

VeriGuide Academic Teacher User Manual

(Updated November 15, 2010)

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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 and Login

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

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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Login

Login ID/Email:

Password:

Login

Forgot password? [Click here.](#)

New user? [Click here.](#)

Select Service

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

VeriGuide Services and Account Settings

My Services	User Account	Password	Promotional Code	Invite Friends
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Please select a service or activate new services.

Service	Status	Description
VeriView	Activated	View reports shared by VeriGuide users.
VeriGuide Basic	Activated	Submit files and generate originality reports.
VeriConf	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: File Submission


Select Upload Assignment


After selecting VeriGuide Academic,click Upload Assignment.


Overview

Welcome, WONG, Ada !

This is your VeriGuide Account Overview page.

**Course Information**
Download the assignment submitted, and view the originality report.

**Upload Assignment**
To submit your assignment to VeriGuide.

**Submission History**
A list showing all your past submissions.

Select Academic Year/Term

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

Course Information

Academic Year / Term

2009-10

1

Choose a course

☐ CHI-001-A: Chinese Language

☐ ENG-001-A: English Language

... or type in a code to search

Assignment Information

Assignment Marker

(select a course first)

Assignment Number

(select a marker first)

Deadline

File

Choose File

no file selected

Next >>>

Select Course

You can select a course that you want to submit the 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 the marker, 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

Please set the due date. The originality report will be generated **within 24 hours**. Please select your file to upload. Documents supported include Microsoft Word (doc/docx), Excel (xls/xlsx), PowerPoint (ppt/pptx), OpenOffice, Adobe Acrobat PDF (.pdf), HTML (.html/.htm), plain text (.txt) and zip files (.zip). 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

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

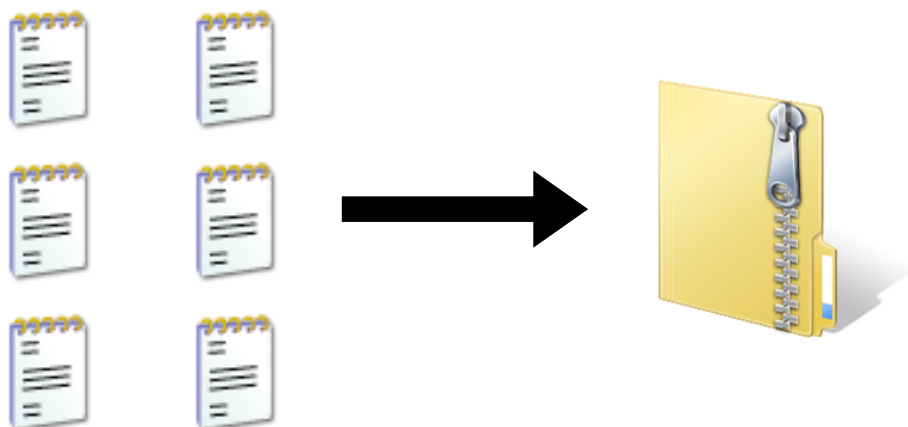
Submission Successful
The assignment has been submitted **SUCCESSFULLY**.
Please note your submission reference number: **234787**

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.

Teacher Submission (Multiple File)

For multiple file upload, you need to compress all the individual files into a zipped file. Then you can select the zip file you just created.



Student Submission


If you want the student to submit the files to your courses, please request the school administrator to update the student list and course list in excel format to VeriGuide. Then the students can view the submission interface similar to teachers but with a different role.


