



MASTERS OF BUSINESS
ADMINISTRATION (MBA)

LLM



STUDY SKILLS

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

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1. My ARU

<https://myaru.sharepoint.com/sites/student-home>

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



The login form features the Anglia Rusgall University (a.r.u.) logo at the top. Below the logo, it says "Sign in with your Full Username:". Underneath, it lists "Students: abc123@student.aru.ac.uk or abc123@pgr.aru.ac.uk" and "Staff: abc123@aru.ac.uk". A disclaimer states: "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." There are two input fields: the first is labeled "username@student.aru.ac.uk" and the second is a password field with dots. A yellow "Sign in" button is at the bottom.

My ARU - Home		Learning and Assessment		Learning apps ▾		Student Finance	
	My ARU <u>My ARU - Home</u> Register for 202		Canvas				
			e:Vision and Timetable				
			Library				
			Student Engagement Dashboard				
			Submitting your assessments				

2. Anglia Ruskin Library

<https://myaru.sharepoint.com/sites/student-library>

Login using your ARU Username e.g. [abc123@student.aru.ac.uk](#) and password

The Library offers friendly, professional support for library resources, study space and services.

We are here to support you, both online and on campus, to make the best use of the library and to help you to develop your information, research and digital skills.



Library Search

Subject Guides

Find books, articles and more...

Search

[Advanced Search](#)[My Library Account | Guide to Searching](#)

Useful resources

Databases A-Z

Journals

Reading Lists

LibKey

Study Skills Plus

Book a Study Space

Exam Papers

Cite Them Right Referencing

Library Subject Guides:

Management- <https://anglia.libguides.com/bus>

Law- <https://anglia.libguides.com/law>

3. AI Guidance for assignments and study support

AI Tools at University: Introduction

<https://anglia.libguides.com/AI/Intro>

Guidance on using AI tools for assignments and study support while at university.

Introduction	What is allowed?	What is not allowed?	AI and Academic Writing	Literature and Research Tools	Critical thinking and AI
Referencing and Plagiarism	ARU Regulations				

AI Tools

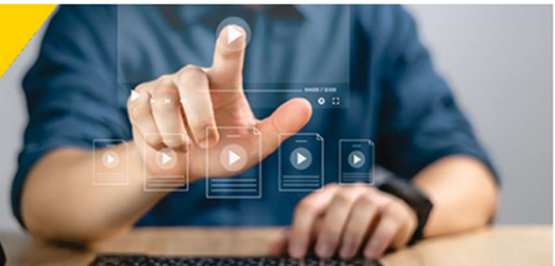
Guidance



Using AI in your Studies and Assessment

<https://canvas.anglia.ac.uk/courses/39379/pages/using-ai-in-your-studies-and-assessment>

Using AI in your Studies and Assessment



This course has been prepared for distribution to students and has undergone review and editing by multiple contributors involved in formulating ARU's policy on the use of AI in student assessments. Please, link to this course rather than copying or importing parts of it, as this is a rapidly changing topic, so updates are likely.

These pages provide information, tips, and videos to help you use AI effectively and ethically in your studies and assessments within ARU guidelines and regulations.

4. Referencing System

Full Guide Available at: <https://myaru.sharepoint.com/sites/student-library/SitePages/referencing.aspx>

Referencing

Referencing is a key skill you need to demonstrate good academic practice. You must provide references for everything you use to write your assignments. A reference provides the reader with all the information needed to accurately identify the original source of the authors you have quoted or paraphrased.

You will be taught how to reference as part of your course. Depending on what referencing style you are being taught with, we have information pages on Cite Them Right Harvard, APA (Psychology) and OSCOLA (Law).

Whichever style is preferred, you must use it consistently throughout your assignment. You should check in your module guide or with your lecturer/course leader before you begin your work to ensure you are using the right referencing style.



Choose an area to explore



Cite Them Right Harvard

The Harvard referencing style used at Anglia Ruskin University.

[Learn more about Cite Them Right Harvard](#)



FOR MBA STUDENTS



APA System

APA is widely used by the Psychology profession and related disciplines.

[Learn more about APA](#)



OSCOLA

A referencing system specifically designed for legal materials.

[Learn more about OSCOLA](#)



FOR LAW STUDENTS

How to login to CTR

To use the full extent of the CTR website, you might be asked to login via Institutional access. To do that, click the 'Log In' button in the top right hand corner:



Click on 'Login via your institution', search for 'Anglia Ruskin University' and select it.

