

User manual
The Web based inbox

The web inbox (List of documents)

Users who prefer to administrate all documents and Analysis online, rather than through the regular e-mail client, may do so by using our web based inbox.

Overview

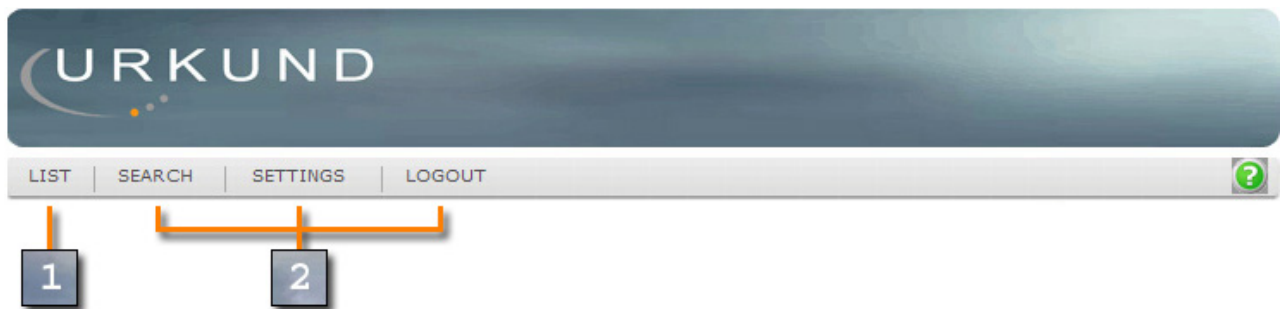
The screenshot displays the URKUND web inbox interface. At the top, there is a header with the URKUND logo and navigation tabs for LIST, SEARCH, SETTINGS, and LOGOUT. Below the header, there is a table with columns for Course name, Doc., Course code, Deadline, and Edit. The 'Course name' column shows a tree view with 'Unsorted' (32 documents), 'Archive', and 'Trash'. The 'Edit' column for 'Unsorted' has a 'New' link.

Below this is a main table of documents with the following columns: Date:Time, Doc.no, Document name, Sender, Reg, and A. The table contains 25 rows of document entries, each with a date, document number, name, sender, and registration status.

Date:Time	Doc.no	Document name	Sender	Reg	A
2007-11-09 14:12	D848289	aem - citybird _ n...doc	marie.m.moran@...		
2007-11-13 15:38	D853236	case study n°3.doc	blomgren, erik		
2008-08-13 08:58	D1245957	bibliographie.docx	anderson, lina		
2008-02-01 10:11	D964233	presentation group...doc	andersson, mimmi		
2008-03-14 08:15	D1053435	chernatyeva alena...ppt	oskarsson, rene		
2008-05-08 08:27	D1150289	power point citadi...pptx	andersson, gawain		
2007-11-12 15:52	D851602	vers un enjeu stra...docx	marie.m.moran@...		
2008-11-06 15:28	D1363089	club med en jordan...pptx	andersson, john		
2008-03-31 13:17	D1083012	un club med en jor...docx	witasp, johan		
2007-11-09 15:37	D848499	extreme mountain b...doc	nadaeliya.lind@...		
2007-11-09 15:38	D848502	extreme mountain b...ppt	erik1107@...		
2007-11-12 15:51	D851597	knowledge chart.doc	sundström, jenny		
2008-02-15 14:16	D982137	robertoarroyoknow...doc	hed, oskar		
2007-11-12 15:51	D851597	roberto arroyoknow...ppt	petra.ornstein@...		
2008-02-15 14:16	D982137	l_implantation de ...docx	lindgren, josefin		
2008-02-15 14:23	D982163	tree1.doc	ann.lindquist@...		
2008-02-15 14:23	D982164	tree and database.doc	sandra.baumgart@...		
2008-06-19 08:29	D1240534	application exerci...doc	kristina.ostblom@...		
2008-09-08 12:04	D1253417	exercise one-mgt _...doc	kristina.ostblom@...		
2008-09-11 11:21	D1256014	frenchiepresentati...ppt	sanna_malmsten@...		
2008-10-21 15:05	D1325707	frenchietree.doc	bohlin, anna		
2009-01-26 13:39	D1523639	årsredovisningens ...pdf	andersson, jonas		
2009-01-29 14:59	D1529338	présentationlvmae...ppt	ventura, sven		
2009-02-03 09:36	D1536600	assignment - 2 dat...docx	eriksson, sonja		
2009-01-28 09:26	D1526710	welding data base.doc	andersson, oskar		

