



BACHELOR OF SCIENCE (B.Sc.)

MASTERS OF BUSINESS
ADMINISTRATION (MBA)



STUDY SKILLS

- My ARU
- ARU Library
- Report Structure
- Harvard Referencing
- Turnitin UK
- Canvas

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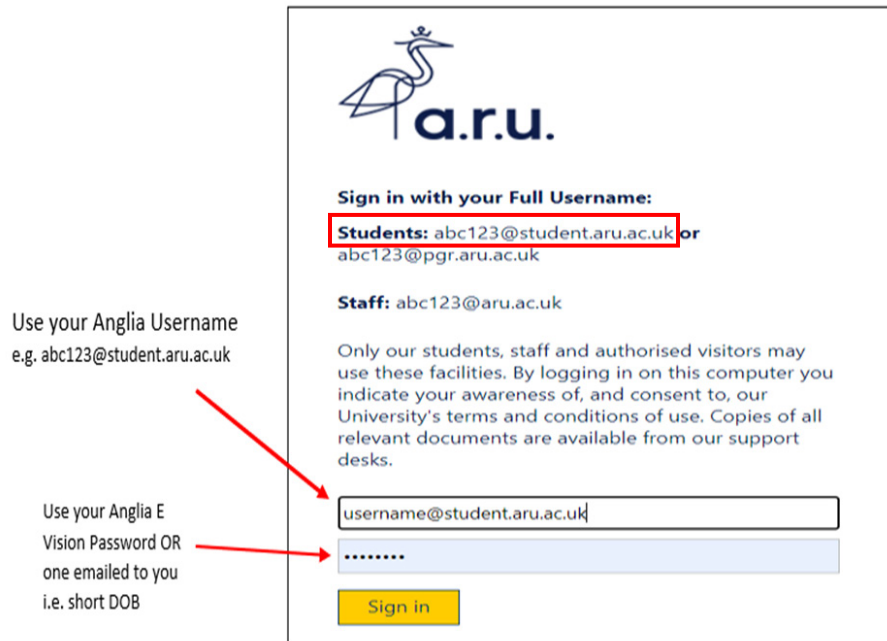
1. My ARU

<https://my.aru.ac.uk/>

You can find useful information, news and links on our student intranet, My ARU


My ARU is your go-to place for news, information and links to systems such as Canvas and eVision

Login using **YOUR** ARU Username e.g. **abc123@student.aru.ac.uk** and e-vision password (ddmmyy)



Use your Anglia Username
e.g. abc123@student.aru.ac.uk

Use your Anglia E
Vision Password OR
one emailed to you
i.e. short DOB


a.r.u.

Sign in with your Full Username:
Students: abc123@student.aru.ac.uk or
abc123@pgr.aru.ac.uk

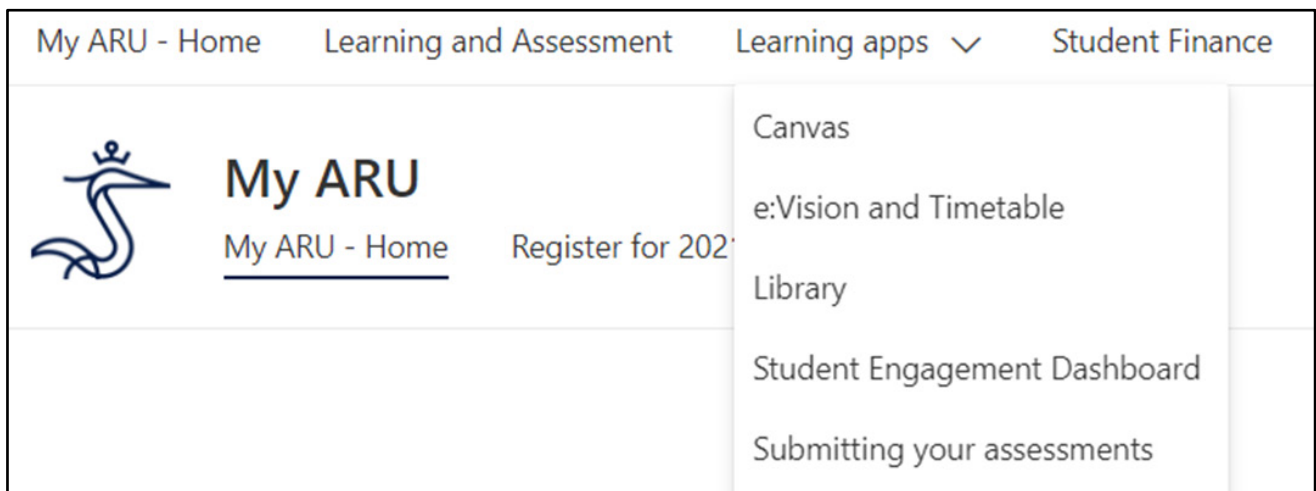
Staff: abc123@aru.ac.uk

Only our students, staff and authorised visitors may use these facilities. By logging in on this computer you indicate your awareness of, and consent to, our University's terms and conditions of use. Copies of all relevant documents are available from our support desks.


username@student.aru.ac.uk

.....

