

# Introductory Guide to Student Portal

**London School of Commerce  
&  
School of Business and Law**

IT Department  
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# What is in STUDENT PORTAL?

Student Portal is a Learning Management System or a Virtual Learning Environment which allows students and staff to access learning materials over the web. LSC/SBL portal allows students and staff to access course materials, timetables, assignments, exam results and all other important information relating to Course Outlines, Attendance, Visa Fact-sheets, Quality Assurance, Exams, Library and IT. Students can also request letters for bank, travel etc.. through the portal.

The student portal is the hub of all information.

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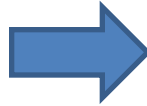
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[www.lsclondon.co.uk/student/studentmanual.pdf](http://www.lsclondon.co.uk/student/studentmanual.pdf)

# 1. Logging on to the Student Portal

To access your **STUDENT PORTAL** go to your school website as follows:



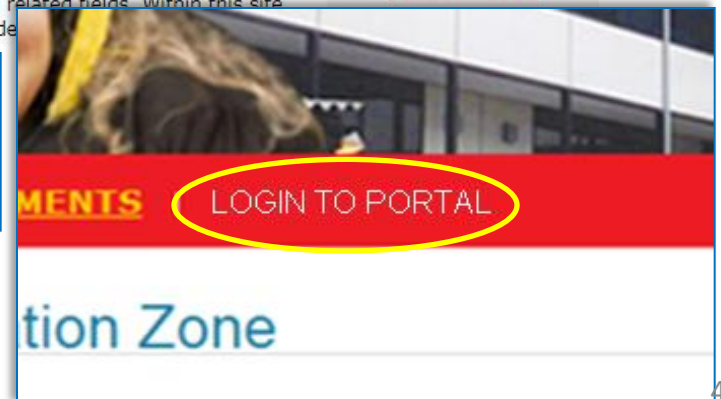
[www.lsclondon.co.uk/student](http://www.lsclondon.co.uk/student)  
[www.sbllondon.co.uk/student](http://www.sbllondon.co.uk/student)



## Welcome to LSC Student Information Zone

Welcome to the **Student Information Zone!** This site is meant to serve as a source of information and a point of contact for students and their interest in related fields. Within this site you will find information and activities that are geared towards students.

Once you are on the school website click on **LOGIN TO PORTAL** link.



# 1.1. User details.

The screenshot shows the LSC SBL Student Portal login interface. At the top left is the LSC SBL London London logo. At the top right, it says "You are not logged in." with a "Login" button and a user icon. Below this is a green navigation bar with a home icon, the word "Student", and the date "Friday 03 September 2010". A secondary bar contains "Portal > Login to the site" and a language dropdown set to "English (en)".

The main content area is split into two columns: "Returning to this web site?" and "Is this your first time here?". The "Is this your first time here?" column contains a "Students:" section with the instruction "Please enter your StudentID as a username. Then your own password." Below this is a login form with fields for "Username" (containing "9999nnnn9999") and "Password" (masked with dots). A red oval highlights these fields. A "Login" button is to the right of the password field. Below the form is a link: "Forgotten your username or password?" with a button "Yes, help me log in".

Annotations include a blue box on the left with login instructions, a yellow warning triangle with an exclamation mark, and a blue arrow pointing to the "Students:" section.

**To logon to the STUDENT PORTAL , username is your Student ID Number and your initial password is: Password123.**  
*(Please note P is a capital letter and there is a dot at the end).*

**Students:**  
Please enter your StudentID as a username. Then your own password.

Username

Password

Forgotten your username or password?

## 1.1.1 Setting up my new password

When you login the first time, the student portal will prompt you to change your password (as shown below)

Change password

Username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

Current Password\*

New password\*

New password (again)\*

Save changes Cancel

There are required fields in this form marked\*.

Please read the instructions carefully to change your password and **save changes**.

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

## 1.2. I forgot my student portal password.

*If you have forgotten your portal password, please follow the steps.*

Forgotten your username or password?

Yes, help me log in

1

Click on **Yes, help me log in** link on the login page, go to step **No 2**.

Student Email Friday

Portal > Login > Forgotten password

Please enter your **school email address** in 'Email address' box shown below and then click OK.

This will send an email to your school email address with a link to confirm your request to change the password. By clicking on the link in your email you will receive a new email with your new password details.

