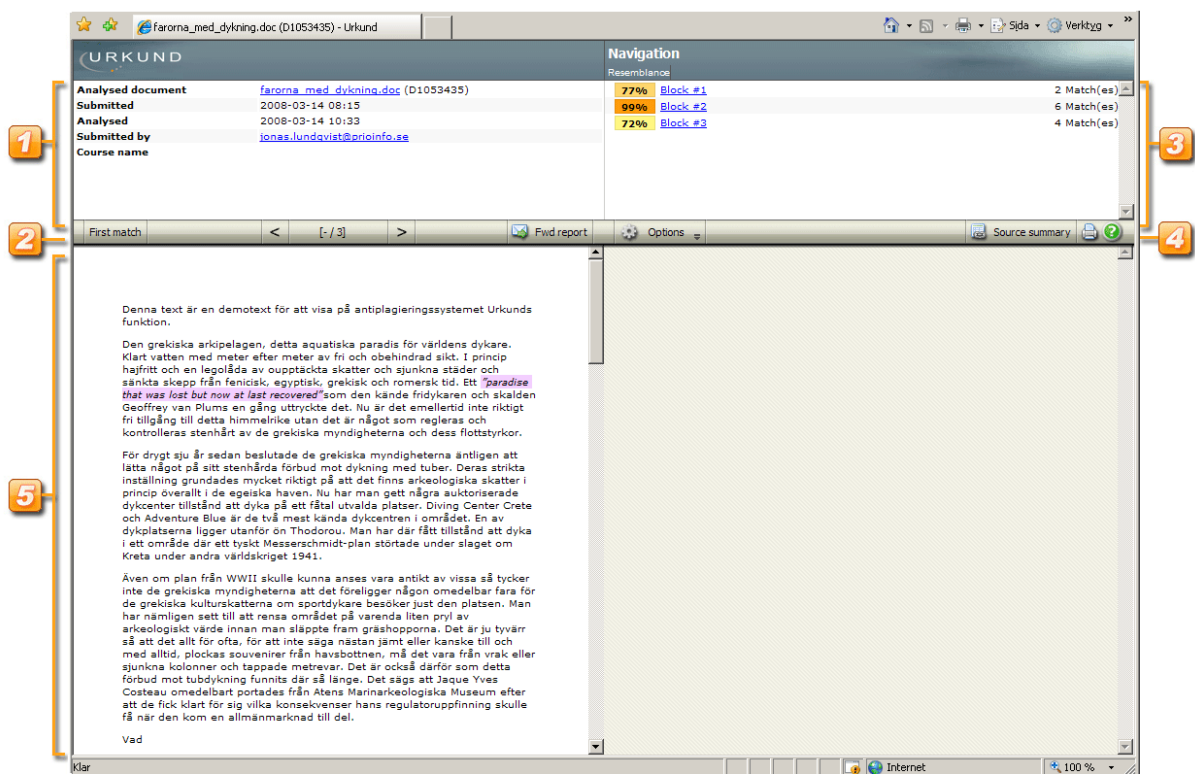


**User guide**  
**The Urkund Analysis**

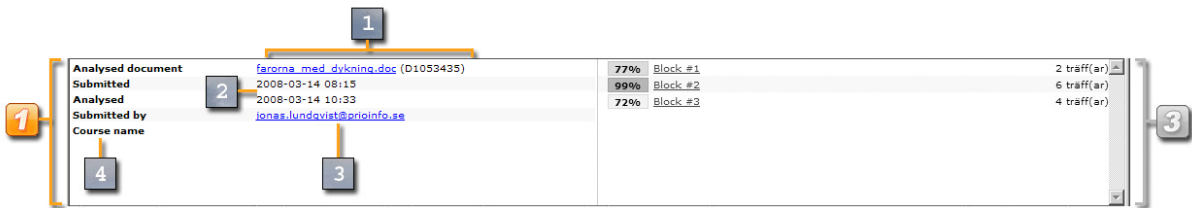
# The Urkund Analysis

The analysis is opened in a new window by clicking on an icon in the list interface or on a link in the report. The content is uploaded in a new window (which demands connection to the Internet). This may take a couple of minutes depending on the size of the document and the speed of your Internet connection. The analysis is made up of five main segments, all of which are described below. The analysis is optimised for Internet Explorer 7 and screen resolution 1024\*768 or higher. A lower resolution is less user-friendly and nothing we recommend. The images below show a 1280\*1024 screen resolution



## 1 Analyzed document

This field contains information about the analysed document. The information is close to identical to the information in the list interface or in the report.



