



Handbook for Students



Approved By: Academic/ Quality Assurance Board
Owner: Mont Rose College of Management & Sciences

14th Jan 2021

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Introduction

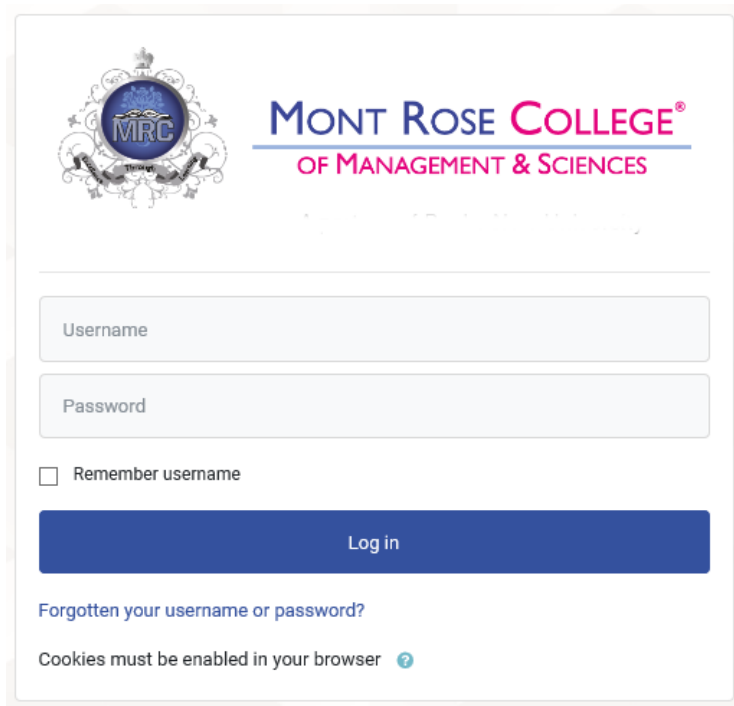
This is a handbook to help the students through understanding and using Moodle in and outside the college.

The step by step guide will walk through how to access the teacher's handout, upload an assignment on Turnitin & how to view feedback on submitted assignments.

How to Login

Step 1 – Login

Go to the MRC Moodle web address
elearning.mrcollege.ac.uk/login

The screenshot shows the login interface for Mont Rose College Moodle. At the top left is the MRC crest logo. To its right is the text 'MONT ROSE COLLEGE' in blue and pink, with 'OF MANAGEMENT & SCIENCES' in pink below it. Below the header are two input fields: 'Username' and 'Password'. Under the password field is a checkbox labeled 'Remember username'. A blue 'Log in' button is positioned below the checkbox. At the bottom of the form area, there is a link 'Forgotten your username or password?' and a message 'Cookies must be enabled in your browser' with a small circular icon.

Type in your username and password *given to you by the IT Moodle department*, then click “**Login**”.

Step 2 – Navigating

Once you have logged in, you will enter the home page by default. Also here you will see there are seven other tabs on the top:

- Dashboard
- Courses
- Calendar
- Info
- Policy & reports
- Career Support
- My Courses.

Home

Here you will find lots of useful information's and web link to help you thrive your learning with Mont Rose College.

Also, you will find here your Timetable,

Dashboard

Here you will see the number of courses that you are enrolled into, last course you have accessed, Upcoming Events and course over view. You can also go directly into the course by clicking the "Access" button below the specific course.

Courses

Here you will see all the available course that we are currently running at Mont Rose College.

However, you will not be able to access a course that you are not enrolled in.

Calendar

Here you can use the calendar to organise yourself and plan ahead.

The deadline of your assignments will also be shown on the calendar. You can click on the deadline date, and it will take you straight to the Turnitin Dropbox to submit your assignment.

Info

The Information tab contains Moodle, IT Labs, Printer, Wi-Fi, Email and Help and Support information.

Also, you will find whom to contact if you need any help.

Policy & Reports

Student learning. Help at hand, here students will find information about academic writing skill, critical thinking, easy writing etc.

Awarding Body & Quality Report. Here you will find Academic Management Review, External Examiner Report and QAA Reports.

Policy & Reports. Here you will find various Mont Rose College policies.

Career Support

We are working with various career recruitment agencies to help the student to get a job upon completion of their course. Here you will find the link to various recruitment agencies.