STUDENTID@student.lsc london.co.uk  
STUDENTID@student.sbl london.co.uk

Forgotten password

Email address

OK Cancel

2

Enter your student email address. "Your student email address is printed on the front of your Student ID Card" go to step **No 3**.

Forgotten password

If you supplied a correct username or email address then an email should have been sent to you. It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

After you have entered your student email address, Please read the instructions and click **continue**, go to step **No 4**.

Continued...

3

Continue

## 1.2. I forgot my student portal password.. continued

Check your student email account as you will receive an automated email from Moodle Admin. In this email you will get a link to request a new password, Please read the instructions carefully and click on the link. go to step **No 5.**

message were removed.

admin.moodle@lsclondon.co.uk] Sent: Tue 13/07/2010 1

e

: Change password confirmation

4

(you) has requested a new password for your account on 'Student Portal'.  
and have a new password sent to you via email, go to the following web address:  
[lsclondon.co.uk/resources/login/forgot\\_password.php?p=L6EJaNegLpL551W&s=fguerrero](http://lsclondon.co.uk/resources/login/forgot_password.php?p=L6EJaNegLpL551W&s=fguerrero)  
grams, this should appear as a blue link which you can just click on. If that doesn't work,  
e the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin  
admin

**Forgotten password**

Thank you for confirming the change of password. An email containing your new password has been sent to your address at **idnumber@student.lsclondon.co.uk**  
The new password was automatically generated - you might like to change your password to something easier to remember.

Once you click **continue** you will receive another email with your new password. go to step **No 6.**

Continue

5



# 1.2. I forgot my student portal password.. continued

**Student Portal: Changed password**  
Admin User [admin.moodle@lsclondon.co.uk]  
Extra line breaks in this message were removed.  
Sent: Sat 04/09/2010 14:07  
To: Username

Hi Student Name,

Your account password at 'Student Portal' has been reset and you have a temporary password.

Your current login information is now:  
username: **Username**  
password: **z8yr1eiA**

Please go to this page to change your password:  
[http://portal.lsclondon.co.uk/resources/login/change\\_password.php](http://portal.lsclondon.co.uk/resources/login/change_password.php)

In most mail programs, this should appear as a blue link which you can click. If the link doesn't work, then cut and paste the address into the address line at the top of your browser window.

Cheers from the 'Student Portal' administrator

**6**

**Returning to this web site?**  
Login here using your username and password (Cookies must be enabled in your browser) ?

Username 9999nnnn9999  
Password .....  
Login

**7**

**Change password**  
Username  
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

Current Password\* .....  
New password\* .....  
New password (again) .....

**8**

Please read the instructions carefully to change your password and **save changes**.

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

ids in this form marked\*.

9

Copy your new password from the email sent by the Admin User and click on the Link **change\_password**, go to steps **No 7 and 8**.

Type your new password and click **Login button**.

Please read the instructions carefully to change your password and **save changes**.

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

## 2. My courses

Once you have logged on you will be able to access the following:

Course outlines, lecturer resources, assignments and materials, timetables, biometric attendance data, FAQs and many more.

The screenshot shows the LSC/SBL Student Portal interface. At the top, there is a navigation bar with links for General Info, Course Info, Registry, Exams, Library, Accounts, and IT. The date is Thursday 07 February 2013. The user's name is visible in the top right corner.

The main content area is divided into several sections:

- Personal:** Fullname details, Telephone details, Email details, Address details, Next of Kin details, Friend or Relative details.
- Academic:** Programme: MBA, Current Term: Nov 2012, Attendance: 71%, Balance: £0. This section is circled in red.
- Visa:** Expiry Date: N/A.
- FAQs:** IT Support, Student Services, Library, Registry, Exams, Accounts.
- Dear Student:** A message from Kelly Smith, Head Librarian, regarding a student library use survey.
- LSC/SBL Student Library Use Survey 2013 Link:** A link to the survey.
- My courses:** A list of courses including:
  - 201211-MBA2-MHC-Managing Human Capital (Teacher: David Hall, Rajendra Kumar, Daniel Stevens; Course Admin: Yehouenou Ernest)
  - 201211-MBA2-IMM-International Marketing Management (Teacher: Paul Reynolds; Course Admin: Yehouenou Ernest)
  - 201211-MBA2-IRM-Research Methodology (Teacher: ...)
- Calendar:** A calendar for February 2013, with the 7th circled in red.
- Messages:** No messages waiting.
- Latest News:** Updates from the City Business Library.

