



## **USERGUIDE**

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FOR INSTRUCTORS

## INTRODUCTION

Dear instructor,

Thank you for downloading this Ephorus User Guide.

If you have any questions, please contact the Ephorus key user within your educational institute. You can find the key user's contact information in the invitation e-mail you received to activate your account and can find this and additional manuals, FAQs and video tutorials in the Ephorus Help section in Ephorus.

If you have any questions and/or comments regarding this manual, please contact our support team via [support@ephorus.com](mailto:support@ephorus.com).

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### ABOUT EPHORUS

Ephorus is used to **prevent and detect plagiarism**. Students are less likely to commit plagiarism if they know that their work will be checked by a plagiarism detection tool, and if they do, Ephorus will let you know.

You can upload documents to be checked for similarities against internet sources and other student papers uploaded by instructors from your educational institute via the Ephorus web application. The results of the check are returned to you in the Ephorus report, a concise display of the similarities between a submitted document and found sources.

For more information about Ephorus, please visit our website: [www.ephorus.com](http://www.ephorus.com).

### 1. LOG-IN

To access Ephorus, you will need an account. Ephorus accounts are created by the Ephorus key user at your educational institute – he or she can send you an invitation to activate an account.

If you have not received an invitation e-mail, please contact your key user. If you do not know who the key user is, you can contact the Ephorus support team via [support@ephorus.com](mailto:support@ephorus.com).



To log into Ephorus, go to the website [www1.ephorus.com](http://www1.ephorus.com) and log-in with your user name (e-mail address) and password.

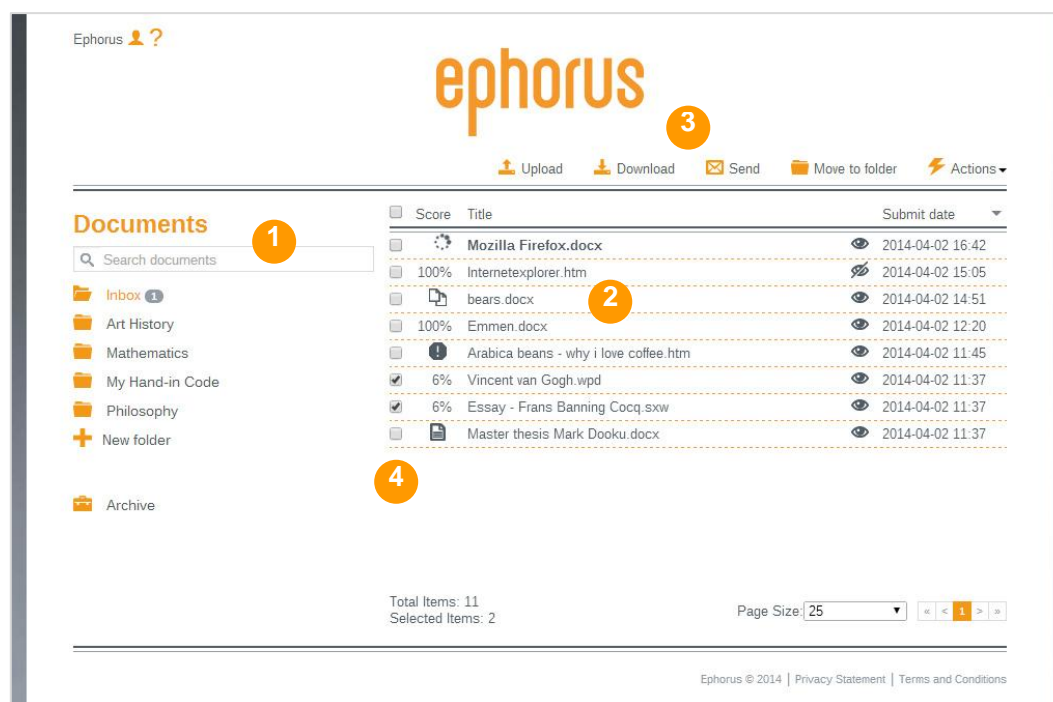
If you have **forgotten your password** you can use the *Forgot password* button to retrieve it.

If you have forgotten your user name, contact the Ephorus key user at your educational institute or the Ephorus support team on [support@ephorus.com](mailto:support@ephorus.com).