LOG IN TO CITE THEM RIGHT

Login via your institution

You may be taken to a separate page where **you need to login with your long username, e.g. abc123@student.aru.ac.uk, and your University password.**

You can now use the full extent of ARU's subscription to CTR.

Harvard- for MBA Students

<https://anglia.libguides.com/harvardctr>

Harvard referencing is the style of referencing that is used at ARU that dictates the format of your references. There are variations of the Harvard style and at ARU we use [Cite Them Right \(online guide\)](#)

[Video](#) overview of Cite Them Right

If you want to find out a bit more about how to navigate through Cite Them Right, with an introduction to the basic elements of this style of referencing we produced a [quick guide \(.pdf\)](#).

Quick Guide

In-Text Referencing

In-text citations Each time you refer to someone else's work in your assignment, you need to include the author's surname/family name and the date of their work within your text at the point where you discuss their ideas. Adding in-text citations into your work Direct—when you mention the author in your sentence, add the date in brackets after their surname, e.g. Greenbaum (1998) Indirect—when you haven't mentioned the author in your sentence, add both the surname and date in brackets, e.g. (Shaw, 2017) 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) *Where there are 4 or more authors, include them all in the full reference, but just write the first one in the in-text citation followed by <i>et al.</i>, e.g. (Bloor <i>et al.</i>, 2001) 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)	Reference list The reference list gives the full details of all the sources you have cited in-text. This list should be at the end of your work and in alphabetical order by author (include all authors for each reference*). In an in-text citation you add author/date only, in your reference list you need to record the following four key elements: • Authorship (Who created it?) • Year (When was it published?) • Title of item (What is it called?) • Where to find it again (How can it be found?) Turn over for the Quick Guide to Harvard Referencing which has examples for books, journal articles and websites.
In-text citations example paragraph ...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 <i>et al.</i>, 2001). Merton (1987) found that it was an established practice to use just twelve people to assess radio programmes. Together, Lazarsfeld and Merton developed the idea of a focused interview, and with others such as Denscombe (1946, cited in Merton and Kendall, 2010) devised a set of standardized procedures. The ideas were largely forgotten until the 1960s, when 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). A good moderator was important to keep the conversation relevant. 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 (Health and Safety Executive, 2018).	Reference list example Bloor, M., Frankland, J., Thomas, M. and Robson, K. (2001) <i>Focus groups in social research</i>. Sage. Greenbaum, T. (1998) <i>Handbook for focus groups</i>. Sage. Health and Safety Executive (2018) <i>How to organise focus groups</i>. Available at: http://www.hse.gov.uk/stress/standards/pdfs/focusgroups.pdf (Accessed: 21 June 2019). Merton, R. (1987) 'Focus interviews and focus groups: continuities and discontinuities', <i>Public Opinion Quarterly</i>, 51(1), pp. 550-557. Merton, R. and Kendall, P. (2010) 'The focused interview', <i>American Journal of Sociology</i>, 51, pp. 541-557. Available at: https://doi.org/10.1073/sh/1.3.117-c Stewart, D. W. and Shamadasani, P. N. (2015) <i>Focus groups: theory and practice</i>. 3rd edn. Sage.

Some useful expressions for In-text citations:

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 ---

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

Reference List

Elements required for a reference list with examples

	WHO created it?	WHEN was it published?	WHAT is it called?	HOW can it be found?	Examples
Books	Surname, Initial(s).	(Year of publication)	<i>Title of book.</i>	Publisher.	Cottrell, S. (2019) <i>The study skills handbook</i> . 5th edn. Red Globe Press.
Journal articles in print	Surname, Initial(s).	(Year of publication)	'Title of article', <i>Title of Journal</i> ,	Issue information, Page reference.	Mirehie, M. and Gibson, H.J. (2020) 'Women's participation in snow-sports and sense of well-being: a positive psychology approach', <i>Journal of Leisure Research</i> , 51(4), pp. 397-415.
Journal articles with DOI	Surname, Initial(s).	(Year of publication)	'Title of article', <i>Title of Journal</i> ,	Issue information, Page reference. Available at: DOI	Larson, R.B. and Farac, J.M. (2019) 'Profiling green consumers', <i>Social Marketing Quarterly</i> , 25(4), pp. 275-290. Available at: https://doi.org/10.1177/1524500419882391
Websites	Surname, Initial(s). or Organisation	(Year that the page was published/last updated)	<i>Title of web page.</i>	Available at: URL (Accessed: date).	Forestry and Land Scotland (2021) <i>Permissions and permits</i> . Available at: https://forestryandland.gov.scot/business-and-services/permissions-and-permits (Accessed: 1 September 2021).

