

VeriGuide Academic Student User Manual

(Updated November 15, 2010)

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The first automatic English and Chinese similarity text detection system

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Chapter 1: Login

Create Account

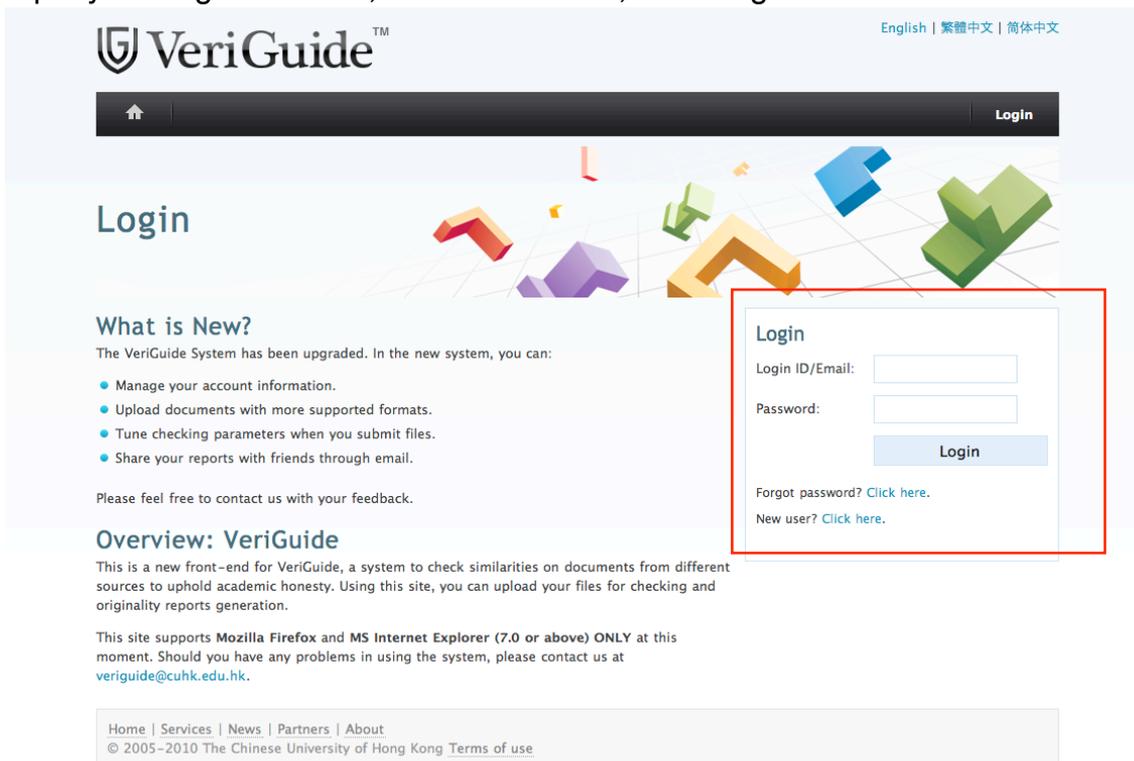
Your school administrator will create an account for you. You will receive an email with your login ID and a temporary password.

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.

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Select Service

After login, you are required to select your service. In this case, please select VeriGuide Academic.

Please select a service or activate new services.

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

Select School

After login, you are required to select the corresponding school of the assignment.

Login now

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

Institution: VeriGuide School

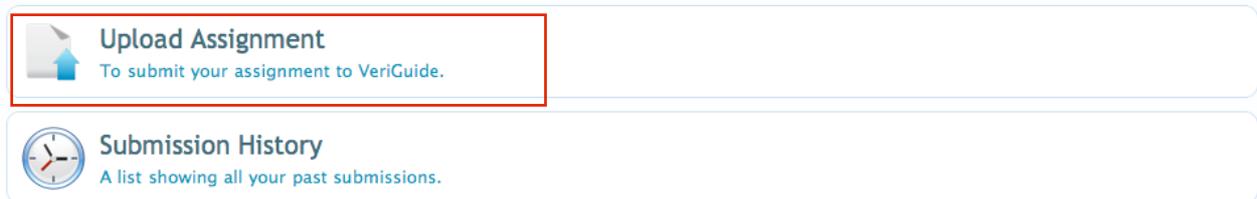
Select

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Chapter 2: Upload Assignment

