VeriGuide

The first automatic English and Chinese similarity text detection system

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VeriGuide Academic
Teacher User Manual

(Updated Novemeber 15, 2010)

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Chapter 1: Login

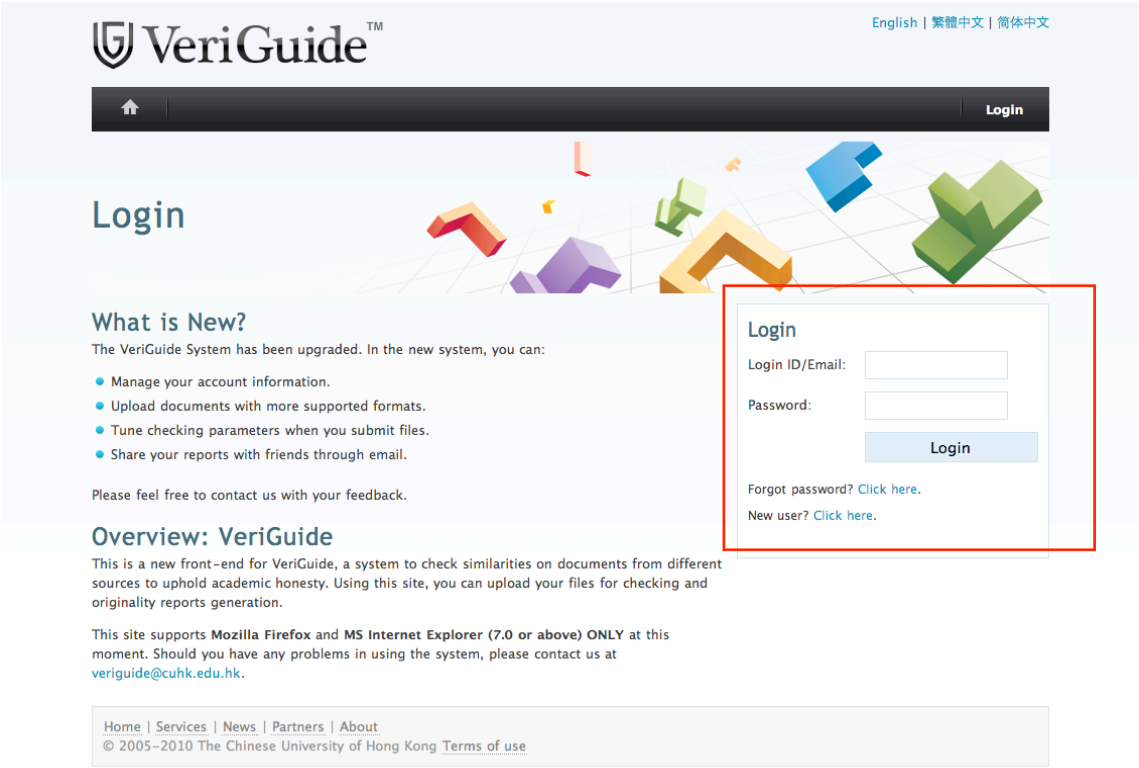
Create Account

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

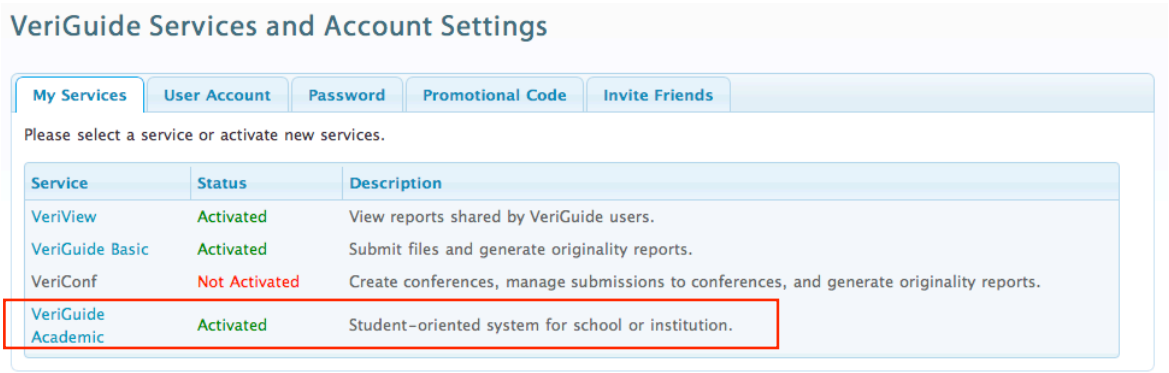
Open http://www.veriguide.org/login in your browser.

Input your Login ID/Email, Password. Then, click ‘Login’.



