

Solent Online Learning (SOL)

SOL for External Examiners

Getting into SOL

To access Solent Online Learning (SOL), open an internet browser and type learn.solent.ac.uk in the address bar. This will take you to the log-in page.

Enter the username and password - press enter or click **Log in**.

Finding your modules

You should already be attached to any modules that you need. They will show up in the list in the middle of your personal front page. If you can't see a module that you think you should have access to, you should get in touch with your Solent University contact or Quality qa@solent.ac.uk who can get you added to them.

To visit a module, click on its name in the list and you will be taken to it.

The screenshot shows the Solent Online Learning (SOL) user interface. At the top, the page title is "Solent Online Learning". The user is logged in as "succeed@solent". The main content area is divided into several sections:

- Upcoming Events:** A calendar entry for "Using lecture capture software to support effective learning & teaching" on Thursday, 10 November, from 12:00 PM to 1:00 PM.
- Messages:** A section indicating "No messages waiting".
- Current Pages:** A list of modules. The first module is "Narrative Technique (CUP302)" with a start date of 26-09-2016. Below it, there is a notification "There are new forum posts". The second module, "Introduction to Video (CUP300)", is highlighted with a green box and also has a start date of 26-09-2016.
- Study Guides:** A sidebar menu with various links including "succeed@solent Homepage", "Research skills", "Online submission", "Passing exams", "Managing your learning", "Dissertations", "Writing strategies", "Reflective thinking and writing", "Referencing and plagiarism", "Working in groups", "Using tutor feedback", "Critical thinking", and "Literature reviews".

The module page

The name of the module and the module code is in red at the top of the page. The **Module Descriptor** link, if required, is directly underneath the module name along with a number of tabs. Click on the **Assessment** tab and you will see the **Moderation (External Examiners) Private Folder** (in grey) near the top of the page.

Home ► School of Media Arts and Technology ► CUP300 ► Assessment

Administration

- Course administration
 - Turn editing on
 - Edit settings
 - Users
 - Filters
 - Reports
 - Grades
 - Gradebook setup
 - Badges
 - Backup

Introduction to Video (CUP300)
(Start Date: 26-09-2016)

Unit Descriptor

Overview **Assessment** Supporting materials Learning community Learning journey

Weekly Indicative Schedule Other Resources Glossary Lynda Tutorials

Moderation (External Examiners) Private Folder

This should contain resources that will help you. They are split between three folders; All briefs and peer reviews, Resit samples and Internal Moderation Records and Samples and Internal Moderation Records. For example:

Moderation (External Examiners) Private Folder

- All briefs and peer reviews
 - CUP300 AE1 PEER REVIEW 2016.pdf
 - CUP300 AE2 PEER REVIEW 2016.pdf
 - CUP300 Introduction to Video - AE1-Project-2016-17.pdf
 - CUP300 Introduction to Video - AE2-Critical Reflection-2016-17.pdf
- Resit samples and Internal Moderation Records
- Samples and Internal Moderation Records

How to access the assignments needed for moderation

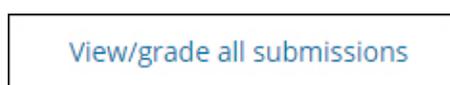
You will be informed by your course team which assessments you are required to moderate.

In order to access the assignments, you need to:

1. Go back into the assessments tab. Click on the **Solent Online Learning Assignment Link**. For example, in the image below, the link is titled **CUP300 AE1 Video Production**.



2. You are now in 'Grading Summary'. Click on the link **View/grade all submissions**.



3. You are now in the table of submissions. Tutors can provide feedback in different ways but our recommended advice is for the grade and feedback to sit within SOL. However, some tutors may add feedback with the Turnitin system. In the images below, you will see the students name, the submission status, the grade (1) and the file submission (2). To see feedback, either files and/or comments, use the scrollbar at the bottom of the table to scroll across horizontally (3).

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback
<input type="checkbox"/>		Daisy Dolittle	daisy.dolittle@solent.ac.uk	Submitted for grading Released	A1		Friday, 4 November 2016, 10:39 AM	55667788-UNT123.docx Turnitin ID: 61382778 100%	Comments (0)	Monday, 14 November 2016, 1:56 PM	
<input type="checkbox"/>		John Christopher Higgins	help@solent.ac.uk	Submitted for grading Released	C1		Friday, 4 November 2016, 10:43 AM	55667788-UNT123.docx Turnitin ID: 61458887 100%	Comments (0)	Friday, 4 November 2016, 11:17 AM	

You will see feedback files (4) and feedback comments (5) (if used).

To access Turnitin, you can click on the percentage icon which will take you to the similarity report (6) and the blue pencil icon which will take you to GradeMark (7) which may show you some extra inline comments on the paper and some comments made within Turnitin direct.

Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback files	Feedback comments	Final grade
		Friday, 4 November 2016, 10:39 AM	55667788-UNT123.docx Turnitin ID: 61382778 100%	Comments (0)	Monday, 14 November 2016, 2:17 PM	Feedback_Participant_123456.docx	Excellent piece of work.	A1
		Friday, 4 November 2016, 10:43 AM	55667788-UNT123.docx Turnitin ID: 61458887 100%	Comments (0)	Friday, 4 November 2016, 11:17 AM		Good work but needs improvements.	C1

If a larger piece of text has been typed into the 'Feedback comments', click the magnifying glass to see more.