## 2. INBOX

After logging in, you are referred to the **Inbox**. This is your personal document list. From here, you can submit documents to be checked for plagiarism and access all your documents and Ephorus reports.

The screenshot below shows an example of this page:



Your **folders** (1) are shown on the left. You can place your document in any folder and move documents to different folders as you wish.

The **document list** (2) in the middle contains all of the documents that you have uploaded or that have been handed in by your students. Click on the title to open the Ephorus report (see Chapter 4)

**Action buttons** are located above the document list (3). An action button is used to perform an action on all selected documents. Select a document using the **checkboxes** (4) on the left hand side of the document list or check all checkboxes in the blue bar above the document list.

These elements will be described in more detail on the next pages.

## FOLDERS

Your default folders are **Inbox** and **Archive**. Every user has these folders and they cannot be renamed or deleted. Inbox is your main folder and all submitted documents are placed here unless you choose otherwise. The Archive folder contains all removed documents.

You can create more folders if you want simply by clicking the **+New folder** link in the folder list and entering a name for the new folder. You can also link a **hand-in code** to a folder – this means that documents handed in with the selected code are placed in the folder it is linked to. For more information about linking hand-in codes, see Manage folders (in Chapter 5).

The numbers behind the folder names, indicate how many **unread** documents are contained in the folder.

## DOCUMENT LIST

Your document list contains all the documents that you have uploaded or that have been handed in by your students. You can click on the title of a document to open the Ephorus report.

Some of the titles in the document list can be in **bold**. This means that they are unread, i.e. their reports have not yet been opened.

<input type="checkbox"/>	Score	Title		Submit date	▼
<input type="checkbox"/>		<b>Mozilla Firefox.docx</b>		2014-04-02 16:42	
<input type="checkbox"/>	100%	Internetexplorer.htm		2014-04-02 15:05	
<input type="checkbox"/>		bears.docx		2014-04-02 14:51	
<input type="checkbox"/>	100%	Emmen.docx		2014-04-02 12:20	
<input type="checkbox"/>		<b>Arabica beans - why i love coffee.htm</b>		2014-04-02 11:45	
<input checked="" type="checkbox"/>	6%	Vincent van Gogh.wpd		2014-04-02 11:37	
<input checked="" type="checkbox"/>	6%	Essay - Frans Banning Cocq.sxw		2014-04-02 11:37	
<input type="checkbox"/>		Master thesis Mark Dooku.docx		2014-04-02 11:37	

Every document has either an **Ephorus score** or an icon indicating the status of the document.

- The document is being checked and the report will arrive shortly.
- 73%** The document has a possible plagiarism report. The percentage indicates the amount of text in the submitted document for which similarities have been detected.
- The document was uploaded as reference material (see Chapter 3)
- The same document has been uploaded before. Identical documents are not scanned twice, you can view the results of the original document by clicking on the title of the document.
- The document could not be checked for plagiarism. Click on the title of the document for more information.

When you click on the title of a document that does not have a percentage, a **status page** is opened instead of a report. The status page contains more information about why the document does not have a report.

The **eye icon** on the right hand side of the title indicates the document's visibility, i.e. whether a document will be used as reference material for plagiarism scans. When the eye is normal, the document is visible and may be reported as a source in reports for other documents. When it is blocked, the document is hidden and will not be used as reference material.

Click on the *eye icon* or use the *Mark as* function to change the visibility of a document.

The **date** and time on the far right hand side shows when the document was uploaded.

### ACTIONBUTTONS



The **Upload** button opens the pop-up to upload documents (see page 7). The other buttons are all used to perform different actions on documents.

The **Send** button can be used to send the reports for the selected documents via e-mail to yourself or someone else. You can also **Download** the selected documents and/or their reports to your PC.

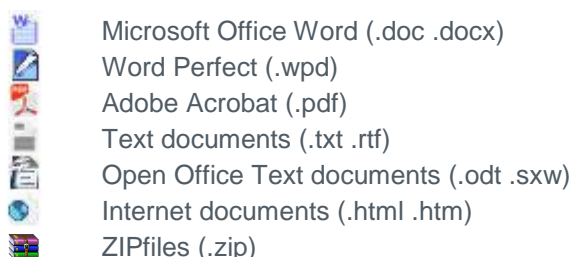
The **Mark as** button can be used to change a document's visibility and whether it is marked as read or unread. Changing the visibility works in the same way as the eye icon (see previous page). Marking documents as read or unread changes the title of the document to bold for unread and regular print for read.

