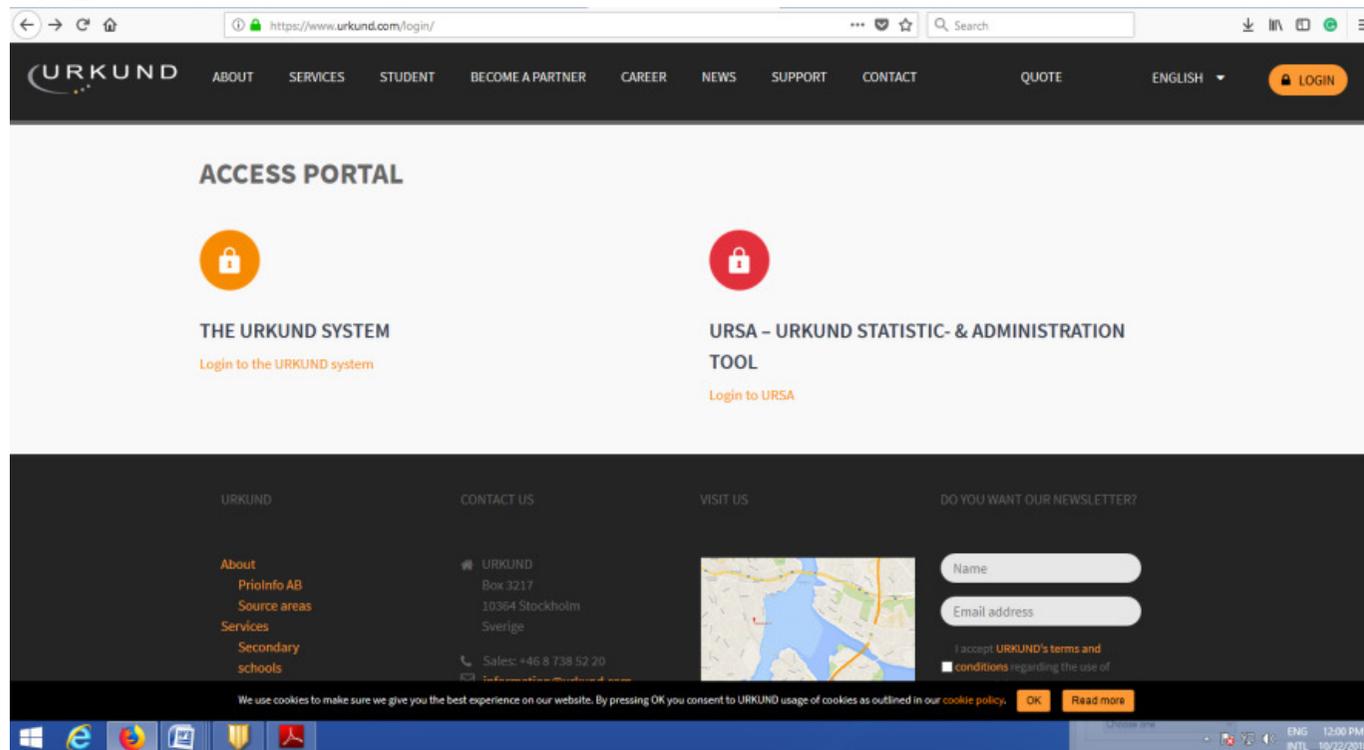


Guidelines for Submitting Document in URKUND for plagiarism check

Step 1: username and password will be generated by University Coordinator- A link will be sent to registered e mail id by URKUND, which needs to be activated within 90 hours of receiving

Step 2: Account is activated.

