❖ How can I log in to my Student Portal?
❖ How Can I change my password/personal details?
❖ How can I check timetable for my exams?
❖ How can I leave my feedback?
❖ How can I check my timetable?
❖ How can I log in to my Student Portal?
❖ How can I submit the assignment / course work/dissertation via Turn It In?
❖ How can I access my submission history and see the Turn It In report?
❖ How can I check a feedback/grade for my assignments once they have been marked?
❖ How can I pay exam fees?
❖ How can I see my transcript?
❖ How can I access Library & E-resources?
❖ How can I see my modules/lecture materials/past exam papers?
1. How can I log in to my Student Portal?

To open the Student Portal page, please follow the link: https://www.gsomportal.com/student/login.aspx where you need to enter your ID number (last 5 digits) and password provided on the day of your enrolment.

What’s New tab keeps up to date with any changes regarding your studies, schedule and

Computer Systems Revision class
To all Computer Systems students,

Please be advised that a revision class is to be held on the 18th July 2012 at 3pm in the Dyson room.

Lecturer: Mr. Usman Butt
17 Jul 2012

MAY EXAM TRANSCRIPTS
We are uploading results for those Plymouth students who are fully enrolled and who have no outstanding queries on finance. This is an ongoing process between Finance/Admissions and the Portal.

If you are a LOP student and unable to view your transcript it could be that there is a query on your student record - if this is the case you may need to contact either Finance or Programme Admin to resolve the issue before we can release your transcript.

Transcripts for Wales students will be available following the Exam Board on the 15th July. [Apologies for previous May typo.]
16 Jul 2012

Using the Library during the Olympic Reading Breaks: 30 July to 10 August, 2012

***Please note: the Library will be closed for Stocktaking from Wed. 1 to Fri. 3 August***
2. How Can I change my password/personal details?

**My Account** tab – will enable you to update your password and personal details at any time. You are required to keep your personal details updated in case we need to contact you.
3. How can I check timetable for my exams?
You need to click on Home tab and you will see tab Exam Timetable (May 12, Sep 12 etc.) You just need to download the exam timetable for your course.

Dear Student,

The May 2012 Examination Timetable is now available for you to access below.

You must take all of the examinations for any modules that you have taken this semester. If you did not pass an exam at your first attempt during a previous exam period then you will be required to take that examination as a rest. You will find that all examinations are available on the timetable. You must register for your exams by paying the appropriate fee for each exam. The final date on which you can register is the 4th May but we strongly recommend that paying in advance will avoid complications with the process.

Exam fees are payable as follows:
1st attempt - £10
2nd attempt - £50
3rd attempt - £100

Please note that if you do not sit for an exam that you are scheduled for then this is classified as having failed the exam and therefore you will incur the penalties for taking it as a second or third attempt at the next sitting, which means that the module marks will be capped at the pass mark and the cost of taking the exam will increase as per the above. This also applies for Resit Exams.

We wish you the best of luck with your examinations.

Kind regards,

Ed McDonald
Programme Administration Manager

<table>
<thead>
<tr>
<th>MAY 2012 EXAM TIMETABLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc Wales</td>
</tr>
<tr>
<td>MBA Wales</td>
</tr>
<tr>
<td>MBA Plymouth</td>
</tr>
</tbody>
</table>
4. How can I leave my feedback?

You will be able to leave your feedback, make suggestions, and tell us about your experience and concerns. You will also be able to see some key Q&A. follow steps as illustrated below.

![Student Portal Image]

You said....

1. The wifi is really weak around School.
2. I'd like someone to talk to about my studies.
3. It's tough trying to manage re-sits. Can you do something more to help me complete on time?
4. I'd really like to get my results on the portal - is this possible?
5. Can I eat my own food in the canteen downstairs?
6. It'd be good to have external visitors come in to talk to us about Employability or Internships.
7. I'd really like to start getting my lecture notes and materials online on the Portal. What's the hold up?
8. Why does it take so long to receive my exam results?
9. Can I have a GSOM student email address please?
10. I just need to know when the results will be out!

We did....

1. NEW WIFI is now available. It's more robust and we've improved coverage!
2. We've put in place a NEW Academic Advisory Service - with an expanded Student Mentoring Scheme - Your house tutor will be in touch soon or you could just pop down to see the team on the ground floor to make an appointment.
3. YES - we now have re-sit opportunities 3 times a year at the same time as the semester exams.
4. We are working on getting assignment results on the portal this semester. IF your lecturer is marking online. YOU MUST ENSURE THAT YOU POST YOUR WORK TO THE RIGHT PLACE IN THE PORTAL IF THIS IS THE CASE! Exam results have also now been uploaded in the form of a transcript. Go to MY STUDIES, TRANSCRIPT to access.
5. The Rock Cafe serves lovely food but if you would like to eat something you have brought in from home that is fine. We have an agreement with them.
6. The Careers Service are looking at organising “milk round” trips out to Graduate Careers Fairs where major employers offer free workshops and seminars to undergrads and graduates. We also run seminars in-house in Employability - keep an eye on the Portal for when they are. We’ll take a look at whether we can run advice sessions on getting an Internship - watch the seminar schedule for details.
7. Lecture notes on the Portal. Lectures have now all been set up and if we have your deadline dates, you should be able to access any materials posted by your lecturers. Drop us a note if there is any problems.
8. Exam results take some time to process before we can publish them. Firstly they are marked, then a sample second marked, following this an External examiner looks at them
5. **How can I check my timetable?**

Click on **My Studies** Tab and then you will see option **Timetable**.

