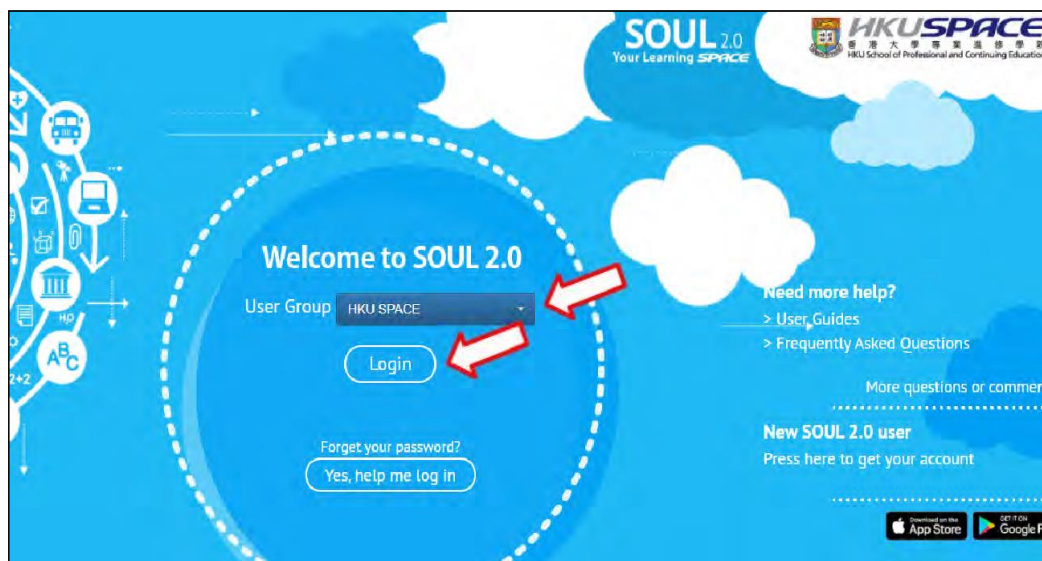


User Guide for Assessment Via SOUL

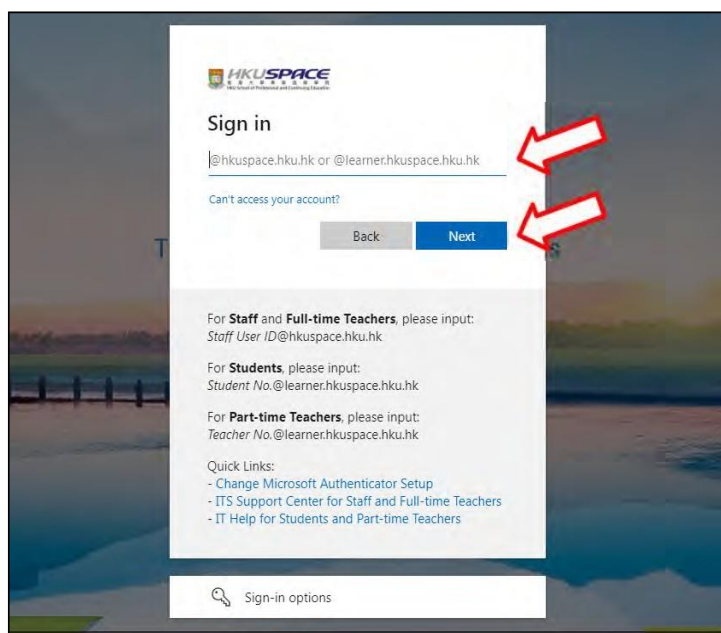
| | |
|-----------------------|----|
| Quick Access to SOUL | 2 |
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Quick Access to SOUL