My Courses

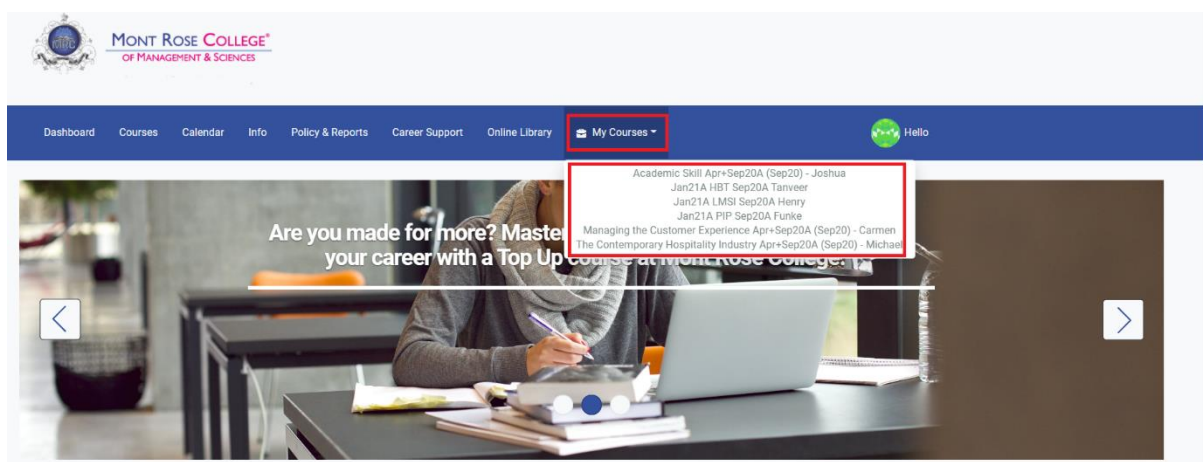
Here you will find all the modules that you have been enrolled into and quickly access to the resources related to the modules.

Step 3 – Finding Your Course Modules.

You can find your courses easily in several ways.

Your course can be found on the **Navigation** panel on the left, **Dashboard**, **My Courses** OR bottom of the home page under **My Courses**.

Click on **My Courses** tab to see the modules that you are studying or have studied.



Step 4 – Looking at Week by Week Course Lecture Notes

Click on a module, e.g. “*The Contemporary Hospitality Industry Apr+Sep20 (Sep20) - Michael*” to see your **Online Class** link, lecture notes, the relevant handout for the module and assignment dropbox.

The screenshot shows the Mont Rose College LMS interface. The top navigation bar includes links for Dashboard, Courses, Calendar, Info, Policy & Reports, Career Support, Online Library, and My Courses. The user is logged in as 'Hello'. The course title is 'The Contemporary Hospitality Industry Apr+Sep20A (Sep20) - Michael'. The left sidebar contains a 'Navigation' menu with links to Home, Dashboard, My courses, and various course modules. The main content area is titled 'General' and features a grid of course materials. A red box highlights the 'Online Class' link, which is a placeholder for the lecture notes. Other materials include 'Lesson Plans and Additional Mater...', 'Week 1: Introduction', 'Week 2: Franchising, Licensing and...', 'Week 3: Diversity of the Hospitality...', 'Week 4: Operational and Functions...', 'Week 5: Anticipated skills require...', 'Week 6: Operational roles within th...', 'Week 7: Presentation Group and 1-...', 'Week 8: Presentations', 'Week 9: Internal/External factors (...)', and 'Section 12 Submission Dropbox'.