View Submission History


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

Overview

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

 **Course Information**
Download the assignment submitted, and view the originality report.

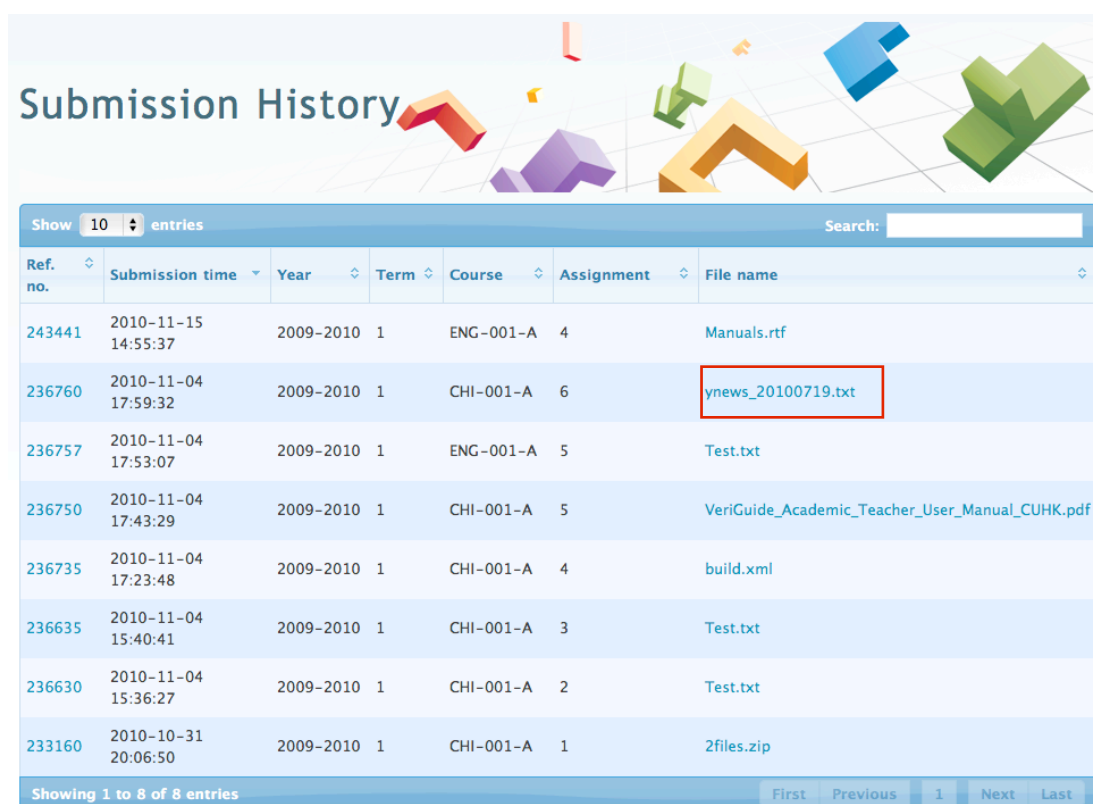
 **Upload Assignment**
To submit your assignment to VeriGuide.

 **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.



Submission History

Show 10 entries Search:

Ref. no.	Submission time	Year	Term	Course	Assignment	File name
243441	2010-11-15 14:55:37	2009-2010	1	ENG-001-A	4	Manuals.rtf
236760	2010-11-04 17:59:32	2009-2010	1	CHI-001-A	6	ynews_20100719.txt
236757	2010-11-04 17:53:07	2009-2010	1	ENG-001-A	5	Test.txt
236750	2010-11-04 17:43:29	2009-2010	1	CHI-001-A	5	VeriGuide_Academic_Teacher_User_Manual_CUHK.pdf
236735	2010-11-04 17:23:48	2009-2010	1	CHI-001-A	4	build.xml
236635	2010-11-04 15:40:41	2009-2010	1	CHI-001-A	3	Test.txt
236630	2010-11-04 15:36:27	2009-2010	1	CHI-001-A	2	Test.txt
233160	2010-10-31 20:06:50	2009-2010	1	CHI-001-A	1	2files.zip

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

Chapter 3: View Submission

Select Course Information

After login and selecting VeriGuide Academic, select Course Information to view the Course List.

Overview

Welcome, WONG, Ada !

This is your VeriGuide Account Overview page.



Course Information

Download the assignment submitted, and view the originality report.



Upload Assignment

To submit your assignment to VeriGuide.



Submission History

A list showing all your past submissions.

View Teacher Course List

After login, you will see a list of course. If you want to check the detail of the course, just simply click 'View'.



Course Information

Courses

Show 10 entries Search:


Year	Term	Course Code	Course Title	Enrollment	View
2009	1	CHI-001-A	Chinese Language	5	View
2009	1	ENG-001-A	English Language	5	View

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

View Course Assignment List

Then, you will see a list of assignment of the selected course.
Click 'View' to view the detail of the submissions.



Course Information

Course > CHI-001-A

Show 10 entries Search:

Assignment Number	Submission	Last Update	Report	Download	Detail
1	2	2010-10-31 20:08:35	READY	Download All	View
2	2	2010-11-04 15:36:27	READY	Download All	View
3	1	2010-11-04 15:40:41	READY	Download All	View
4	1	2010-11-04 17:23:48	READY	Download All	View
5	1	2010-11-04 17:43:29	READY	Download All	View
6	1	2010-11-04 17:59:32	READY	Download All	View

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

View Assignment Submission List

The students' submission information will then be shown on the screen. Including those students who have enrolled but does not submit their assignment.

The screenshot shows the VeriGuide web application interface. At the top, there is a navigation bar with links for Course, Submission, History, FAQ, and Logout. Below the navigation bar, the page title "Course Information" is displayed. The main content area shows the course path "Course > CHI-001-A > Assignment 1". A table lists the submission information for six entries. The table has columns for Name, User Id, Submission Time, File Name, and Submitted. The "Submitted" column is highlighted with a red box. The data shows that four students (CHAN, Mandy; LEUNG, Tommy; LI, Sally; WAI, Steven) have not submitted their assignments, while two (WONG, Ada; WONG, May) have.


Name	User Id	Submission Time	File Name	Submitted
CHAN, Mandy	student3@veriguide.org			NO
LEUNG, Tommy	student2@veriguide.org			NO
LI, Sally	student5@veriguide.org			NO
WAI, Steven	student4@veriguide.org			NO
WONG, Ada	teacher1@veriguide.org	2010-10-31 20:06:50	2files.zip	YES
WONG, May	student1@veriguide.org	2010-10-31 20:08:35	homework02.txt	YES

Showing 1 to 6 of 6 entries

Chapter 4: View Originality Report

The report is generated when 'READY' is shown. You can view the originality report by clicking 'READY' under the column of Report 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.