Step 3: Needs to login in <https://www.orkund.com/login/>
Screen



Step 4: Login to URKUND system

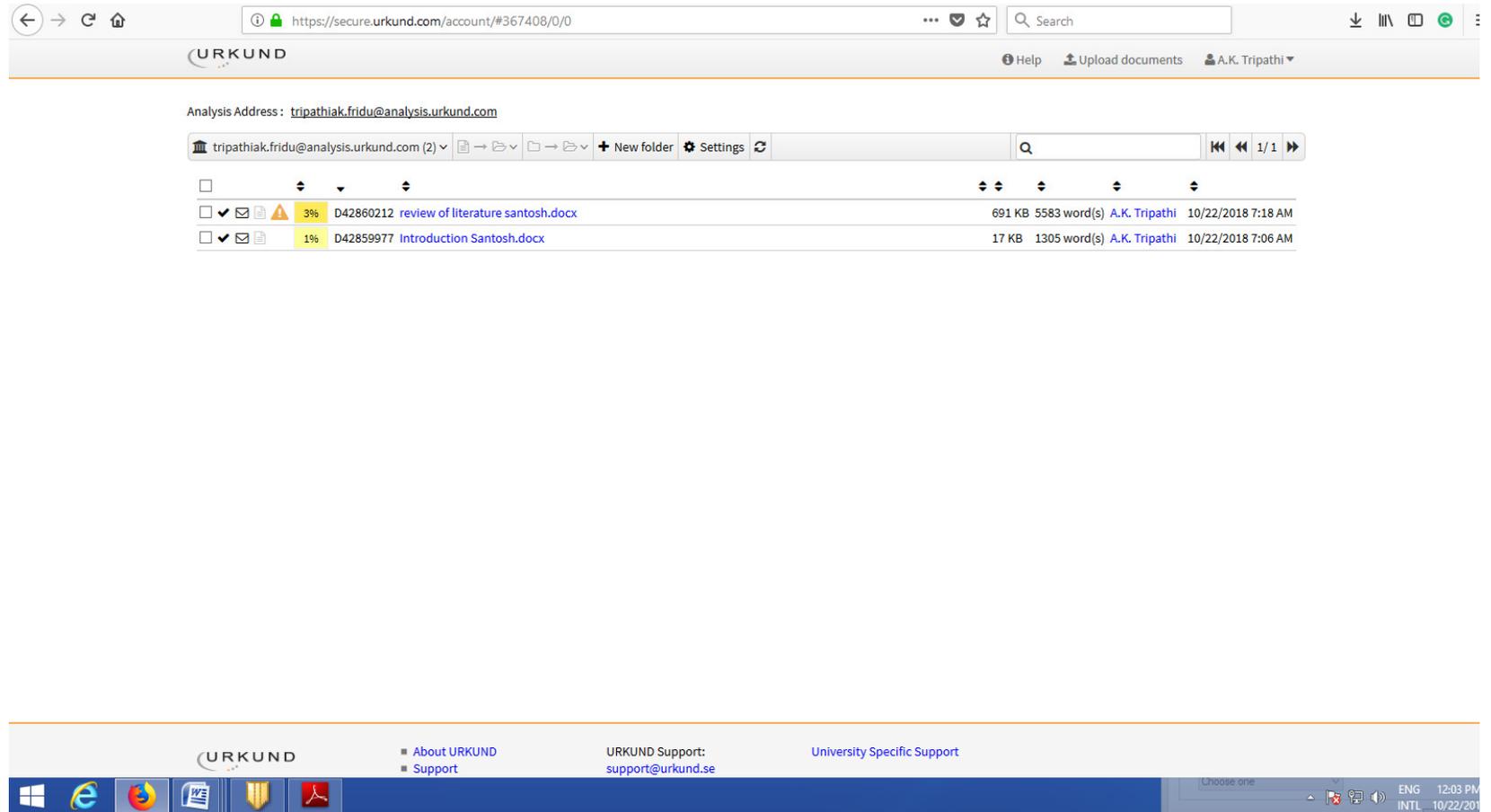
Screen

The screenshot shows a web browser window with the address bar displaying `https://secure.orkund.com/account/auth/login`. The page header includes the URKUND logo and a language dropdown menu set to "English". The main content area shows a login form with the following elements:

- Page title: URKUND Account / Document upload account
- Message: Login failed. Username, email or password did not match any existing user.
- Username or Email field:
- Password field:
- Login button: [Login](#)
- Forgot password link: [Have you forgotten your password?](#)
- Create account link: [Create account for document upload \(STUDENTS\)](#)

The footer contains the URKUND logo, navigation links for "About URKUND" and "Support", and contact information for "URKUND Support: support@orkund.se" and "University Specific Support".