Sign in



My ARU - Home Learning and Assessment Learning apps ▾ Student Finance

 **My ARU**
My ARU - Home Register for 202

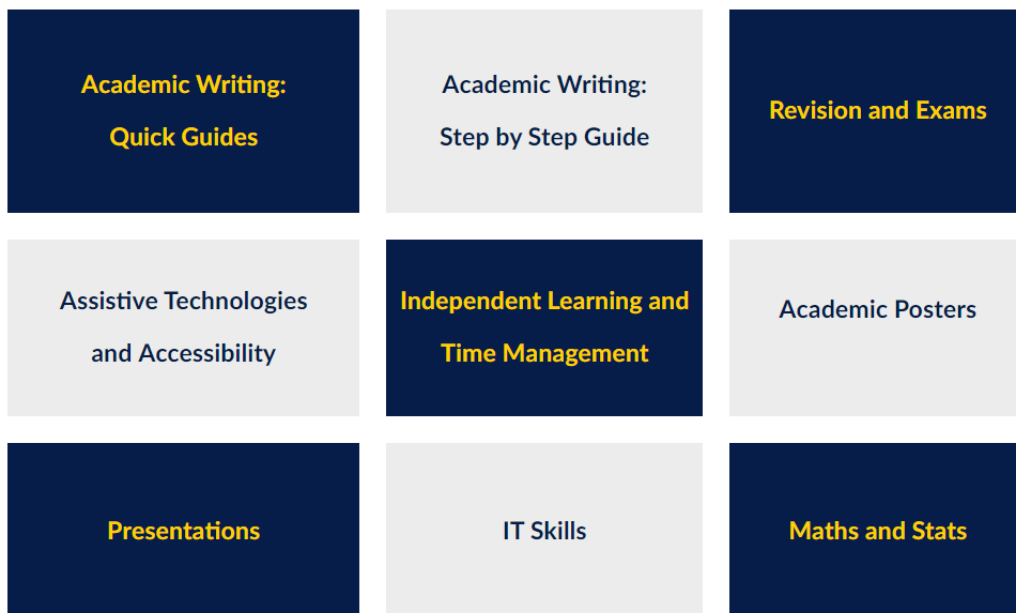
- Canvas
- e:Vision and Timetable
- Library
- Student Engagement Dashboard
- Submitting your assessments

2. Study Skills Plus

<https://canvas.anglia.ac.uk/courses/4240>

Study Skills Plus is open to all ARU students. If you haven't studied for a British degree before or are returning to study after a long gap you will find Study Skills useful as it will help you with:

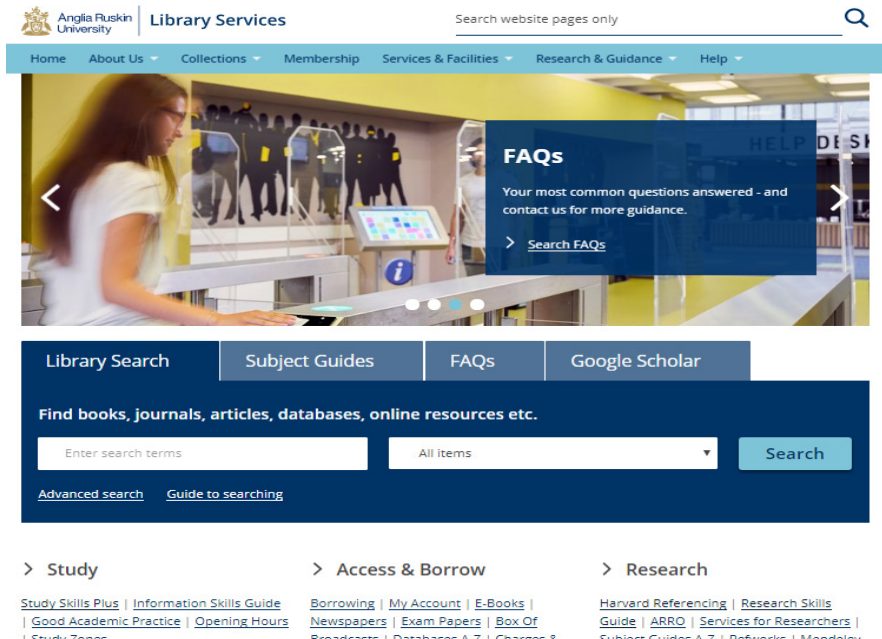
- research and referencing
- academic writing skills
- organisational skills
- presentation skills



3. Anglia Ruskin Library

<https://library.aru.ac.uk/>

Login using your ARU Username e.g. **abc123@student.aru.ac.uk** and password



A guide to finding resources via Library Search- <https://anglia.libguides.com/searchfaqs>



