

MOODLE GUIDE

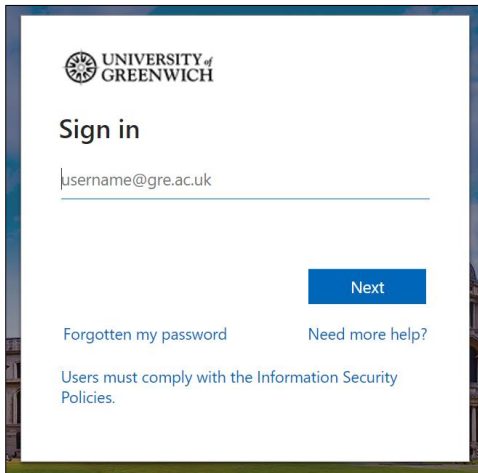
GUIDANCE FOR TNE PARTNER STUDENTS

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Accessing the Portal

To log onto the Portal, visit **portal.gre.ac.uk** using your username and password.

A screenshot of the University of Greenwich sign-in portal. At the top left is the University of Greenwich logo. Below it, the text "Sign in" is displayed. Underneath is a text input field containing the placeholder text "username@gre.ac.uk". To the right of the input field is a blue button labeled "Next". Below the input field and button are two links: "Forgotten my password" and "Need more help?". At the bottom, there is a line of text: "Users must comply with the Information Security Policies."

Note:

If you have forgotten your password, you can reset it yourself without having to contact the University of Greenwich's IT Service Desk.

To do this, you will first need to register for the password reset tool which can be found here: [Managing your password | IT and Library Services | University of Greenwich](#).

When you have registered for the password reset tool, you can reset your password here: [Microsoft Online Password Reset](#).

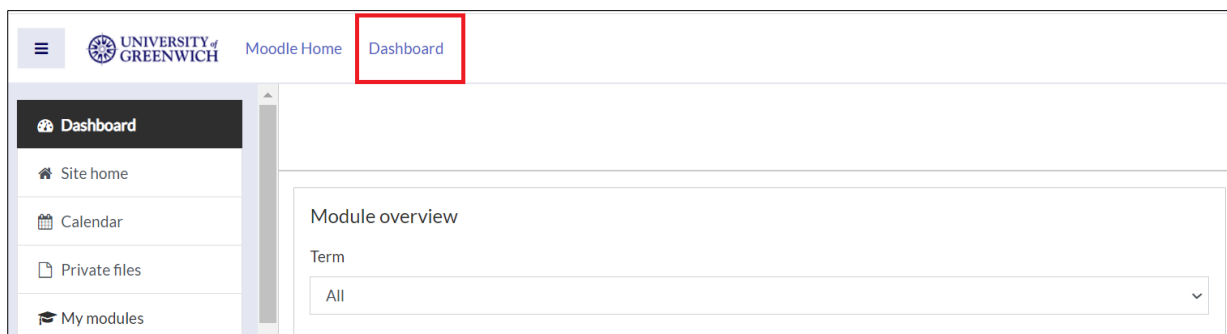
Accessing Moodle

Once you are logged onto the Portal, select **'Moodle'** from the top left-hand side of the navigation bar. This will take you to your Moodle page.

