

# VeriGuide Academic Administrator User Manual

(Updated November 23, 2010)

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## Chapter 1: Login

### Create Account

VeriGuide representatives will create a school/institution account for you after you have purchased the package. You will receive a welcome email with your account name, login ID and a temporary password.

### Enter URL

Open <http://www.veriguide.org/login> in your browser.

### Login

Input your Login ID/Email, Password. Then, click 'Login'.

English | 繁體中文 | 简体中文

## Login

**What is New?**  
The VeriGuide System has been upgraded. In the new system, you can:

- Manage your account information.
- Upload documents with more supported formats.
- Tune checking parameters when you submit files.
- Share your reports with friends through email.

Please feel free to contact us with your feedback.

### Overview: VeriGuide

This is a new front-end for VeriGuide, a system to check similarities on documents from different sources to uphold academic honesty. Using this site, you can upload your files for checking and originality reports generation.

This site supports **Mozilla Firefox** and **MS Internet Explorer (7.0 or above)** ONLY at this moment. Should you have any problems in using the system, please contact us at [veriguide@cuhk.edu.hk](mailto:veriguide@cuhk.edu.hk).

**Login**

Login ID/Email:

Password:

**Login**


Forgot password? [Click here.](#)

New user? [Click here.](#)

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## Service

After logging into VeriGuide, choose “VeriGuide Academic” as follows:



English | 繁體中文 | 简体中文

Services Account Purchase Help Logout

## Services

Welcome, Kelvin CHAN!  
You have logged in at 2010-11-12 15:23. Please logout and close the window before you leave.

Please select a service or activate new services.

Service	Status	Description
<a href="#">VeriView</a>	Activated	View reports shared by VeriGuide users.
<a href="#">VeriGuide Basic</a>	Not activated	Submit files and generate originality reports.
<a href="#">VeriConf (Beta)</a>	Not activated	Create conferences, manage submissions to conferences, and generate originality reports.
<a href="#">VeriGuide Academic</a>	Activated	Student-oriented system for school or institution.

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## School Selection

Select the school that you are going to access, if necessary.

**Login now**  
Enter your Login ID and password to log in to VeriGuide.

Institution

Select

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## Administrator Function Selection

Select “School Administration” shown as below.

VeriGuide™ English | 繁體中文 | 简体中文

[Home](#) [FAQ](#) [Logout](#)

## Overview

Overview

**Welcome, CHAN, Kelvin !**  
This is your VeriGuide Account Overview page.

 **School Administration**  
This is your VeriGuide School Administration page.

## School Administration Functions



School administrators can update, download or delete school information by “Manage Data”, or view school information by “View Data”.

English | 繁體中文 | 简体中文

## School Administration

[Overview](#) > School Administration

This is your VeriGuide School Administration page. Please select an action to continue:

-  **Manage Data**  
To update, export or delete course or account Data in your school.
-  **View Data**  
To view course or account Data in your school.

## Chapter 2: Create Accounts by Filling the Excel Template

### Guidelines for Filling the Excel

You must create user accounts before creating courses, and the account information and course information should be uploaded using separate excel files.

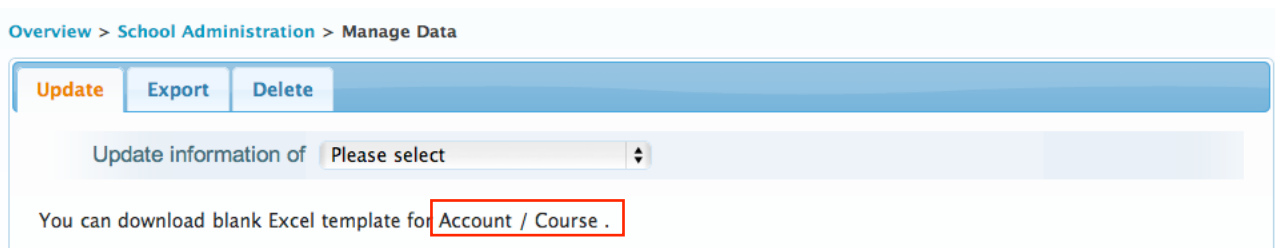
Your Excel files must include the following spreadsheets (with exact wordings):