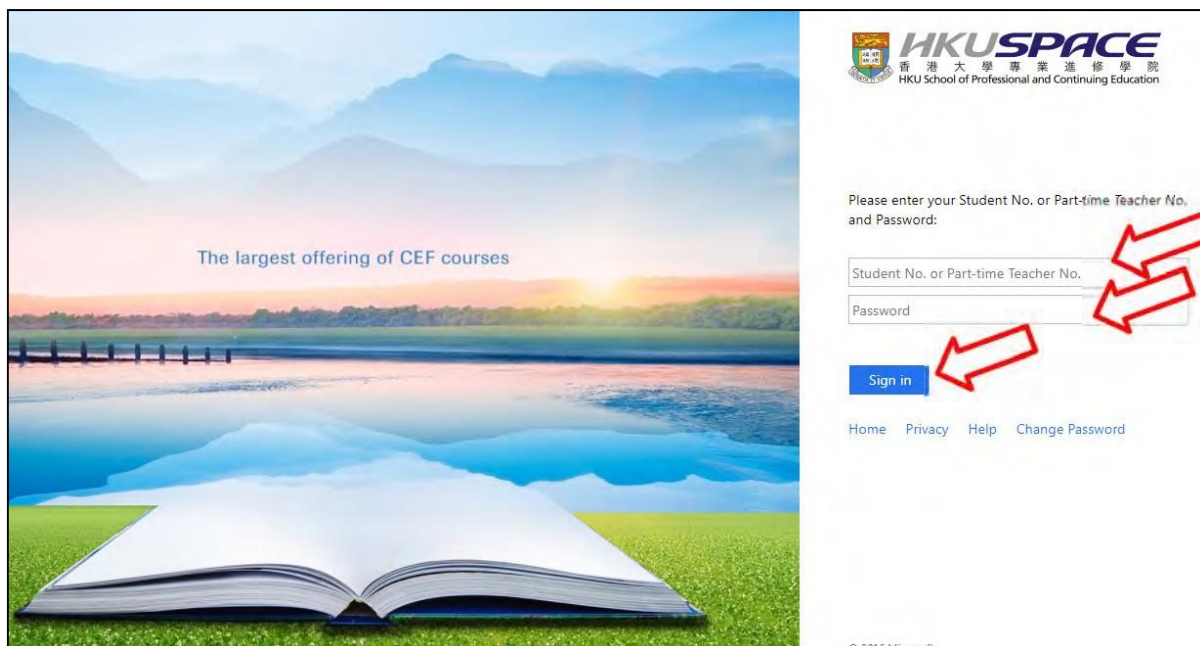
- 1) Go to SOUL at <https://soul2.hkuspacespace.hku.hk>.
- 2) Select **HKU SPACE** under **User Group** and click **Login**.



- 3) Enter your User ID (<your student number>@learner.hkuspacespace.hku.hk) and click **Next**.
(For example: If your student number is 12345678, the user id is 12345678@learner.hkuspacespace.hku.hk)



- 4) Login with your User ID (<your student number>@learner.hkuspacespace.hku.hk) again and **password** (i.e. same password for login to the Learner Portal). Click **Sign In**.



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Please enter your Student No. or Part-time Teacher No. and Password:

Student No. or Part-time Teacher No.

Password

[Sign in](#)

[Home](#) [Privacy](#) [Help](#) [Change Password](#)

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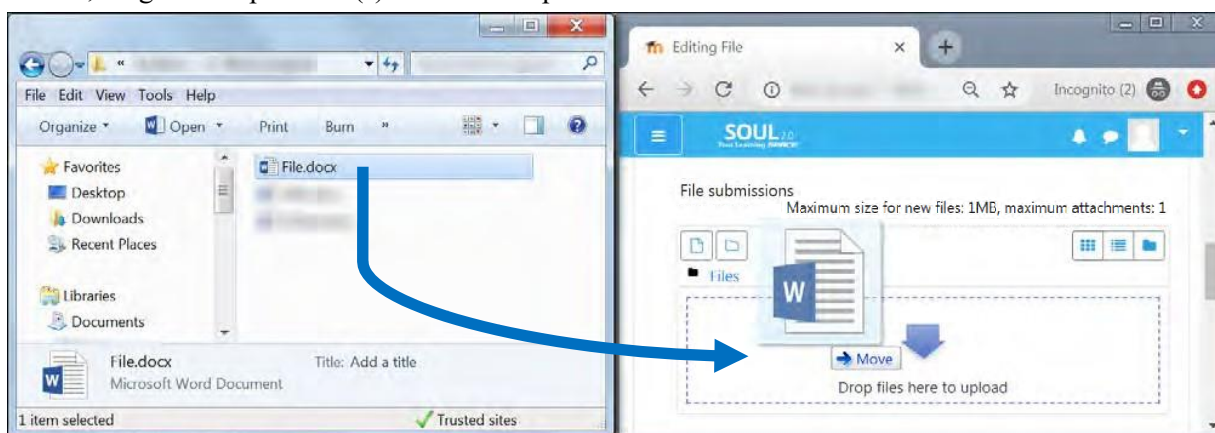
Assignment Submission

Students may be required to submit assignment via SOUL to lecturers. Please go to [Turnitin](#) section for the instructions if you are required to submit assignment using Turnitin assignment activity.

