

# TNE10005/TNE60002 - Network Administration

## Portfolio Task – Lab Report 1 Pass Task

### Introduction

The **Lab Reports** are where students can record the concepts, design strategies, techniques, configurations & commands that they learn in their weekly lectures and lab classes.

To encourage the development of professional documentation skills, students will be assessed on the quality of their Lab reports.

### Purpose

The purpose of lab reports is:

- to assist students in appreciating the purpose of the lab exercises, the concepts learnt, the functions of the technologies used and how these technologies are applicable in different business scenarios,
- to assist students in identifying areas they need to undertake further study,
- to develop a reference document to assist students to prepare for the skills assessment.

### Assessment

Lab Report 1 is the first lab report task. It assesses students' documentation of concepts, design strategies, techniques, configurations and commands that they learn in lectures and lab classes as well as their learning reflection during **Weeks 1-4 (including Labs 1-3)**.

Lab Report 1 will be graded to a Pass level only. If you are targeting a Credit or Distinction in your Lab Report 2 and Lab Report 3, you need to submit this task by its due date, in order to receive feedback from your lab tutor in time for the subsequent lab reports.

### Word Limit

There is an upper limit on how many words and pages may be included in your Lab Journal. The upper word limit for the Lab Report 1 is 4,000 words and the page limit is 16 pages (i.e. about 4 pages per week). Both limits do not include the Title page, Table of contents, nor bibliography sections.

Please do remember that non-original material will not be marked, only the reflection and analysis of the non-original material will be marked. A carefully thought-out journal could be less than half of these limits and still be capable of earning full marks.

General advice on how to complete the lab reports and address the assessment criteria can be found in the section Assessment Points below.

## **Assessment Points**

### **1. Key concepts**

Students reflect on how the technology addressed in the lecture and lab class can be used to address business needs of a company/organisation.

Suggestions on how to meet this criterion: *Before the start of each lab class, write a paragraph or two that reflects on how this technology might help businesses and other organisations function more efficiently.*

### **2. Further Study**

Students reflect on the topics they want to revise and/or study further based on the Revision Quiz feedback, and insights from the lab exercises.

Suggestions on how to meet this criterion: Reflect on the Revision Quiz questions that you got wrong or were uncertain about. What elements from the lab class do you need to study or practise further? Did anything pique your interest that you would like to explore further?

### **3. Key configurations and commands**

Students record commands and configuration steps for reference in the Skills assessment.

Suggestions on how to meet this criterion: *summarise the key design decisions that need to be made when installing/configuring - those you feel it may be important for the future, especially those that you would struggle to remember (e.g. PowerShell syntax).*

### **4. Formatting**

Each week entry has a Date and the document is formatted to a professional standard.

Suggestions on how to meet this criterion: *Formatting should assist the reader to navigate throughout the document to different sections, labs and help delineate between original and copied texts. Headings, dates, table of contents, page numbers, etc. all help the usability of the document.*

### **5. Citation**

Non-original material is cited with a citation style used in academic writing. Readers can easily delineate the cited work of others from the student's original work.

Suggestions on how to meet this criterion: *Make sure that it is clear what part of your journal is copied, and what is your original work. This includes information copied from the lab and lecture documents. This can be achieved using:*

- *quotation marks to delineate copied text*
- *different formatting for original and copied text*
- *cite the source of every copied item and include its details in the bibliography.*
- *use [Harvard \(Links to an external site.\)](#) or [IEEE \(Links to an external site.\)](#) citations*
- *have a bibliography at the end of your journal, where details of each reference can be located.*

## **Assessment Rubric**

Grade / Criteria	Weight	N	P	C	D	HD
<b>Key concepts</b>	30%	Reflections are superficial and show that key concepts have been misunderstood.	Reflections demonstrate some errors in understanding of the concepts and/or ways they can address business needs.	Reflections demonstrate a basic understanding of the concepts and basic ways they can address business needs.	Reflections demonstrate a good understanding of the concepts and ways they can address business needs.	Reflections demonstrate a deep understanding of the concepts and innovative ways they can address business needs.
<b>Further Study</b>	20%	Reflection on further study mainly absent.	Reflection on further study superficial.	Reflection on further study missing some elements.	Reflection demonstrates a good plan for further study.	Reflection demonstrates an excellent plan for further study.
<b>Key configurations and commands</b>	30%	Most key configurations & commands missing.	Many key configurations & commands missing.	Most key configuration & commands described.	All key configurations & commands described.	All key configurations & commands described in detail.
<b>Formatting</b>	10%	Formatting contains errors. Most entries are difficult to understand.	Formatting contains many errors. Many entries are difficult to understand.	Formatting contains errors, but entries are legible and understandable.	Formatting is mainly at a professional level.	Formatting is at a professional level.
<b>Citations</b>	10%	Non-original materials are not cited. It is difficult to delineate the cited work of other from the student's original work.	Many entries with non-original materials are not cited. It is difficult to delineate the cited work of other from the student's original work.	Most non-original materials are cited with a citation style used in academic writing. The cited work of other is clearly delineated from the student's original work.	The majority non-original materials are cited with a citation style used in academic writing. The cited work of other is clearly delineated from the student's original work.	All non-original materials are cited with a citation style used in academic writing. The cited work of other is clearly delineated from the student's original work. "

### **Assessment Submission**

**Only .doc or .pdf reports are permitted.** All lab reports will be submitted via Turnitin. Turnitin analyses the text to identify non-original material. Document formats that Turnitin **does not** support are Images of paper-based report, graphics-based report, images of handwritten report where handwriting recognition is not used.

Your Lab Report 1 must be submitted to [Canvas-Assignments-Lab Report 1](#) by 5/April/2024 @23:59

### What Happens if I Fail?

Should your Lab Report not be of sufficient quality, you will be given the opportunity to adjust your report and re-submit by 19/April/2024 @23:59. However, any resubmitted reports that are not addressed feedback from your lab tutor will be marked as fail.