**1:1** The name and running number of the document are used as identifiers. By clicking on the name the document is opened in a separate window. Please note that in order to do so a compatible word processing program needs to be installed on your computer. E.g. to open a PDF-document a PDF-reader like Acrobat Reader needs to be installed. To open a DOCX-file you need MS Word 2007 or an earlier version with some upgrades (<http://office.microsoft.com/en-us/word/HA100444731033.aspx>).

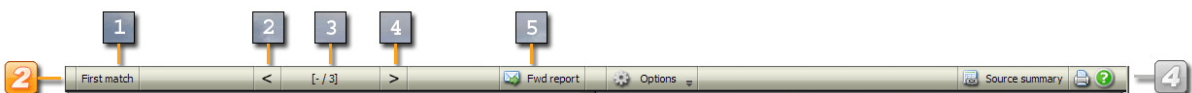
**1:2** This is the time when Urkund received the student's document. The information is often used to see if a deadline has been met.

**1:3** This is the e-mail address from which the document has been sent. If the student has registered his or her name, this will be shown in its place. By clicking on the address/name, your normal e-mail client will open with the sender's address filled in. If the student has not registered his or her name this can be requested through a function in the web based list interface. This function is particularly useful if the e-mail address is made up of letters non-indicative of the student's name.

**1:4** (functionality soon to be introduced) These rows are reserved for information gathered from the list interface.

## 2 Document navigation

The easiest way to navigate between the marked matches in the document is to use the buttons in this row. Another option is to use the vertical scroll bar at the centre of the analysis.



**2:1** By clicking here, you are taken directly to the first match found in the student's document. The documents as well as the source, are adjusted to show the first part of the match at the top of their respective fields.

**2:2** By clicking here you are taken to the match you last visited. The document as well as the source, are adjusted to show the first part of the match at the top of their respective fields.

**2:3** This number indicates which match in order is shown at the time

**2:4** By clicking here you will jump to the next match in the student's document. The document as well as the source, are adjusted to show the first part of the match at the top of their respective fields. Please note that there may be many pages of text between the different matches.

### 3. The source document

This field contains the sources found during our search. It is always the most significant (best) source which is displayed. (See Alternative sources below)

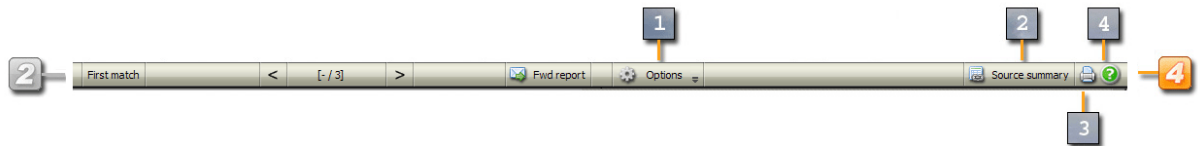
The screenshot shows a table with two columns. The left column contains document metadata, and the right column contains search results for different blocks. Callout 1 points to the table header, and callout 3 points to the right side of the table.

Analysed document	Hobbes2.doc (0327614)	43% Block #1	2 Match(es)
Submitted	2007-06-27 11:38	52% Block #2	1 Match(es)
Submitted by	johan.eliasson@urkund.se	100% Block #3	1 Match(es)
Course name	Kurs	51% Block #4	3 Match(es)

3:1 This field lists the matches made during our search.

### 4. Source management

The most significant source for each match is always displayed. However, Urkund also have a built in functionality to show sources regarded to have lower significance. These tools are managed from the left hand side of the document navigation lbar. (See a detailed description of Alternative Sources below)



4:1 Options. This drop-down list holds two options: *Show alternative matches within the block* and *Do not highlight quotes*. By ticking the *Show alternative matches within the block* box any alternative sources that may have been found for the chosen match will be displayed. The *Do not highlight quotes* option toggles the quote functionality on and of