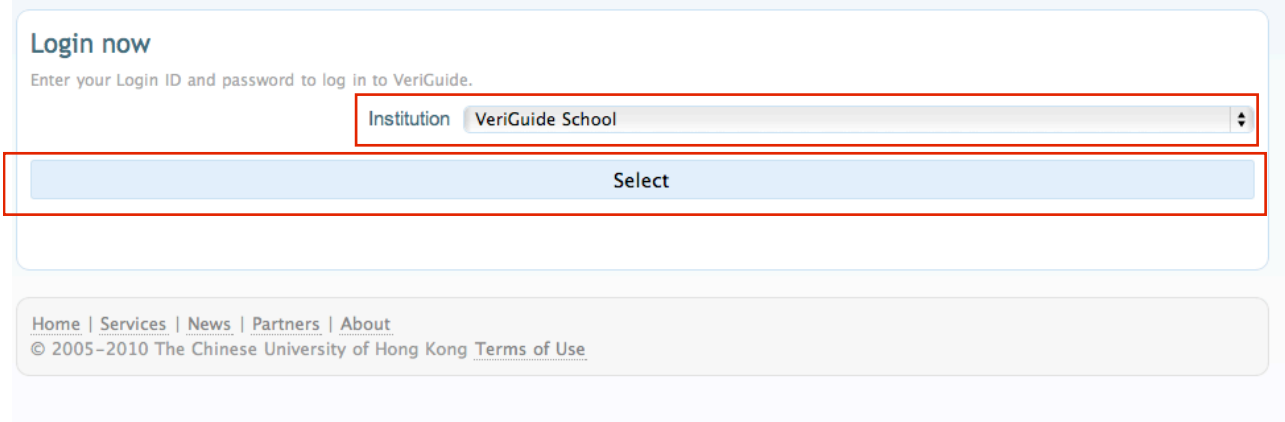
Select Service

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



Select School

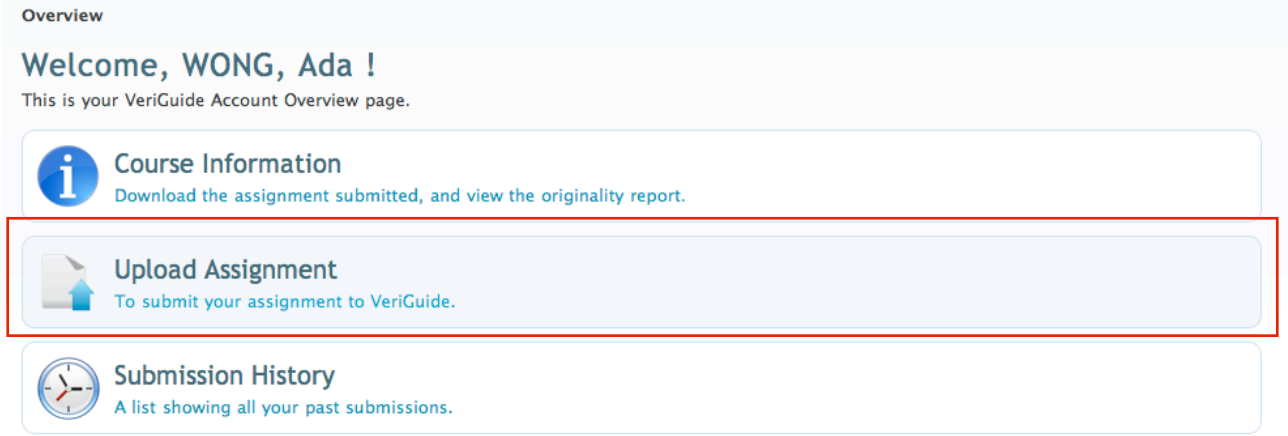
After login, you are required to select the corresponding school of the assignment.