- For account information: student, lecturer, admin\_staff
- For course information: course\_title, lecturer\_course, student\_course

Your spreadsheets must include a header that defines the fields in your table. The headers must be as follows (with exact wordings and in exact order):

- For student, lecturer and admin\_staff spreadsheets: login\_email, last\_name, first\_name
- For course\_title spreadsheet: subject\_area, catalog\_number, title
- For lecturer\_course and student\_course spreadsheets: subject\_area, catalog\_number, section, login\_email
- Please ensure every course created have at least one teacher associated with it.
- Please noted that the character limit is **4** for field 'section', the character limit is **8** for fields 'subject\_area' and 'catalog\_number', and the character limit is **255** for other fields.

You can also download the excel template by clicking the links as shown.



## Template for Filling the Excel

Example of student, lecturer and admin\_staff spreadsheets:

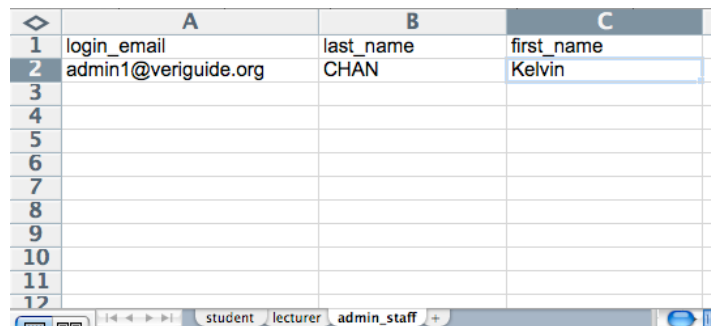
login_email	last_name	first_name
<a href="mailto:tmchan@veriguide.org">tmchan@veriguide.org</a>	CHAN	TAI MAN
<a href="mailto:091234@veriguide.org">091234@veriguide.org</a>	LEE	MARY
<a href="mailto:mingwong09@veriguide.org">mingwong09@veriguide.org</a>	WONG	MING MING

Notes:

- You should ensure the login\_email is correctly input, as the login password will be sent to the email filled by you.
- Only **English characters** are supported in the spreadsheet **currently**.
- **Do not** include the **school login email** to VeriGuide system in the account Excel file.

## Create Account for Sub-Administrators

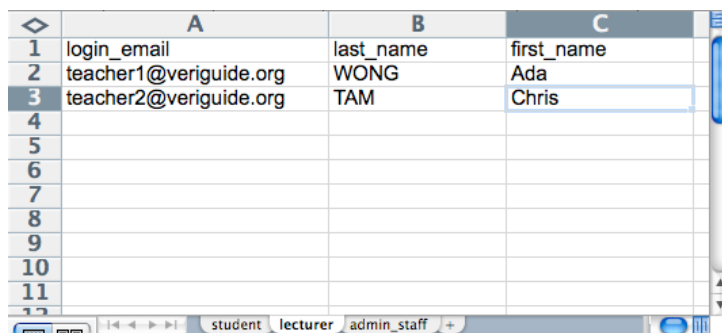
Example of admin\_staff spreadsheets:



	A	B	C
1	login_email	last_name	first_name
2	admin1@veriguide.org	CHAN	Kelvin
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

## Create Account for Teachers

Example of lecturer spreadsheets:



	A	B	C
1	login_email	last_name	first_name
2	teacher1@veriguide.org	WONG	Ada
3	teacher2@veriguide.org	TAM	Chris
4			
5			
6			
7			
8			
9			
10			
11			
12			



## Create Account for Students

Example of student spreadsheets:

	A	B	C
1	login_email	last_name	first_name
2	student1@veriguide.org	WONG	May
3	student2@veriguide.org	LEUNG	Tommy
4	student3@veriguide.org	CHAN	Mandy
5	student4@veriguide.org	WAI	Steven
6	student5@veriguide.org	LI	Sally
7	student6@veriguide.org	LAU	Jimmy
8	student7@veriguide.org	YEUNG	Jessica
9	student8@veriguide.org	LEE	Simon
10	student9@veriguide.org	YIP	Crystal
11	student10@veriguide.org	YUEN	Patrick

## Upload the Filled Excel

You can now select your filled excel, and click “Preview” button to view the records before updating the account information.