Föregående 1

The menu field

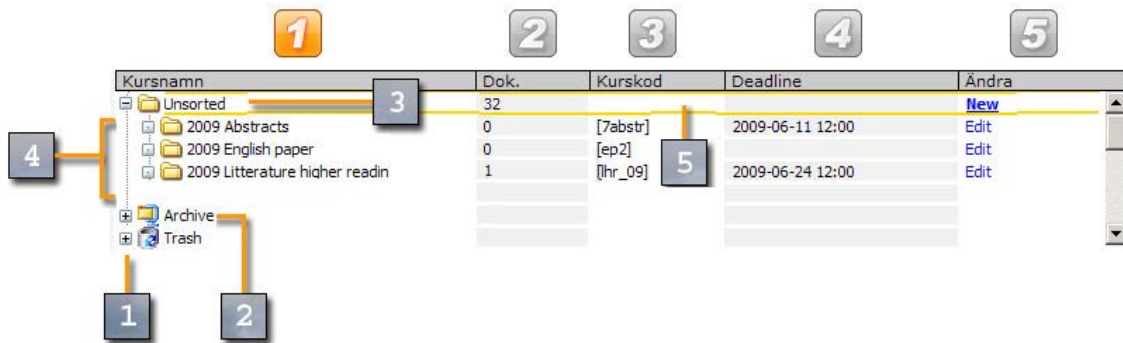


- 1 The icon changes its view to [List] if the user is logged on to the pages Search or Settings.
- 2 Standard Urkund menu choice. See above and below.

The folder browser

- 1 **Course name** Via the list interface the teacher can create folders, which submitted documents then can be directed to. The folders are organised in a folder structure similar to that of the most common PC operative systems. The user may choose not to create any course specific folders, and all documents will then be organised in one single list (see 3 "unsorted").

For clarity, every other column is grey and white.



1:1 Plus and minus

The plus and minus signs indicate which the main folders are. By clicking on them the underlying structure of folders is opened or closed.

1:2 Archive folder

The archive folder. In this folder, all course folders that are no longer in use can be archived. Folders are moved by clicking and dragging them to the [Archive] folder.

1:3 Unsorted

All e-mails without a designated course code in the subject field (see below) will automatically be directed to this folder. When you open the list interface, the unsorted folder is the default/standard view.

1:4 Active course folders

Click on the name to open a new folder.

1:5 Selected folder

For clarity, a selected folder is framed yellow. The list under the folder field shows documents stored in the opened folder.

2 Doc. This column shows the number of documents received in each folder.

Course name	Doc.	Course code	Deadline	Edit
Unsorted	32			New
2009 Abstracts	0	[7abstr]	2009-06-11 12:00	Edit
2009 English paper	0	[ep2]		Edit
2009 Litterature higher readin	1	[lhr_09]	2009-06-24 12:00	Edit
Archive				
Trash				

2:1 The column shows the number of documents received in each folder, including the unsorted folder.

2:2 The column does not show the number of documents in the Archive or Trash folder

3 Course code When creating a course folder (see below) for submission, the user needs to register a course code. The course code directs the incoming reports to the correct folder. By using course folders, the user gets a good overview of documents received and documents from different courses, submitted at different times are not mixed up.

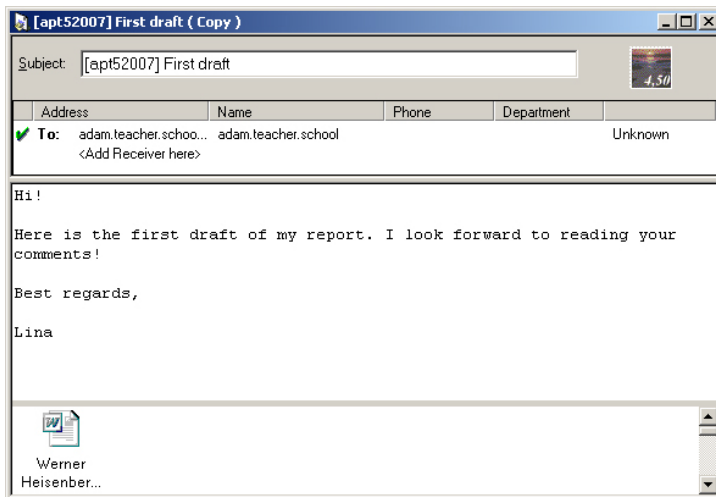
Course name	Doc.	Course code	Deadline	Edit
Unsorted	32			New
2009 Abstracts	0	[7abstr]	2009-06-11 12:00	Edit
2009 English paper	0	[ep2]		Edit
2009 Litterature higher readin	1	[lhr_09]	2009-06-24 12:00	Edit
Archive				
Trash				