Select Upload Assignment

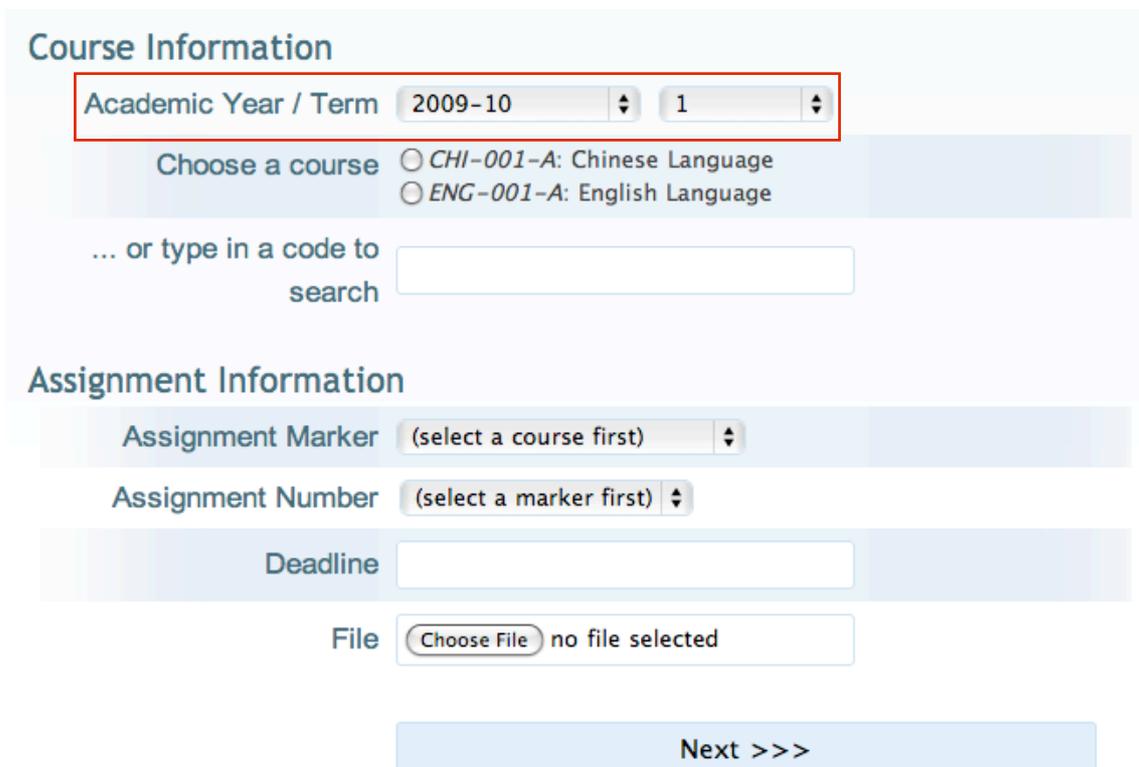
After selecting VeriGuide Academic, click Upload Assignment.



The screenshot shows two buttons in a light blue container. The top button is titled "Upload Assignment" with a small icon of a document and an arrow pointing up. Below the title is the text "To submit your assignment to VeriGuide." The bottom button is titled "Submission History" with a clock icon and the text "A list showing all your past submissions." The "Upload Assignment" button is highlighted with a red border.

Select Academic Year/Term

You will be now in the submission page. First of all, you should select your academic year and term.



The screenshot shows the "Course Information" section of the submission page. It includes a dropdown menu for "Academic Year / Term" with "2009-10" and "1" selected. Below this is a "Choose a course" section with radio buttons for "CHI-001-A: Chinese Language" and "ENG-001-A: English Language". There is also a search field with the text "... or type in a code to search". The "Assignment Information" section includes dropdown menus for "Assignment Marker" (with "(select a course first)" as a placeholder) and "Assignment Number" (with "(select a marker first)" as a placeholder). There is a "Deadline" input field and a "File" section with a "Choose File" button and the text "no file selected". At the bottom, there is a "Next >>>" button.

Select Course

You can select a course that you want to submit your assignment. If you cannot find it, you can input the course code in the 'or type in a code to search' field.

Course Information

Academic Year / Term

Choose a course *CHI-001-A: Chinese Language*
 ENG-001-A: English Language

... or type in a code to search

Assignment Information

Assignment Marker

Assignment Number

Deadline

File no file selected

Select Assignment Marker and Assignment Number

Afterward, you can select your teacher, the assignment number from the pull-down box.

Course Information

Academic Year / Term

Choose a course CHI-001-A: Chinese Language
 ENG-001-A: English Language

... or type in a code to search

Assignment Information

Assignment Marker

Assignment Number

Deadline

File no file selected

[Next >>>](#)

Input Due-date and Select File to Upload

Then, you have to input the due date of your assignment and select a file to upload. After that, click 'Next>>>'.

Course Information

Academic Year / Term

Choose a course CHI-001-A: Chinese Language
 ENG-001-A: English Language

... or type in a code to search

Assignment Information

Assignment Marker

Assignment Number

Deadline

File no file selected

Chapter 3: Confirmation and Logout

Confirm Submission Details

After clicking 'Next', you will be redirected to a confirmation page. Make sure that the information you have inputted are correct.