Red callouts and arrows point to specific elements:

- A blue box labeled "Your Overall Attendance" points to the "Attendance: 71%" field in the Academic section.
- A blue box labeled "Click here to see your upcoming activities and calendar." points to the "Calendar" widget.
- A blue box labeled "Click to open your courses." points to the "My courses" list.

If you have any difficulties viewing your courses, please inform your course administrator as soon as possible.



## 2.1. Where to find my timetable.

To check your Timetable, follow the steps on this page.

**1** Click on any course of your current term.

**2** Click on Administration/My Timetable link.

**3** List of timetables available.

**4** Select your Timetable and click on Download button.

**My courses**

201008-BABM5-BRA-Business Research Analysis  
Business Research Analysis  
Teacher: Stephen Malone  
Course Admin: Joseph Witts

201008-BABM5-SM-Strategic Management  
Teacher: Mervyn Sookun  
Course Admin: Joseph Witts

**Activities**

- Assignments
- Forums

**Search Forums**

Advanced search ?

**Administration**

- Profile
- My Attendance
- My Results
- My Timetable

**Main Menu**

- Site news
- List of timetables available.

Click here for Aug 10 timetable.

**Aug10 STM/SBL Timetables**

Interviews

Download

- Interviews
- MSc(MC)2
- PhD
- Pre Int
- Prog Comm
- SBL BA1,A
- SBL BA1,B
- SBL BA2,A
- SBL BA2,B
- SBL BA3
- SBL BA4
- SBL BA5
- SBL BA6
- SBL BSc(Acct)1
- SBL BSc(Acct)2
- SBL BSc(Acct)3
- SBL BSc(Acct)4
- SBL BSc1,2
- SBL BSc3,4
- SBL BSc5
- SBL BSc6

**Screenshot of Timetable**

http://portal.lscclondon.co.uk/timetables/lscstm/aug10.php?group=SBL+BA6 - Windows Intern...

http://portal.lscclondon.co.uk/timetabl

File Edit Go To Favorites Help

x Google Search

http://portal.lscclondon.co.uk/timetables/lsc...

1 / 2 68.1%

School of Technology and Management / School of Business and Law  
Timetable: August 2010 to November 2010  
SBL/STM BA Semester 6

Week Commencing	Monday	Tuesday	Wednesday	Thursday
09/08/10	09:00 - 09:30 09:45 - 11:15 11:30 - 13:00 14:00 - 15:30 15:45 - 17:15	Grading-WorkshopGUM	Grading-WorkshopGUM	CF (PHYS) MK
16/08/10	09:00 - 09:30 09:45 - 11:15 11:30 - 13:00 14:00 - 15:30 15:45 - 17:15		SQM (MS) AAV	
23/08/10	09:00 - 09:30 09:45 - 11:15 11:30 - 13:00 14:00 - 15:30 15:45 - 17:15	SQM (MS) AAV	BR (Dwa) (CHOB) AAV	CF (PHYS) MK
30/08/10	09:00 - 09:30 09:45 - 11:15 11:30 - 13:00 14:00 - 15:30 15:45 - 17:15	SQM (Seminar) [C] (MS) AAV	BR (Dwa) (CHOB) AAV	CF (Seminar) [C] (PHYS) MK
06/09/10	09:00 - 09:30 09:45 - 11:15 11:30 - 13:00 14:00 - 15:30 15:45 - 17:15		SQM (MS) AAV	
13/09/10	09:00 - 09:30 09:45 - 11:15 11:30 - 13:00 14:00 - 15:30 15:45 - 17:15	SQM (MS) AAV	CHR (MS) AAV	BR (Dwa) (PHYS) MK
	09:00 - 09:30 09:45 - 11:15 11:30 - 13:00 14:00 - 15:30 15:45 - 17:15	SQM (Seminar) [C] (MS) AAV	BR (Dwa) (MS) AAV	CF (Seminar) [C] (PHYS) MK

Unknown Zone | Protected Mode: On

## 2.2. My course resources.

In your course resources, you will be able to:

❖ Download your course outlines and lecturer resources.

❖ Check your attendance for individual courses.

❖ Check your student profile.

❖ Check your assignments and exam results.

❖ Submit and resubmit assignments in TURNITIN.