3:1 The column shows the designated code of the course. The brackets are there to indicate exactly which is the course code and is not actually part of the code itself. In order to ensure that the document is directed to the correct folder, before typing anything else, the students need to write [the code] first in the subject field of the e-mail.

The field is matched to active codes in order to avoid duplicates. A code can contain a maximum of six characters. The characters [and] cannot be used in the code as these are used by the students. More than one teacher may use the same course code as each user has a unique Analysis address.

Example

*The code the teacher has given this course/submission is **apt52007**. The students will put this code within brackets **[apt52007]** in the subject field before submitting the document*



4 Deadline The user can put down a date for a deadline when creating a course folder. If this is done, a line will divide the list of documents to show those documents that have made the deadline and those what have not.

Course name	Doc.	Course code	Deadline	Edit
Unsorted	30			New
2009 Abstracts	6	[7abstr]	2009-06-11 12:00	Edit
2009 English paper	3	[ep2]		Edit
2009 Litterature higher readin	0	[lhr_09]	2009-06-24 12:00	Edit
Archive				
Trash				

The column shows the time and date of the deadline, if any such has been set.

4:1 date The format of the date is year/month/day

4:2 time The format of the time is hour/minute

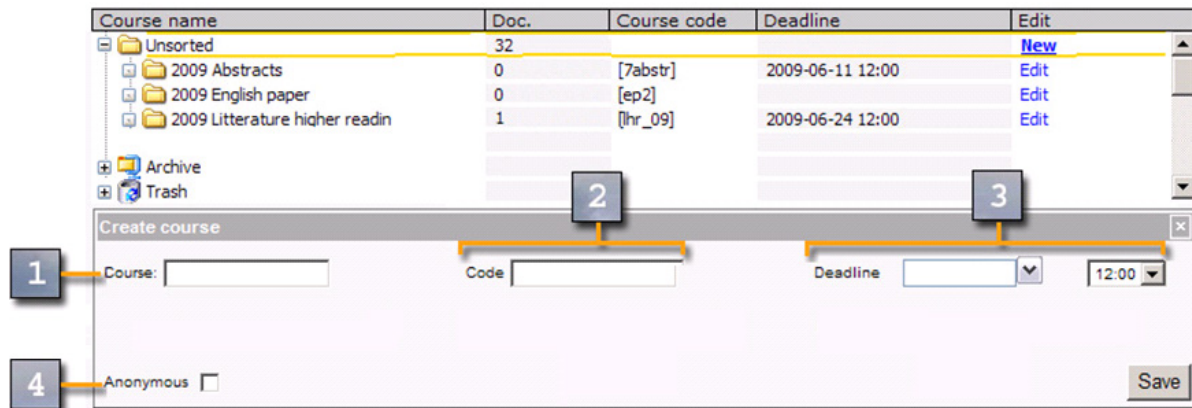
5 New/Edit To add a new course folder, please click [New] to the right of [Unsorted]. When doing this the view changes and a form to be used for creating the folder appears. To change an existing folder, please click [Edit] to the right of each folder.

Course name	Doc.	Course code	Deadline	Edit
Unsorted	30			New
2009 Abstracts	6	[7abstr]	2009-06-11 12:00	Edit
2009 English paper	3	[ep2]		Edit
2009 Litterature higher readin	0	[lhr_09]	2009-06-24 12:00	Edit
Archive				
Trash				

5:1a New. This function only exists next to the root folder [unsorted]. By clicking on the text, a new field opens and the folder can be created (See below)

5:2a Edit. This function opens a new field which enables the user to edit the selected folder. (See below)

New Creating a Course folder



5:1b Course The user fills in the desired course name. The field can contain a maximum of 30 characters. The course name is all the information the user needs to give to create a new folder. Once this is done, the [Create] button is activated.

5:2b C. code The user fills in the desired course code **without brackets**. Please use a maximum of 8 characters.