You need to download your timetable for the new semester by clicking on **download**.
6. Are there any seminars for Student Portal/Turnitin?

GSOM is conducting seminars every semester about using Portal/Turnitin and you are advised to attend them. To book your place follows instructions below.

- **Developing academic writing/turnitin workshop (23rd July 2012)**
  - Everything you need to know about Turn it In
    - Importance of using Turnitin
    - How to avoid plagiarism
    - Turnitin Guides/Navigation
    - Turnitin scores explained
    - How to sort out poor Turnitin score
    - FAQ about Turnitin & lot more
  
  2012-07-23 6pm
  Duration: 2hrs
  Location: Admiralty Theatre
  - [Book a Place](#)

- **How to source good information (25th July 2012)**
  - An introduction to finding good information using the GSOM online library resources
    - Overview of the collections
    - How to access resources via the Online Catalogue using Athens login
    - Choosing the right resource for the right type of information
7. How can I submit the assignment / course work/ dissertation via Turn It In?

When submitting, make sure it goes to the right Module and the right Lecturer.

- You need to click on **Submission Area for this Assignment** button
- Enter the title of your work
- Click **browse** to find the file on your computer
- Find the **file** on your computer and click **open**
- Read the conditions
- Click on **I agree to the above conditions on submitting the coursework as an individual or as the group’s representative** button
- When it’s asking “Are you sure” Click on the **Ok** button to finalize the submission.

Only one file per student can exist for each assignment. One student can submit as many time as she/he wants but she/he can only access the last submission which will be the final submission and the one that the lecturer will see and mark (on the lecturer Portal).

Please note that all lecturers have deadlines submissions for assignments so after reaching those, lecturers will close the submissions so you won’t be able to submit any more.
8. How can I access my submission history and see the Turn It In report?

After the submission, you can check your work by clicking the **Check Assignment Score & History** button. You can check your Turn It In score, all the previous submission you have already done, access your report so will know that whenever you see something highlighted that means you have changes to make there.

Please note that sometimes when trying to access the report, if "Not Available" appears to the right of the paper's title instead of the Originality Report icon, then the assignment does not allow you to view the Originality Report. It is due to the fact that the Originality Report will generate within ten minutes and can take up to 24 hours to generate.

**Obtaining the Turn It In report**

Note: Turn It In is Web based text matching software and it matches text in students previous submissions comparison to anything elsewhere. The maximum Turn It In score is 15% in total and not more than 1% per source. 15% is just an average, your Lecturer still stay the one who decide what it’s acceptable for him.

*Discount bibliography and quotes. Make sure you tick the two boxes provided for this purpose and you click on the "**Apply Changes**" button.*
After that the new Turn It In Score will appear (which will be the final one).

Download the Turn It In report

A pop up box will appear saying Please wait while your download is being prepared. You wait until a link with the message Click here to download your file appears and you click on this link (circled below).
Another pop up box will appear (see below). Make sure the **Open with** circle is selected and press **OK**. You will need to wait a short while until the file opens.

You then will be able to print the PDF document. If you only seek to print the Turn It In report (the end of the file) you can do this by selecting appropriate print settings.
9. How can I check a feedback/grade for my assignments once they have been marked?

My Modules → Turn It In
By clicking Feedback & Grade button you can see the mark and the feedback you got from your Lecturer regarding your assignment.
10. How can I pay exam fees?

Under **My Studies, Exam Reg** you can pay for your exams online. You just need to select the modules that you are currently doing plus the one(s) that you need to take as resit(s).

- You will not be able to pay partial exam fees - you will be asked to pay for all exams you meant to be sitting for.

After selecting your modules, click on **I have made my exam attendance selection**.

Select **Pay Exam Fees via PayPal**.
You will then be directing to another web page to complete and finalize your transaction.

Greenwich School of Management Limited

This invoice has already been paid. For more information, please contact the merchant.

Return to Greenwich School of Management Limited

At this time, we are unable to process your request. Please return to Greenwich School of Management Limited and try another option.

Go Back to Merchant

Site Feedback
For more information, see our Privacy Policy, User Agreement and Key Payment and Service Information.

Copyright © 2010 PayPal. All rights reserved.
11. How can I see my transcript?

Please note that it is not the final and official transcript. (The final one can only be provided by the Admin team.) If “Download Transcript” doesn’t appear that mean you may have some outstanding fees you need to pay. So you will have to clear your situation with the finance department first and then they will give you the access.
12. How can I access Library & E-resources?

You will need to have your Library login details (Athens account) - Please contact the librarian for further details and follow the steps as illustrated below.
13. How can I see my modules/lecture materials/past exam papers?

You can here access documents uploaded from your lecturer by clicking in Lecture Materials and selecting the right module name.

You can also check some past exam paper if you click in Past Exam Papers. You will need to select your course and then the name of the subject.