The screenshot displays the LSC SBL student portal. At the top, the LSC SBL London logo is visible on the left, and 'Student Name' with 'Update profile' and 'My co' links is on the right. A green navigation bar contains 'Home', 'Timetables', 'Student', 'Forms', 'Accounts', 'Departments', and 'Help'. Below this, the current course is identified as 'Portal > 201008-BABM5-BRA'. The main content area is divided into several sections: 'Activities' (Assignments, Forums), 'Search Forums' (with a search box and 'Go' button), 'Administration' (Grades, Profile, Attendance), and 'My courses' (listing 201008-BABM5-B Business Research, 201008-BABM5-C Globalization and, and 201008-BABM5-S Management). The 'Topic outline' section lists 'News forum', 'Lesson No 1', 'Lesson No 2', 'Lesson No 3', 'Assignment Submission', and '201008-BABM5-BRA-Assignment'. A red circle highlights the 'Lesson No 2' folder, and a red arrow points from it to a text box. Another red circle highlights the 'Administration' section, with a blue arrow pointing to it from the text box. A third red circle highlights the 'Grades', 'Profile', and 'Attendance' links within the 'Administration' section.

Download from here your course resources and lectures.

## 2.3. My course attendance.

Within each course, click on the **Attendance** Link which will allow you to see your biometric attendance for that subject.

The screenshot shows the LSC SBL user interface. On the left, there is a navigation sidebar with sections: 'Administration' (containing Profile, My Attendance, My Results, My Timetable, My University Login), and 'My courses' (listing 201208-MBA1-FAM-Financial Analysis & Management, 201208-MBA1-MM-Marketing Management, and 201208-MBA1-MSE-). The 'My Attendance' link is circled in red. A red arrow points from this link to the main content area. A blue callout box with the text 'Click on My Attendance' is positioned over the link. The main content area displays the 'My Attendance' page for course 201211-MBA2-MHC. It includes a header, a note about biometric attendance, a table of attendance records, and a summary at the bottom.

**My Attendance**

Attendance of current day is not reflected to the information shown below. If you think you have been marked as Absent wrongly, please [click here](#) to see more details.

**ATTENDANCE**

Student ID : Student ID  
Fullname : Fullname

Term : Nov 2012 - Feb 2013  
Course : MBA2-MHC  
Subject : Managing Human Capital

	LECTURE DATE	TYPE	START	FINISH	LOCATION	FP-ST	ATTENDANCE	COMMENTS	SESSION
1	Wednesday, 05/12/2012	L	09:45	11:15	PH41	10:41	Present		MOR
2	Wednesday, 05/12/2012	L	11:30	13:00	PH41	11:43	Present		AM
3	Wednesday, 19/12/2012	L	14:00	15:30	PH41	14:47	Present		PM
4	Wednesday, 19/12/2012	L	15:45	17:15	PH41	16:02	Present		EVE
5	Tuesday, 08/01/2013	L	14:00	15:30	PH41	15:00	Present		PM
6	Tuesday, 08/01/2013	L	15:45	17:15	PH41	15:51	Present		EVE
7	Wednesday, 16/01/2013	L	09:45	11:15	ADTRM	11:00	Present		MOR
8	Wednesday, 16/01/2013	L	11:30	13:00	ADTRM	12:10	Present		AM
9	Wednesday, 16/01/2013	L	14:00	15:30	PH41	14:37	Present		PM
10	Wednesday, 16/01/2013	L	15:45	17:15	PH41	15:48	Present		EVE
11	Wednesday, 16/01/2013	L	14:00	15:30	PH41	14:21	Present		PM
12	Wednesday, 16/01/2013	L	15:45	17:15	PH41	15:45	Present		EVE
13	Wednesday, 06/02/2013	L	09:45	11:15	PH41	10:58	Present		MOR
14	Wednesday, 06/02/2013	L	11:30	13:00	PH41	11:32	Present		AM

**NET ATTENDANCE :** 100% for this particular subject.

## 2.4. Checking my exam results or grades.

Within each course, click on the **Grades** Link, to see your marks/grades for your assignment and exam. (Grades can only be seen once the results have been published)

**Administration**

- Profile
- My Attendance
- My Results**
- My Timetable
- My University Login

**My Results**

**Admin note**

Passed outstanding balance rule

Cohort hasn't been hidden

Results are officially out

*All the icons above must be 'green ticks' for student to be able to see the results. Since you're the admin user, you'll see the results.*

PLEASE READ

**RESULTS**

Exams Department

Student ID : B0264MIMI0812  
 Fullname : Aamir Sultan

Term : Nov 2012 - Feb 2013  
 Course : Master of Business Administration  
 Progress Path :  
 My Timetable :

**INFORMATION:**

Your marks for 201211-MBA2-MHC haven't been set yet. Please try again later.