OSCOLA- for Law Students

<https://anglia.libguides.com/law/oscola>

OSCOLA referencing is the style of referencing used on ARU law courses to dictate the format of your references. At ARU we use the OSCOLA 4th edition which can be found in the official [OSCOLA guide](#) or by using [Cite Them Right \(online guide\)](#)

[Video](#) overview of using OSCOLA in Cite Them Right

Quick Guide

OSCOLA referencing consists of two elements. You will need to include both of these in your academic work. These two elements are footnote citations and a reference list.

Footnote citations

OSCOLA footnotes have two elements - a superscript number that appears in the text of your assignment, usually at the end of the sentence, and a corresponding footnote at the bottom of the page which contains the information about the source. Each time you discuss another source, you need to include a footnote. The footnote is usually added to the end of the sentence where the source is discussed. For example:

The act defines the relationship between the House of Commons and the House of Lords.¹

It was determined that parliamentary debates can be used to help interpret statutes where the wording is ambiguous.²

Parish considers copyright in relation to sampling sound recordings which are not musical works.³

¹ Parliament Act 1949.

² *Pepper (Inspector of Taxes) Respondent v Hart Appellant* [1992] 3 WLR 1032.

³ James Parish, 'Sampling and copyright - did the CJEU make the right noises?' (2020) 79 Cambridge Law Journal 31.

The formatting and information included in a footnote depends on the type of resources being cited.

When writing you will [paraphrase](#), [summarise](#) or [quote](#) the author's ideas. Paraphrases and quotes should also include page numbers or paragraph numbers when available, e.g.

Knowles argues that the 21st century has seen a 'dramatic shift' in the amount of legal sources available online.¹

¹ John Knowles, *Effective Legal Research* (4th edn, Sweet & Maxwell 2016) 8.

Further examples of footnote citations are shown in this [sample essay](#).

Reference List

Full details for each work you have used, or cited, are given in the reference list at the end of your assignment.

The reference list should contain:

1. Table of cases
2. Table of legislation
3. Bibliography of secondary sources (e.g. books and journals)

Each section of the reference list should be ordered alphabetically.

References in the reference list are identical to the footnotes except for two differences: all pinpointing is removed and for secondary sources the format of the authors name is reversed so that the last name is listed first followed by the initial of the first name.

Footnote citation for a book: ¹John Knowles, *Effective Legal Research* (4th edn, Sweet & Maxwell 2016) 8.

Bibliography entry for a book: Knowles J, *Effective Legal Research* (4th edn, Sweet & Maxwell 2016)

[Sample reference list in the OSCOLA style.](#)

5. 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



6. 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.

7. 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 18th Ed. September 2025)

8. 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)

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.

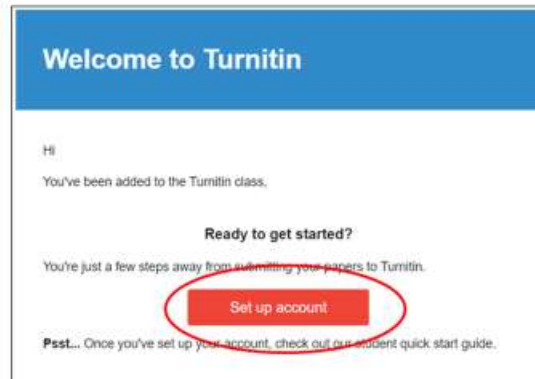
username@student.aru.ac.uk

.....

Sign in

2. Open Turnitin UK email

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



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**

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

Enter your lastname

The screenshot shows the 'Account Setup' form with a blue header. Below the header, it says 'To set up your account, please enter your email address and last name or family name.' There are two input fields: 'Email Address' and 'Last Name or Family Name'. The 'Email Address' field contains 'username@student.aru.ac.uk' and the 'Last Name or Family Name' field contains 'lastname'. Below these fields, there is a paragraph of text: 'You can find this information in your Turnitin welcome email. If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.' At the bottom of the form, there is a 'Next' button, which is circled in red.