- A) [Submit a file as your assignment](#)
- B) [Submit online text as your assignment](#)
- C) [Delete your file submission](#)
- D) [View your assignment's grade and feedback](#)

A) Submit a file as your assignment

- 1) In course main page, click the name of the Assignment activity you need to submit a file to.
- 2) In Assignment page, you should see the following:
 - assignment activity's name, description, and additional file(s) (if any)
 - assignment activity's due date and time, and the time remaining
 - your Assignment's submission and grading statuses
- 3) Below **Submission status** table, click **Add submission**
- 4) Open your computer's File Explorer that has the file(s) as your work
- 5) Select, drag and drop the file(s) from File Explorer to **File submissions** field



- 6) File submission field will be refreshed with name(s) and format icon(s) of the file(s) you uploaded
- 7) Click **Save changes** at the bottom
- 8) After Assignment page is refreshed, you should see record(s) of your submitted file(s) under **File submissions** in **Submission status** table.

Note:

- 1) You can also check the Assignment activity's due date and time in Timeline and Calendar blocks of Dashboard.
- 2) Whether you are allowed to submit more than one files, submit file of any formats, re-submit your work, and click [Submit] button in Assignment page depends on the system settings by the programme administrators / instructors.
- 3) The steps of submitting your group's work to Group Assignment activity are the same as those for

your individual work to Assignment activity. Please note that only one of the group members need to submit the group's work. The submission records will then be available for all the group members under File submissions in Submission status table.

B) Submit online text as your assignment

- 1) In course main page, click the name of the Assignment activity you need to submit the text to.
- 2) Below **Submission status** table, click **Add submission**.
- 3) In **Online text** field, enter your work in the text editor
- 4) Click **Save changes** at the bottom
- 5) After Assignment page is refreshed, you will see your submitted text under **Online text** in **Submission status** table.

C) Delete your file submission

- 1) In course main page, click the name of the Assignment activity you need to delete the submission to.
- 2) Below **Submission status** table, click **Remove submission**.
- 3) In the confirmation page, click **Continue**.
- 4) Click **Save changes** at the bottom of the page

Note:

- 1) You can delete your file submission only before programme administrator(s) / instructor(s) grade the submission
- 2) The last modified (submission) time of your submitted assignment will remain unchanged even when you delete the submission.

D) View your assignment's grade and feedback

- 1) In course main page, click the name of the Assignment activity you would like to check.
- 2) In **Feedback** table at the bottom of the Assignment page, you will see your submitted work's grade and feedback given by the programme administrator / instructor if any.

Turnitin

Students may be required to submit assignment via Turnitin assignment activity in SOUL. Turnitin is a software system service subscribed by the College. It performs originality checking on students' work to ensure proper citation and avoid potential plagiarism.

Note 1:

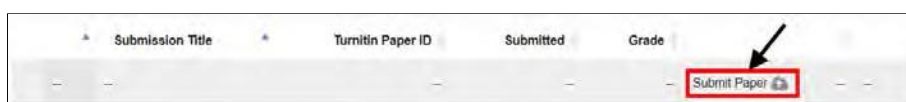
- 1) For students, Turnitin service is only available via SOUL 2.0 and connected with a School-provided programme. If you do not need to submit your work to Turnitin for a course in a programme, you cannot use Turnitin service.
- 2) Submitting your work to Turnitin Assignment activity via SOUL 2.0 does **NOT** require you to apply for a Turnitin account. Also, this does **NOT** require class ID and enrollment password.

A) Submit a file as your Turnitin assignment

- 1) In course main page, click the name of the Turnitin assignment activity
- 2) For first-time user, you will be required to click the link to read and accept **Turnitin User Agreement** under the page **My Submissions** before you upload and submit your work via Turnitin.



- 3) In submission row, click **Submit Paper**



- 4) Enter your Turnitin assignment's **Submission Title**

- 5) Select the submission part (if any) to which your work will be submitted
- 6) Upload your work by File Upload or Text Submission, according to the Turnitin assignment's setting modified by programme administrator(s) / instructor(s).