Overview > School Administration > Manage Data

**Update** | **Export** | **Delete**

Update information of Account

Select file  AccountInfo.xls

**Preview**

You can download blank Excel template for Account / Course .

## Preview Information

You can check if the account information is correctly entered in the Excel file. If all the records are correct, you can update the account information of your school by clicking “Update” button; or, you can go back to the previous step by clicking “Back” button.

Overview > School Administration > Manage Data

Update Export Delete

### Preview users

Admins Teachers Students

Show 10 entries Search:

Name	Email address
TAM Chris	teacher2@veriguide.org
WONG Ada	teacher1@veriguide.org

First Previous 1 Next Last

Back Update

## Update Confirmation

If the account information is successfully updated, you will see the confirmation message as follows:

Overview > School Administration > Manage Data

Update Export Delete

Update information of Please select

You can download blank Excel template for Account / Course .

Account Data has been updated successfully.

## Chapter 3: Create Courses by Filling the Excel Template

### Template for Filling the Excel

Please refer to 'Guideline for Filling the Excel' in 'Chapter 2'.

Example of course\_title spreadsheet:

subject_area	catalog_number	title
CHIN	3	Form Three Chinese
MUS	1	Form One Music
SCI	5	Form Five Science

Example of lecturer\_course and student\_course spreadsheets:

subject_area	catalog_number	section	login_email
CHIN	3	B	<a href="mailto:mingwong09@veriguide.org">mingwong09@veriguide.org</a>
MUS	1	C	<a href="mailto:tmchan@veriguide.org">tmchan@veriguide.org</a>
SCI	5	A	<a href="mailto:tmchan@veriguide.org">tmchan@veriguide.org</a>

For example, if a teacher with email [tmchan@veriguide.org](mailto:tmchan@veriguide.org) (login\_email) wants to create a science subject (subject\_area) for her **Form 5A** students, the 'catalog\_number' is **5** AND the 'section' is **A**.

Notes:

- For lecturer\_course spreadsheet: the login\_email is the email of the teacher who teaches the section.
- For student\_course spreadsheet: the login\_email is the email of the student who attends the section.
- The login\_email must match the existing accounts.
- The course for a section must exist in the course\_title spreadsheet.
- Only **English characters** are supported in the spreadsheet **currently**.

## Create Courses

Example of course\_title spreadsheets:

	A	B	C
1	subject_area	catalog_number	title
2	CHI	001	Chinese Language
3	ENG	001	English Language
4	LS	001	Liberal Studies
5	MGT	001	Economics
6			
7			
8			

## Enroll Teachers in Courses

Example of lecturer\_course spreadsheets:

	A	B	C	D
1	subject_area	catalog_number	section	login_email
2	CHI	001	A	teacher1@veriguide.org
3	ENG	001	A	teacher1@veriguide.org
4	LS	001	A	teacher2@veriguide.org
5	MGT	001	A	teacher2@veriguide.org
6				
7				
8				

## Enroll Student in Courses

Example of student\_course spreadsheets:

	A	B	C	D
1	subject_area	catalog_number	section	login_email
2	CHI	001	A	student1@veriguide.org
3	CHI	001	A	student2@veriguide.org
4	CHI	001	A	student3@veriguide.org
5	CHI	001	A	student4@veriguide.org
6	CHI	001	A	student5@veriguide.org
7	LS	001	A	student6@veriguide.org
8	LS	001	A	student7@veriguide.org

## Import the Filled Excel

You can now fill in year and term to be updated, and select your filled excel, and click “Preview” button to view the records before updating the course information.

Overview > School Administration > Manage Data

Update Export Delete

Update information of Course

Year 2009-10

Term 1

Select file Choose File CourseInfo.xls

Preview

You can download blank Excel template for Account / Course .

## Preview Information

You can check if the account information is correctly entered in the Excel file. If all the records are correct, you can update the course information of your school by clicking “Update” button; or, you can go back to the previous step by clicking “Back” button.