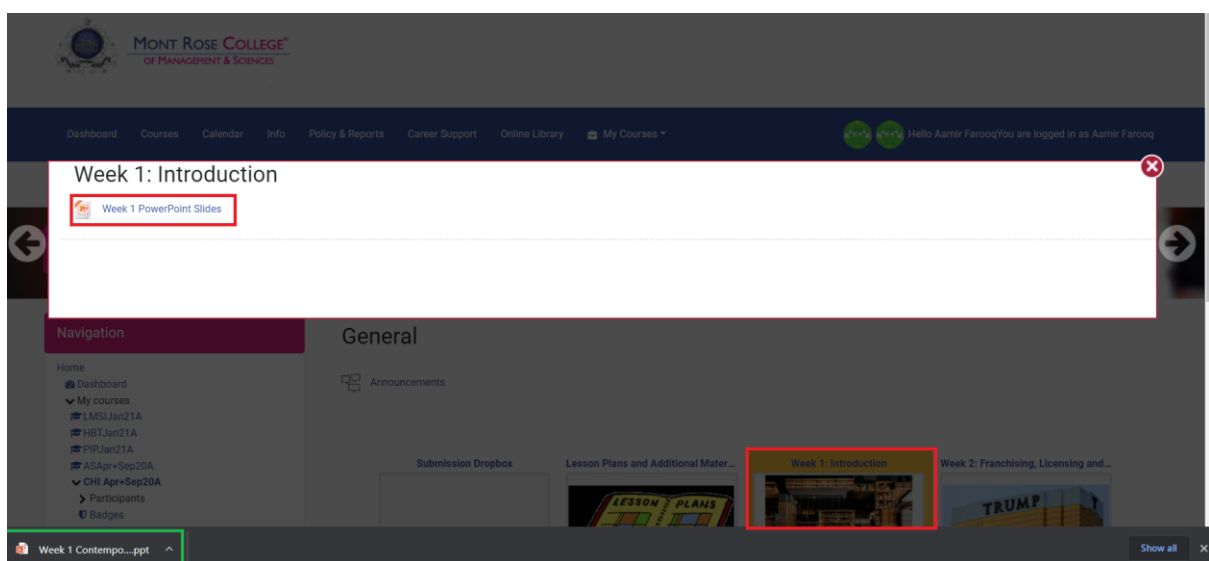
Your lecture notes will be organised week by week with the module name attached.

The lecture notes get uploaded every week so you can have your notes with you on the day of the lecture.

Step 5 – Downloading Notes/PowerPoint Presentations

When downloading the lecture notes and presentations you need to **click on the chosen lecture note** a pop-up window will appear, click on the file that you want to download and then depending on the web browser you are using, your download might start automatically and download into your Download folder (e.g. google chrome) *and you can open the file from the download folder* or it might prompt you whether you would like to save the file or open the file.


If you save the file, then you need to go to the folder where it's saved then open it from there.



Step 6 – How to Change Password

(A) If you forgotten your password please follow the steps below:

- Go to Moodle log in page
- Click Forgotten your username or password



MONT ROSE COLLEGE®
OF MANAGEMENT & SCIENCES

Learn. Grow. Achieve.

Username

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

- Type in your username or your College email and click search

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Username

Search

Search by email address

Email address

Email address

Search

- Check your College email (Gmail) Click on the link on the email and follow the on screen instructions.

Plagiarism

We treat plagiarism as a serious academic offense. Incorporating any material or text intentionally or otherwise without acknowledging its author or source is treated as plagiarism.

Plagiarism Policy constitutes:

- All the quotes, text or material should be acknowledged and documented in the Harvard Referencing Style.
- Students must make sure that all the citations are correct and documented properly.

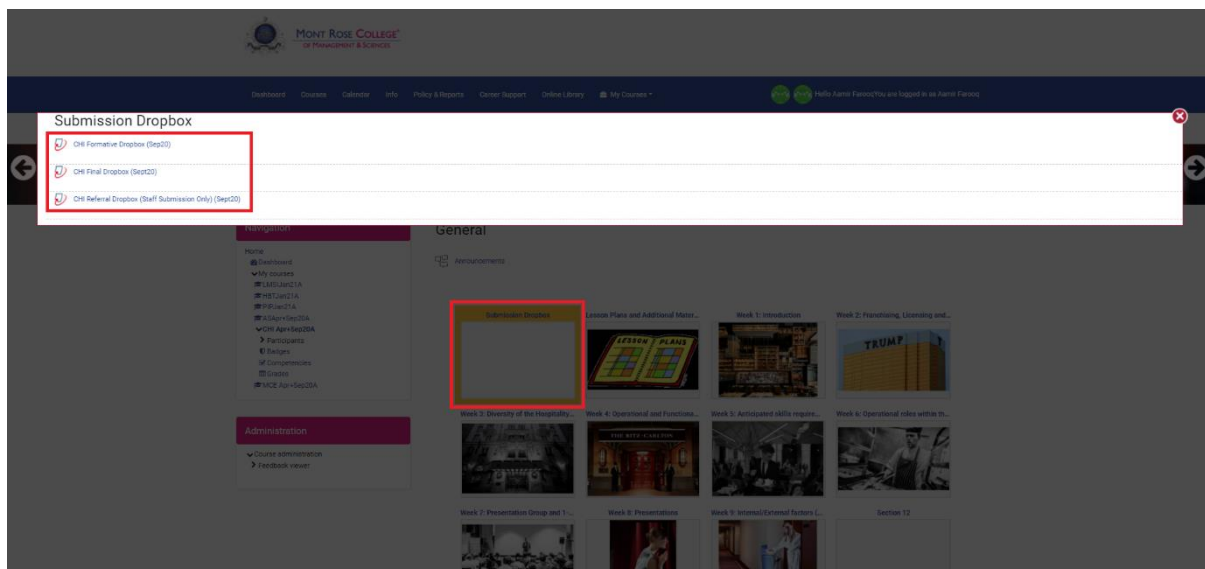
Any student violating any of the above policies will face disciplinary action as mentioned in the Student Handbook.