4. Harvard Referencing System

Full Guide Available at: <https://library.aru.ac.uk/referencing/harvard.htm>

Harvard Referencing: the basics



<p>What is in-text referencing?</p> <p>Adding in-text referencing into your work</p> <p>Direct—this is where you are mentioning the authorship in your sentence, so you need to add the date, in brackets, after their family name, e.g. Greenbaum (1998)</p> <p>Indirect—this is where you add both the author and date in brackets when you are mentioning the information you got from this source, e.g. (Shaw, 2017)</p> <p>For a quotation, add quote marks around the phrase and include the author, year and page reference at the end, e.g. "verbal and observational data" (Stewart and Shamdasani, 2015, p.15)</p> <p>Where there are 4 or more authors, include them all in the full reference, but just write the first one in the in-text reference followed by et al., e.g. (Bloor, et al., 2001)</p> <p>Secondary referencing—only use this if you cannot access the original authors work, put the details of where you read about the person's ideas, e.g. (Denscombe, 1946 cited in Merton and Kendall, 2010)</p>	<p>Notice the names and dates included in the text?</p> <p>These refer to specific sources of information used to compile this assignment.</p> <p>For an in-text reference - just add the author of the source of information and the year it was made available on the web or published as a document.</p> <p>For each source you use in an assignment ensure you record the 5 key elements which are needed for a reference.</p> <ul style="list-style-type: none"> • Authorship • Year • Title of item • Format • Where to find it again
<p>Here is an example essay on Focus Groups containing in-text references</p> <p>...Another way to find out people's views - is to use focus groups. This method was developed by Lazarsfeld and Merton in the 1940s (Bloor, et al., 2001). Merton (1987) found an established practice of 12 people being used to assess radio programmes. Together, Lazarsfeld and Merton developed the idea of a focused interview, and with others devised a set of standardized procedures (Denscombe, 1946 cited in Merton and Kendall, 2010). The ideas were largely forgotten until the 1960s, when Tom Greenbaum (1998) working for Proctor and Gamble, resurrected the idea. They found the benefit of focus groups are they generate "verbal and observational data" (Stewart and Shamdasani, 2015, p.15). To help keep the conversation relevant it was found that it was important to have a good moderator to run the focus group. Current guidance will also emphasize that if this is a work based group it is important not to include both supervisors and subordinates into the same group (HSE, 2018).</p>	<p>Your reference list should look like this and be in alphabetical order by author.</p> <p>Bloor, M., Frankland, J., Thomas, M. and Robson, K., 2001. <i>Focus Groups in Social Research</i>. London: Sage.</p> <p>Greenbaum, T., 1998. <i>Handbook for Focus Groups</i>. Thousand Oaks: Sage.</p> <p>Health and Safety Executive (HSE), 2018. <i>How to organise focus groups</i>. [pdf] Available at <http://www.hse.gov.uk/stress/standards/pdfs/focusgroups.pdf> [Accessed 21 June 2019].</p> <p>Merton, R., 1987. Focus interviews and focus groups: continuities and discontinuities. <i>Public Opinion Quarterly</i>, 51(1), pp 550-557.</p> <p>Merton, R. and Kendall P., 2010. The focused interview. <i>American Journal of Sociology</i>. [e-journal] 51, pp 541-557. Available through: ARU Library website <library.aru.ac.uk> [Accessed 20 June 2018].</p> <p>Stewart, D. W. and Shamadasani, P. N., 2015. <i>Focus Groups: Theory and Practice</i>. 3rd ed. [e-book] Available through: ARU Library website <library.aru.ac.uk> [Accessed 20 June 2018].</p>

In-Text Referencing: some useful expressions

Introducing someone's ideas:

Bloggs (2002) suggests/argues/states/believes/concludes/proposes that ---

According to Bloggs (2002) ---

Introducing an idea/theory that agrees with/has built on another:

This is supported by Smith (2003).
in line with the view/theory/suggestion of Smith (2003).
reflects the " " "

Smith (2003) accepts/supports/agrees with/concurs with this view/suggestion/theory.

A similar view is held by Smith (2003)

Introducing an idea/theory that disagrees/contrasts with another:

This conflicts/contrasts with/is contrary to the view held by Smith (2003) that ---

This is not accepted by/has been challenged by Smith (2003), who argues that ---

Smith (2003), on the other hand/however/in contrast, suggests that ---

Reference List:

Quick Guide to Harvard Referencing



EXAMPLES

	WHO created it?	WHEN was it published?	WHAT is it called?	HOW can it be found?	EXAMPLES	
Printed items	Books	Author(s)	Year of publication	<i>Title of the book (in italics)</i>	Place of publication & Name of publisher	Ridley, D., 2012. <i>The literature review: a step-by-step guide for students</i> . 2nd ed. London: SAGE.
	Journal articles	Author(s)	Year of publication	Article title. <i>Journal title (in italics)</i>	Volume, issue numbers & page numbers	Keitsch, M., 2012. Sustainable architecture: design and housing. <i>Sustainable Development</i> , 20(3), pp.141-145.
Electronic items	E-books	Author(s)	Year of publication	<i>Title of the book (in italics)</i> followed by [e-book]	Place of publication, name of publisher, the full web address (URL) of the webpage used and the date accessed	Parboteeah, K.P. and Cullen, J.B., 2013. <i>Business ethics</i> . [e-book] Hoboken: Taylor & Francis. Available through: ARU Library website <library.aru.ac.uk> [Accessed 8 August 2019].
	E-journal articles	Author(s)	Year of publication	Article title. <i>Journal title (in italics)</i> followed by [e-journal]	Volume & issue numbers and page numbers, website name & address, and the date accessed	Zorach, R., 2012. Regarding art and art history. <i>The Art Bulletin</i> , [e-journal] 94(4), pp.23-28. Available through: ARU Library website <library.aru.ac.uk> [Accessed 8 August 2019].
	E-journal articles with DOIs	Author(s)	Year of publication	Article title. <i>Journal title (in italics)</i> followed by [e-journal]	Volume and issue number of journal and page numbers, followed by DOI	Goodall, A.H., 2006. Should top universities be led by top researchers and are they?: A citations analysis. <i>Journal of Documentation</i> , [e-journal] 62(3), pp.388 - 411. http://dx.doi.org/10.1108/00220410610666652g .
	Websites	Author(s) - this could be an organisation	Year of publication - when was the information updated?	<i>Title of the webpage (in italics)</i> followed by [online]	The full web address (URL) of the webpage used and the date accessed	V&A Museum, 2015. <i>Introduction to English embroidery</i> . [online] Available at: < http://www.vam.ac.uk/content/articles/i/english-embroidery-introduction/ > [Accessed 8 August 2019].
	PDFs	Author(s) - this could be an organisation	Year of publication	<i>Title of the document (in italics)</i> followed by [pdf]	The full web address (URL) of the webpage used and the date accessed	Nursing & Midwifery Council (NMC), 2018. <i>The code: professional standards of practice and behaviour for nurses, midwives and nursing associates</i> . [pdf] Available at: < www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf > [Accessed 8 August 2019].

5. Sample Assignment Report Structure

The guidelines are intended to provide useful general advice. It is important to also take account of any specific “house rules” that might apply to your particular course from your individual lecturers.