Chapter 2: File Submission

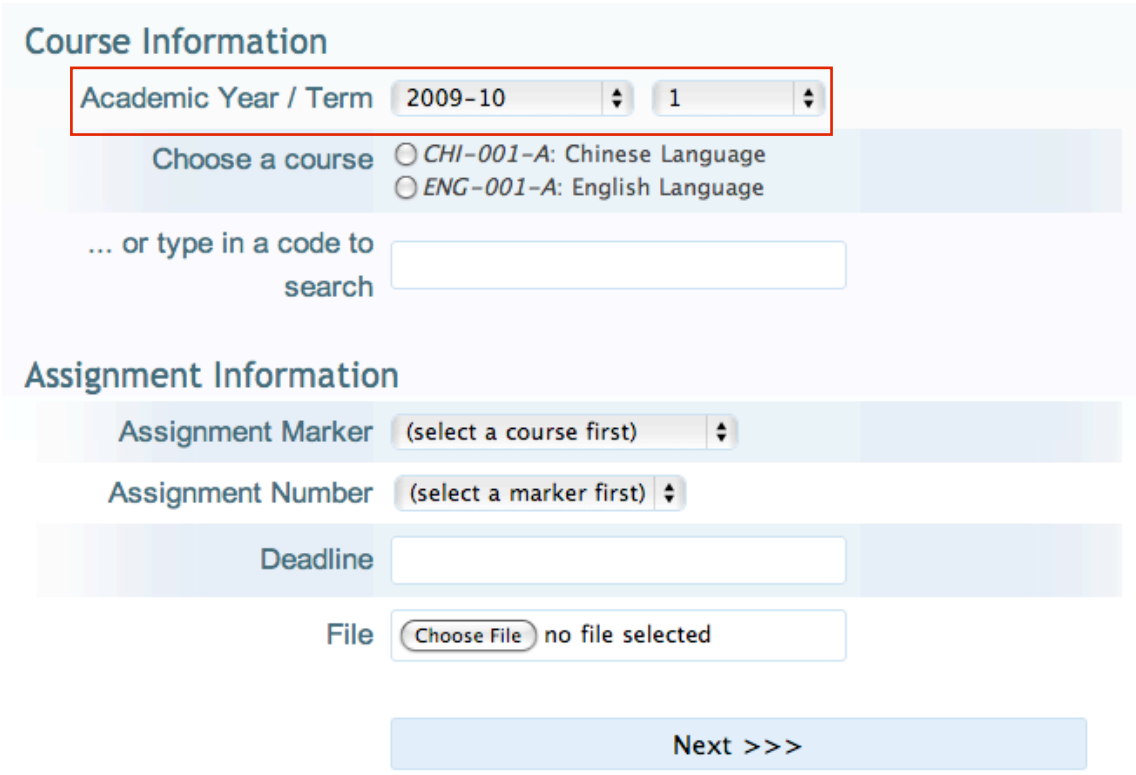
Select Upload Assignment

After selecting VeriGuide Academic,click Upload Assignment.



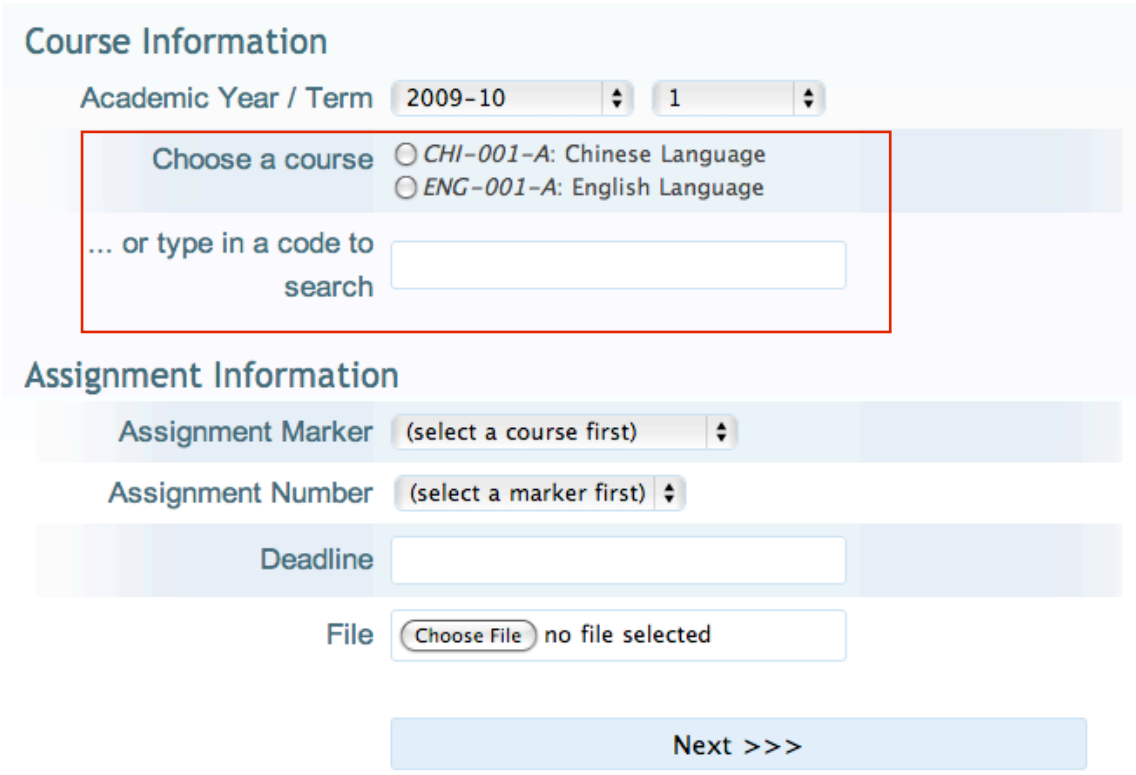
Select Academic Year/Term

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



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.