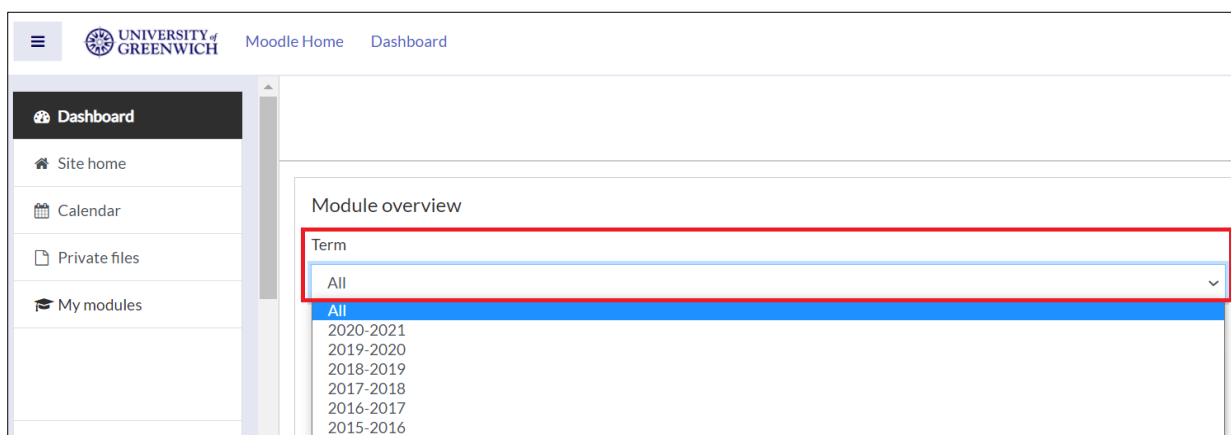


Viewing Your Modules on Moodle

Once you have accessed Moodle, you will see your Moodle Dashboard. The Dashboard displays a list of all the Moodle pages of the modules you are enrolled on.



If you are missing any Moodle modules from your list, check with your module leader to make sure the Moodle page is not hidden. Also check that you are on the correct academic year by using the filter tool.



If you have changed programmes or any modules, please note that it may take up to 24 hours after your details are updated in the Student Record System, for your courses to appear on Moodle.

Viewing Your Module Content and Materials

For each module, all the module content and materials will be in the relevant areas in the center of the page. This may include word documents, PDFs, videos as well as your assignments and quizzes.

If for any reason you are unable to see your module content or material, you should speak with your module leader in case they have not been made visible to students.

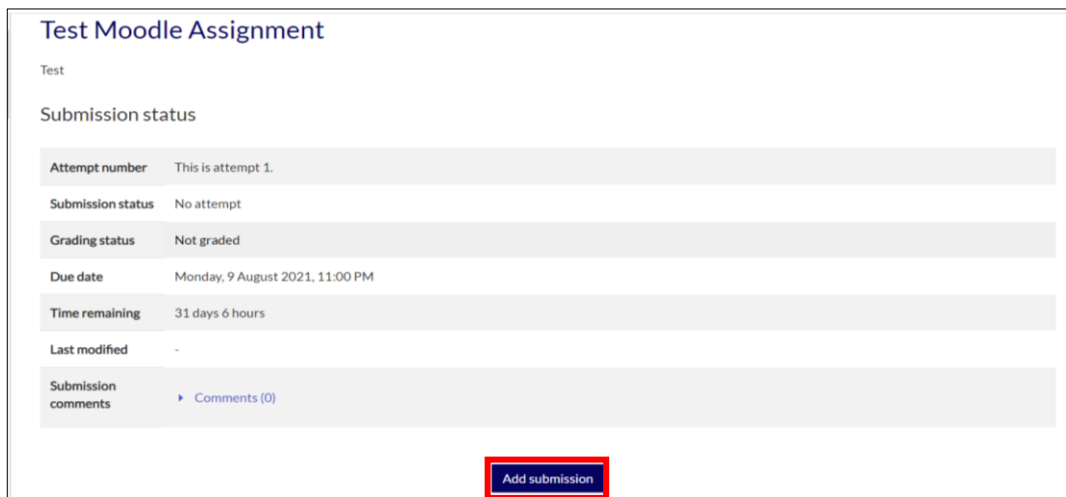
Moodle Assignments

How to submit a Moodle Assignment

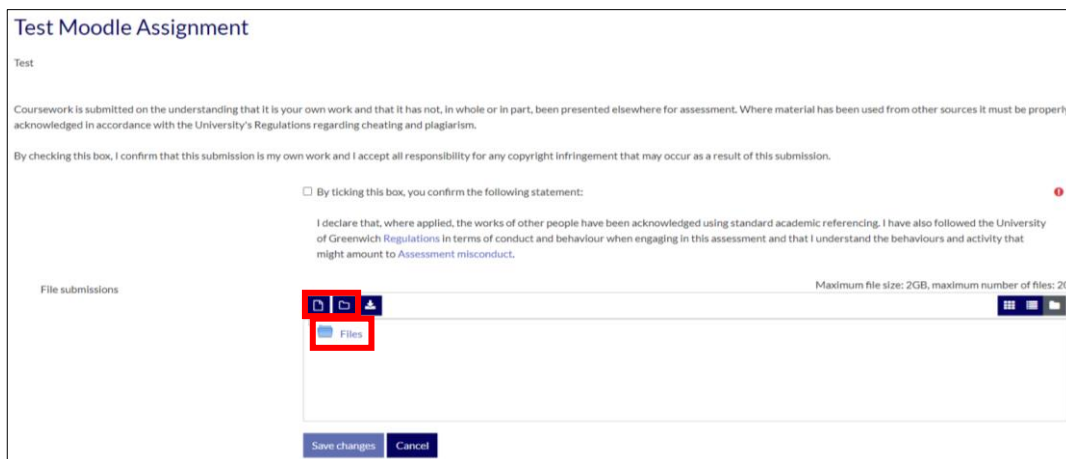
1. Open **Moodle** and select your module.
2. Go to the section with your assignment details. There should be a Moodle assignment submission link made available. When you are ready to upload your assignment, click on the link.