Course Information

Selected Course

Year: 2009

Term: 1

Course: ENG-001-A: English Language

Assignment Information

Selected Assignment

Assignment Number: 2

Assignment Marker: teacher1@veriguide.org

Deadline: 2010-11-10

File: Manuals.rtf

Confirmation

Please carefully check and make sure that the submission information is correct.

Yes, the submission information is correct.

Back

Next >>>

Agreement of the VeriGuide Statement

After confirming submission details, you have to read the statement about the submission of assignment to VeriGuide. If everything is fine, you should tick the box near 'I have read the above and in submitting this Work fully agree to all the terms above'. Then click 'Next>>>' to complete the submission of work.

Agreement

VeriGuide is intended to help the University to assure that works submitted by students as part of course requirement are original, and that students receive the proper recognition and grades for doing so.

The student, in submitting his/her work ("this Work") to VeriGuide, warrants that he/she is the lawful owner of the copyright of this Work.

The student hereby grants a worldwide irrevocable non-exclusive perpetual licence in respect of the copyright in this Work to the University. The University will use this Work for the following purposes.

(a) Checking that this Work is original

The University needs to establish with reasonable confidence that this Work is original, before this Work can be marked or graded. For this purpose, VeriGuide will produce comparison reports showing any apparent similarities between this Work and other works, in order to provide data for teachers to decide, in the context of the particular subjects, course and assignment. However, any such reports that show the author's identity will only be made available to teachers, administrators and relevant committees in the University with a legitimate responsibility for marking, grading, examining, degree and other awards, quality assurance, and where necessary, for student discipline.

(b) Anonymous archive for reference in checking that future works submitted by other students of the University are original

The University will store this Work anonymously in an archive, to serve as one of the bases for comparison with future works submitted by other students of the University, in order to establish that the latter are original. For this purpose, every effort will be made to ensure this Work will be stored in a manner that would not reveal the author's identity, and that in exhibiting any comparison with other work, only relevant sentences/ parts of this Work with apparent similarities will be cited. In order to help the University to achieve anonymity, this Work submitted should not contain any reference to the student's name or identity except in designated places on the front page of this Work (which will allow this information to be removed before archival).

(c) Research and statistical reports

The University will also use the material for research on the methodology of textual comparisons and evaluations, on teaching and learning, and for the compilation of statistical reports. For this purpose, only the anonymously archived material will be used, so that student identity is not revealed.

I have read the above and in submitting this Work fully agree to all the terms above.

Back

Next >>>

Complete submitting Assignment

If you proceed the agreement of VeriGuide statement, you can reach the next the page saying that your submission is successful.



Assignment Submission

Submission Successful
The assignment has been submitted **SUCCESSFULLY**.
Please note your submission reference number: **234787**

Your assignment2with due date2010-11-10for the courseENG-001-A, English Languageis submitted on2010-11-02 16:59:58with the filenameManuals.rtfhas been submitted successfully.

Before the assignments are marked or graded, VeriGuide will produce comparison reports showing any apparent similarities between assignments and other sources in order to provide data for teachers to decide, in the context of the particular subjects, course and assignment. If the teacher upon seeing the report, believes there is a case that needs further investigation, the student will be given access to the relevant portion of the report before the case is taken to any committee concerned. If the student does not hear, then there is nothing to follow up.

View Submission History

To view the is history of submitting the assignment(s), select Submission History after selecting VeriGuide Academic.



Welcome, WONG, May !
This is your VeriGuide Account Overview page.

Upload Assignment
To submit your assignment to VeriGuide.

Submission History
A list showing all your past submissions.

List of Assignment submission

Then, you will see a list of assignment you have submitted.

If you want to download the submitted assignment, just simply click the file name.

English | 繁體中文 | 简体中文

Submission History

Show 10 entries Search:

Ref. no.	Submission time	Year	Term	Course	Assignment	File name
243285	2010-11-15 12:21:11	2009-2010	1	ENG-001-A	3	Manuals.rtf
234787	2010-11-02 16:59:58	2009-2010	1	ENG-001-A	2	Manuals.rtf
234786	2010-11-02 16:59:54	2009-2010	1	ENG-001-A	2	Manuals.rtf
233710	2010-11-01 10:09:25	2009-2010	1	ENG-001-A	1	account_33_20101101.xls
233597	2010-11-01 02:37:34	2009-2010	1	CHI-001-A	2	hw.txt
233161	2010-10-31 20:08:35	2009-2010	1	CHI-001-A	1	homework02.txt
229075	2010-10-25 15:36:15	2010-2011	1	CHI-001-A	1	Checklist.txt
228889	2010-10-25 10:34:08	2010-2011	1	ENG-001-A	2	Test.txt
228870	2010-10-25 09:53:13	2010-2011	1	ENG-001-A	1	影響.txt

Showing 1 to 9 of 9 entries First Previous 1 Next Last

Chapter 4: System Specification

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