5:3b Deadline This is a voluntary function. If the field is filled in, a dotted line will divide the list to show which documents have passed the deadline and which that have not. It is possible to change the deadline as long as the course folder is active, after the submission has started or if the original deadline has passed. However, to change the deadline to a time or date that has passed is not possible.

5:4b Anonym... If this function is used, all reports will permanently lose all information about who submitted them. This status remains even when the report is moved to a non-anonymous folder. This, however, does not affect any submission details that may be written in the e-mail or in the work itself.

[Save] When all information has been filled in, please click [Save] and the view is changed to the folder structure showing a new folder.

The [x] box The check box finishes the editing or creating process WITHOUT saving. The field reverts to the folder structure.

If any field is incorrectly filled in an error message is shown:

The course code already in use (by you)

The date has passed

The time has passed

The field contains unauthorised characters.

The list of documents, part 1

Submitted documents automatically end up in the list even before they have been analysed by Urkund. "Date: Time" is the standard sort order, but by clicking at the head of the list the documents are organised in falling order.

Date:Time	Doc.no	Reviewed	Document name	Sender	Reg	A
2007-11-09 14:12	D848289		aem - citybird _ n...doc	marie.m.moran@...		
2007-11-13 15:38	D853236		case study n°3.doc	blomgren, erik		
2008-08-13 08:58	D1245957		bibliographie.docx	anderson, lina		
2008-02-01 10:11	D964233		presentation group...doc	andersson, mimmi		
2008-03-14 08:15	D1053435		chernyatyeva alena...ppt	oskarsson, rene		
2008-05-08 08:27	D1150289		power point citadi...pptx	andersson, gawain		
2007-11-12 15:52	D851602		vers un enjeu stra...docx	marie.m.moran@...		
2008-11-06 15:28	D1363089		club med en jordan...pptx	andersson, john		
2008-03-31 13:17	D1083012		un club med en jor...docx	witasp, johan		
2007-11-09 15:37	D848499		extreme mountain b...doc	nadaeliya.lind@...		
2007-11-09 15:38	D848502		extreme mountain b...ppt	erik1107@...		
2007-11-12 15:51	D851597		knowledge chart.doc	sundström, jenny		
2008-02-15 14:16	D982137		robertoarroyoknow...doc	hed, oskar		
2007-11-12 15:51	D851597		roberto arroyoknow...ppt	petra.ornstein@...		
2008-02-15 14:16	D982137		_implantation de ...docx	lindgren, josefin		
2008-02-15 14:23	D982163		tree1.doc	ann.lindquist@...		
2008-02-15 14:23	D982164		tree and database.doc	sandra.baumgart@...		
2008-06-19 08:29	D1240534		application exerci...doc	kristina.ostblom@...		
2008-09-08 12:04	D1253417		exercise one-mgt _...doc	kristina.ostblom@...		
2008-09-11 11:21	D1256014		frenchiepresentati...ppt	sanna_malmsten@...		
2008-10-21 15:05	D1325707		frenchietree.doc	bohlin, anna		
2009-01-26 13:39	-----		----- Deadline -----	-----	-----	-----
2009-01-29 14:59	D1529338		présentationlvmae...ppt	ventura, sven		
2009-02-03 09:36	D1536600		assignment - 2 dat...docx	eriksson, sonja		
2009-01-28 09:26	D1526710		welding data base.doc	andersson, oskar		

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1. Date/time

Urkund.

The field shows the time and date for when the document was received by


2. Document number

This field shows the document's diary number – a number unique for that specific document.

3. Reviewed yes/no


This field indicates whether the user has reviewed the Analysis or not. The field has three settings:

- Not reviewed
- Reviewed

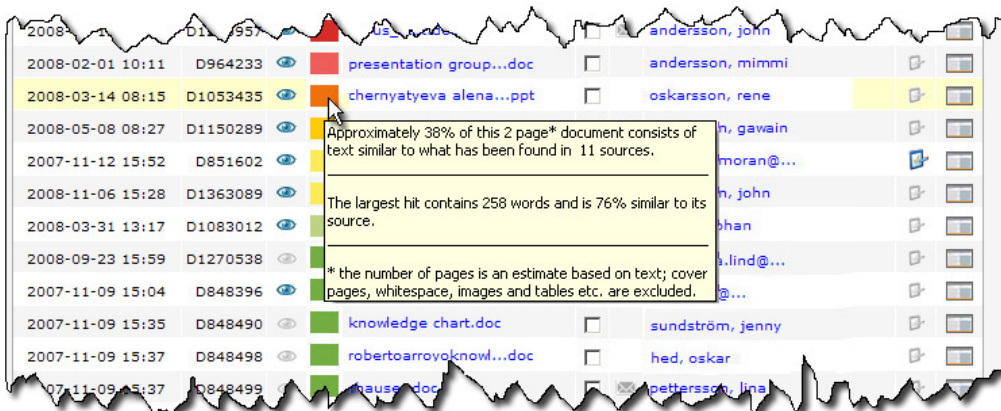
 An error has occurred, Review not possible

