

Quickstart

Welcome to Urkund!

Urkund is a submission method for written assignments on any educational level with built in anti-plagiarism mechanics. It can be used for any type of written assignment as long as the text contains more than 400 characters.

In order to be able to use Urkund as a teacher you will need a personal user account. The personal user account is created for you by the person responsible for Urkund within your organisation or directly by PrioInfo. The account information is sent to you via e-mail.

Please note: If you already have received your account information but have misplaced them they are easy retrieved by visiting www.orkund.com , clicking on the log in-tab and from there on to "Lost your account user name and password?". When there you just enter your normal e-mail address and click send and you will have your account information in your inbox within a few minutes.

The account information e-mail contains three important items:

- Your *analysis address*. It normally has the format:
firstname.lastname.your_school's_individual_code@analysis.orkund.com
for example; joe.smith.oxvard@analysis.orkund.com
- Your *login-information*. User name and password to access your web based inbox via www.orkund.com
- A link to the *big user manual* which describes the Urkund anti-plagiarism system in detail.

This is how you do it:

1. Make sure you get a user account

1.1 Optional: Log on to the web based inbox at www.orkund.com and create course catalogues for upcoming assignments and set course codes and deadlines for these.

2. Inform your students well ahead of deadline that the Urkund anti-plagiarism system is to be used when they submit their documents. Distribute your analysis address together with the instructions that when the written assignment is complete it is to be sent as an attached file to said address. It is also a good idea to declare which file formats you allow. These are often .doc .docx and .pdf but it is all dependant on whether or not you can open these files on your own computer. (Urkund supports hundreds of different word processing formats). If you have opted to use course catalogues via the web based inbox you should also inform the students of the course code that applies to this particular assignment and instruct them to enter this in the subject line of their e-mail, brackets and all.

3. Your students type up their assignments and e-mail their documents, as attached files, to your analysis address when they are done.

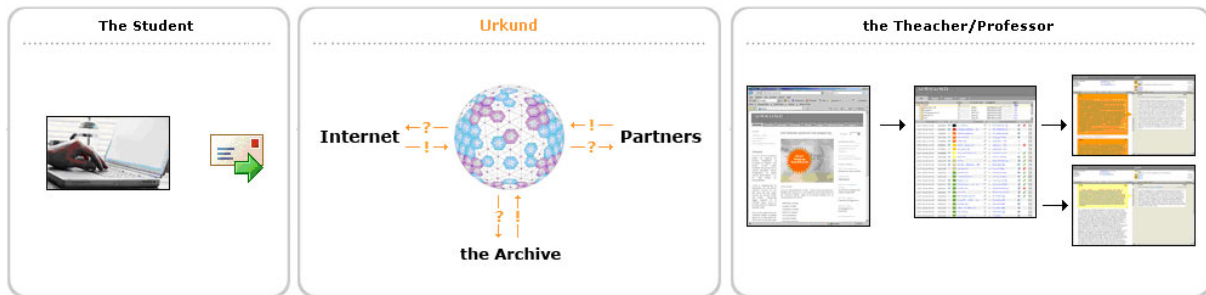
3. Urkund received the documents and confirms this directly back to the students. The documents now become accessible through the web based inbox at www.orkund.com

4. Urkund compares the text with sources on the Internet, our own extensive archive and our publishing partners and reports the result to the teacher within 24 hours.

5. When deadline has passed (or whenever he/she likes) the teacher logs on to the web based inbox and reviews the result of the comparison.

6. Via the web based inbox the teacher selects and opens the detailed Analyses that need to be followed up on.

A graphical description



- Writes his assignment
- Attaches the document (and if applicable; enters the course code in the subject line of the mail)
- E-mails the document to the analysis address

- Receives the document and confirms back to the student
- Makes the document available through the web based inbox
- Compares the document text with sources from three source areas
- Forwards the result to the teacher

- Logs on to the web based inbox at www.orkund.com
- Makes a selection of which documents (if any) to review in detail
- Reviews selected Analysis

An overview of the web based inbox (with explanatory text boxes)

The screenshot shows the URKUND web-based inbox interface. At the top, there are navigation tabs: List, Search, Settings, and Logout. Below these is a table with columns: Course name, Doc., Course code, Deadline, and Edit. The table lists several courses, including 'Unsorted', 'Abstracts', 'English PM', 'Literature 1a', 'Archive', and 'Trash'. Explanatory text boxes provide details about these folders and their usage.

Below the course table is a main document list table with columns: Date:Time, Doc.no, Document name, Sender, Reg, and A. The list contains numerous documents, each with a significance indicator (a colored square) and a document name. Explanatory text boxes describe the significance indicator and how to interact with the document list.

At the bottom of the interface, there are pagination controls: 'Previous 1 2'. An explanatory text box explains how to navigate between pages.

On the right side, there is a detailed view of a document, showing the sender's name and email address, and the document's content. Explanatory text boxes describe how to interact with this view, such as clicking on a link to view the document in detail or clicking on a miniature envelope to view the letter text.