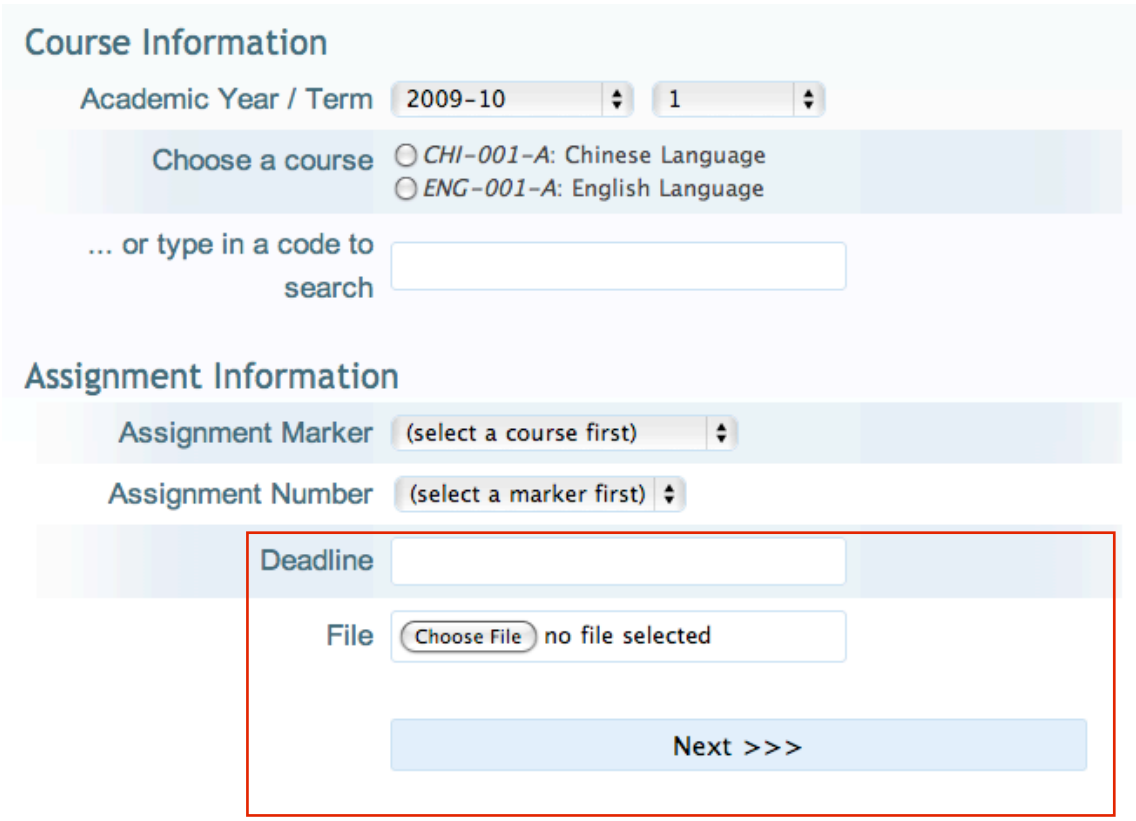


Select Assignment Marker and Assignment Number

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

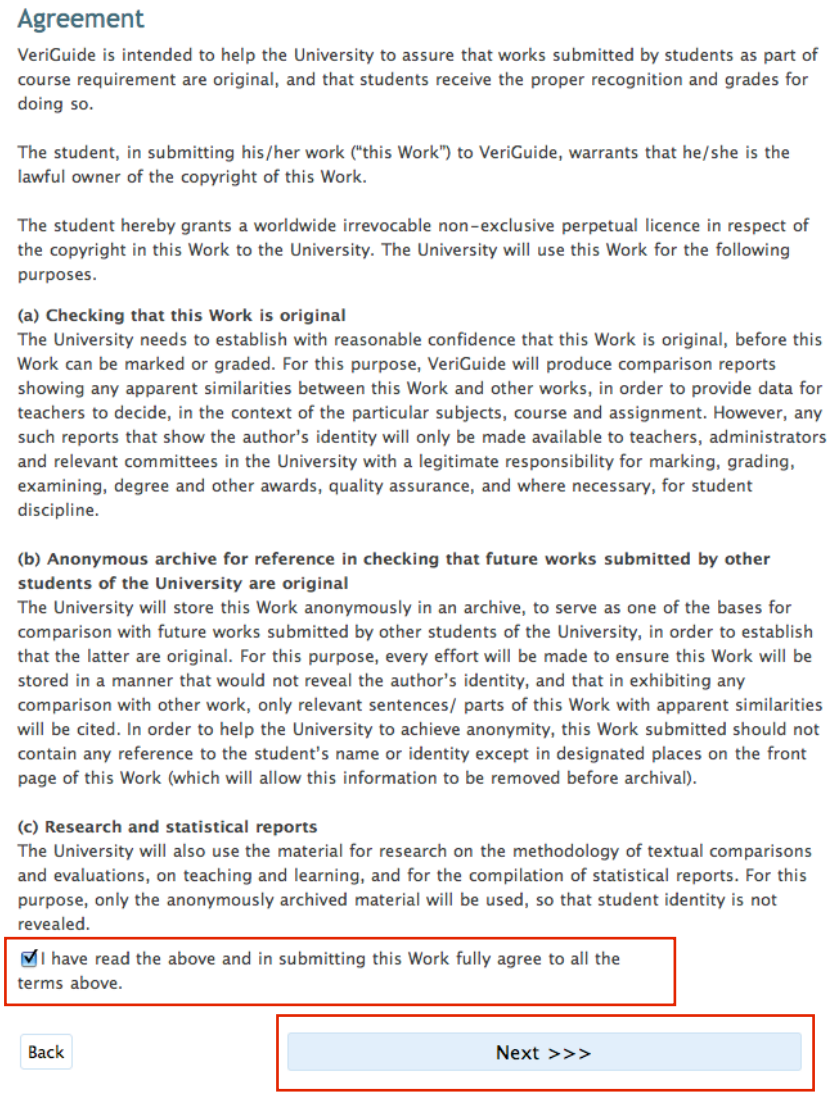
Input Due-date and Select File to Upload

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>>>'.