Step 5: Enter username/email id with password Screen



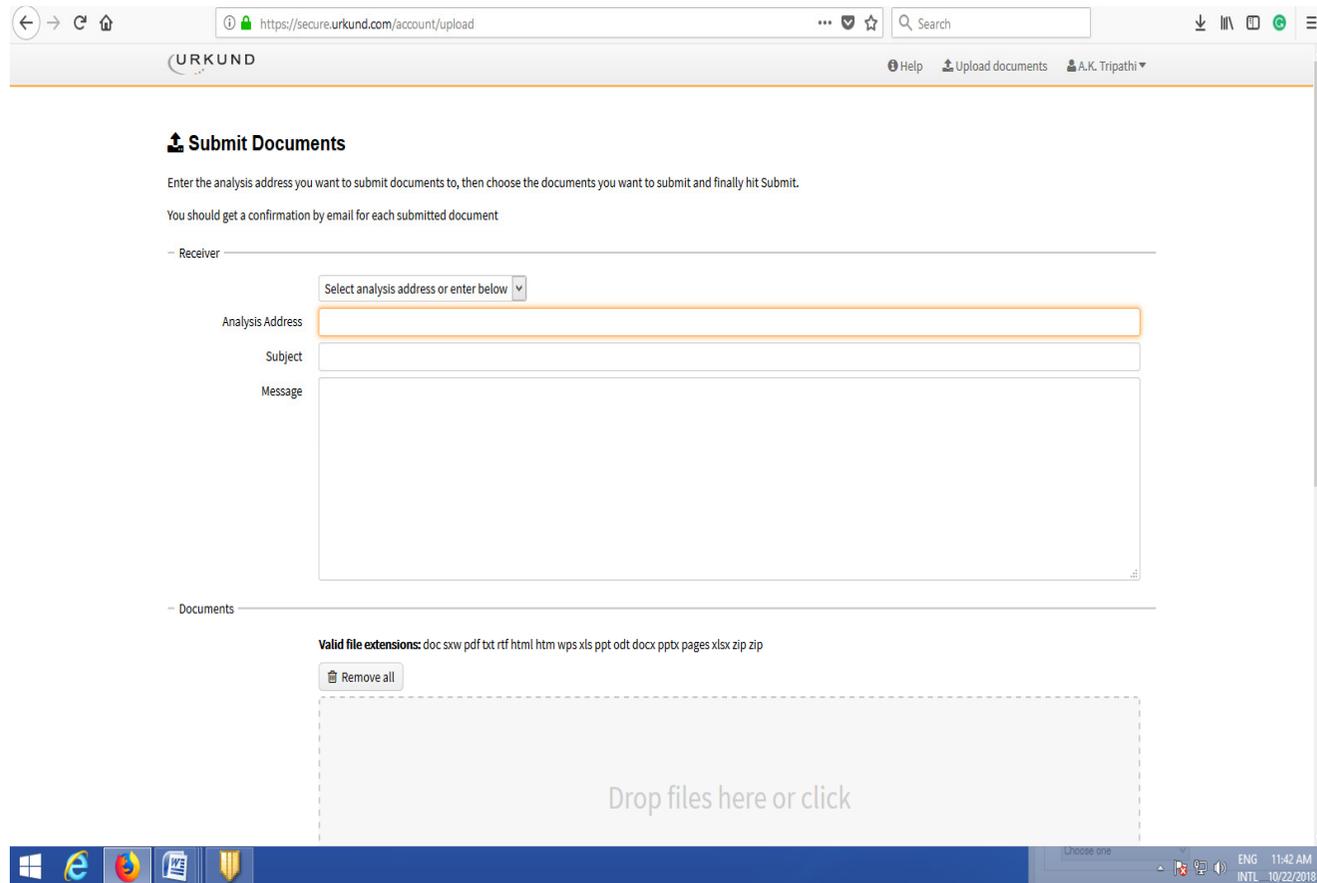
The screenshot displays the URKUND account management interface. The browser address bar shows the URL <https://secure.orkund.com/account/#367408/0/0>. The page header includes the URKUND logo, a search bar, and navigation links for Help, Upload documents, and the user profile (A.K. Tripathi).

The main content area shows the Analysis Address: tripathiak.fridu@analysis.orkund.com. Below this is a file manager interface for the directory tripathiak.fridu@analysis.orkund.com (2). The file list contains two documents:

File Name	Progress	Size	Word Count	Owner	Created
D42860212 review of literature santosh.docx	3%	691 KB	5583 word(s)	A.K. Tripathi	10/22/2018 7:18 AM
D42859977 Introduction Santosh.docx	1%	17 KB	1305 word(s)	A.K. Tripathi	10/22/2018 7:06 AM

The footer of the page includes the URKUND logo, navigation links for About URKUND and Support, contact information for URKUND Support (support@orkund.se), and University Specific Support. The Windows taskbar at the bottom shows the system tray with the date and time: ENG 12:03 PM, INTL 10/22/2018.