Turnitin on Moodle Student Guide

This is a manual for the students to use for submitting their assignments on Moodle. You will be able to check your plagiarism percentage and you must resubmit your assignment if it is over 15%.

How to upload an assignment.

1. Login to Moodle using your Username and Password.
2. Navigate to [Step 4](#) then click on the “**Submission Dropbox**” tile, then on the pop-up window click on the appropriate dropbox



3. Click “**Submit Paper**” arrow pointing up.

Submission Inbox

Turnitin Tutors

Turnitin Students

Part 1

Title	Start Date	Due Date	Post Date	Marks Available	Export
Formative-Org Behav-Deadline 30/03/2017 - Part 1	28 Feb 2017 - 15:00	30 Mar 2017 - 23:59	28 Feb 2017 - 15:00	100	
Summary: Formative - Organisational Behaviour - Deadline 30/03/2017					
Peermark Assignments (0)					
Show 10 Entries Search: <input type="text" value="x"/> Refresh Submissions Turnitin Messages Inbox (0)					
Prev 1 2 3 Next					

SHOWING 1 TO 10 OF 29 ENTRIES.



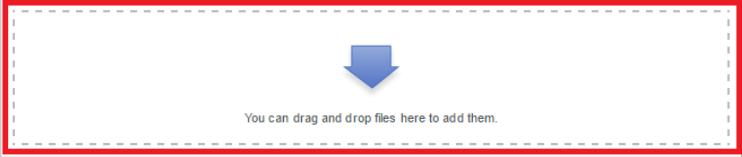
<input type="checkbox"/>	Student	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
<input type="checkbox"/>	Abdirahman Ahmed	--	--	--	--	--	--

4. Type in submission title and drag & drop file into blue box. Or click here and follow on screen instruction to add assignment.

▼ Submit Paper

Submission Title*

File to Submit Maximum size for new files: Unlimited, maximum attachments: 1

ADD SUBMISSION




There are required fields in this form marked *.

5. Wait for the assignment to upload and **change from blue bar to type of submission icon** (e.g. Word Document icon for word document or PowerPoint icon for PowerPoint etc.)

▼ Submit Paper

Submission Title*

File to Submit Maximum size for new files: Unlimited, maximum attachments: 1




ADD SUBMISSION

There are required fields in this form marked *.

▼ Submit Paper

Submission Title*

File to Submit Maximum size for new files: Unlimited, maximum attachments: 1

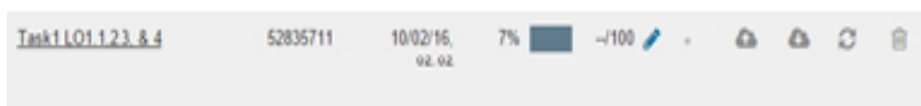
ADD SUBMISSION

There are required fields in this form marked *.

6. Then **click “Add Submission”** button and wait for a message saying your assignment has been successfully submitted to Turnitin and gives you a receipt.

Your similarity report may take few minutes to 48 hours, depending on data traffic Turnitin receiving at the time of your submission.

Once your plagiarism is checked a percentage will show your similarity



How to check your feedback.

Your percentage needs to be 15% or below. If it is higher, then you need to correct it and resubmit until it is below 15%.