If you want to organise your inbox, you can move documents to different folders with the **Move to folder** button. Moving a document does not affect the document in any other way; it will not change its visibility or whether it's marked as read or not.

### 3. UPLOAD

Click the **Upload** button in My Documents to open the Upload pop-up. You can quickly upload as many documents as you like here.

Ephorus supports all common document types:



The maximum file sizes are 25 MB for single documents and 8 MB for ZIPfiles.

### UPLOADING DOCUMENTS

You can select the documents you wish to upload on the first page of the Upload pop-up.

Click Choose your documents to select documents. You can select as many documents as you like.

The selected documents will then be listed under the choose your documents button.

To create a new folder for the documents, simply choose + next to the dropdown box and enter a name for the folder.

Ephorus has three different **upload options**: Default check, Reference material and Private check. For more information about these options, you can click the *what's this* link.

When you have selected a folder and upload option, click *Upload documents* to upload all of the selected documents at once. The plagiarism scan will start right away.

#### 4. REPORTS

The Ephorus report shows you the results of the plagiarism scan. To open a report, simply click on the title of a document in the Inbox. This opens the summary report.

There are two versions of every report: a summary and a detailed report. The summary report is an overview of the results of the Ephorus scan. It compares the submitted document to all of the sources at once. The detailed report zooms in on the results and compares the submitted document and individual sources side-by-side.



### SUMMARY REPORT

The screenshot below is an example of a **summary report**:

The screenshot displays the Ephorus plagiarism prevention software interface. At the top, the Ephorus logo is visible. Below it, the document title 'Jamie Student - Essay Plagiarism.pdf' and the date/time '3/27/2014 4:31:59 PM' are shown. The main content area is divided into two sections: 'Summary / Detailed' and 'Statistics'.

**Summary / Detailed:**

- Overall score: 93%
- Source list:
  - 100% <http://readtiger.com/wkp/en/Plagiarism>
  - 100% <http://pediaview.com/openpedia/Plagiarism>
  - 99% <http://en.wikipedia.org/w/index.php?title=Plagiarism&oldid=592804658>
  - 91% <http://tanec.phorum.pl/viewtopic.php?t=423>
  - 61% <http://uncyclopedia.wikia.com/wiki/Plagiarism>
  - 58% <http://www.factualworld.com/article/Plagiarism>
  - 31% <http://www.spiritus-temporis.com/plagiarism/self-plagiarism.html>

**Statistics:**

Statistics	Value
Number of words	2474
Reported words	2277

**Plagiarism:**

Plagiarism is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions," and the representation of them as one's own original work. The idea remains problematic with unclear definitions and unclear rules. The modern concept of plagiarism as immoral and originality as an ideal emerged in Europe only in the 18th century, particularly with the Romantic movement. Plagiarism is considered academic dishonesty and a breach of journalistic ethics. It is subject to sanctions like expulsion. Plagiarism is not a crime per se but in academia and industry, it is a serious ethical offense, and cases of plagiarism can constitute copyright infringement.

**Etymology:** In the 1st century, the use of the Latin word *plagiarius* (literally kidnapper), to denote someone stealing someone else's work, was pioneered by Roman poet Martial, who complained that another poet had "kidnapped his verses." This use of the word was introduced into English in 1601 by dramatist Ben Jonson, to describe as a plagiary someone guilty of literary theft. The derived form plagiarism was introduced into English around 1620. The Latin *plagiarius*, "kidnapper", and *plagium*, "kidnapping", has the root *plaga* ("snare", "net"), based on the Indo-European root *\*-plak*, "to weave" (seen for instance in Greek *plekein*, Bulgarian *"плетати"* *pleta*, Latin *plectere*, all meaning "to weave").