Overview > School Administration > Manage Data

Update Export Delete

Preview courses

Course titles Teacher-Classes Student-Classes

Show 10 entries Search:

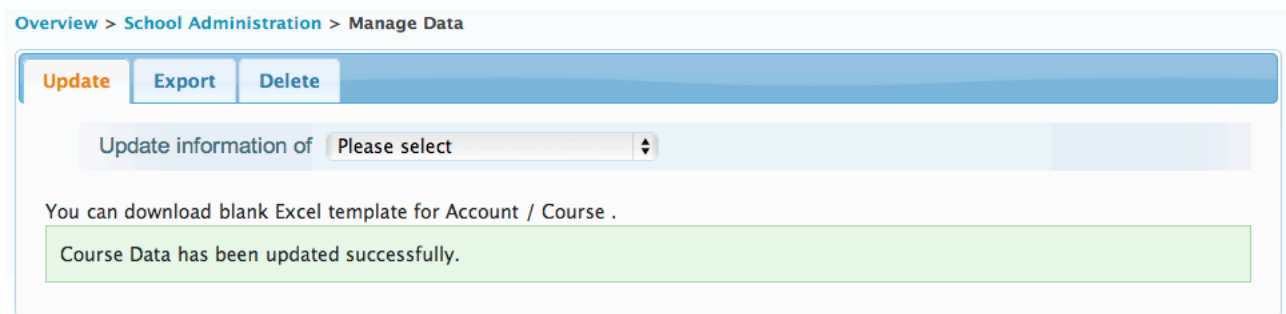
Subject area	Catalog number	Subject title
CHI	001	Chinese Language
ENG	001	English Language
LS	001	Liberal Studies
MGT	001	Economics

First Previous 1 Next Last

Back Update

## Update Confirmation

If the course information is successfully updated, you will see the confirmation message as follows:



Overview > School Administration > Manage Data

Update Export Delete

Update information of Please select

You can download blank Excel template for Account / Course .

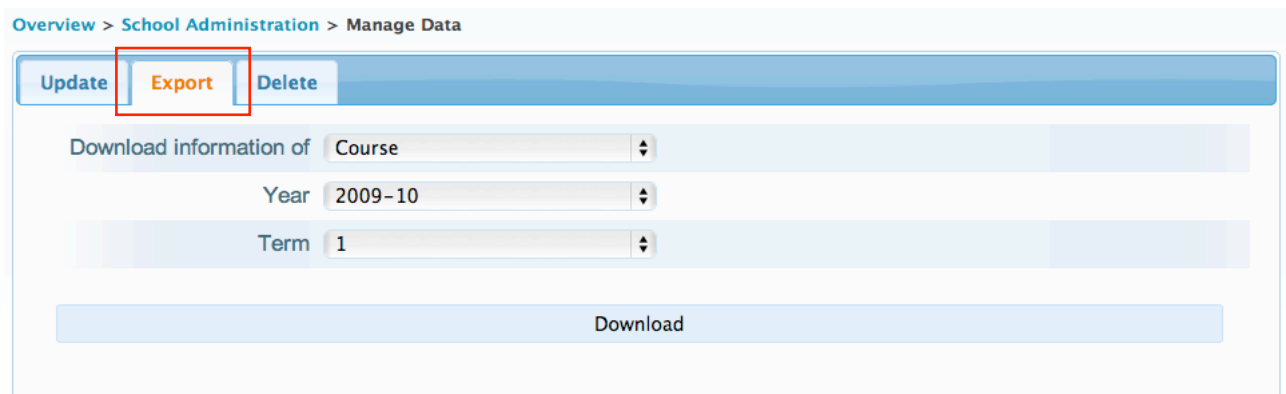
Course Data has been updated successfully.

## Chapter 4: Export and Delete Data

### Export Data

Administrator can export the account and course data in excel format.

The tab 'Export' allows you to download all data in an Excel spreadsheet format. Select the type of spreadsheet, the year, the term, and click on "Download" to export the data. A pop-up window will be shown, download the file by clicking 'Save File'.