The above settings are automatically adjusted by the system.

As soon as the Analysis has been opened the eye-symbol is automatically “switched on”. An error symbol is shown when the system has encountered a problem and the document has not been analysed. Place the mouse pointer on top of the symbol for an explanation. This rarely happens and is often due to the students having attached an unknown file format or when an incomplete document has been submitted.

The symbol for deadline is  and never changes.

4. Significance This field indicates how important it is for the teacher to further investigate the Analysis for a specific document. The symbol collects information from the Report about how many similarities between the submitted document and our sources have been found. The colour indicates how many percent of the submitted documents contain similarities from other sources. The colour scheme ranges from **green** → **black**, where green indicates “no matches” and black indicates “everything”.



Date	ID	Document Name	Author	Significance
2008-02-01 10:11	D964233	presentation group...doc	andersson, mimmi	Red
2008-03-14 08:15	D1053435	chernyatyeva alena...ppt	oskarsson, rene	Orange
2008-05-08 08:27	D1150289		n, gawain	Yellow
2007-11-12 15:52	D851602		moran@...	Light Green
2008-11-06 15:28	D1363089		n, john	Green
2008-03-31 13:17	D1083012		phan	Light Green
2008-09-23 15:59	D1270538		s.lind@...	Green
2007-11-09 15:04	D848396		@...	Green
2007-11-09 15:35	D848490	knowledge chart.doc	sundström, jenny	Green
2007-11-09 15:37	D848498	robertoarroyoknow...doc	hed, oskar	Green
2007-11-09 15:37	D848499	ause.doc	pettersson, lina	Green


Approximately 38% of this 2 page* document consists of text similar to what has been found in 11 sources.

The largest hit contains 258 words and is 76% similar to its source.

* the number of pages is an estimate based on text; cover pages, whitespace, images and tables etc. are excluded.

The percentage, as well as the number of pages are estimations based on the extent of matches made by Urkund and the number of characters in the document and they aim to give you an idea of how big a part of the document is made up of material that might be considered suspected plagiarism. Please note that these numbers are not exact. The student's document may well contain more pages than the number presented since large fonts, pictures, white space and tables are not taken into account. Please also note that the percentage is directly related to the length of the document. This means that a fully plagiarised A4 page in a one page document is marked


“approximately 100% of this 1 page document contain...” while a fully plagiarised A4 page in a 10 page document is marked “ approximately 10% of this 10 page document contain...”

On those rare occasions when an error has occurred and a report is not generated, the following symbol is shown 

5. Doc. name This field shows the name of the document as well as the file format. By right clicking on the name, the document is opened in a new window. Please note that the requested software

needs to be installed (e.g. Word etc) in order for the user to view the Analysis. By left clicking on the name the user has the choice to download the document or to open it in a new window. A deadline cannot be changed from this view. To change the deadline the user needs to click [Edit] to the right of the course folder (see above).

(6) Move

The user can move documents from one folder to another by ticking the boxes next to each document and then clicking on the move icon in the list menu .