**Legal aspects:** Although plagiarism in some contexts is considered theft or stealing, the concept does not exist in a legal sense. "Plagiarism" is not mentioned in any current statute, either criminal or civil. Some cases may be treated as unfair competition or a violation of the doctrine of moral rights. The increased availability of intellectual property due to a rise in technology has furthered the debate as to whether copyright offences are criminal. [citation needed] In short, people are asked to use the guideline, "if you did not write it yourself, you must give credit." Plagiarism is not the same as copyright infringement. While both terms may apply to a particular act, they are different concepts, and false claims of authorship may constitute plagiarism regardless of whether the material is protected by copyright. Copyright infringement is a violation of the rights of a copyright holder, when material whose use is restricted by copyright is used without consent. Plagiarism, in contrast, is concerned with the unearned increment to the plagiarizing author's reputation that is achieved through false claims of authorship. Thus, plagiarism is considered a moral offense against the plagiarist's audience (for example, a reader, listener, or teacher).

Plagiarism is also considered a moral offense against anyone who has provided the plagiarist with a benefit in exchange for what is specifically supposed to be original content (for example, the plagiarist's publisher, employer, or teacher). In such cases, acts of plagiarism may sometimes also form part of a claim for breach of the plagiarist's contract, or, if done knowingly, for a civil wrong.

**In academia and journalism:** Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud, and offenders are subject to academic censure, up to and including expulsion. Many institutions use plagiarism detection software to uncover potential

The Submitted document section has information about the document. You can change the visibility of the document, download the document, forward the report and print the report.

The **Sourcelist** is a list of all the sources found by Ephorus in the plagiarism scan. To view a source, simply click on the title. The scores indicate the percentage of words in the submitted document for which a match has been found, for all the sources together (total score) as well as per source.

Every source can be checked and unchecked – when a source is unchecked, it is excluded from the report and scores.

If you click on the < icon, extra information about the document will be shown: the students comment, the word count and the number of matching words.

The bottom part of the page is the actual **report**. It contains the text of the submitted document and you can easily identify parts of the text for which matches have been found. All the black text is original; all text in orange is possible plagiarism. The text in blue indicates small differences between the submitted document and the source and this usually indicates that small changes have been made.

The text may also have blue underlining. These lines indicate that there are possible **quotes** in the text which can be highlighted with the *Show quotes* button on the top right hand side of the report section. The text of the quote will no longer be marked as plagiarism and is removed from the scores.

"To be, or not to be- that is the question:  
Whether 'tis nobler in the mind to suffer  
The lings and arrows of outrageous fortune"

To exclude a quote from the report. Simply click the quote.

### DETAILED REPORT

The screenshot below is an example of a detailed report. This has the same functionalities as a summary report however, in the detailed report, you can compare the submitted document to an individual source:

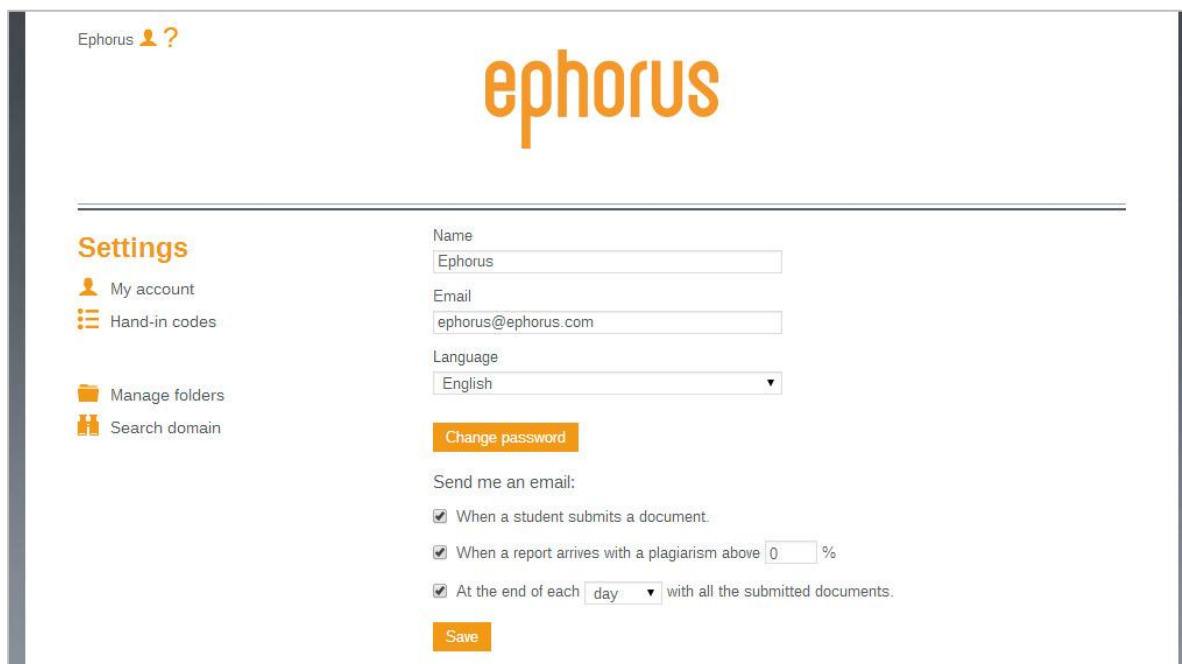
The screenshot displays the ephorus plagiarism prevention interface. At the top, the user is identified as 'Peter Janknegt'. The document being analyzed is 'Jamie Student - Essay Plagiarism.pdf', dated '3/27/2014 4:31:59 PM'. The interface shows a 'Summary / Detailed' view. On the left, a list of sources is shown with their similarity percentages: 100% for 'http://readtiger.com/wkp/en/Plagiarism', 100% for 'http://pediaview.com/openpedia/Plagiarism', 99% for 'http://en.wikipedia.org/w/index.php?title=Plagiarism&oldid=592804658', 91% for 'http://taniec.phorum.pl/viewtopic.php?t=423', 61% for 'http://uncyclopedia.wikia.com/wiki/Plagiarism', 58% for 'http://www.factualworld.com/article/Plagiarism', and 31% for 'http://www.spiritus-temporis.com/plagiarism/self-plagiarism.html'. On the right, a 'Statistics' panel shows 'Number of words' as 2474 and 'Reported words' as 2472. Below this, there are radio buttons for 'compliant', 'standard' (selected), and 'strict'. The main body of the report is divided into two columns: 'Submitted' and 'Found'. The 'Submitted' column shows the original text from the document, and the 'Found' column shows the text from the source that was identified as plagiarized. The text in both columns is identical, discussing the definition of plagiarism and its historical context.

For every similarity, the text of the submitted document is shown on the left side and the text of the source on the right. This allows for a more thorough analysis of the similarities identified.

To compare the document to another source, click the radio button for that source.

## 5. SETTINGS

You can manage your account information, hand-in codes and folders in the Settings section. Click Settings in the navigation menu in the top right of the screen to open the My Account page:



The screenshot shows the Ephorus user interface. At the top left, it says 'Ephorus' with a user icon and a question mark. The main header features the 'ephorus' logo. Below the header, there's a 'Settings' section on the left with a list of options: 'My account' (selected), 'Hand-in codes', 'Manage folders', and 'Search domain'. The main content area on the right contains a form for account settings. It includes fields for 'Name' (Ephorus), 'Email' (ephorus@ephorus.com), and 'Language' (English). There is a 'Change password' button. Below these, a section titled 'Send me an email:' has three checkboxes, all of which are checked: 'When a student submits a document.', 'When a report arrives with a plagiarism above 0 %', and 'At the end of each day with all the submitted documents.' There is a 'Save' button at the bottom of the form.

Ephorus ?

**ephorus**

**Settings**

- My account
- Hand-in codes
- Manage folders
- Search domain

Name  
Ephorus

Email  
ephorus@ephorus.com

Language  
English

Change password

Send me an email:

- ☒ When a student submits a document.
- ☒ When a report arrives with a plagiarism above 0 %
- ☒ At the end of each day with all the submitted documents.

Save

## MY ACCOUNT

On this page you can change your **name** and **e-mail address**. Please make sure that your e-mail address is valid in order to receive e-mail notifications (see below). You can also set the **language** of the application here.

## NOTIFICATIONS

Ephorus has three different **notification settings**:

### ***Send me an email when a student submits a document.***

With this setting checked, you will receive an e-mail when a student hands in a document via the student page (see also: page 14).

### ***Send me an email when a report arrives with similarities above (x)%***

You can choose to receive reports via e-mail, as well as in the web application, and set a threshold of a certain percentage. When a threshold is set, you will only receive an e-mail for reports that have a score of at least the selected threshold.