Step 6: Click on upload documents tab in right side

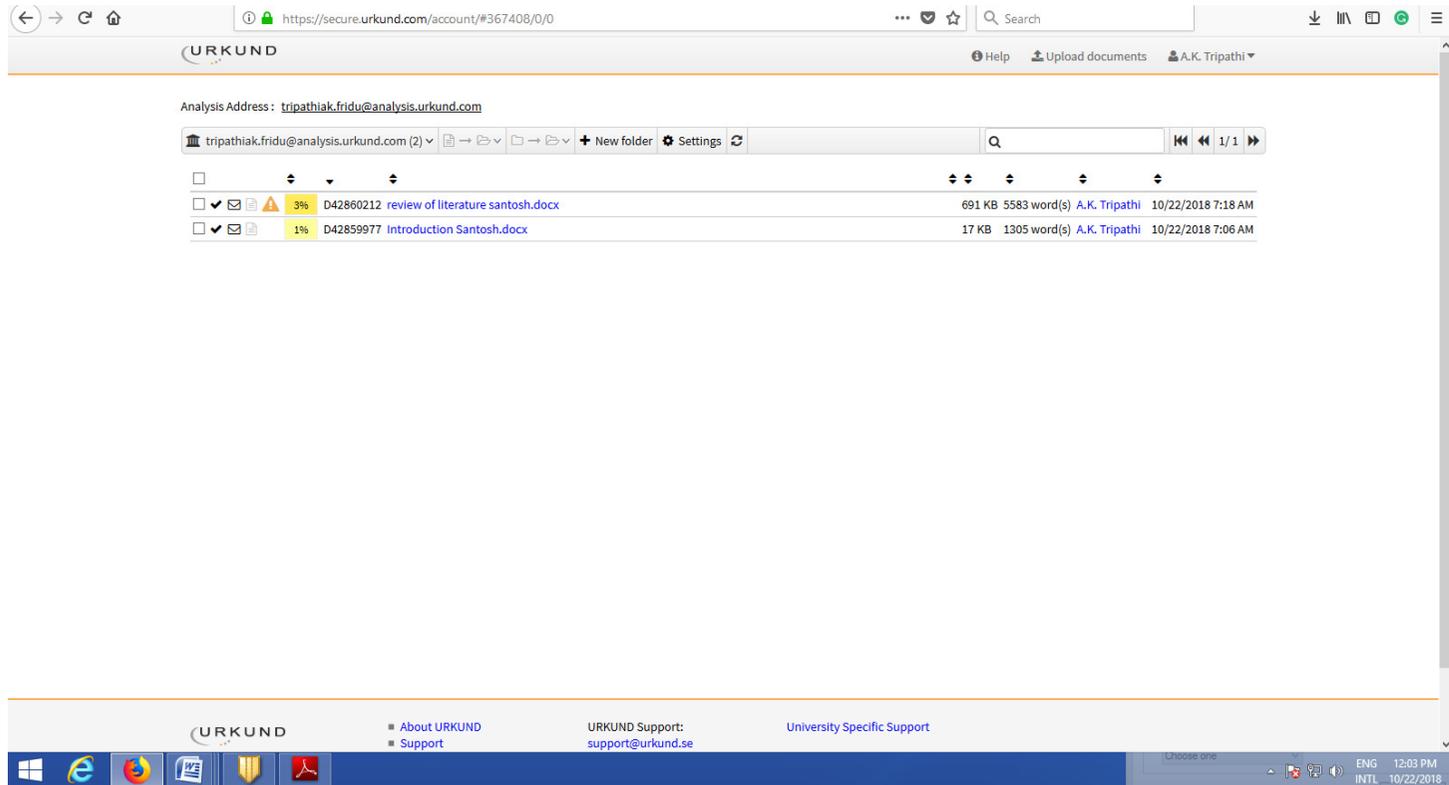


Step 7: Click on “Select analysis address or enter below”. The address can be drawn from the tab or typed. It is same which was sent to the registered mail. **It is confidential.**

Step 8: Subject and message can be entered but it is not mandatory.

Step 9: Upload the document through the tab “Drop files here or click”. Submit the report.
Analysis report

Step 10: Click on URKUND logo reflected in left side on top to go in home screen



Step 11: When the URKUND analysis is complete, a link to the analysis report is automatically sent to the supervisor either via e-mail or through the home screen

Step12: Review the report:

The screenshot displays the URKUND interface. On the left, a document titled "Dangers_of_diving_final.doc" is shown with submission details. On the right, a "List of sources (6)" table lists various URLs with their corresponding ranks and similarity percentages. The central area shows a comparison between the document text and a selected source, with a 91% similarity score. A highlighter (3) is applied to the text, and an "Active" checkbox (4) is checked. The bottom bar contains navigation arrows (5) and utility buttons (9).

