

Getting into SOL

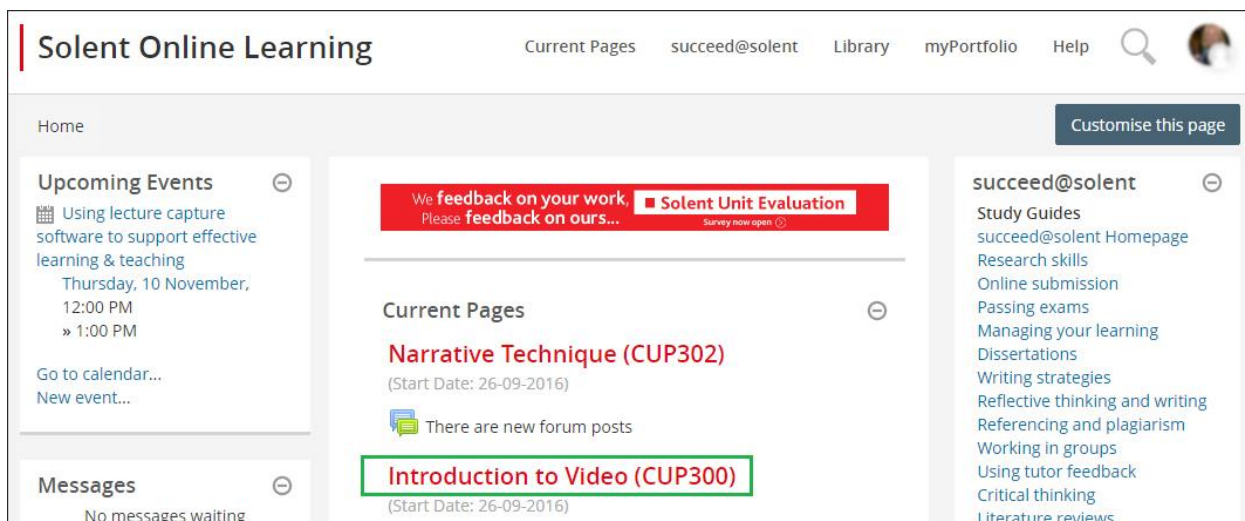
To access Solent Online Learning (SOL), open an internet browser and type **learn.solent.ac.uk** in the address bar. This will take you to the log-in page.

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

Finding your units

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

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



The screenshot shows the Solent Online Learning homepage. At the top, there is a navigation bar with 'Solent Online Learning' on the left and 'Current Pages', 'succeed@solent', 'Library', 'myPortfolio', 'Help', a search icon, and a user profile icon on the right. Below the navigation bar, there is a 'Home' section with a 'Customise this page' button. The main content area is divided into three columns. The left column contains 'Upcoming Events' (with a calendar icon and details for a lecture capture software session on Thursday, 10 November, 12:00 PM) and 'Messages' (with 'No messages waiting'). The middle column features a red banner for 'Solent Unit Evaluation' with the text 'We feedback on your work, Please feedback on ours...' and a 'Survey now open' link. Below this is the 'Current Pages' section, which lists 'Narrative Technique (CUP302)' (Start Date: 26-09-2016) and 'Introduction to Video (CUP300)' (Start Date: 26-09-2016). The right column contains the 'succeed@solent' menu with links to 'Study Guides', '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'.

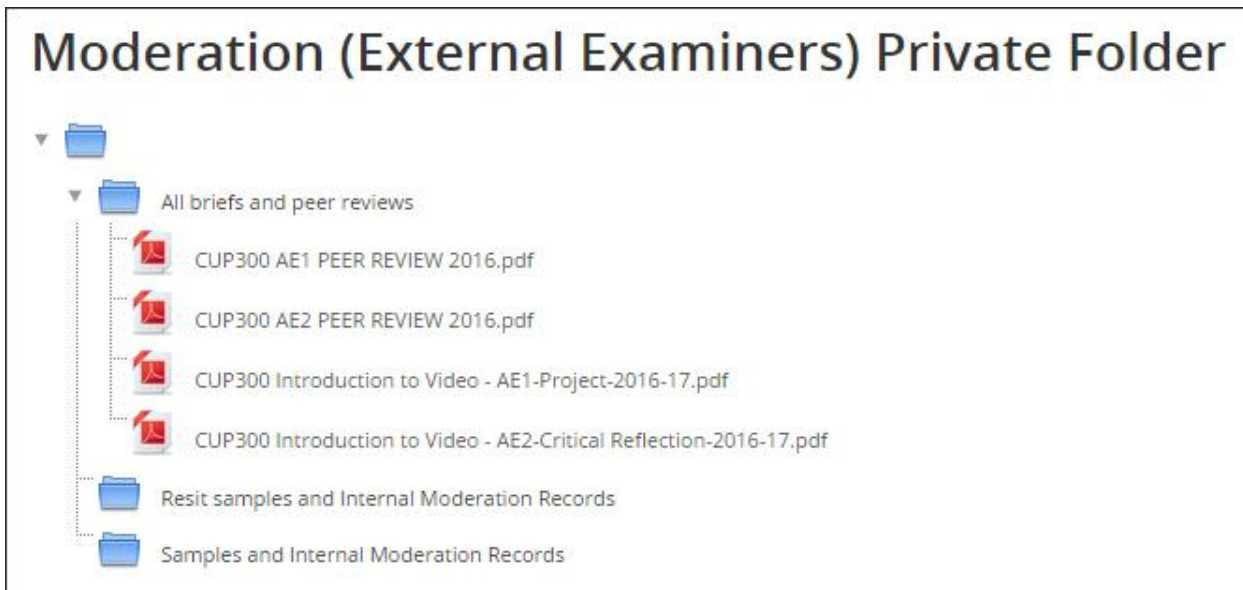
The unit page

The name of the unit and the unit code is in red at the top of the page. The **Unit Descriptor** link, if required, is directly underneath the unit 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.



The screenshot shows the unit page for 'Introduction to Video (CUP300)'. The breadcrumb trail at the top reads 'Home > School of Media Arts and Technology > CUP300 > Assessment'. The left sidebar contains an 'Administration' menu with options like 'Course administration', 'Turn editing on', 'Edit settings', 'Users', 'Filters', 'Reports', 'Grades', 'Gradebook setup', 'Badges', and 'Backup'. The main content area displays the unit name 'Introduction to Video (CUP300)' in red, followed by '(Start Date: 26-09-2016)'. Below this is the 'Unit Descriptor' section with a horizontal tabbed interface. The tabs are 'Overview', 'Assessment', 'Supporting materials', 'Learning community', and 'Learning journey'. The 'Assessment' tab is selected and highlighted with a green box. Below the tabs, there are links for 'Weekly Indicative Schedule', 'Other Resources', 'Glossary', and 'Lynda Tutorials'. At the bottom of the page, there is a link for 'Moderation (External Examiners) Private Folder' highlighted with a green box.

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:



How to access the assignments needed for moderation

You will be informed by the Assessment 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 1	Edit	Friday, 4 November 2016, 10:39 AM	55667788-UNT123.docx 2 Turnitin ID: 61382778 100%	Comments (0)	Monday, 14 November 2016, 1:56 PM	Exai
<input type="checkbox"/>		John Christopher Higgins	help@solent.ac.uk	Submitted for grading Released	C1	Edit	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
	Edit ▾	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
	Edit ▾	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