3. This will take you to the submission screen which will allow you to upload your file. Click **Add submission**.



4. To upload your work, you can either:
 - A. drag and drop your file.
 - B. click on the add file icon and attach your file through the file picker.



When the file has uploaded successfully, its name will appear in the file submissions box.



5. Make sure to read and tick the agreement before you click on add submission button.

Coursework is submitted on the understanding that it is your own work and that it has not, in whole or in part, been presented elsewhere for assessment. Where material has been used from other sources it must be properly acknowledged in accordance with the University's Regulations regarding cheating and plagiarism.

By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

☒ By ticking this box, you confirm the following statement:

I declare that, where applied, the works of other people have been acknowledged using standard academic referencing. I have also followed the University of Greenwich [Regulations](#) in terms of conduct and behaviour when engaging in this assessment and that I understand the behaviours and activity that might amount to [Assessment misconduct](#).

6. Click **save changes**.

You will then see the submission status screen, which provides information about your upload. You will also receive an email when you have successfully uploaded your assignment.

Test Moodle Assignment

Test

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 9 August 2021, 11:00 PM
Time remaining	31 days 6 hours
Last modified	Friday, 9 July 2021, 4:09 PM
File submissions	<div> Test Submission.docx <div>9 July 2021, 4:09 PM</div> </div> <div> Turnitin status: Queued <div>+</div> </div> <div>Export to portfolio</div>
Submission comments	Comments (0)

You have submitted your assignment submission for Test Moodle Assignment

Participant 1480796 (via Moodle Home) <noreply@moodlecurrent.gre.ac.uk>
To: Nazmin Akhtar

[Nazmin Test Course-NB1173-2020-21 ->Assignment ->Test Moodle Assignment](#)

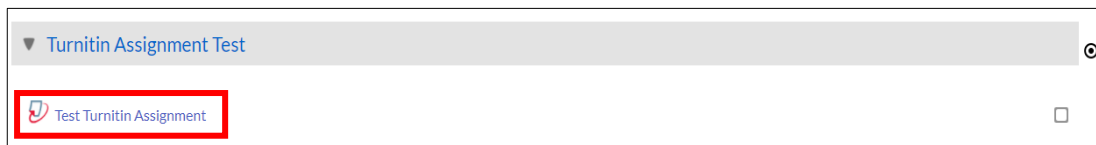
You have submitted an assignment submission for 'Test Moodle Assignment'.

You can see the status of your [assignment submission](#)