Course Information

Course > CHI-001-A

Show 10 entries Search:

Assignment Number	Submission	Last Update	Report	Download	Detail
1	2	2010-10-31 20:08:35	READY	Download All	View
2	2	2010-11-04 15:36:27	READY	Download All	View
3	1	2010-11-04 15:40:41	READY	Download All	View
4	1	2010-11-04 17:23:48	READY	Download All	View
5	1	2010-11-04 17:43:29	READY	Download All	View
6	1	2010-11-04 17:59:32	READY	Download All	View

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

Chapter 5: Download Submission

Download Individual Assignment

If you want to download individual assignment, just simply click the 'File name' link in the information box.

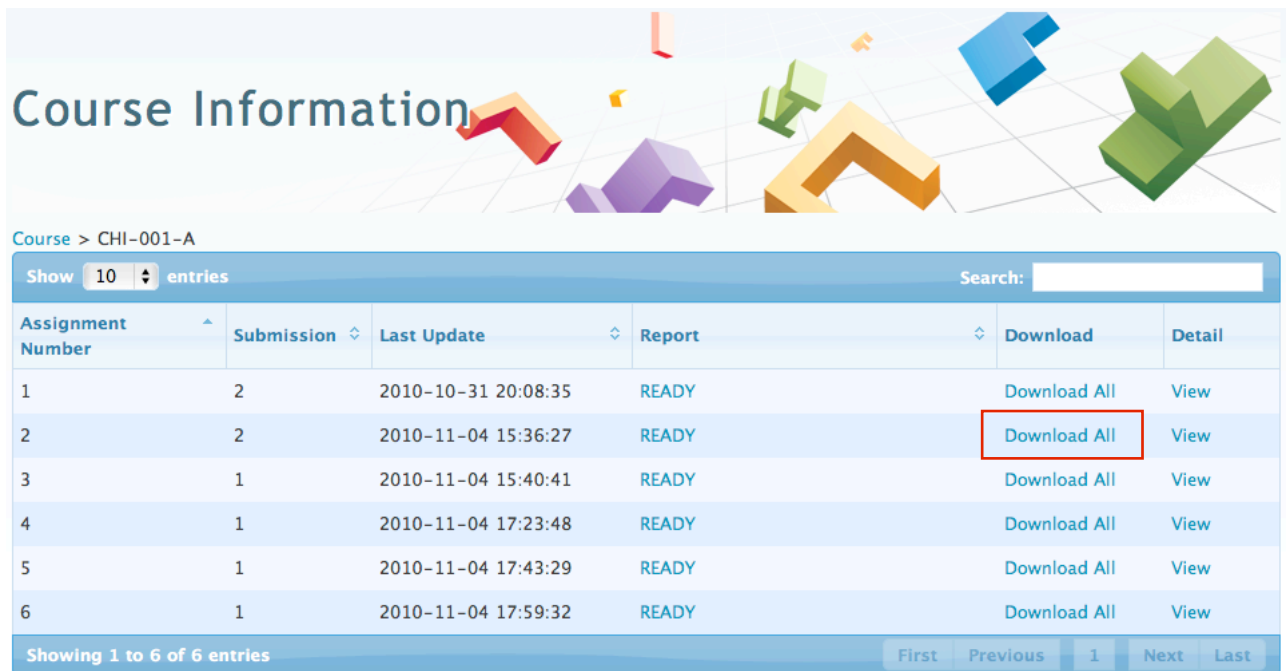
Course > CHI-001-A > Assignment 1

Name	User Id	Submission Time	File Name	Submitted
CHAN, Mandy	student3@veriguide.org			NO
LEUNG, Tommy	student2@veriguide.org			NO
LI, Sally	student5@veriguide.org			NO
WAI, Steven	student4@veriguide.org			NO
WONG, Ada	teacher1@veriguide.org	2010-10-31 20:06:50	2files.zip	YES
WONG, May	student1@veriguide.org	2010-10-31 20:08:35	homework02.txt	YES

Showing 1 to 6 of 6 entries

Download All Assignments

If you want to download all the submissions, just simply click the 'Download All' link in the information box.



Course Information

Course > CHI-001-A

Show 10 entries Search:

Assignment Number	Submission	Last Update	Report	Download	Detail
1	2	2010-10-31 20:08:35	READY	Download All	View
2	2	2010-11-04 15:36:27	READY	Download All	View
3	1	2010-11-04 15:40:41	READY	Download All	View
4	1	2010-11-04 17:23:48	READY	Download All	View
5	1	2010-11-04 17:43:29	READY	Download All	View
6	1	2010-11-04 17:59:32	READY	Download All	View

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

Chapter 6: 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