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 email body says 'Hi' and 'Your account is almost set up. Click below to create your password.' Below this text is a red button with the text 'Create password', which is circled in red. At the bottom of the email, 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

Confirm Password

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

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

Enter the password
you created

Login to TurnitinUK

Email address

Password (Login to TurnitinUK)

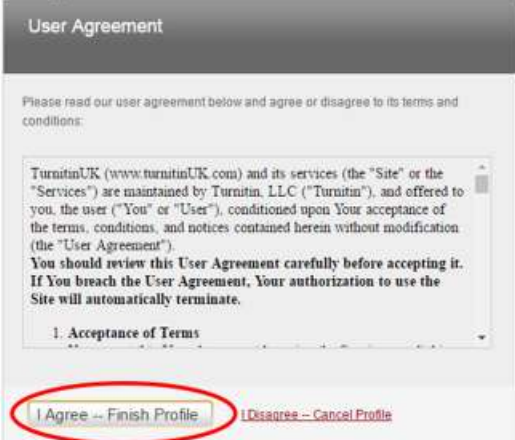
Forgot your password? Click here.

Would you like to login through Adrenaline? 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

I Agree -- Finish Profile **I Disagree -- Cancel Profile**

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	
4003077	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
4001405	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	Category	Status	Start Date	End Date	Drop Date	Class type
4000	2020/2021 TR 11 Entrepreneurial Market...	Guest Account	Open	01/04/2021	30/04/2021		
4001	2020/2021 TR 11 Principles of Marketing	Anglia Ruskin	Open	01/04/2021	30/04/2021		

Anglia Ruskin University: FBL Check Originality Report							
Class ID	Class name	Category	Status	Start Date	End Date	Drop Date	Class type
4000	2020/2021 Check Originality Class, FBL, 5000 TR...	Self-Reflection	Open	01/04/2021	30/04/2021		

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
4603089	2020/2021 TRI 1 1. Entrepreneurial Mindset...	Garvin Heerah	Active	10-Sep-2020	30-Jan-2021	
4603077	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
4601403	2020/21_Check Originality Class_PG_SAM Tri...	Sam Trinidad Instructor	Active	10-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: 2015/17_SEM2_Marketing Essentials_010_MO0001027			
Info	Dates		Similarity
010 Coursework (1000 words)		Start: 20-Feb-2017 7:45PM Due: 17-Mar-2017 11:50PM Post: 26-May-2017 12:50AM	

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**

The screenshot shows the 'Submit: Single File Upload' form. It has a title bar with 'Submit: Single File Upload' and 'STEP 1 of 3'. The form contains several input fields: 'First name', 'Last name', and 'Submission title'. A red bracket groups the 'First name' and 'Last name' fields with the annotation 'Your First and Last name should appear automatically'. A red arrow points to the 'Submission title' field with the annotation 'Type your SID here'. Below these fields is a section titled 'What can I submit?' with three options: 'Choose from this computer', 'Choose from Dropbox', and 'Choose from Google Drive'. A red bracket groups these options with the annotation 'Locate your Assignment File'. At the bottom of the form, there are two buttons: 'Upload' (highlighted with a red circle) and 'Cancel'.

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

The screenshot shows the 'Submit: Single File Upload' confirm box. It has a title bar with 'Submit: Single File Upload' and 'STEP 2 of 3'. The main heading is 'Please confirm that this is the file you would like to submit...'. Below this is a preview of the document, which is a 'Submission title' page. To the left of the preview, there is a list of details: 'Author: Tunde Student', 'Assignment title: Math Stat 1', 'Submission title: 90/95/1', 'File name: Chapter One.docx', 'File size: 121.71K', 'Page count: 8', 'Word count: 1021', and 'Character count: 1021'. At the bottom of the form, there are two buttons: 'Confirm' (highlighted with a red circle) and 'Cancel'.

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



The screenshot shows a table with the following columns: No., Date, and Submit. The table lists five 'Check Originality Report' assignments, each with a 'Submit' button and a 'View' button.

No.	Date	Submit
Check Originality Report - Slot 1	Start: 05-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM End: 31-Aug-2017 12:00AM	Submit View
Check Originality Report - Slot 2	Start: 05-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM End: 31-Aug-2017 12:00AM	Submit View
Check Originality Report - Slot 3	Start: 05-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM End: 31-Aug-2017 12:00AM	Submit View
Check Originality Report - Slot 4	Start: 05-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM End: 31-Aug-2017 12:00AM	Submit View
Check Originality Report - Slot 5	Start: 05-Mar-2017 0:00PM Due: 31-Aug-2017 11:59PM End: 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 4:59 pm (local 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

9. 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>

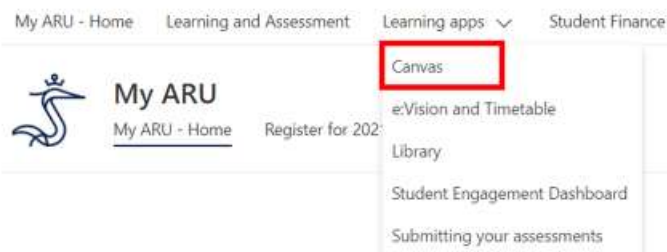
Login to Canvas Options

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:

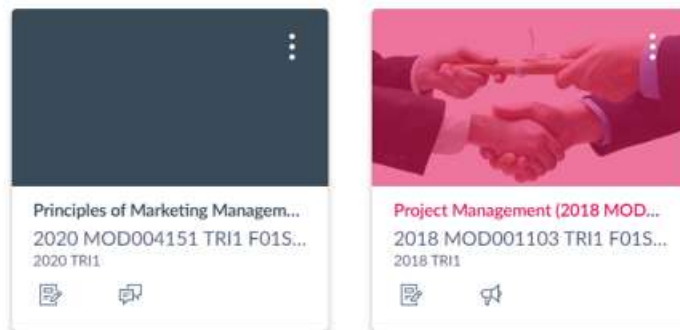
Students: abc123@student.aru.ac.uk or
abc123@pgr.aru.ac.uk

Staff: abc123@aru.ac.uk

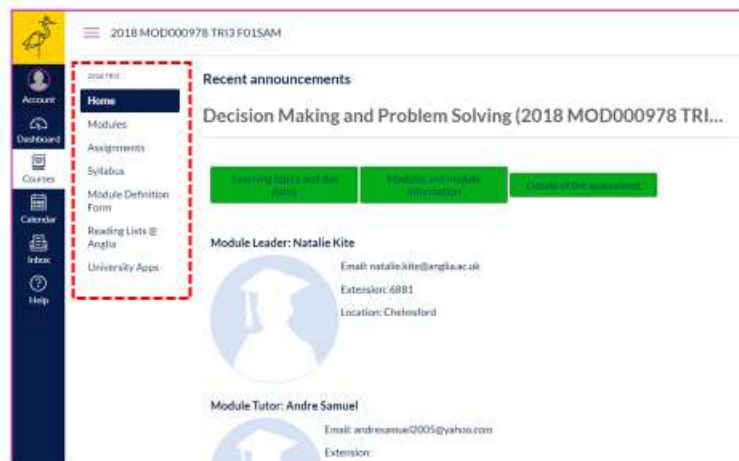
Only our students, staff and authorised visitors may use these facilities. By logging in on this computer you indicate your awareness of, and consent to, our University's terms and conditions of use. Copies of all relevant documents are available from our support desks.

Choose Your Module From Dashboard

Dashboard



Navigate to the Section of the Module



10. 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.

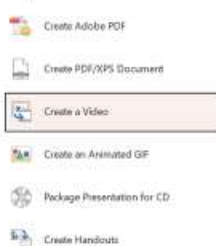


Turn on/off Video based on your preference

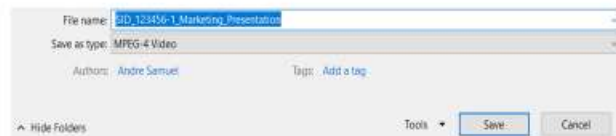
2. Save the Narrated Presentation as Video

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

Export



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



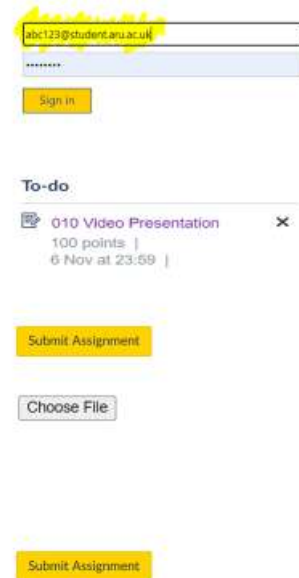
- Click **Save**

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 your 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



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

11. 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>

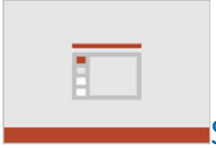
Helpful features in POWERPOINT



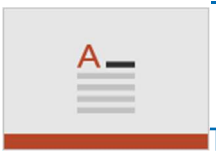
[Quick start](#)



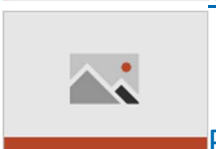
[Intro to PowerPoint](#)



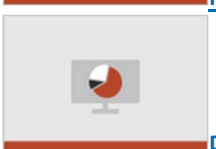
[Slides & layouts](#)



[Text & tables](#)



[Pictures & graphics](#)



[Present slideshows](#)



[Animation, video & audio](#)