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

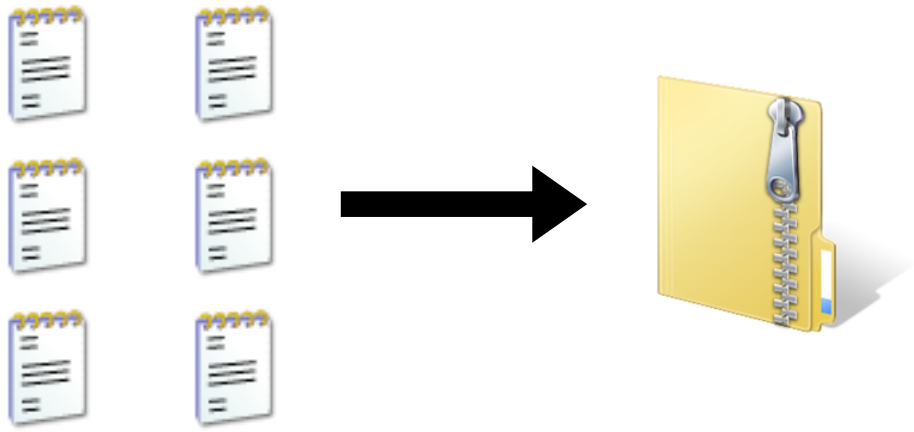
Next >>>

Complete submitting Assignment

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

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.

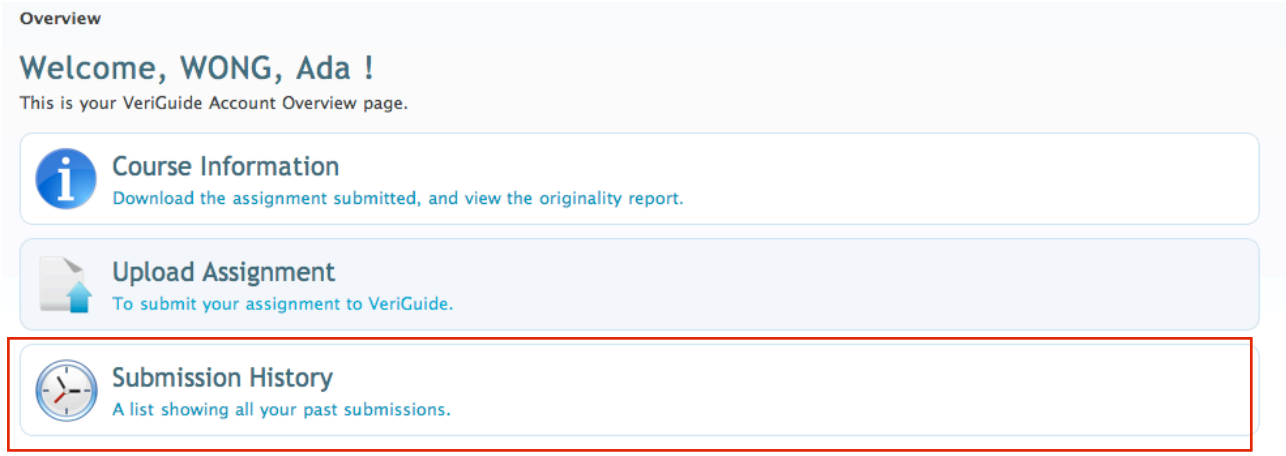


Student Submission

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.