Key explanatory text boxes include:

- There are three standard folders. If no course specific folders are created then all submitted documents will be placed in the "Unsorted" folder. If one use course specific folders then the submitted documents will be placed accordingly with the help of the Course Codes.
- If spam should manage to get past our filters, the "Trash" can be close by.
- Documents are sorted by date and time of arrival. The document numbers follow the same principle. The list can be aligned by any of its components by clicking on the symbol, or text, at the top of each column.
- Letting the mouse pointer rest over a significance indicator brings up a detailed description of how the analysis went.
- The eye is 'lit' when the Analysis has been opened once.
- The list displays 25 items after which it is divided into pages. You can navigate between pages here.
- A green significance indicator signals that no matches were made during the analysis. A black indicator would represent a complete similarity with other sources. There are a total of nine different colours ranging from 0% to 100%.
- Click here in order to create a new course folder.
- Click here to edit an existing course folder.
- Course folders that are no longer in use are conveniently placed in the 'Archive'.
- The number of documents in each folder.
- The course codes currently in use.
- Deadline, date and time, if such has been applied to a course.
- By tagging, one or several list items or on a page can be moved to another folder, or even to 'Trash', by clicking on the symbol at the top of the column.
- A link to the Analysis, comparing the document with identified sources in detail.
- The student has not yet filed his/her name with Urkund. Click to request this.
- The student has filed his/her name with Urkund.
- The student has been prompted to file his/her name.
- Resting the mouse pointer on a miniature envelope brings up a window showing the letter text from the e-mail.

An overview of an Analysis (with explanatory text boxes)

The screenshot displays the URKUND software interface with several callout boxes providing instructions and explanations:

- Document Information:**
 - Submitted:** 2008-01-31 09:59 (The time and date the document was sent by the submitter)
 - Analysed:** 2008-02-01 06:38
 - Submitted by:** lons.lundqvist@prjinfo.se (The e-mail address or name of the submitter)
 - Course name:** Aquanautics (The name of the Course Catalog the document was sent to (if applicable))
- Navigation:**
 - 80% Block #1 (2 Match(es))
 - 80% 1:0 (dangers of divingOver the past 20 years diving h...)
 - 80% 1:1 (dangers of divingOver the past 20 years diving h...)
 - 98% Block #2 (1 Match(es))
 - 48% Block #3 (1 Match(es))
- Match #1:0:**
 - 80% similarity
 - Text: "Dangers of diving During the last 20 years, diving has become very popular, both abroad and at home. But diving is not without its dangers. It is vital to attend a recognised diving school for training, and subsequently make sure that you keep your skills updated. Diving has to be planned and carried out in a responsible manner, making sure that first aid equipment and relevant phone numbers are at hand if an accident should take place. Finally, it is important to know the signs of decompression sickness and to be able to give first aid to the diver who has been affected. Beware of diving bells though; they have become more and more popular at tropical beach resorts lately as a method of experiencing nautical adventures without proper training or brains. Diving bells is an obsolete way of diving and should only be utilized by professionals in salvaging operations at great depths, like the Swedish Regal ship Vasa or the German WWII battle cruiser Bismarck. Not for looking at coral at a depth of a measly 9m in some lagoon. It can be dangerous. Don't do it."
 - Callout: "The text matches it's source to this extent" (80%)
 - Callout: "The number of the match" (# 1:0)
 - Callout: "Text that has been found in a source"
- Match #2:0:**
 - 98% similarity
 - Text: "What is decompression sickness? Decompression sickness, also called the bends, is caused by nitrogen bubbles forming in the bloodstream and tissues of the body. The bubbles occur if you move from deep water towards the surface (where the surrounding pressure is lower) in too short a space of time. Symptoms occur soon after the dive has finished and, in the most serious cases, it can lead to unconsciousness or death. If you suspect decompression sickness, stop the dive, initiate first aid, and summon assistance from a specialist in divers' medicine. Treatment is 100 per cent oxygen on site and during transportation, followed by treatment in a decompression chamber. Symptoms of decompression sickness The symptoms of decompression sickness vary because the nitrogen bubbles can form..."
 - Callout: "The color of the match follows the similarity percentage. The higher the similarity, the darker the background color" (98%)
- Alternative matches:**
 - Section: "Alternative matches within the same block"
 - Match #1:1: 80% similarity, source: "http://www.netdoctor.co.uk/..._on_sickness.htm"
 - Match #1:0: 80% similarity, source: "http://www.netdoctor.co.uk/..._on_sickness.htm"
 - Callout: "The location of the source (truncated). Click to open in a new window without any markings"
 - Callout: "If Urkund has found multiple sources for a particular text a beige bar informing of this lights up temporarily when that text is selected."
 - Callout: "By clicking on the 'Options' button it is possible to ask the Analysis to show these by tagging the 'Show alternative matches'. These are then shown ...both in the list of matches ...and in the source field under an appropriate header"
- Other Callouts:**
 - "Click here to view the first match (top-down) in the student document"
 - "Click here to open your standard e-mail client to forward this Analysis to a colleague."
 - "Click here to display the option to toggle quotes on and of and the option to show alternative sources for any matches made"
 - "Click here to view a summary of all sources found when checking the document"
 - "Printer friendly version of the Analysis"
 - "Sometimes a text can be available in several sources and if Urkund does find multiples we will illustrate this here. The Analysis will always show the best match and hide the alternative sources until they are asked for."