TITLE PAGE

Include the following details on your title page: Student Identification Number, Module Title, Module Code, Title of Assignment: e.g. Element 010, To be marked by, Due Date for Submission, Word Count

EXECUTIVE SUMMARY

Succinct overview of the assignment, including objectives of the assignment, key conclusions, recommendations and implications.

TABLE OF CONTENTS

Include: section headings, subsections, illustrations, appendices etc., with page numbers

1.0 INTRODUCTION

Background, Define topics, purpose of the assignment

2.0 MAIN BODY (will need to substitute with more appropriate headings based on assignment guide from lecturer)

2.1. First Main Section

2.2. Second Main Section

2.2.1. First subsection

3.0 CONCLUSIONS

Link back to purpose of the assignment and base clearly on findings and analysis from the main body.

REFERENCE LIST (mandatory)

A Reference List is always required when you cite other people's work within your assignment. It is a list of all sources cited in the body of the report. Listed in Alphabetical order by author or authorship using **Harvard Reference Style**.

BIBLIOGRAPHY (if required by lecturer)

This is a list of relevant items that you have used to help you prepare for the assignment but which are not cited in your assignment e.g. general background reading.

APPENDICES Additional or supporting material to the main points made in the body of the report. Must refer to the Appendix from the body of the report.

6. Academic Regulations on Word Count

The Academic Regulations provide the regulatory framework for Anglia Ruskin's taught undergraduate and postgraduate curriculum, setting and maintaining the academic standard of all courses leading to an Anglia Ruskin award at all delivery points including UK and international Associate Colleges. The Full Academic Regulations can be found using the link below:

<https://myaru.sharepoint.com/sites/student-learning-assessment/SitePages/academic-regulations.aspx>

Regulation on Word Count (extracted from Academic Regulations 13th Ed. August 2020)

(L) Exceeding Word Limits

- 6.81 A written assignment must not exceed the maximum word limit set for that assignment. Students are required to enter an accurate word count on the Assignment Cover Sheet.
- 6.82 When a written assignment is marked, the excessive use of words beyond the stated word limit is reflected in the academic judgement of the piece of work which results in a lower mark being awarded for the piece of work. The MDF for a module which is graded on a pass/fail basis must specify whether submission of a written assignment exceeding the word limit results in failure in the module.
- 6.83 In determining the text to be included within the maximum word limit, the following items are excluded:
- abstracts;
 - data;
 - tables;
 - figures;
 - diagrams;
 - in-text references/citations (eg: "(Baxter 2018: 73-84)")⁵⁴
 - footnotes/endnotes used for reference purposes and kept within reasonable limits;
 - list of references and/or bibliography;
 - appendices.

⁵⁴ This Regulation only refers to the citation and not the full actual indented quotation which is therefore included in the word count

7. Turnitin UK



Turnitin Grademark Submission For Students

Andre Samuel

15 Oct 2020

Session Outline

- **Step 1 Creating your Turnitin Account and Password**
- **Step 2 Submitting Your Assignment**

Anglia Ruskin University E Submissions Support

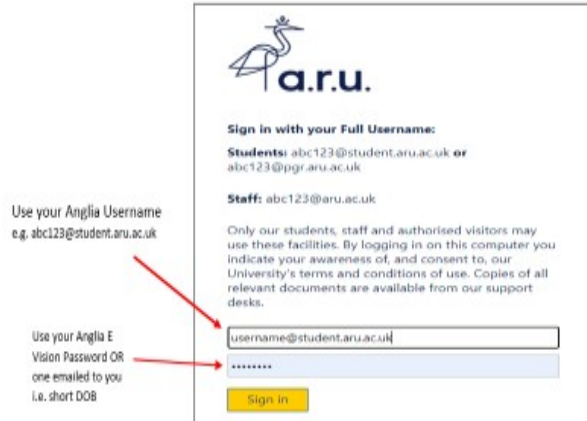
- Go To: www.anglia.ac.uk/turnitin
- **Login** with your e-vision username and password
- Videos which covers:
 - Originality Checking
 - Quick Submission Guide
 - Detailed Submission Guide
 - I have an Extension
 - Getting a Receipt
 - Results and Feedback

Step 1 Creating your Turnitin Account and Password

- This is a **ONE** time process
- You will be enrolled automatically by your Programme Coordinator to your respective module class
- You will receive a **Welcome to Turnitin UK** email message in your **Anglia Ruskin Student Email inbox** stating that you have been enrolled into a Class
- IF you have not received a welcome email from Turnitin, please check your spam/junk folder Or contact your Programme Coordinator

1. Login into your ARU Email

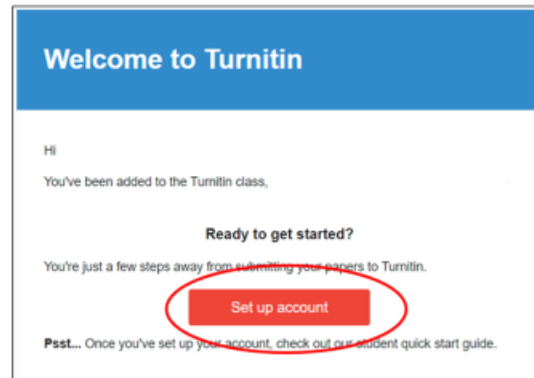
- Go to <https://outlook.office.com/>
- Login using your **Anglia Username e.g. AS123**
- abc123@student.aru.ac.uk and your **e-vision password** that you created when registering **OR DOB (ddmmyy)**



The screenshot shows the ARU login interface. At the top left is the ARU logo, a stylized bird. Below it, the text reads: "Sign in with your Full Username: Students: abc123@student.aru.ac.uk or abc123@pgr.aru.ac.uk Staff: abc123@aru.ac.uk". A disclaimer follows: "Only our students, staff and authorised visitors may use these facilities. By logging in on this computer you indicate your awareness of, and consent to, our University's terms and conditions of use. Copies of all relevant documents are available from our support desks." Below this is a login form with two input fields. The first field contains "username@student.aru.ac.uk" and the second contains "*****". A yellow "Sign in" button is at the bottom. Two red arrows point to the input fields from external text: "Use your Anglia Username e.g. abc123@student.aru.ac.uk" points to the first field, and "Use your Anglia E Vision Password OR one emailed to you i.e. short DOB" points to the second field.