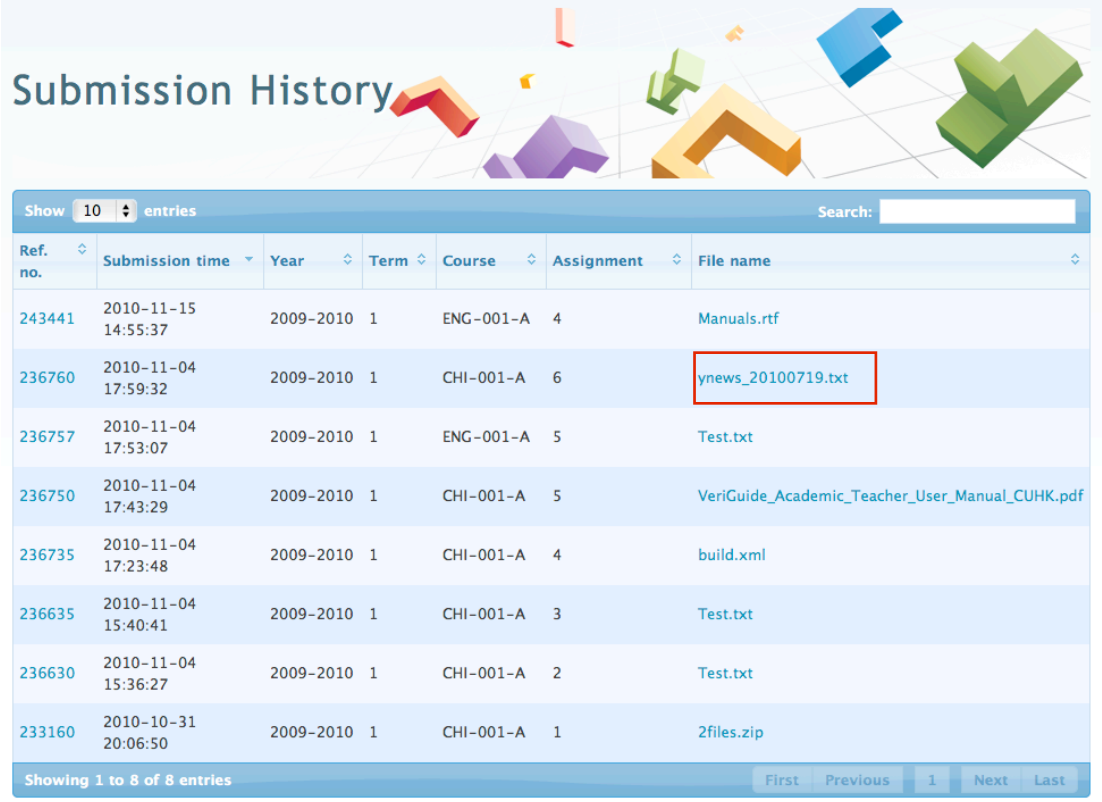
View Submission History

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



List of Assignment submission

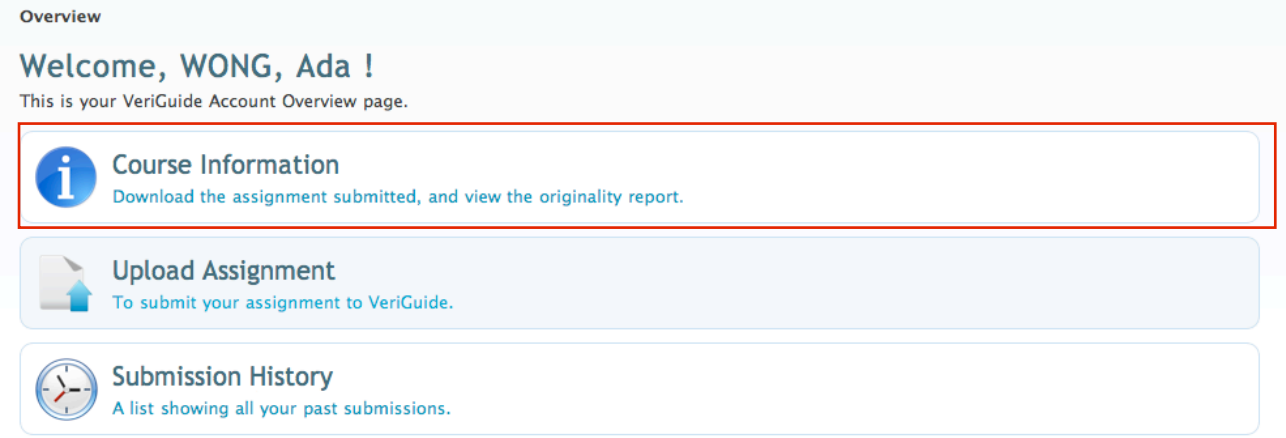
Then, you will see a list of assignment you have submitted.
If you want to download the submitted assignment, just simply click the file name.



Chapter 3: View Submission

Select Course Information

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



View Teacher Course List

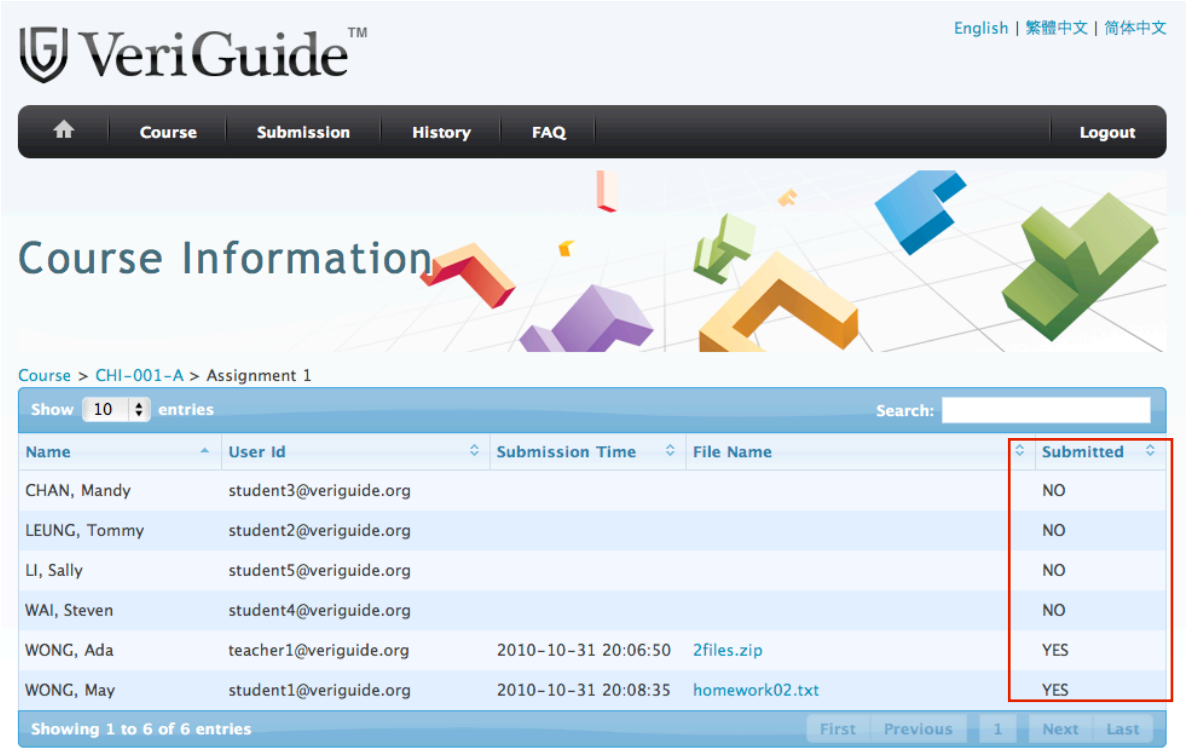
After login, you will see a list of course. If you want to check the detail of the course, just simply click 'View'.