Note 2:

- 1) You can submit only one file to each submission part of Turnitin assignment.
- 2) Turnitin will only accept file with the requirements below:
 - At least 20 words, less than 400 pages, at most 40MB in file size

- Main file formats enabling Turnitin to check originality: Microsoft Word (.doc, .docx), OpenOffice Text (.odt), plain text (.txt), text-readable Adobe PDF

- 7) Check the checkbox next to the statement confirming your submission is your own work
- 8) Click [Add Submission]

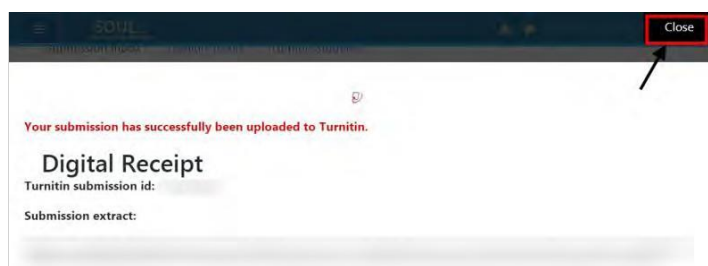
File to Submit Maximum size for new files: 2MB, maximum attachments: 1

(I) Files

(II) ☒ By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission. To know more about plagiarism, please [click here to read the details](#).

(III) **Add Submission**

- 9) Click [Close] to close the Digital receipt stating that your submission has been successfully uploaded to Turnitin



Note 3:

Interruption of submission by network issues will make [Submit to Turnitin] button appear in Submitted column of your submission row. To successfully submit your work to Turnitin, press [Submit to Turnitin].

| First Name / Last Name | Submission Title | Turnitin Paper ID | Submitted | Similarity | Grade |
|------------------------|------------------|-------------------|---------------------------|------------|-------|
| Chan Tai Man | -- | -- | Submit to Turnitin | -- | -- |

- 10) Your work's similarity index will be shown, if programme administrator(s) / instructor(s) set the setting concerned to allow you to view your work's similarity index and originality report

| First Name / Last Name | Submission Title | Turnitin Paper ID | Submitted | Similarity | Grade |
|------------------------|---------------------|-------------------|----------------|------------|-------|
| Chan Siu Man | Turnitin submission | 1158285683 | 7/08/19, 14:05 | 6% | /100 |



Note 4:

There are three types of originality report generation speed for your submission, which is modified by the programme administrator(s) / instructor(s). You can check the originality report generation speed in Submission Inbox page of the Turnitin Assignment activity.

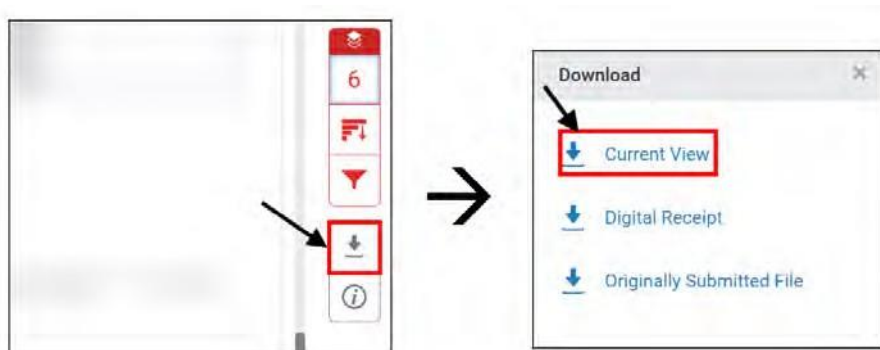
| Report generation speed | When will Turnitin generate the originality report? | Can you resubmit your work before due date and time? |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Generate reports immediately (students cannot resubmit) | Immediately after you have submitted your work | No |
| Generate reports immediately (students can resubmit until due date) | <ul style="list-style-type: none"> <u>Initial</u> submission: immediately after submission Your resubmissions: may take up to 24 hours to generate the report | Yes, you can retrieve only your latest submission as Turnitin will remove the previous ones. |
| Generate reports on due date (students can resubmit until due date) | <u>Only at due time on due date</u> | |

B) View your Turnitin assignment's originality report, grade and comments

- 1) In course main page, press the name of the Turnitin assignment activity
- 2) In **My Submissions** page, press the similarity index in **Similarity** column to view your work's originality report in **Turnitin Feedback Studio** (Please remember to turn off your browser's pop-up blocker before viewing)

| First Name / Last Name | Submission Title | Turnitin Paper ID | Submitted | Similarity | Grade |
|---------------------------|-------------------------------------|----------------------|----------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Chan Siu Man | Turnitin submission | 1158285683 | 7/08/19, 14:05 | 6%  |  /100 |