**Guide to Grades**

DI (Distinction)	: 70%+
CR (Credit Pass)	: 60%-69%
PS (Pass)	: 40%-59%
FL (Fail)	: <40%
FD (Fail Disciplinary)	: Fail due to plagiarism
TBC (To be confirmed)	: Result pending further information
*	: Mitigating circumstances

# 3. Submitting my assignments /dissertation

By clicking on the **course** Link you will be able to see your **Assignments Submission** link, To submit your assignment click on the link and then click **SUBMIT**. Please follow the steps as shown on the right.

Click on **Assignment** link in **Assignment Submission** section to submit and resubmit online your assignments in TURNITIN.

The screenshot shows a course page with the following elements:

- Step 1:** A yellow box with the number '1' points to the 'Assignment Submission' link in the course navigation menu.
- Step 2:** A yellow box with the number '2' points to the '[SUBMIT]' button in the assignment details section.
- Step 3:** A yellow box with the number '3' points to the 'Submit' button in the assignment details table.

Assignment details shown in the table:

	START	DUE	POST	STATUS	ACTIONS
201008-BABM5-SM-Assignment					Expand this assignment
PAPER	18-08-10 3:10PM	05-11-10 11:59PM	26-01-11 12:00AM	This assignment has not yet been completed.	Show details <input type="button" value="Submit"/>

Please note If you have not paid your fees, you will not able to submit assignments.



## 3.1. How to upload and submit my files.

**4**

Click Upload

Browse the file and type in your **Student ID NUMBER in the box submission title.**

Requirements for file upload:  
 The file must be less than 20 MB  
 File Types allowed are: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

Please be aware you are uploading the right document for the right assignment!!.

Please make sure that the Preview Paper shown in the screen is for the right course. Otherwise, **click on return to upload page.**

**5**

Click submit



## 3.2. Submission Receipts

### Online digital receipt

This is the online confirmation receipt for your submitted assignment. You will also receive a confirmation via your *school email account*. This will show you the **Paper ID** of your submission. Please keep these receipts as proof of your submissions, *it may be required at anytime*.

Now viewing: Home > LSC MBA Semester 1B: MFP

class portfolio

You have successfully submitted this paper. Below is a copy of your TurnitinUK Digital Receipt.