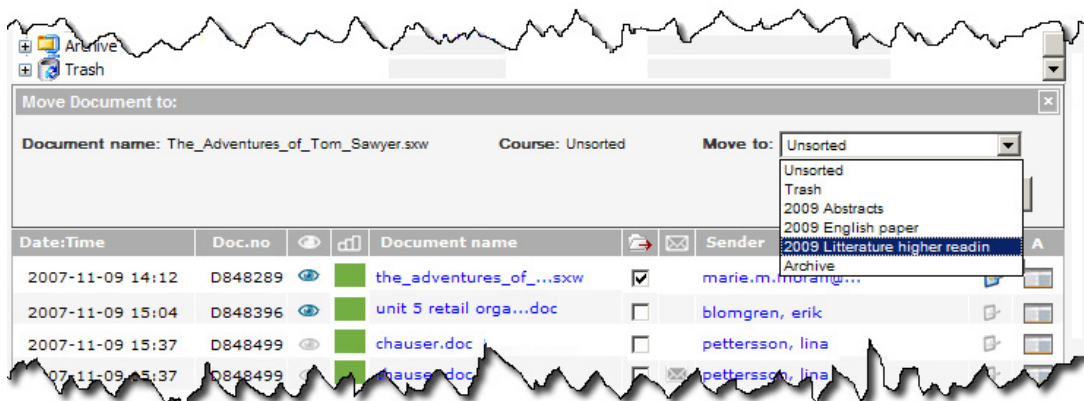
It is possible to move documents to active course folders (E.g. those visible under "Unsorted"); to the Trash folder and folders archived less than 2 months ago.

If you want to move documents to a folder archived more than two months ago, you will have to move it from "Archive" to "Unsorted". This manoeuvre is necessary to avoid very long lists of folders being created.

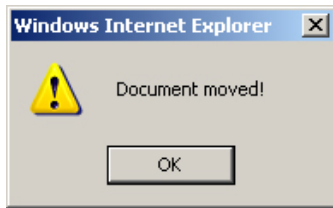


Documents need to be moved page by page. If documents have been marked on page 1 and page 2 is then opened, all marks made on page 1 will disappear.

When clicking on the move icon in the list menu different folder options will be displayed. Once you've chosen which folder to move the document to; click [Save]



When the document has been moved, a notice confirming this will be displayed and you are asked to click [Ok]



Please note that the document count in a certain folder is not always immediately updated. Under certain circumstances this is delayed with a couple of minutes.

The list of documents, part 2

Date:Time	Doc.no		Document name		Sender	Reg	A
2007-11-09 14:12	D848289		aem - citybird_ n...doc		marie.m.moran@...		
2007-11-13 15:38	D853236		case study n°3.doc		blomgren, erik		
2008-08-13 08:58	D1245957		bibliographie.docx		anderson, lina		
2008-02-01 10:11	D964233		presentation group...doc		andersson, mimmi		
2008-03-14 08:15	D1053435		chernyatyeva alena...ppt		oskarsson, rene		
2008-05-08 08:27	D1150289		power point citadi...pptx		andersson, gawain		
2007-11-12 15:52	D851602		vers un enjeu stra...docx		marie.m.moran@...		
2008-11-06 15:28	D1363089		club med en jordan...pptx		andersson, john		
2008-03-31 13:17	D1083012		un club med en jor...docx		vitasp, johan		
2007-11-09 15:37	D848499		extreme mountain b...doc		nadaeliya.lind@...		
2007-11-09 15:38	D848502		extreme mountain b...ppt		erik1107@...		
2007-11-12 15:51	D851597		knowledge chart.doc		sundström, jenny		
2008-02-15 14:16	D982137		robertoarroyoknowl...doc		hed, oskar		
2007-11-12 15:51	D851597		roberto arroyoknow...ppt		petra.ornstein@...		
2008-02-15 14:16	D982137		l_implantation de ...docx		lindgren, josefin		
2008-02-15 14:23	D982163		tree1.doc		ann.lindquist@...		
2008-02-15 14:23	D982164		tree and database.doc		sandra.baumgart@...		
2008-06-19 08:29	D1240534		application exerci...doc		kristina.ostblom@...		
2008-09-08 12:04	D1253417		exercise one-mgt _...doc		kristina.ostblom@...		
2008-09-11 11:21	D1256014		frenchiepresentati...ppt		sanna_malmsten@...		
2008-10-21 15:05	D1325707		frenchietree.doc		bohlin, anna		
2009-01-26 13:39	-----		----- Deadline -----		-----		
2009-01-29 14:59	D1529338		présentationlvmhae...ppt		ventura, sven		
2009-02-03 09:36	D1536600		assignment - 2 dat...docx		eriksson, sonja		
2009-01-28 09:26	D1526710		welding data base.doc		andersson, oskar		

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- 1. E-mail** If the student has written something in the e-mail when sending through a document, this field shows a symbol of an envelope. By placing the mouse pointer on the symbol a floating window showing the text written in the e-mail appears.