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.

View Assignment Submission List

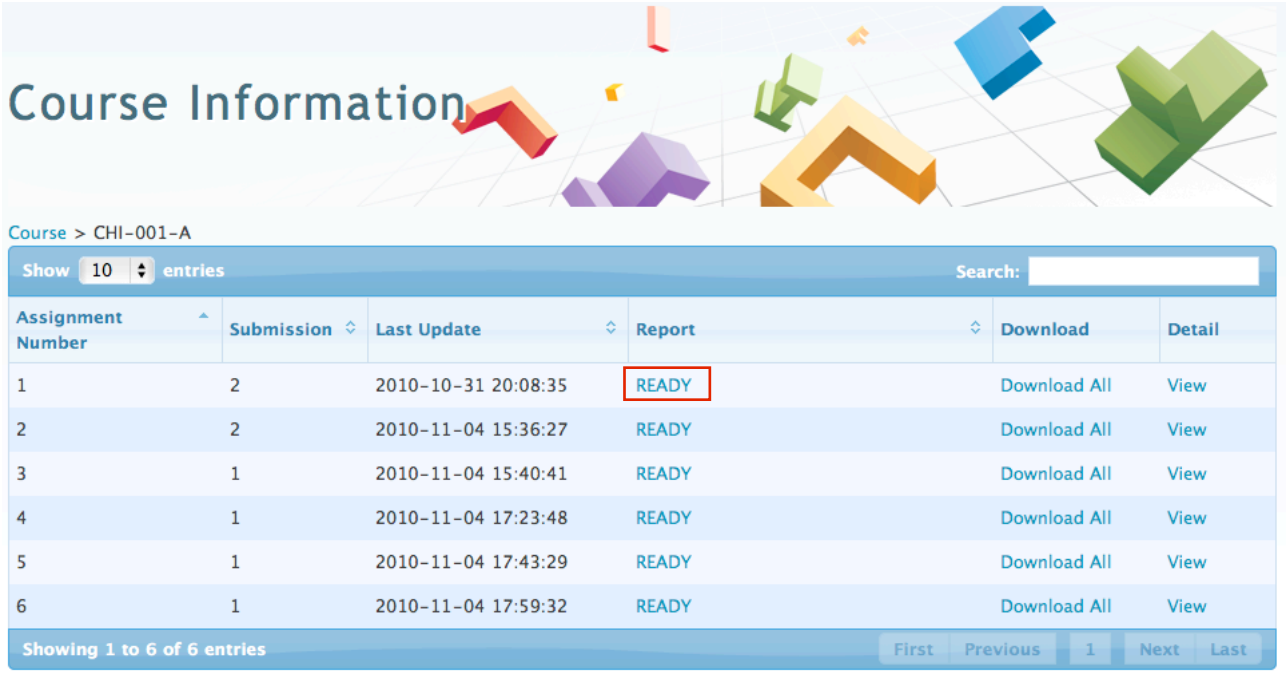
The students' submission information will then be shown on the screen. Including those students who have enrolled but does not submit their assignment.



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.