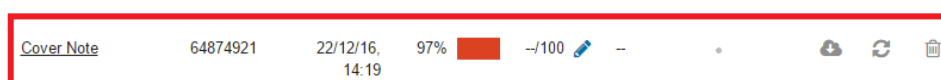
If your assignment is plagiarised over 25% you will have to resubmit after correction. You need to resubmit the assignment just like before.

At first it might be a high percentage because Turnitin will have the record of your last assignment that you submitted.

First you need to check if the high percentage is down to your previous submission. You will find this out by the following steps.

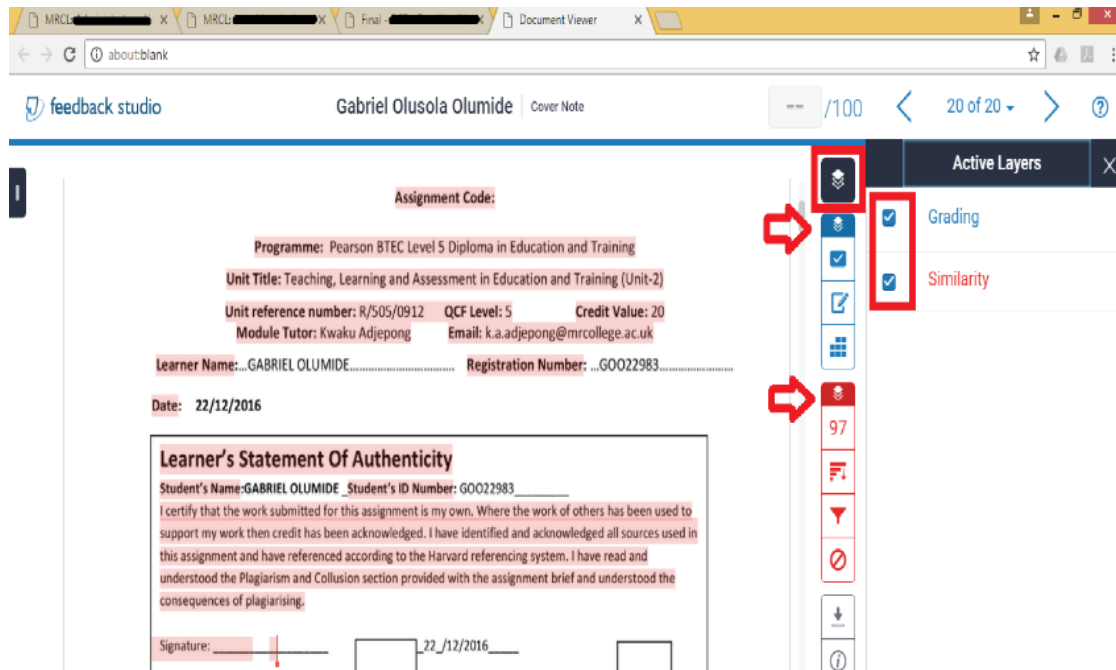
Step 1

You will see the following image with a high percentage. Click on your Assignment's **submission title** or on **per cent** and a new document viewer tab will open.



Step 2

Click on “**Layers**” and tick “**Grade & Similarity**”



Step 3

Click “**Match Overview**” If on the right hand side, it says:


Submitted to Mont Rose College 84% (example)

Then click on 84% to see where the matches are coming from.

If it is from your own work you need to email relevant tutor and they will exclude your last submission and refresh your plagiarism percentage.

You need to wait for the confirmation that your tutor has excluded your last work. Then go back to the assignment and see the new percentage if it is 25% or below you can submit your work to the relevant tutor.

feedback studio Gabriel Olusola Olumide Cover Note /100 20 of 20



Submission Front Sheet

Assignment Code:

Programme: Pearson BTEC Level 5 Diploma in Education and Training

Unit Title: Teaching, Learning and Assessment in Education and Training (Unit-2)

Unit reference number: R/505/0912 QCF Level: 5 Credit Value: 20

Module Tutor: Kwaku Adjepong Email: k.a.adjepong@mrcollege.ac.uk

Learner Name: GABRIEL OLUMIDE Registration Number: ..GOO22983

Date: 22/12/2016

Learner's Statement Of Authenticity

Student's Name: GABRIEL OLUMIDE Student's ID Number: GOO22983

I certify that the work submitted for this assignment is my own. Where the work of others has been used to