### ***Send me an email at the end of each (period) with all the submitted documents.***

The third notification option is the periodical overview which allows you to choose to receive an overview of all new documents in your account once every day, week or month.

Note that the periodical overview lists the Ephorus scores for the documents but does not contain the reports.

## HAND-IN CODES

**Hand-in codes** allow you to let students hand in their documents via the Ephorus student page: [student.ephorus.com](http://student.ephorus.com) (see also: Chapter 6). Hand-in codes work like addresses; they determine the account in which documents are placed and which folder is used.

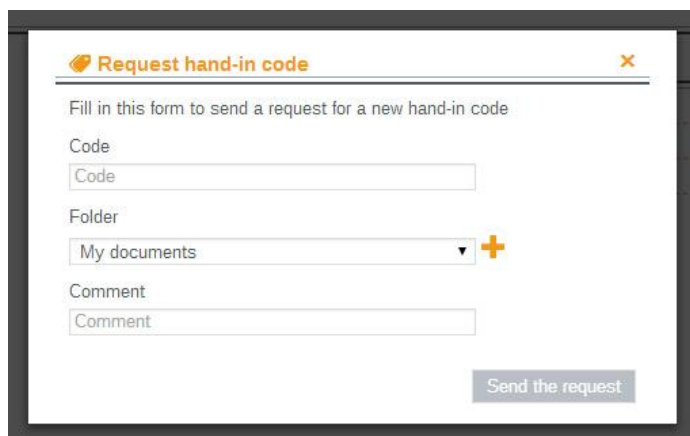
Your Hand-in codes page lists your hand-in codes:

The screenshot shows the Ephorus user interface for managing hand-in codes. At the top, there's a header with the Ephorus logo and a 'Request hand-in code' button. Below this is a table listing existing hand-in codes. The table has four columns: Status, Code, Folder, and Comment. There are three entries in the table, each with a checkmark in the Status column. To the left of the table is a sidebar with 'Settings' and options like 'My account', 'Hand-in codes', 'Manage folders', and 'Search domain'.

Status	Code	Folder	Comment
✓	ephorus@ephorus.com	Inbox	
✓	my-handin-code	My Hand-in Code	
✓	Mathematics 101	Mathematics	

Your default hand-in code is your username (e-mail address). You can **request additional hand-in codes** by clicking the *Request hand-in code* button at the top of the page. This opens a pop-up where you can enter your request:

## REQUEST HAND-IN CODE



The screenshot shows a web form titled "Request hand-in code" with a close button (X) in the top right corner. Below the title is a subtitle: "Fill in this form to send a request for a new hand-in code". The form contains three input fields: "Code" (a text box), "Folder" (a dropdown menu currently showing "My documents" with a plus icon to its right), and "Comment" (a text box). At the bottom right of the form is a button labeled "Send the request".

To request a hand-in code, first select a folder dropdown menu. All documents handed in with this code are then placed in this folder.

Your new hand-in code has to be unique, just like an e-mail address, as it determines the account in which the documents are placed.

Click *Request* to send your hand-in code request to the Ephorus key user. He or she will then activate the code for you.

The requested hand-in code will appear in your list of hand-in codes but will be marked as **pending** until it has been activated.