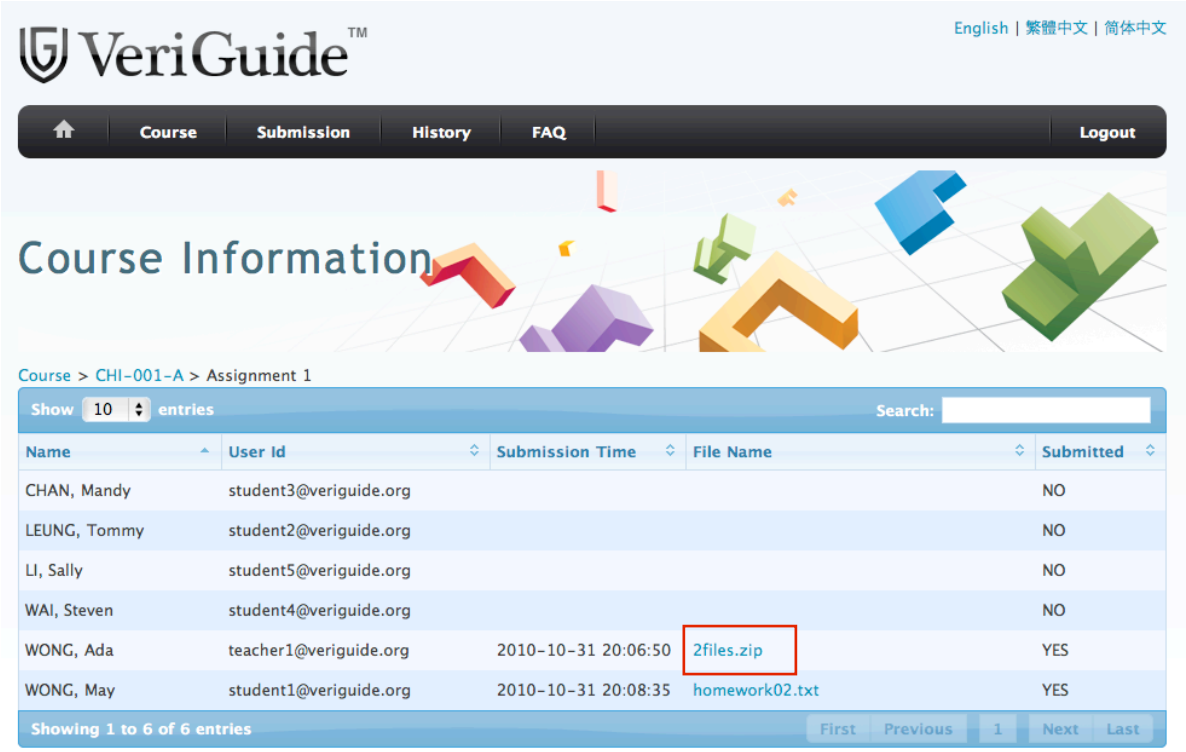
Please note that the originality report will be generated within 24 hours after the deadline set by the teacher/student.



Chapter 5: Download Submission

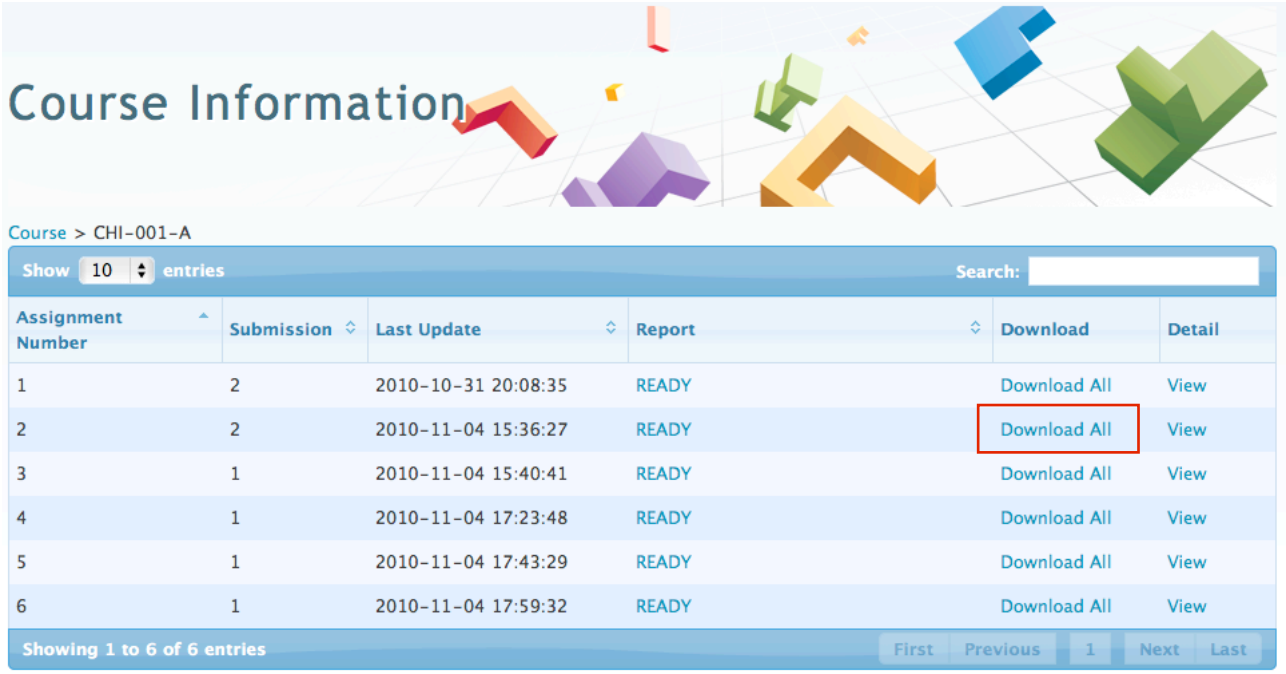
Download Individual Assignment

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



Download All Assignments

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



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