paper title: DISSERTATION SUBMISSION

paper ID: 5487170

author: 9999NNNN9988, 9999NI

turnit in UK

go to portfolio

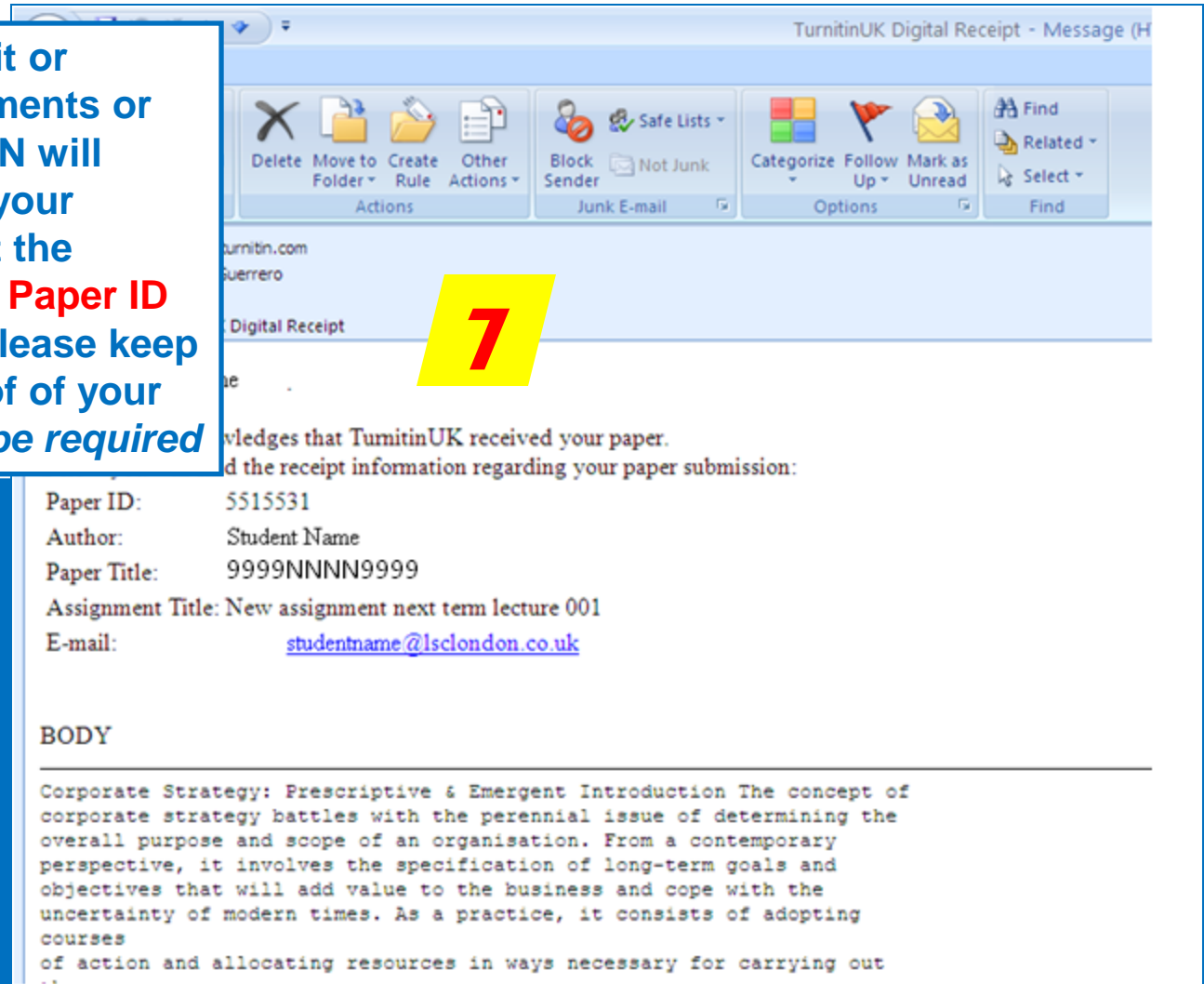
6

SO...AGEMENT Human Resources Management theory nowadays has different impacts according to  
of r... due to it is not possible to think about what of all of these are the best in order to develop people or  
, c... guarantee the success of the companies for achieving all their strategic goals, taking into account these  
ere are some very important theories which describe and make possible to clarify the way how it is possible. HRM  
y century has had a great development and all their theories and authors have faced two main factors, the individual at  
e organisational goals and economic growth of the company. Although this idea works only for locating the topic in the  
alyse as HRM, mainly the human resources management is the administrative process by which companies apply  
ques and theories in order to recruit, selecting, training and developing the appropriate individual, as well as  
approaching people to the company in order to take advantage all their skills, knowledge and experience in function to obtain the  
best results to the company, we have to realize that this relation between individual and the organisation goes beyond this simple

## 3.3. Submission Receipts Via email

As soon as you submit or resubmit your assignments or dissertation, TURNITIN will automatically send to your student email account the confirmation with the **Paper ID** of your submission. Please keep these receipts as proof of your submissions, *it may be required*

Sometimes due to heavy volume of assignments or dissertations, there may be a delay in receiving the confirmation in your email account.



TurnitinUK Digital Receipt - Message (H

Delete Move to Folder Create Rule Other Actions Block Sender Not Junk Junk E-mail Categorize Follow Up Mark as Unread Options Find Related Select Find

turnitin.com  
Guerrero

Digital Receipt

7

acknowledges that TurnitinUK received your paper.  
and the receipt information regarding your paper submission:

Paper ID: 5515531  
Author: Student Name  
Paper Title: 9999NNNN9999  
Assignment Title: New assignment next term lecture 001  
E-mail: [studentname@lsclondon.co.uk](mailto:studentname@lsclondon.co.uk)

BODY

Corporate Strategy: Prescriptive & Emergent Introduction The concept of corporate strategy battles with the perennial issue of determining the overall purpose and scope of an organisation. From a contemporary perspective, it involves the specification of long-term goals and objectives that will add value to the business and cope with the uncertainty of modern times. As a practice, it consists of adopting courses of action and allocating resources in ways necessary for carrying out

## 3.4. How to access my assignment or dissertation plagiarism or originality report.. continued

The screenshot shows a student portal with a green navigation bar at the top containing 'Timetables', 'Student', 'Forms', 'Accounts', and 'Departments'. Below this, the page title is 'Portal > 201008-BABM5-BRA'. On the left, there are several widgets: 'Activities' with 'Assignments' and 'Forums' links, 'Search Forums' with an 'Advanced search?' button, and 'Administration' with a 'Grades' link. The main content area is titled 'Topic outline' and lists 'Lesson No 1', 'Lesson No 2', and 'Lesson No 3'. A yellow callout '1' points to the 'Assignment Submission' link in the 'Administration' widget. Below this, a table shows assignment details. A yellow callout '2' points to the '[SUBMIT]' button in a pop-up window. A yellow callout '3' points to the 'Show details' button in the table. A blue box at the bottom right of the screenshot says 'Click Show details'.