2. Open Turnitin UK email

- Open **Log in to Your Turnitin UK Account** email
- Click the **Setup Account** button from your Turnitin welcome email

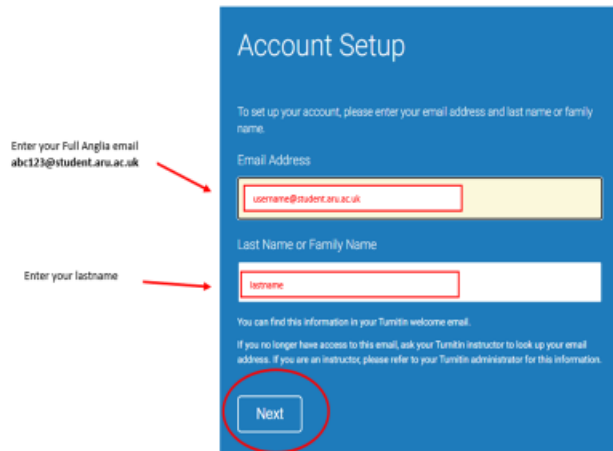


The screenshot shows a "Welcome to Turnitin" email. The header is a blue bar with the text "Welcome to Turnitin". Below it, the text reads: "Hi", "You've been added to the Turnitin class.", "Ready to get started?", "You're just a few steps away from submitting your papers to Turnitin.", and "Pss!... Once you've set up your account, check out our student quick start guide." A red circle highlights a red button labeled "Set up account".

3. Account Setup

- Enter **your email address**
abc123@student.aru.ac.uk
- and your **Last Name** as registered on e-vision
- Click **Next** to continue

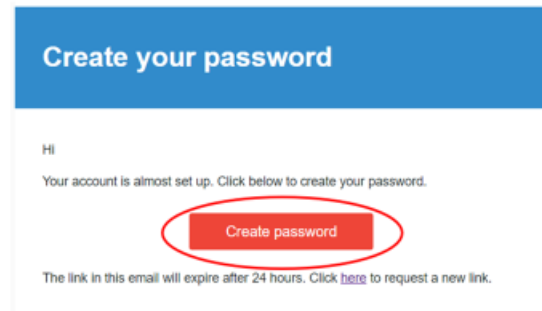
- An **email will be sent to Validate account**



The screenshot shows a blue 'Account Setup' form. It contains two input fields: 'Email Address' with the placeholder 'username@student.aru.ac.uk' and 'Last Name or Family Name' with the placeholder 'lastname'. A red circle highlights the 'Next' button at the bottom. Annotations include: 'Enter your Full Anglia email abc123@student.aru.ac.uk' with an arrow pointing to the email field, and 'Enter your lastname' with an arrow pointing to the last name field.

4. Open the validation email

- Go to your ARU Email inbox
- Open the validation email (Create Your Turnitin UK Password)
- **Click on the Create Password button**



The screenshot shows an email titled 'Create your password'. The body text reads: 'Hi Your account is almost set up. Click below to create your password.' A red oval highlights a red 'Create password' button. Below the button, it says: 'The link in this email will expire after 24 hours. Click [here](#) to request a new link.'

5. Create Your Password

- Enter your **personal password**
- Then **confirm password**
- **Click** create password

Create Your Password

To finish setting up your account, please enter a password.

Your password must be between 6 and 12 characters in length, containing at least one letter and one number.

Password
[Masked]

Confirm Password
[Masked]

[Create Password](#) [Cancel](#)

6. Login to Turnitin UK

- Now you can **login** by **clicking** login in Now

Account Setup Complete

You can now log in to your account using your email address and password.

[Log in Now](#)

- Enter your **Anglia Ruskin email address** and the **password** you created

Login to TurnitinUK

Enter your Full Anglia email
abc123@student.aru.ac.uk

Enter the password
you created

Email address
abc123@student.aru.ac.uk

Password (Login to TurnitinUK)
[Masked]

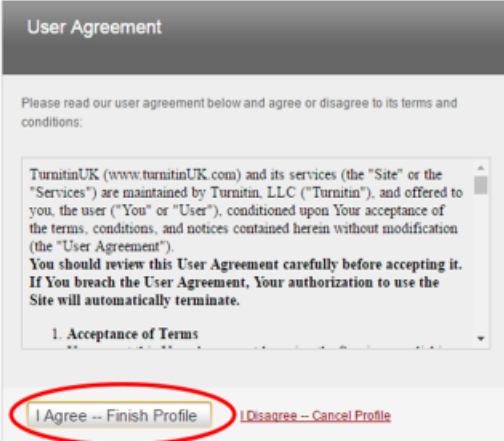
Forgot your password? [Click here.](#)

Would you like to login through Athens? [Click here.](#)

[Login](#)

7. Confirm Personal Details

- **Select** a secret question and add answer
- Click **next**
- On Next Screen
- Click **I Agree- Finish Profile** to the User Agreement



User Agreement

Please read our user agreement below and agree or disagree to its terms and conditions:

TurnitinUK (www.turnitinUK.com) and its services (the "Site" or the "Services") are maintained by Turnitin, LLC ("Turnitin"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement").