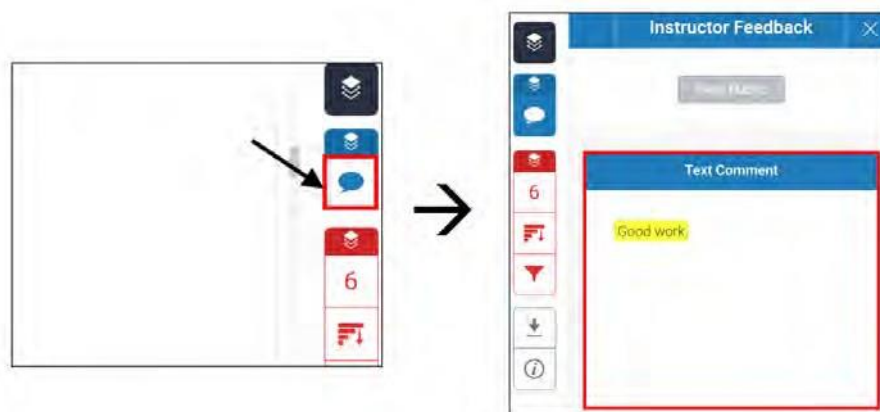
- 3) To download your work's originality report, in **Turnitin Feedback Studio**, click  **[Download]** and then **[Current view]**



- 4) If programme administrator(s) / instructor(s) have graded your work, after the Post Date, you can view the grade in **Grade** column

| First Name / Last Name | Submission Title | Turnitin Paper ID | Submitted | Similarity | Grade |
|---------------------------|---------------------|----------------------|----------------|------------|--------|
| Chan Siu Man | Turnitin submission | 1158285683 | 7/08/19, 14:05 | 6% | 70/100 |

- 5) If programme administrator(s) / instructor(s) have commented on your work, in **Turnitin Feedback Studio** after the Post Date, you can press **[Instructor Feedback]** to view the comments



Note 5:

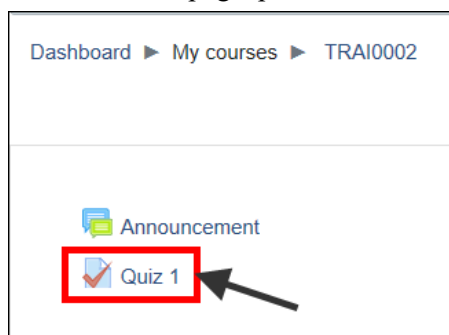
You can view your work's similarity index, grade and comment *only if programme administrator(s) / instructor(s) modify the settings concerned to allow you to do so.*

Quiz

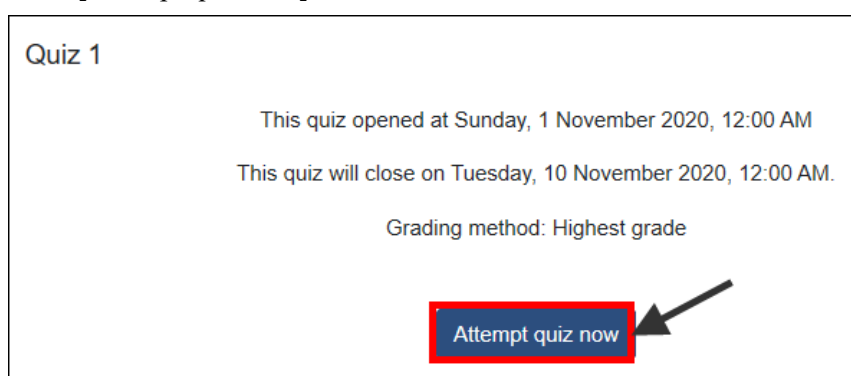
Students may be required to complete quiz as course assessment in SOUL.