POST	STATUS	ACTIONS
20-03-10 12:00AM	This assignment has not yet been completed.	<a href="#">Expand this assignment</a> <a href="#">Show details</a>

Click on the **course** Link and then click on the **Assignments Submission** link, then click on **SUBMIT**. Please follow the sequence, you will be able to access your **Originality report in TURNITIN**.

The first time you submit your assignment or dissertation you will be able to see the Originality Report in approximately **15 to 30 minutes**. After that for every resubmission the Originality Report will take upto **24 HOURS**.

## 3.4. Checking my plagiarism or originality report.. continued

This Report will allow you to check the percentage of similarities between the contents of your assignments or dissertation with the Turnitin database ( Websites,books, journals, assignments, dissertations, libraries and any Online resource). Please make sure that you are using your references appropriately in order to avoid plagiarism.

*If you have any doubt please contact your Lecturer, Teaching Assistant or Supervisor for more details.*

### Overall Similarity Index,

- blue (no matching words)
- green (one matching word - 24% similarity index)
- yellow (25-49% similarity index)
- orange (50-74% similarity index)
- red (75-100% similarity index)

TEST ASSIGNMENT SUBMISSION

By 9999NNNN9999  
9999NNNN9999

12%

What's this?

mode: show highest matches together

8% match (Internet from 06/11/08)  
<http://www.pondiuni.org>

2% match (Internet from 09/01/10)  
<http://www.csun.edu>

2% match (publications)  
Philip R. Cateora. International Marketing. 13e, 2007

1% match (internet)  
<http://facultyweb.anderson.edu>

1% match (publications)  
Asia Pacific Journal of Marketing and Logistics, Volume 18, Issue 1 (2006-09-19)

6 1% match (Internet from 21/05/09)  
<http://www.wikieducator.org>

7 1% match (Internet from 23/06/09)  
<http://taddeo.emeraldinsight.com>

ACTIONS

Expand this assignment

Hide details

Resubmit

originality report grademark report download paper

12%

To see full detail, click **Originality Report icon.**

# 3.5. Checking my plagiarism or originality report through the document viewer.

- blue (no matching words)
- green (one matching word - 24% similarity index)
- yellow (25-49% similarity index)
- orange (50-74% similarity index)
- red (75-100% similarity index)

Originality GradeMark Download

Not Available View 0

**Overall Similarity Index**, click here to see your originality report available.

Originality GradeMark Download

8% 39 0

9%

Document Viewer

**New version**

1

2

9% 58

Primary Source View

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0510kmm1009 By Krishna Rudraraju

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Document Viewer

You have two different views to review your originality report as shown above. To get the view as shown in option 2 click on **Text Only Report** Button. To go back to the new viewer, click on **Document Viewer** Button.

Text-Only Report

Text-Only Report

- 1% match (Internet from 18/8/10) <http://www.innovalatio.net>
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## 3.6. Important Notice.

**Please note:** *In case you need to modify your work or you are not satisfied with your assignment, you are allowed to resubmit **before the deadline**. If you fail to do so, then once the deadline has passed, the system will automatically accept your latest uploaded assignment as your final document. Please be aware that for every resubmission, it will take **up to 24 hours for your originality report to appear**.*

*Do not leave it until the day of the deadline to resubmit your assignments. You will not have enough time to check your report and resubmit!*



**If you submit wrong assignments or dissertation then you will fail the subject(s).**

## 4. My messages

Student Portal allows you to send and receive messages from your lecturer and course administrator.

To see any messages just click the **Messages** link.

Please note messages on the portal are not synchronised with your student email. You need to check your student email at all times.

http://portal.lslondon.co.uk/ - Messages - Student Portal - ...