You should review this User Agreement carefully before accepting it. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.

1. Acceptance of Terms

8. Access to your Turnitin Homepage

- You would **now see the module** you have been enrolled to
- At your Next login you will land on the Home page where you can see your modules

Anglia Ruskin University: FBL

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
400000	2020/2021 TRI 1 1. Entrepreneurial Mindset...	Garvin Heerah	Active	10-Sep-2020	30-Jan-2021	
400077	2020/2021 TRI 1 1a. Principles of Marketin...	Patrick Samuel	Active	10-Sep-2020	30-Jan-2021	

Anglia Ruskin University: FBL Check Originality Report

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
400146	2020/21_Check Originality Class_PG_SAM Tri...	Sam Trinidad instructor	Active	02-Oct-2020	31-Aug-2021	

View Video: <https://youtu.be/HQHf0Y2FGC4>

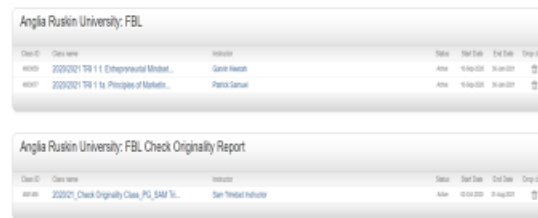
Step 2 Submitting Your Assignment

Once you have **login to Turnitin**, your Student **Home Page** will be displayed where you will see two types of Turnitin class:

1) **FBL Classes** entitled by module name, to which you will submit your **FINAL submission ONE TIME ONLY** by the assignment due date

2) **Check Originality Report Class (COR)** to which you can submit **multiple drafts** of your assignment, **before** Final Submission, for originality checking. You can use this to improve the academic practice.

“Check it before you Submit it”

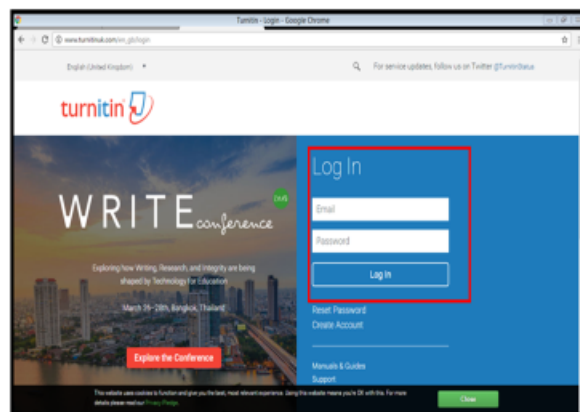


Anglia Ruskin University: FBL						
Class ID	Class name	Instructor	Status	Start Date	End Date	Drop Date
4000	2020/2021 TR 1 1 Entrepreneurial Modet...	Gavin Heath	Active	14/09/20	14/09/20	
4001	2020/2021 TR 1 1 to Principles of Market...	Patric Samuel	Active	14/09/20	14/09/20	

Anglia Ruskin University: FBL Check Originality Report						
Class ID	Class name	Instructor	Status	Start Date	End Date	Drop Date
4000	2020/21 Check Originality Class_PC_SAM Tr...	Sam Threlketh	Active	04/09/20	04/09/20	

1. Login to Turnitin UK

- On your Web Browser Go to <http://www.turnitinUK.com/en/gb/login>
- Enter your **ARU student email address**:
 - abc123@student.aru.ac.uk
- Enter your **Turnitin Password**.
- **Click Log in button**



2. Choose your Class and Assessment Element

- Click on the **class name** relevant to the module assessment **you want to submit**

Anglia Ruskin University: FBL

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
4803059	2020/2021 TRI 1 1. Entrepreneurial Mindset...	Garvin Heerah	Active	10-Sep-2020	30-Jan-2021	
4803077	2020/2021 TRI 1 1a. Principles of Marketin...	Patrick Samuel	Active	10-Sep-2020	30-Jan-2021	

Anglia Ruskin University: FBL Check Originality Report

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
4851465	2020/21_Check Originality Class_PG_SAM Tri...	Sam Trinidad Instructor	Active	02-Oct-2020	31-Aug-2021	

3. Submitting your Assignment

- Click on **Submit** to upload your work

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Inbox: 2016/7_SEM2_Marketing Essentials_010_MO001027

Info	Dates	Similarity	
010 Coursework (1000 words)		Start 20-Feb-2017 7:45PM Due 17-Mar-2017 11:59PM Post 26-May-2017 12:00AM	

4. Upload Assignment

- **Complete** the submission form
- **Submission Title:** use your SID here
- **Choose file** from Computer
- Please make sure that you have selected the **correct file** for each respective assignment
- **Click Upload**

Submit: Single File Upload - STEP 1/3

First name

Last name

Submission title

What can I submit?

Choose the file you want to upload to Turnitin:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

Upload Cancel

Your First and Last name should appear automatically

Type your SID here

Locate your Assignment File

5. Confirm

- **Confirm** box will show a preview of the assignment you have uploaded
- Make sure it is **the correct version file** to match the module and assessment element
- **Click** Confirm Button
- You will be taken to a **digital receipt** page and email sent to ARU email confirming submission

Submit: Single File Upload STEP 2/3

Please confirm that this is the file you would like to submit...