- The Analysis view of Urkund aligns the **submitted document (1)** and the **sources (2)** left to right. Start by reading through the highlight on the document side and compare it with the text of the source side.
 - The **highlighted text (3)** means that it is also present in another source. The colour of the highlight represents the approximate similarity of the two texts.
 - A highlight can be either active or inactive. If a highlight is considered correct or irrelevant it is easily deactivated by removing the check from the **”Active”-box (4)**.
***Important!** Leave it active if there are good reasons and the selection needs to/can be discussed with the student, or if the highlight needs to be moved to the next step in the examination process.*
- The easiest way then to move between the different highlights is using the **arrow buttons (5)** on the function bar. Arrows are used to move the review mode from one highlight to the *next* or *previous* in the analyzed document.
- **The list of sources (6)** is in the top right corner.

- If you need to see the source in its original context click the link and it opens in a separate browser window.
- A used source can be deactivated if the reviewer regards it as irrelevant, for instance if the source is correctly referenced in the submitted text.
- An **expanded source (7)** shows the highlights on the document side that originates from there. It is possible to quickly jump to each highlight by clicking on it.

The additional functions (8):

From the function bar you may choose the additional functions to the analyses view:

-  *Show disabled alternative matches:* A text in the analyzed document can very well occur in more sources than one, even if *View in basic mode* only shows the highlights from the primary (best) sources.
-  *Show detailed text differences:* When the functions is on it will be displayed on the source side in the form of colored boxes around the words that differ from the examined document.
-  *Toggle quote highlighting:* Quotes made with “are accentuated by the text being placed on a purple background.

Saving the report (9):

- Changes made in the analysis during the review remain as long as the browser is open. If the browser is closed the analysis reverts to its original state.
- In order to "save" a selection of sources and highlights the link to the adjusted analysis must be stored locally *or* e-mailed to the inbox via the "Share" feature.
- When all selections are reviewed, the reviewer can export a summary of those selections that require further action. All active highlights will be included when you export to PDF. Then this PDF can be printed, or saved to disk and printed at a later date, or e-mailed to the student/colleague.
- If you want to save your changes via a link, then use the "Share" feature and send an email to yourself. You may also share the analysis view with another supervisor or teacher this way.

More detailed instructions: [Urkund view6 -user manual](#)

Useful information

If URKUND is used via e-mail, the text that is to be checked must be sent in as a file. Nothing that is pasted into or written directly in the body of the email will be analyzed.

If someone sends an email without an attachment to an analysis address this email will be refused and an error message will be sent from URKUND. The e-mail and document will not reach the intended recipient.

One cannot "share" documents with an analysis address via Google Docs or other cloud-based services. URKUND must have a file to work with and a link to a resource that contains the file is not enough.

URKUND supports the 12 most common word processing formats: DOC. DOCX. SXW. PPT. PPTX. PDF. TXT. RTF. Html. Htm. WPS. ODT

URKUND does not currently support the iWorks format .pages, however, iWorks users can "Save as" many of the accepted file formats above.

You should avoid sending PDF files created with PDF-creating applications that do not fully support Adobe Systems protocol. It is common that free software creates files that can be opened in Acrobat Reader and can be printed, but that in reality do not contain any actual text. PDF files created with applications that do support Adobe Systems protocol are perfectly acceptable to send to URKUND as long as they are not encrypted or provided with locks for text extraction.

A student who submits documents with an incorrect file format, such as "essay.% & @" Or "My_assignment.xxx", will receive an error message from URKUND saying that the document cannot be analyzed. The e-mail with the attached document will not be forwarded to the educator!

It is possible to attach more than one document in the same e-mail but we recommend that each document is submitted separately.

If multiple documents are sent from the same email to the same analysis address, no checks against previously submitted files will be performed. If a document is sent to another analysis address, or several analysis addresses at once, or send from a different e-mail client checks will be made. If one version is submitted from the student e-mail and version two is submitted from, say, a Yahoo address, there will be a duplicate hit in URKUND. The educator can easily turn these obstructing hits off in View 6 and examine other highlights instead.

If you use a spam filter and want to be able to receive all kinds of emails from URKUND it may be necessary to specify the addresses report@analysis.orkund.com, registrator@orkund.se noreply@orkund.se nyhetsbrev@orkund.se well as support@orkund.se as "trusted ".

Under normal circumstances, the result of the examination will be delivered within about 30 minutes after submission, but it may in some circumstances take up to 24 hours. Delays over 24 hours can occur when, for example, URKUND performs planned maintenance; information about these is advertised on

<http://www.orkund.com>