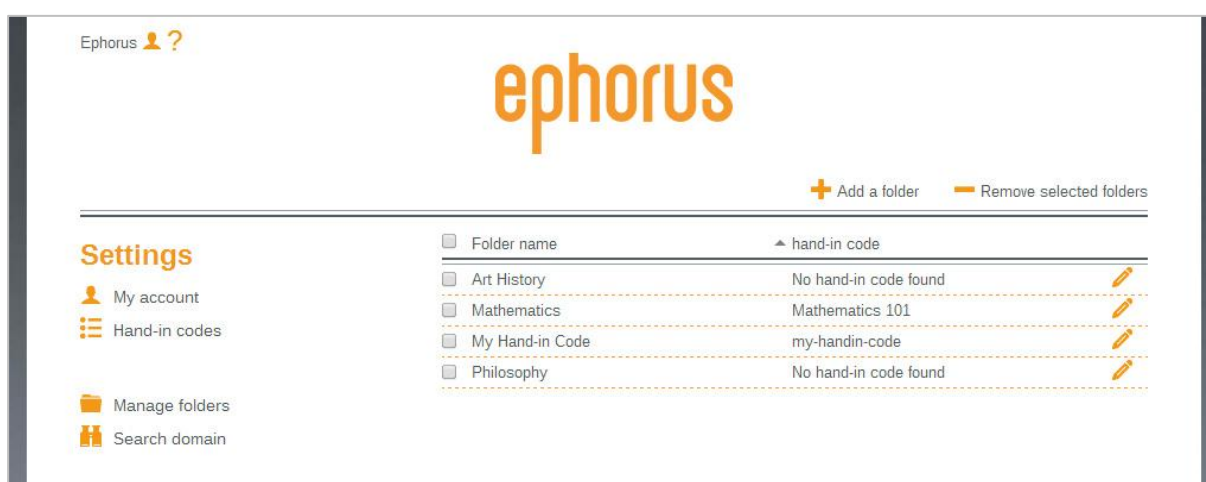
## MANAGE FOLDERS

You can add, edit and remove your folders on the **Manage folders** page. Folders are used to organise your documents.

You can also link **hand-in codes to folders**. As a result, all documents handed in with that code will then be placed in that folder. These links can be changed and you can easily link a hand-in code to a different folder.

This can be very handy for organizing your folders by term or year. At the start of a new term, you can add a new folder and link your existing hand-in code to it. This allows students to continue to use the same code but the documents will be placed in a new folder.

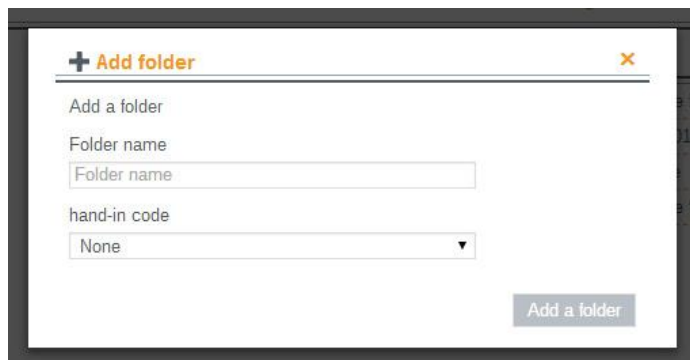
The screenshot below is an example of the Manage folders page:



This page provides a list of all your folders. You can **remove a folder** by checking its checkbox and clicking *Remove selected folders* – all the documents in the folder will be placed in the Archive folder and the folder will be removed.

You can **add a folder** by clicking the *Add folder* button. This opens the pop-up shown below:

## ADD FOLDER

A screenshot of a web application's 'Add folder' pop-up window. The window has a title bar with a plus icon and the text '+ Add folder' on the left, and a close icon (an 'x') on the right. Below the title bar, the text 'Add a folder' is displayed. There are two input fields: 'Folder name' with a text box containing 'Folder name', and 'hand-in code' with a dropdown menu showing 'None'. At the bottom right of the form is a grey button labeled 'Add a folder'.

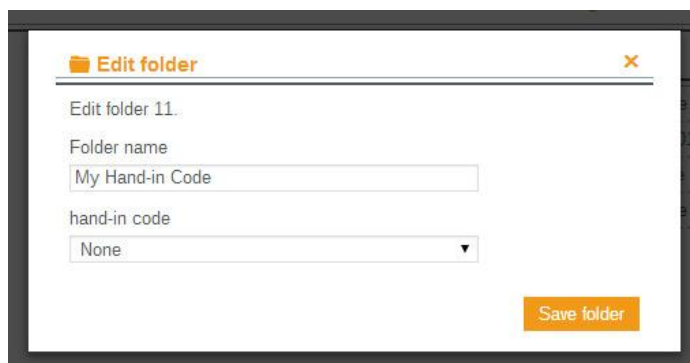
Enter a name for the folder and click Save to create a new folder.

You can link a hand-in code to it by selecting one from the dropdown menu.

Note that it is not possible to select a hand-in code that is already linked to a folder; it has to be unlinked from its current folder first.