Overview > School Administration > Manage Data

Update **Export** Delete

Download information of Course

Year 2009-10

Term 1

Download

## Delete Data

Administrator can delete the account and course data. Please note that when deleting account data, the teacher and student accounts are no longer associated with your school. The tab 'Delete' allows you to erase all data of a particular year and term. Select the type of data to be deleted; for deleting course, choose year and term to be deleted, and click on the "Delete" button to reset the data of your school.

Overview > School Administration > Manage Data

Update Export **Delete**

Delete information of Course

Year 2009-10

Term 1

Delete


## Chapter 5: View Accounts and Courses


### View Accounts for Administrators, Teachers and Students

The administrator can view account data by clicking 'View Account Data'.

Overview > School Administration > View Data

This is your VeriGuide View Structures page. Please select an action to continue:

 **View Account Data**  
To view account structure in your school.

 **View Course Data**  
To view course Data in your school.

## View Courses

The administrator can view course structure data by clicking ‘View Course Data’.

[Overview](#) > [School Administration](#) > [View Data](#)

This is your VeriGuide View Structures page. Please select an action to continue:



### View Account Data

To view account structure in your school.



### View Course Data

To view course Data in your school.

The table shows all the subjects available in all the forms in your school. With the table controls, you can select the number of entries to be shown per page. By typing keywords in the text box, you can search for any matching text in the table. You can also sort by any column by clicking the table header in either ascending or descending order. To select a class to view more details, click ‘View’ to view class.

[Overview](#) > [School Administration](#) > [View Data](#) > [View Course Data](#)

Show 10 entries					Search: <input type="text"/>
Year	Term	Subject area	Catalog number	Subject title	
2009	1	CHI	001	Chinese Language	<a href="#">View &gt;&gt;</a>
2009	1	ENG	001	English Language	<a href="#">View &gt;&gt;</a>
2009	1	LS	001	Liberal Studies	<a href="#">View &gt;&gt;</a>
2009	1	MGT	001	Economics	<a href="#">View &gt;&gt;</a>

First Previous 1 Next Last

## View Classes

In the next table, a number of classes will be shown. Similarly, you can change the number of records to be shown in a page, filter, or sort the information. Click on ‘View’ to see the teachers and students of the class involved of your selected courses/subjects.

[Overview](#) > [School Administration](#) > [View Data](#) > [View Course Data](#) > [View Course - CHI-001](#)

Show 10 entries					Search: <input type="text"/>
Year	Term	Subject area	Catalog number	Subject title	Sections
2009	1	CHI	001	Chinese Language	A <a href="#">View &gt;&gt;</a>

First Previous 1 Next Last



## View Enrollments of Teachers and Students

The third table shows the teachers teaching the subject and the students taking the subject. Again, you can change the number of records to be shown in a page, filter, or sort the information. With the breadcrumb on the top of page, you can navigate to any previous tables.

Overview > School Administration > View Data > View Course Data > View Course - CHI-001 > View Class - CHI-001A

Teachers Students

Show 10 entries Search:

Name	Email address
WONG Ada	teacher1@veriguide.org

First Previous 1 Next Last

Teachers Students

Show 10 entries Search:

Name	Email address
CHAN Mandy	student3@veriguide.org
LEUNG Tommy	student2@veriguide.org
LI Sally	student5@veriguide.org
WAI Steven	student4@veriguide.org
WONG May	student1@veriguide.org

First Previous 1 Next Last

## Chapter 6: View Originality Report

After you have created the teacher account, the teacher now can view the originality report by clicking 'View' once it is generated or you can also wait for our email notification of the originality report which consists the originality report link. Please note that the originality report will be generated **within 24 hours after the deadline** set by the teacher/student.

## Chapter 7: System Specification

<b>Supported Languages</b>	English
	Simplified Chinese
	Traditional Chinese
<b>Supported Web Browsers</b>	Microsoft Windows
	Firefox 2.0/3.0
	Internet Explorer 6.0/7.0
	Mac OS X
	Firefox 2.0/3.0
<b>Supported File Formats</b>	Adobe Acrobat PDF
	Microsoft Office
	OpenOffice
	Plain Text
	Web Pages HTML
	Zip archive
<b>File Size Limit</b>	20 MB