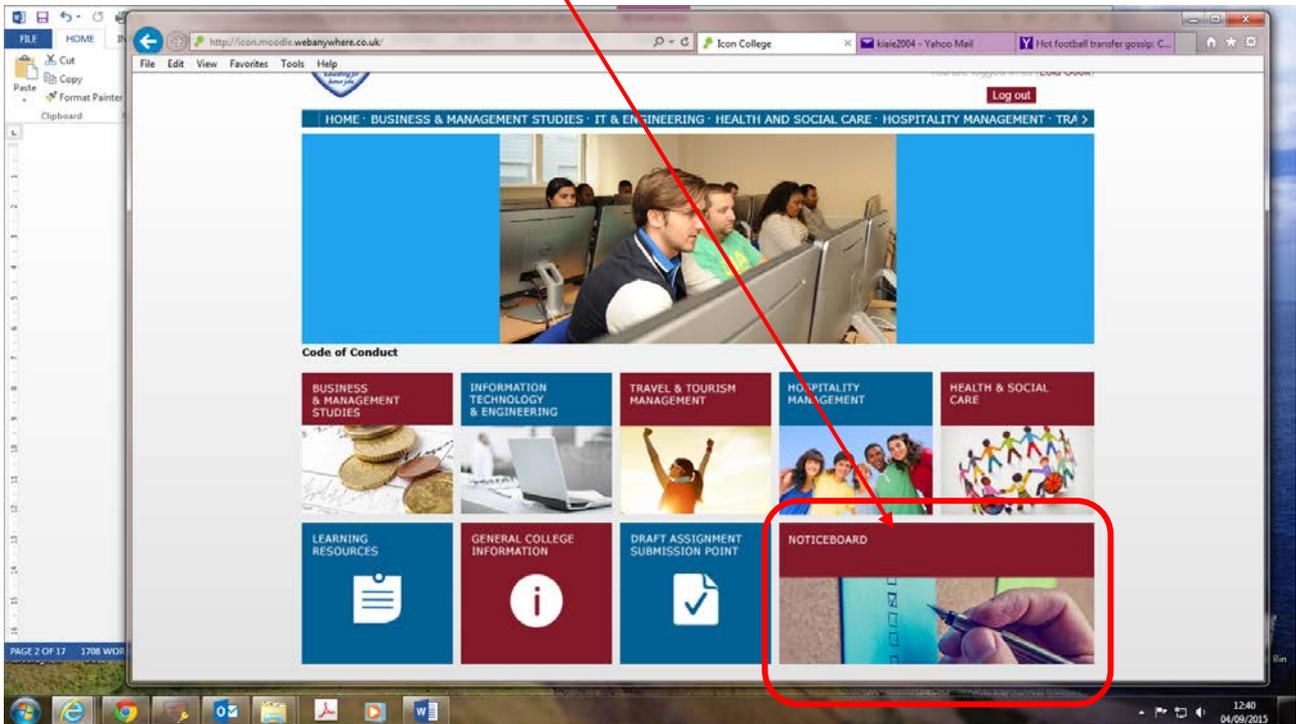


Fig 38

The screenshot shows a Moodle forum interface. On the left, a navigation menu includes 'Site news' under the 'MAIN MENU' section. A red circle highlights this 'Site news' link and the main forum content area. The forum content is a table with columns for 'Discussion', 'Started by', 'Replies', and 'Last post'. The 'Discussion' column lists various announcements such as 'Disable Student allowance (DSA)', 'HESA Student Data Collection Notice', and 'Assignment submission and resubmission in September 2014 session'. The 'Started by' column for all entries is 'Dr. Reza Joadat'. The 'Replies' column shows 0 replies for all entries. The 'Last post' column shows the date and time of the last post for each entry.

Discussion	Started by	Replies	Last post
Disable Student allowance (DSA)	Dr. Reza Joadat	0	Mon, 10 Aug 2015, 11:11 AM
HESA Student Data Collection Notice	Dr. Reza Joadat	0	Wed, 17 Dec 2014, 3:47 PM
Assignment submission and resubmission in September 2014 session	Dr. Reza Joadat	0	Fri, 12 Dec 2014, 1:04 PM
Time Constrained Assessment (Exam, Presentation, etc.)	Dr. Reza Joadat	0	Mon, 8 Dec 2014, 4:42 PM
Summery report of National Audit Office	Dr. Reza Joadat	0	Wed, 3 Dec 2014, 11:58 AM
Finger print recording for class attendance	Dr. Reza Joadat	0	Fri, 28 Nov 2014, 2:07 PM
Student Representative Nominees	Dr. Reza Joadat	0	Mon, 10 Nov 2014, 6:42 PM
Importance of academic progression (external audit)	Dr. Reza Joadat	0	Mon, 27 Oct 2014, 5:36 PM
Progression procedure	Dr. Reza Joadat	0	Wed, 2 Jul 2014, 10:58 AM
ICON Attendance procedure	Dr. Reza Joadat	0	Wed, 2 Jul 2014, 10:56 AM
Procedure for resit of exams and resubmission of assignment	Dr. Reza Joadat	0	Fri, 13 Jun 2014, 5:14 PM

General news and announcements