Author: Turnitin Student

Assignment title: Draft Slot 5

Submission title: 9079541

File name: Chapter One.docx

File size: 121.71K

Page count: 6

Word count: 1021

Character count: 1021

Confirm Cancel

Page 1

Check Originality Report (COR) Class

“Check it before you Submit it”

- You can upload **multiple draft assignments to COR**
- To **check your work** for Poor Academic Practice and possible Plagiarism before final submission
- You would be given **10 Slots** to use during the Semester
- You can reuse Slots
- **Click Submit** button to upload



Info	Date	Submit
Check Originality Report - Slot 1	Start: 06-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM Post: 31-Aug-2017 12:00AM	Submit View
Check Originality Report - Slot 2	Start: 06-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM Post: 31-Aug-2017 12:00AM	Submit View
Check Originality Report - Slot 3	Start: 06-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM Post: 31-Aug-2017 12:00AM	Submit View
Check Originality Report - Slot 4	Start: 06-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM Post: 31-Aug-2017 12:00AM	Submit View
Check Originality Report - Slot 5	Start: 06-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM Post: 31-Aug-2017 12:00AM	Submit View

Important Points to Remember

- The **due date as seen in eVision and/or your module guide** is the official submission deadline.
- All assignments must be **submitted by 1:59 pm (Trinidad time) on the due date**, unless you have an approved extension. The time you see on Turnitin is British Standard Time. (5 hrs ahead).
- Be aware that your **work can only be submitted ONCE** to the Final Submission Class and cannot be removed or changed.
- Please ensure that you **upload the correct assignment file to the respective Module Class** as it cannot be removed or changed once submitted


- All work for one assessment element must be **submitted as ONE file (not in parts)**
- **DO NOT submit your Final Assignment to Originality Report Class (COR) only**, it would not be marked and will count as a Non-Submission
- **Do not leave it until the last minute to submit your work** – the system becomes extremely busy and can be slower during the period of the deadline.
- Grademark **final submission classes will become available at least 10 working days** before the final submission date.

- The Originality Report **will not be used to make assessment decisions unless concerns arise as to poor academic practice, plagiarism, or collusion.**
 - An **Originality Report will never be advanced as the sole reason** for suspecting that a piece of work is plagiarised. The report may then be considered as part of the normal investigatory procedures undertaken by the academic team and the Director of Studies (please see Section 10 of the Assessment Regulations).
 - For more details on the Academic Honesty Policy please visit:
<https://library.aru.ac.uk/academic/files/Academic%20Honesty%20Policy.pdf>
- Good luck submitting to Turnitin Grademark**

8. Canvas

<https://canvas.anglia.ac.uk/>

View Video Tutorial: <https://www.youtube.com/watch?v=7XGmlvB4rvQ&t=1s>



Student- Guide on Using Canvas

Andre Samuel


15 Oct 2020

View Video Tutorial <https://www.youtube.com/watch?v=7XGmlvB4rvQ&t=1s>

Login to Canvas Options

1. Direct Link to Canvas
<http://canvas.anglia.ac.uk>
2. Through My ARU Portal
<http://my.aru.ac.uk>


Use Your Same Username and Password from E Vision



Sign in with your Full Username:
Students: abc123@student.aru.ac.uk or abc123@pgr.aru.ac.uk
Staff: abc123@aru.ac.uk

Only our students, staff and authorised visitors may use these facilities. By logging in on this computer you indicate your awareness of, and consent to, our University's terms and conditions of use. Copies of all relevant documents are available from our support desks.