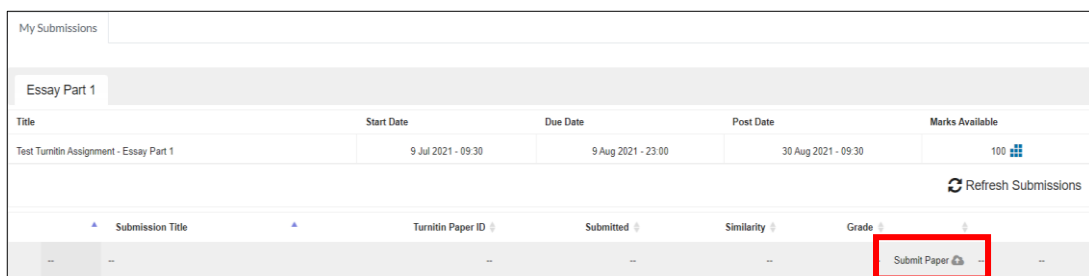
Turnitin Assignments

How to submit a Turnitin Assignment

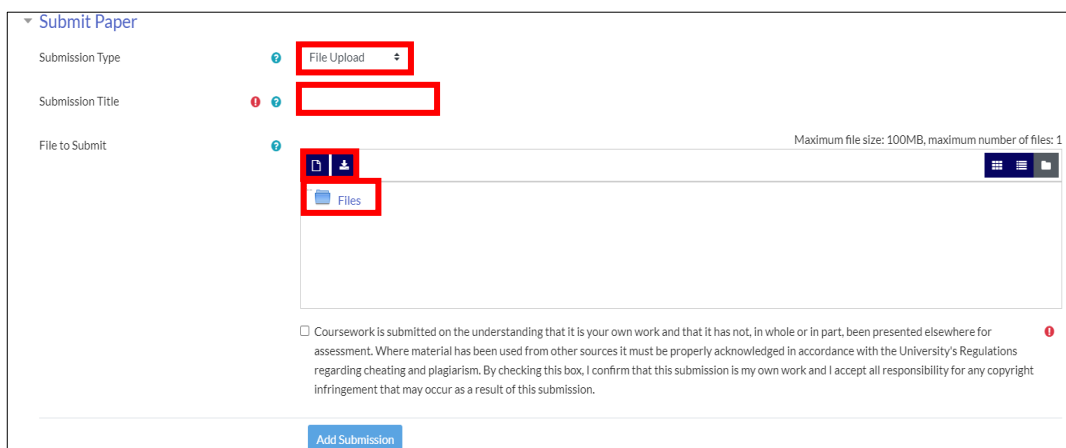
1. Open Moodle and select your module.
2. Go to section with your Assignment details. There should be a Turnitin submission link made available. When you are ready to upload your assignment, click on the link.



3. This will take you to the submission screen which will allow you to upload your file. To upload your work, click **Submit paper**.



4. Select the **submission type** (file upload or text submission) and enter your **submission title**.
5. To upload your work, you can either:
 - a. drag and drop your file.
 - b. click on the add file icon and attach your file through the file picker.



6. When the file has uploaded successfully, its name will appear in the file submissions box.








Similarity Report on Turnitin

When a submission is made to an assignment on Turnitin, it generates a Similarity Report. The Similarity reports shows the comparison between the text of the submission against the search targets selected for the assignment including information from the internet, sources of publications, books, journals and even sources of work previously submitted on Turnitin. Anything that matches or has a high similarity to the text discovered is highlighted in the Similarity Report.

The submission is then also given a Similarity Score. The Similarity Score is the percentage of material in the submission that matches sources within the Turnitin database.

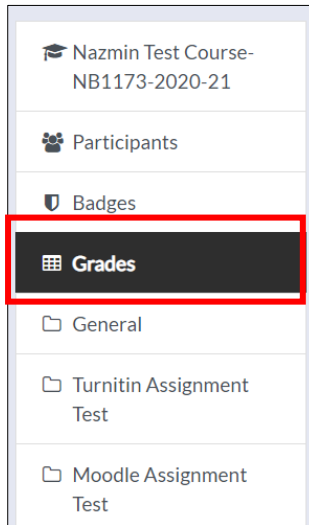
View your Similarity Score and Report:

1. Go to my submissions (where you submitted your work). The number under **Similarity %** is the Similarity Score
2. Click on the number to see a full breakdown of the Similarity Report.

My Submissions				
Essay Part 1				
Title	Start Date	Due Date	Post Date	Marks Available
Test Turnitin Assignment - Essay Part 1	9 Jul 2021 - 09:30	9 Aug 2021 - 23:00	30 Aug 2021 - 09:30	100 
 Refresh Submissions				
Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
 View Digital Receipt Test Submission	157648945	9/07/21, 16:20	90% 	-- 

Viewing your Grades

You can check grades for all assignments by selecting the **Grades** tab in the **Administration** block.



This will display all your assignments and grades, including any feedback provided by the tutor.

User report - Nazmin Akhtar User report ▾				
Grade item	Grade	Range	Feedback	Contribution to course total
Nazmin Test Course-NB1173-2020-21				
Test Turnitin Assignment	-	0-100	-	-
Test Moodle Assignment	-	0-100	-	-
Course total Simple weighted mean of grades.	-	0-100	-	-