A) Work on a Quiz activity

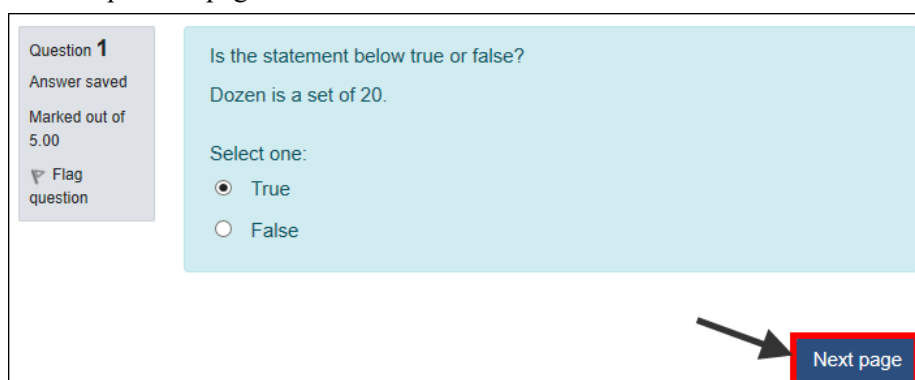
- 1) In course main page, press the name of the Quiz activity



- 2) In Quiz page, you can see its information (e.g. attempts allowed, opening and closing date and time, time limit, grading method)
- 3) Press [Attempt quiz now] at the bottom



- 4) Answer all the questions to complete the Quiz activity, press [Next page] at the bottom of a question page (if the Quiz consists of more than one pages), and then press [Finish attempt...] at the bottom of the last question page



- 5) In Summary of attempt page, press **[Submit all and finish]**. If you do not press [Submit all and finish], your attempt of the Quiz activity is considered as not yet completed. You can press [Continue the last attempt / Return to attempt] to continue to work on the Quiz activity.

- 6) In confirmation window, press **[Submit all and finish]**

- 7) In Quiz page, you can see “Finished” in your attempt record, which suggests that you have successfully submitted your attempt to the Quiz activity

| Quiz 1 | | |
|--------------------------------------------------------------|---------------------------------------------------------|--------|
| This quiz opened at Sunday, 1 November 2020, 12:00 AM | | |
| This quiz will close on Tuesday, 10 November 2020, 12:00 AM. | | |
| Grading method: Highest grade | | |
| Summary of your previous attempts | | |
| Attempt | State | Review |
| 1 | Finished Submitted Friday, 6 November 2020, 11:46 AM | |

Note:

- 1) Use the latest version of Google Chrome and make sure Javascript is enabled on your browser.
- 2) In step 4, please do NOT press [Back] or [Forward] buttons native to the browser or else your selected answers might not be properly saved.
- 3) In step 4, if programme administrators / instructors has set the time limit for the Quiz activity, you will see a countdown timer in Quiz navigation block when working on the Quiz activity. After the time expires, your attempt will be automatically submitted instead of going through steps 5 and 6.
- 4) If programme administrators / instructors allow you to do so, you can review your previous attempts of Quiz activity by pressing the name of Quiz activity in course main page, then press “Review” at the rightmost of your attempt record in Quiz page.

Guidelines to Students Sitting Online Assessment Using SOUL

I. Academic Integrity

Academic integrity is a core value in higher education. The College expects its students to complete all their work in fulfilling the academic requirements of the curriculum with the utmost academic integrity. Regardless of the method and means of assessment, students must abide by the College's regulations and rules concerning collusion, copyright and plagiarism as stipulated in the Student Handbook.

It is a serious offence to cheat in examinations, tests/quizzes and course work assignments. Students may have their registration suspended and/or receive a "Fail" grade for the whole course for any established act of offence.

At any circumstances, students are not allowed to obtain or seek to obtain an unfair advantage by having or seeking access to unauthorised information or material or by copying or attempting to copy from, or by communicating or attempting to communicate with any parties during the assessment; or by giving or attempting to give assistance to other students in taking the assessment. Such cases of breaching the College's assessment regulations will be regarded as having committed an act of cheating and be subject to penalty and disqualification.

You are reminded that:

- 1) All assessments submitted by you must be your own work or the work of the group, except where acknowledged appropriately (e.g. use of referencing);
- 2) You are not allowed to obtain or seek to obtain advantage in the assessment by having or seeking access to unauthorised information or material or by copying or attempting to copy from, or by communicating or attempting to communicate with any other person during the time appointed for an assessment;
- 3) You will not impersonate another student nor to be impersonated for an assessment;
- 4) You have read the regulations and rules concerning collusion, copyright and plagiarism as stipulated in the Student Handbook, and you are aware the College may use Turnitin or any other plagiarism detecting methods to check the content of the work submitted;
- 5) You will not reproduce the content of the assessment in any domain or in any form where it may be accessed by a third party;
- 6) You generate the calculations and data in the assessment independently, using only the tools and resources defined for use in the assessment;
- 7) You compose the writing and/or translations in the assessment independently, using only the tools and resources defined for use in the assessment;
- 8) In the case of a group project, you are aware that each student is responsible and liable to disciplinary actions should there be any plagiarised contents/ undeclared multiple submission in the group project, irrespective of whether he/she has contributed directly or indirectly to the problematic contents;
- 9) You understand that students who are suspected of violating the College's regulations are liable to be referred to the Guidance Committee and may be subject to disciplinary action such as suspension of studies or expulsion from the College.