Contacts Search Settings

**Offline Contacts (1)**

Your Contacts

This page refreshes automatically every 60 seconds

Done Internet 120%

Saturday 11 September 2010

**Calendar**

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Messages**

No messages waiting  
Messages...

**Upcoming Events**

There are no upcoming events

Go to calendar...  
New Event...



## 5. Most Frequently Asked Questions (FAQS)

➤ **How can I login on to the student portal the first time?**

**Answer :** Go to your school website [www.lsclondon.co.uk/student](http://www.lsclondon.co.uk/student)  
[www.sbillondon.co.uk/student](http://www.sbillondon.co.uk/student)

Click on **Login to portal** Link and enter your user name and password, if this is the first time for you, your user name is your student ID Number and the initial password is **Password123**. please note that the password box is case sensitive and you **MUST** enter the password in this way (Please note that P is a capital letter and there is a DOT at the end). After that you will have the choice to go to your profile and change your password.

➤ **What to do if I forgot my Password?**

**Answer:** All that you have to do is to click on the “**Yes, help me log in**” link on the login page and enter either your username (Student ID Number) or student email account (do not enter both at the same time), After you have entered your details, Please read the instructions given on the screen and click on continue. Check in your student email account for the email sent by Admin User with the link to request a new password, please read carefully the instructions given in this mail and click on the link. The student portal will show you automatically the details where your new password will be sent. Click continue and open your student email account where your password has been delivered. After that you will have the choice to go to your profile and change your password.

➤ **How can I change my password?**

**Answer:** Once you log on to the student portal, click on your name, you will see on the screen the “**change my password**” button, click on it and set up a new password according to the following instructions The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), as an example Abcdefg1

➤ **What should I do if one of my courses is missing?**

**Answer:** Please notify your course administrator as soon as possible in order to fix this issue. She/he will inform you when it is ready for you to access.

➤ **When will I be able to submit my assignments?**

**Answer:** Before your assignment deadlines, your course administrator will send you an email informing you when the links to submit assignments in TURNITIN is ready. Please remember that if you have any outstanding fee you will not able to submit your assignment(s), Please pay your fees on time to avoid any late submissions.





## 5. Most Frequently Asked Questions (FAQS)

- **How many times am I allowed to submit and resubmit assignments before the deadline?**  
**Answer :** After the initial submission of the assignment or dissertation, students are allowed to resubmit their work any number of times prior to the deadlines. IT IS NOT POSSIBLE TO RESUBMIT ANY FILE THROUGH TURNITIN AFTER THE DEADLINE.
- **How long does it take to generate the first Originality report for each assignment?**  
**Answer:** When you submit the first time, the Originality Report will be generated between 15 to 20 minutes, see the *Originality Report slide*.
- **How long does it take to generate a new originality report after a resubmission?**  
**Answer :** It takes upto 24 Hours once the file is resubmitted.
- **What happens with any previous submitted document in TURNITIN, if a student want to resubmits a new file version of his/her assignment?**  
**Answer :** The previous file submitted will be replaced by the resubmission. TURNITIN will only accept the last document uploaded.
- **What will happen with all my diagrams, charts, pictures, and images in my assignments?**  
**Answer :** TURNITIN will keep an exact copy of your document and your Lecturer or Supervisor will be able to see your assignments in the same format that you submitted. However, when you check your Originality Report it only takes into account the content of the text and not the images, pictures, charts or diagrams.
- **What is my student email account?**  
**Answer :** Your student email account is as follows:  

<i>STUDENTIDNUMBER@student.lsc london.co.uk</i>	For LSC Students.
<i>STUDENTIDNUMBER@student.sbl london.co.uk</i>	For SBL Students.
- **What is the maximum percentage of similarity allowed in my Originality Report?**  
**Answer :** There is no fixed maximum percentage for this report, just ensure that you are using your references appropriately in order to avoid plagiarism. If you have any doubt please contact your Lecturer, Teaching Assistant or Supervisor for more details.

## 5. Most Frequently Asked Questions (FAQS)

- *Are the Username and Password the same to log on to the Student Portal and my Student Email Account?*

**Answer:** Your username is your **Student ID Number** for both Student Portal and Email.

However, please note that your initial Student Portal Password is **Password123.** (Please note that P is a Capital letter and dot at the end) and your initial School Email Account password is your **ID Number** in capital letters.

***It is very important you do not share your passwords with anyone.***



❖ For any assistance or support please email us at : [\*itsupport@lsclondon.co.uk\*](mailto:itsupport@lsclondon.co.uk).