- 2. Submitter** This field shows the student's e-mail address. In those cases when a student has registered his or her name, this is shown in its place. Irrespective if the name or the e-mail address is shown, the user may left click to send a reply to the student. Please note that the reply will be sent out from the user's private e-mail address.

For integrity reasons no e-mails from the students can be forwarded to a third party. If the user's Urkund account has been set to be anonymous this will be indicated with "anonymous examination" and neither the student's name nor e-mail address is shown. In this case, no reply can be sent to the student as the student's e-mail address would reveal his or her identity. Even if a user account is changed from "anonymous" to the normal setting, those documents sent in before the change will remain without submitter details.

- 3.Reg** Abbreviation for "Registered name". This field indicates if the student has registered his or her name in connection to the e-mail address. The field has three settings:

-  The name has been registered (the name is also shown under "Receiver").
-  The name has not been registered (the e-mail address is shown under "Receiver")
-  Registration requested


If the student has not registered his or her name in connection to the e-mail address, the user may request this if necessary. By left clicking on the "The name has not been registered" a request for registration is sent out via e-mail to the student:

Hello!


This is an automated letter from the Urkund anti-plagiarism system.

Adam Scott has requested that you state your name in conjunction with your e-mail address in order to facilitate the review and grading of the document you submitted. Please follow this link [personal link] to state your name.


Best regards,
 Urkund

If the account has been set to be anonymous, the symbol  in this field will be used to show that the name is unessential. No e-mail can be sent to the student by clicking on this symbol.


4. Status



This field normally shows a miniature of an Analysis . By left clicking on the symbol, the Analysis opens in a new window/or tab and the user can start reviewing the document. When this is done, the symbol [Reviewed yes/no] is also changed (see above).

However, the following symbols may also be shown in the field:

Documents awaiting a deadline are marked 

Documents are currently being processed by the system are marked 

Documents which due to an error have not been analysed are marked  (if the mouse pointer is hovered over this symbol an error report is shown if available)

If the document is set to be analysed at the time of submission (e.g. If the user has not selected the option "Analyse all documents when the deadline has passed) all documents are marked  at the time Urkund receives them. As soon as the Analysis is ready the symbol is automatically replaced with the Analysis miniature/icon . This should not take more than 24hs.

If the user chooses not to use the deadline function, all documents will be analysed at the time of submission and a mix of these icons may occur. The same applies if a deadline is extended and some documents have already been sent through the system.

A quick reference guide to the web inbox

URKUND

LIST | SEARCH | SETTINGS | LOGOUT

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

The list can be aligned by any of its components by clicking on the symbol, or text, at the top of each column.

Default sort is by date and time of reception. The document numbers follow the same principle

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.

Click here in order to create a new course folder

Click here to edit an existing course folder

The number of documents in each folder

The course codes of the folders currently in use

Deadline, date and time, if such has been applied to a course

By tagging, one or several list items 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 be prompted to file his/her name

Significance indicator. It shows in colour how much of the text in the document that has been found in our sources.

Approximately 38% of this 2 page* document consists of text similar to what has been found in 11 sources.

The largest hit contains 258 words and is 76% similar to its source.

* the number of pages is an estimate based on text; cover pages, whitespace, images and tables etc. are excluded.

Resting the mouse pointer on a miniature envelope brings up a window showing the letter text from the e-mail

Hi!

Here is a draft of my paper! Looking forward to your feedback!

Best,
Rene

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%

Course name	Doc.	Course code	Deadline	Edit
Unsorted	32			New
2009 Abstracts	0	[7abstr]	2009-06-11 12:00	Edit
2009 English paper	0	[ep2]		Edit
2009 Litterature higher readin	0	[lhr_09]	2009-06-24 12:00	Edit

Date:Time	Doc.no	Document name	Sender	Reg	A
2007-11-09 14:12	D848289	aem - citybird_ n...doc			
2007-11-13 15:38	D853236	case study n°3.doc			
2008-08-13 08:58	D1245957	bibliographie.docx			
2008-02-01 10:11	D964233	presentation group...doc	anderson, mimmi		
2008-03-14 08:15	D1053435	chernyatyeva alena...ppt	oskarsson, rene		
2008-05-08 08:27	D1150289		on, gawain		
2007-11-12 15:52	D851602		meran@...		
2008-11-11 15:52	D851602		hn		
2008-03-14 08:15	D1053435				
2007-11-09 15:37	D848499		@...		
2007-11-09 15:38	D848502				
2007-11-12 15:51	D851597		nnny		
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