## EDIT FOLDER

To **edit a folder**, click on its *Edit* button in the folder list. This prompts the pop-up shown below:

A screenshot of a web application's 'Edit folder' pop-up window. The window has a title bar with a folder icon and the text 'Edit folder' on the left, and a close icon (an 'x') on the right. Below the title bar, the text 'Edit folder 11.' is displayed. There are two input fields: 'Folder name' with a text box containing 'My Hand-in Code', and 'hand-in code' with a dropdown menu showing 'None'. At the bottom right of the form is an orange button labeled 'Save folder'.

In the Edit folder pop-up you can change the name of the folder.

Here, you may also **unlink the hand-in code** so you can link it to another folder.



## SEARCH DOMAIN


Ephorus default searches the Internet and your educational institute's Ephorus database.

It is possible to extend the search range by joining a **database pool**. The Ephorus key user for your educational institute can send a request to join a database pool.

A database pool is a collection of Ephorus databases from different educational institutes. This means that when a member of the pool submits a document for a plagiarism scan, the databases of all the members of the database pool are used.

Note: personal information about students and instructors and the content of students' documents are *not* shared. Ephorus will only report which parts of a submitted text have been found in another institute's database.





The Search Domain page shows you to which database pools your educational institute belongs:

Ephorus 

# ephorus

---






## Settings

-  My account
-  Hand-in codes
-  Manage folders
-  Search domain

Ephorus checks your documents for possible plagiarism against the Internet and all the documents in the database of your educational institute. It is possible to extend the search range by checking against databases from other institutes as well. To do this, your key-user can join a database pool.

If your institute is a member of a database pool, every uploaded document will also be checked against the databases of the other institutes. Personal information and documents are not shared with other organisations.

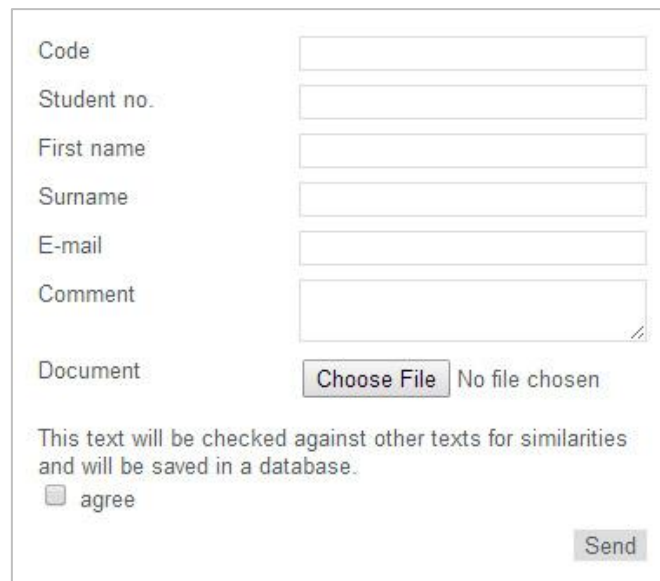
Your educational institute is a member of the following databasepool(s):

- >  Private database pools
- >  Public database pools
  - >  Ephorus Demo Pool
  - >  Ephorus Demo site
  - >  Ephorus Demo Pool 2

## 6. STUDENT PAGE

As described in the Hand-in codes section (page 11), you can allow students to hand in their work using a **hand-in code**.

Students can use the **student page** at [student.ephorus.com](https://student.ephorus.com), shown below:



The screenshot shows a web form for students to submit their work. It includes input fields for 'Code', 'Student no.', 'First name', 'Surname', 'E-mail', and 'Comment'. Below these is a 'Document' section with a 'Choose File' button and the text 'No file chosen'. A disclaimer states: 'This text will be checked against other texts for similarities and will be saved in a database.' There is a checkbox labeled 'agree' and a 'Send' button at the bottom right.

Code	<input type="text"/>
Student no.	<input type="text"/>
First name	<input type="text"/>
Surname	<input type="text"/>
E-mail	<input type="text"/>
Comment	<input type="text"/>
Document	<input type="button" value="Choose File"/> No file chosen
This text will be checked against other texts for similarities and will be saved in a database.	
<input type="checkbox"/> agree	
<input type="button" value="Send"/>	

The **Code** field is for the hand-in code; the rest of the form is for the student's information. Clicking Send uploads the document to your Ephorus account and automatically starts the plagiarism scan.

Be aware that students will not receive access to the plagiarism reports – this page allows students to hand in their work but not to perform a plagiarism check themselves.