Feedback comments

Excellent piece of work. You did well to identify the relevant management

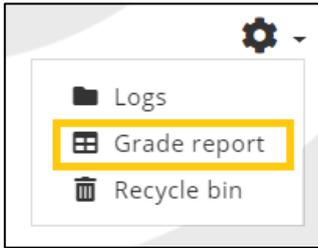
External Examiner module feedback form

A new feedback 'form' for you to complete has been created to replace the former Word document. This can be accessed through the instructions in the link below.

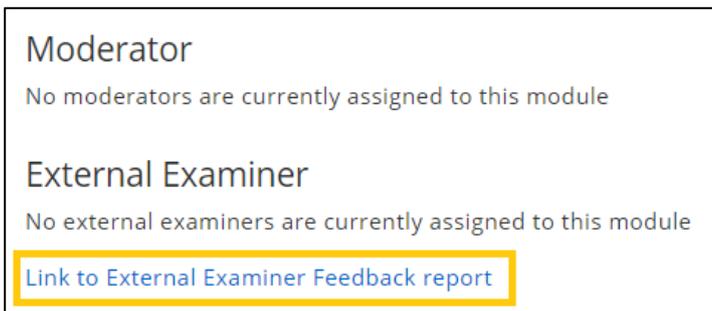
<https://learn.solent.ac.uk/mod/book/view.php?id=1543347>

Navigate to the module page you need to moderate, then:

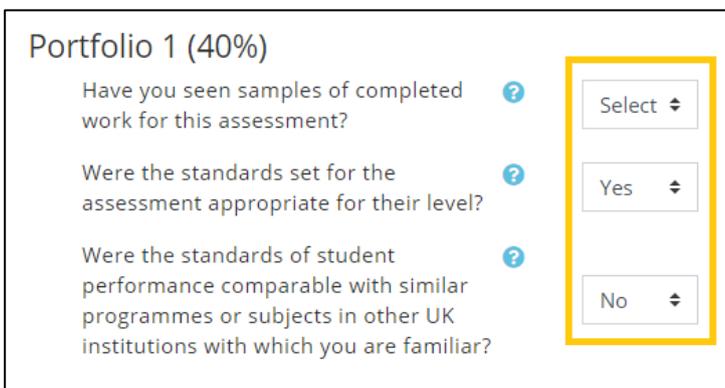
1. Click the settings cog, top right of the page and click 'Grade report'



2. Click the link to navigate to the EE Feedback form:



3. Fill in the form for the assignment you wish to moderate and add any comments in the comments section.
Note: You must select either 'Yes' or 'No' for each assignment to be able to submit the form:

A screenshot of a moderation form for 'Portfolio 1 (40%)'. It contains three questions, each with a question mark icon to its right. The questions are: 'Have you seen samples of completed work for this assessment?', 'Were the standards set for the assessment appropriate for their level?', and 'Were the standards of student performance comparable with similar programmes or subjects in other UK institutions with which you are familiar?'. To the right of each question is a dropdown menu. The dropdown menus are highlighted with a yellow rectangular box. The first dropdown shows 'Select', the second shows 'Yes', and the third shows 'No'.

4. If you have not finished moderating all assessment for the module, click 'Save changes':

A screenshot of a form. At the top, there is a checkbox that is currently unchecked, followed by the text 'I have completed this form wish to submit it.' and a question mark icon. Below this, there are two buttons: 'Save changes' and 'Cancel'. The 'Save changes' button is highlighted with a yellow rectangular box.

5. When you have finished moderating all assessments, click tick the box the submit the form before saving the changes:

I have completed this form wish to submit it. [?](#)

Are you sure you have finished filling in the form? Ticking this box will lock the form and prevent further editing.

Save changes

Cancel

6. When the form is submitted, an email will be sent to the module leader and Student Registry with the details of the form. If you have indicated that you were not happy with the marking of this module, then a copy will also be sent to the Quality team.

Once completed and ‘sent’ through SOL, an email is sent to Student Registry and the module leader detailing as per the example below. If you indicate a No to any of the questions, then a copy will also be sent to the Quality team.

This module report should not be confused with the formal end of year report that is sent directly to the Quality Management Team.

If you have any questions with regards this please do not hesitate to contact us.

EXAMPLE

Subject: Action required: EE moderation for ABC123 11/07/2018 - 5/07/2019

External examiner: tutora tutora

Submitted by: tutora tutora

Assignment - Essay 1 (100%)

Have you seen samples of completed work for this assessment? - Yes

Were the standards set for the assessment appropriate for their level? - Yes

Were the standards of student performance comparable with similar programmes or subjects in other UK institutions with which you are familiar? – Yes

Assignment - Project 1 (50%)

Have you seen samples of completed work for this assessment? - Yes

Were the standards set for the assessment appropriate for their level? - No

Were the standards of student performance comparable with similar programmes or subjects in other UK institutions with which you are familiar? – Yes

Comments:

Comments More comments

Please contact your external examiner, your course leader and the Quality team about the negative outcome(s).