II. Preparation for Online Assessments in SOUL

Please follow the steps below and get prepared before the assessment takes place.

- 1) You should review the College's policies and academic regulations as stipulated in the HPSHCC Student Handbook as well as relevant notices posted on the Learner Portal or announcements posted on SOUL by course coordinators/lecturers from time to time.
- 2) You should make sure that you know in advance what is expected of you in terms of the assessment and of additional requirements such as word count, submission process, deadline, etc. It is your responsibility to clarify with course lecturer if there is any doubt.
- 3) You must take your assessments at the date and time announced by your course coordinators/lecturers via SOUL.
- 4) Before the scheduled date of the assessment, you should ensure that your computers and the network are in a healthy state. It is your responsibility to make sure that both your computer and network connection perform satisfactorily during the assessment session. If you are expected to use additional/specialist software as part of the assessment, you are required to practise it in advance.
- 5) If you are using Wi-Fi (wireless) network, be sure you have a strong and reliable Wi-Fi connection before attempting the quiz. Wireless Internet is not always as reliable as a wired connection because it can be affected by interference from other devices.
- 6) In addition to have proper internet connection and the equipment needed, it is your responsibility to find a physical location which is well lit, tranquil and adequately ventilated for sitting the assessment.
- 7) Browser requirements – Use the latest version of Google Chrome and make sure Javascript is enabled on your browser (it should be already).
- 8) In general, no extra time will be given for students whose calculator or computer breaks down or there is a loss of internet connection in the course of the assessment. If you worry about your internet connection, you can voluntarily *capture all of your answers in the assessment so that you have a record for further follow up.

** Procedures to capture your answers in the assessments:*

(a) Press (Windows logo + PrtScn) on your keyboard. The screen will dim for a moment.

*(b) Then, paste the screenshot into Microsoft Word document by pressing (Ctrl + V).
Save the document.*

III. Recommendations for Trouble-free SOUL Quiz Taking

- 1) Browser requirements – Use the latest version of Google Chrome and make sure Javascript is enabled on your browser (it should be already).
- 2) Access SOUL via <http://soul2.hkuspace.hku.hk> and enter the corresponding course page at least 15 minutes before the quiz starts.

- 3) A SOUL quiz or assignment must be completed and submitted before the stated closing time. For example, a quiz with one-hour time limit will close at 11:00 am, and you start the quiz at 10:45 am (15 minutes before closing time), you will only have 15 minutes instead of the full hour to complete the quiz. Your attempt will then be terminated at the closing time. No part of a quiz will be available after it closes.
- 4) On timed quizzes, if you are not finished when the timer reaches its limit, SOUL will automatically terminate your quiz and close the quiz window. Therefore, you must submit your work before time expires, otherwise, your score may not be recorded and your answers may be lost.
- 5) If you are using Wi-Fi (wireless) network, be sure you have a strong and reliable Wi-Fi connection before attempting the quiz. Wireless Internet is not always as reliable as a wired connection because it can be affected by interference from other devices.
- 6) Do not use your internet browser's "Back" or "Forward" buttons to navigate from one page to another. Use SOUL's built-in navigation features instead.
- 7) During the quiz, do not try to navigate away from the quiz window to visit other web sites, check email, or use messaging or chat. Do not open any other browser windows during the quiz. Be sure your browser is focused only on the quiz.
- 8) Do not close the quiz's browser window during a quiz. Doing this may result in you receiving a score of zero. Only close the browser after you have clicked the **Submit all and finish** button.
- 9) On a timed quiz, the timer will continue to count down even if you close the quiz's browser window. It is not possible to pause the timer and then resume the quiz later. The timer clock for quizzes is located on the SOUL server and it operates independently of the clock on the computer you are using to take the timed quiz. In other words, resetting the clock on your computer will not affect the progress of the timer's countdown.