Match Overview

97%

1	Submitted to Mont Ros...	84%
2	www.ccpgraduatescho...	5%
3	Submitted to Empire Co...	3%
4	qualifications.pearson.o...	2%
5	indassignmenthelp.co...	2%
6	Submitted to Central Qu...	1%

Page: 1 of 8 Word Count: 1899 Return to Turnitin Classic

Step 4

To check your feedback, click **"Feedback Summary"** and you will see comments maybe left on document with **speech bubble** or on the right hand side **"Text Comment"** or **"Voice Comment"**

feedback studio Gabriel Olusola Olumide Cover Note /100 20 of 20



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Date: 22/12/2016

Learner's Statement Of Authenticity

Student's Name: GABRIEL OLUMIDE Student's ID Number: GOO22983

Feedback Summary

Voice Comment 0:00 / 3:00

Text Comment

THIS WORK CANNOT BE MARKED DUE TO THE HIGH PLAGIARISM

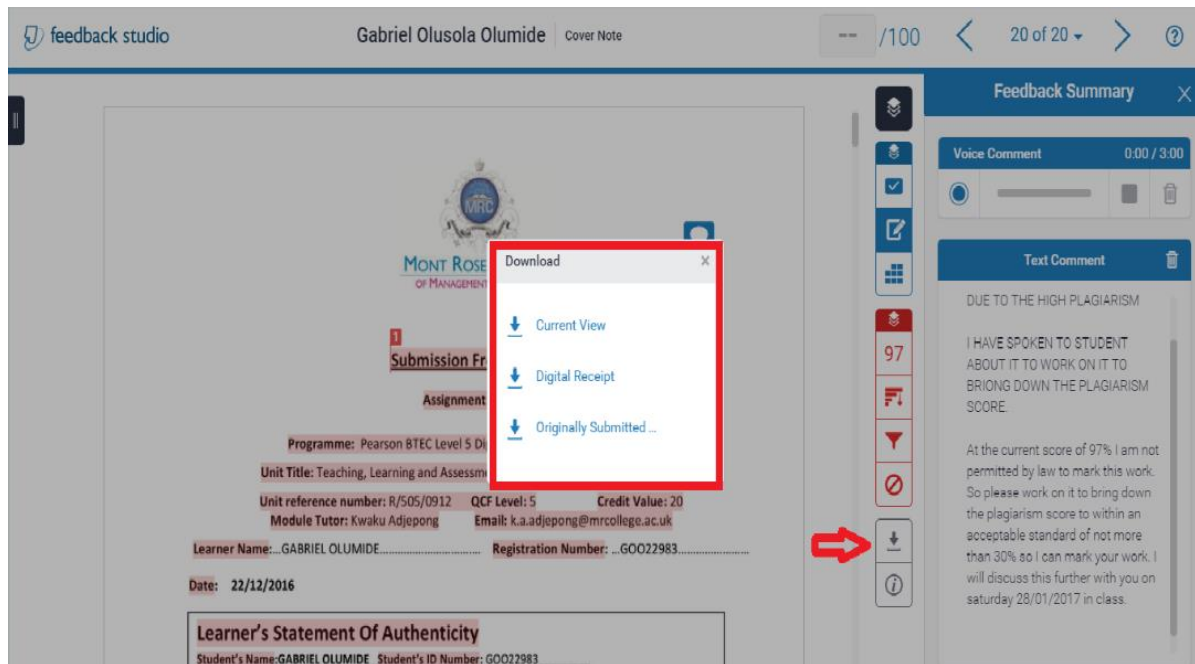
I HAVE SPOKEN TO STUDENT ABOUT IT TO WORK ON IT TO BRING DOWN THE PLAGIARISM SCORE.

At the current score of 97% I am not permitted by law to mark this work. So please work on it to bring down the plagiarism score to within an acceptable standard of not more than 30% so I can mark your work. I will discuss this further with you on saturday 28/01/2017 in class.

Step 5

To download your assignment you need to click “**Download**” button and you’ve got option of:

- Download Current view
- Digital receipt
- Originally submitted



Step 6

If you are not familiar with Feedback Studio document viewer you may switch back and forth between Turnitin Classic document viewer and Feedback Studio.



Troubleshoot