My ARU - Home Learning and Assessment Learning apps ▾ Student Finance



My ARU
My ARU - Home Register for 202

Canvas

e:Vision and Timetable

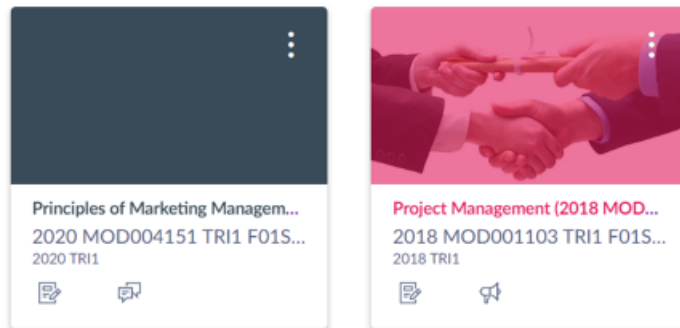
Library

Student Engagement Dashboard

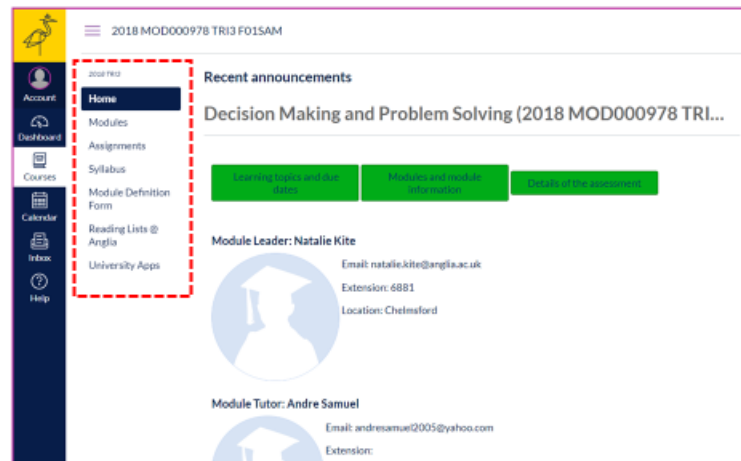
Submitting your assessments

Choose Your Module From Dashboard

Dashboard



Navigate to the Section of the Module



9. Submitting Video Presentation on Canvas

Submitting your Video Presentation On Canvas

Dr Andre Samuel

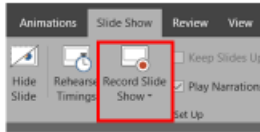
October 2021

Steps

1. Record Narration of Slides
2. Save the Narrated Presentation as Video
3. Upload Video to Canvas

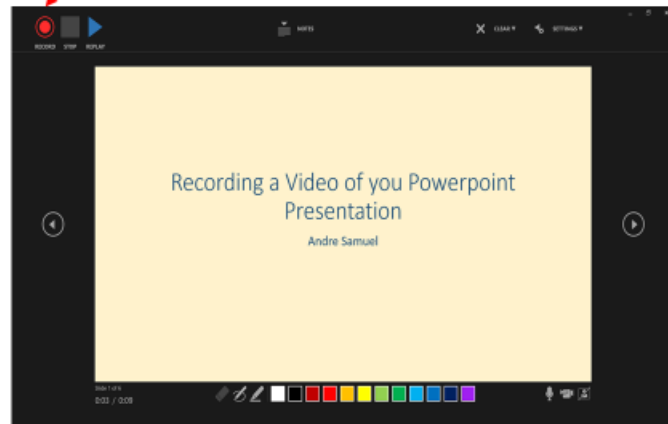
1. To Record Narration of Slides:

- Select Slide Show > Record Slide Show.



- Choose from two options:
 - Record from Beginning - to record from the beginning of a presentation

Select Record and start speaking.



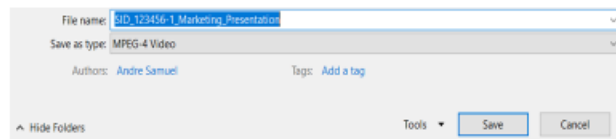
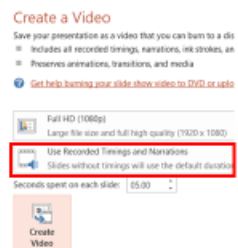
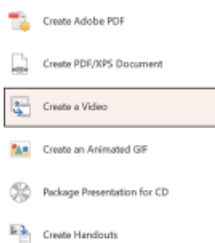
Turn on/off Video based on your preference

2. Save the Narrated Presentation as Video

- Select File > Export > Create a video
- Ensure you Select Use Recorded Timings and Narrations

- Select **Create Video**
- Enter a file name:
eg: **[SID_Marketing_VideoPresentation]**
- Then browse to the location you want to save your video

Export



- Click **Save**

Alternative Method for Creating Video

- **You can use Zoom Desktop App**
- Open your Powerpoint
- Start a Personal Meeting in Zoom
- Share Screen
- Click Record Button
- Begin you presentation
- When finished click Stop Recording
- The video file will be saved in the Zoom Folder in Documents
 \Documents\Zoom
- Rename the mp4 file and upload to Canvas.

3. Upload Video to CANVAS

- Go to <https://canvas.anglia.ac.uk/>
- Login using your ARU email address and password
- Choose Your Module from the Dashboard
- Click on 010 Video Presentation on the TO DO LIST
- Click the **Start Assignment** button
- Click **Choose File**
- Then select the file you want to upload
 Eg: [SID_Marketing_VideoPresentation]
- Click Submit Assignment

The screenshot displays the Canvas LMS interface. At the top, there is a login form with an email address field containing 'abc123@student.aru.ac.uk' and a password field with masked characters. Below the password field is a yellow 'Sign in' button. Underneath the login form is a 'To-do' list with one item: '010 Video Presentation' with a sub-item '100 points | 6 Nov at 23:59 |'. Below the 'To-do' list is a yellow 'Submit Assignment' button. At the bottom of the screenshot, there is a 'Choose File' button and another yellow 'Submit Assignment' button.

Please Note: The process to upload any other assignment or coursework on Canvas work in the same manner.

Additional Resources

Submitting Video on Canvas- https://youtu.be/HX_LGh8xboo

10. Microsoft Office Help and Training

Helpful Features in WORD

Insert a table of contents:

<https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0>

Use the Navigation pane in Word:

<https://support.microsoft.com/en-us/office/use-the-navigation-pane-in-word-394787be-bca7-459b-894e-3f8511515e55>

Add citations in a Word document:

<https://support.microsoft.com/en-us/office/add-citations-in-a-word-document-ab9322bb-a8d3-47f4-80c8-63c06779f127>

Create a bibliography, citations, and references:

<https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5>

Insert a Table:

<https://support.microsoft.com/en-gb/office/video-insert-a-table-9bc4b562-4f88-4ba0-9a59-4b29cfa0bb29>

Add, format, or delete captions in Word:

<https://support.microsoft.com/en-us/office/add-format-or-delete-captions-in-word-82fa82a4-f0f3-438f-a422-34bb5cef9c81>

Insert a table of figures:

<https://support.microsoft.com/en-us/office/insert-a-table-of-figures-c5ea59c5-487c-4fb2-bd48-e34dd57f0ec1>

Insert a page break:

<https://support.microsoft.com/en-us/office/insert-a-page-break-7613ff46-96e5-4e46-9491-40d7d410a043>

Insert a section break:

<https://support.microsoft.com/en-gb/office/insert-a-section-break-eef20fd8-e38c-4ba6-a027-e503bdf8375c>

Helpful features in POWERPOINT



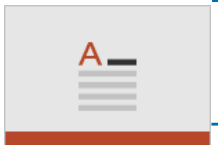
[Quick start](#)



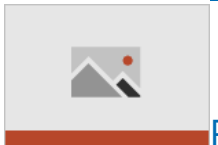
[Intro to PowerPoint](#)



[Slides & layouts](#)



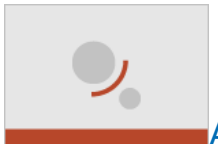
[Text & tables](#)



[Pictures & graphics](#)



[Present slideshows](#)



[Animation, video & audio](#)