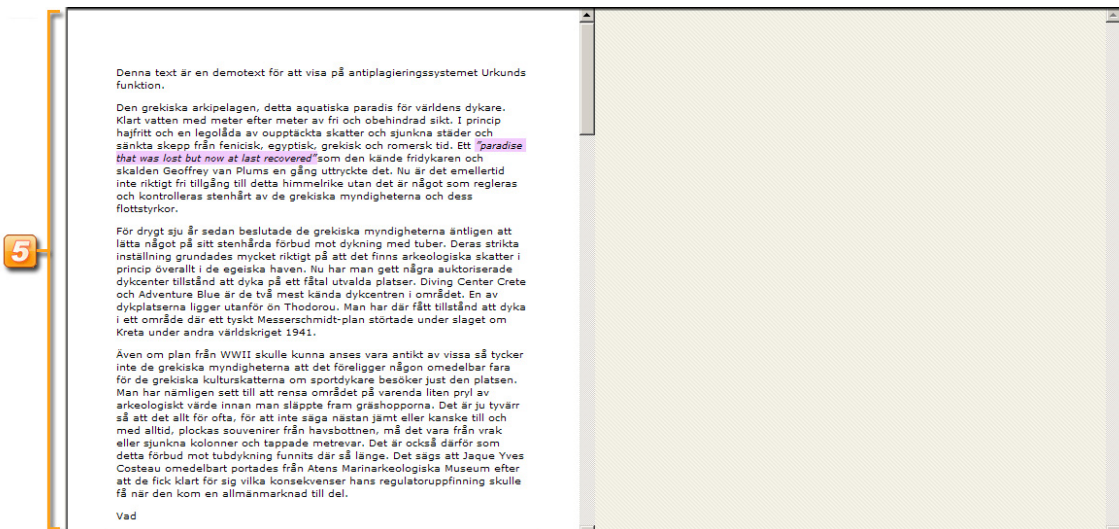
4:2 Source summary: By clicking here, an overview of all sources found is presented in a new window.

4:3 Print version. The built in browser print function cannot be used directly from the Analysis. Due to the structure of the Analysis you first need to open our printer friendly version and select print from there.

4:4 Help. This is an online help that directs you to customer support. You will also find the latest User manual here.

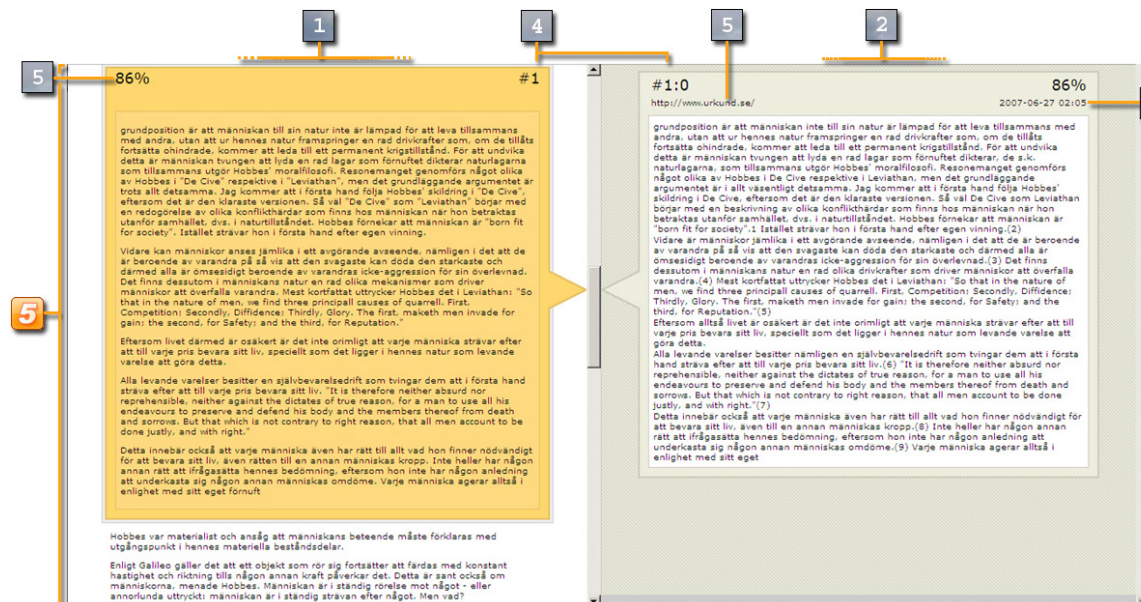
## 5 Document-/source field

This field contains the analysis. Through comparison between the student's document and the sources found, the user can draw the necessary conclusions about the submitted material.



After having been processed by the system, the student's document loses some of its original appearance. To facilitate the review of the result on the screen, italics, underlining, and bold are removed and the font is replaced by Urkund's standard, Verdana. All images and tables that cannot be converted into text are also removed. The size of the text is static but users working with MS Internet Explorer 7 or Firefox are able to enlarge the text via the build in functions for this in the respective operative systems.

## 5 Document-/source field



5:1 This is the student's submitted document. Matches are marked with a coloured block with information provided at the top. The colour varies depending on the significance (%) of the sources found. This is done to highlight the degree of similarities between the document and the source.



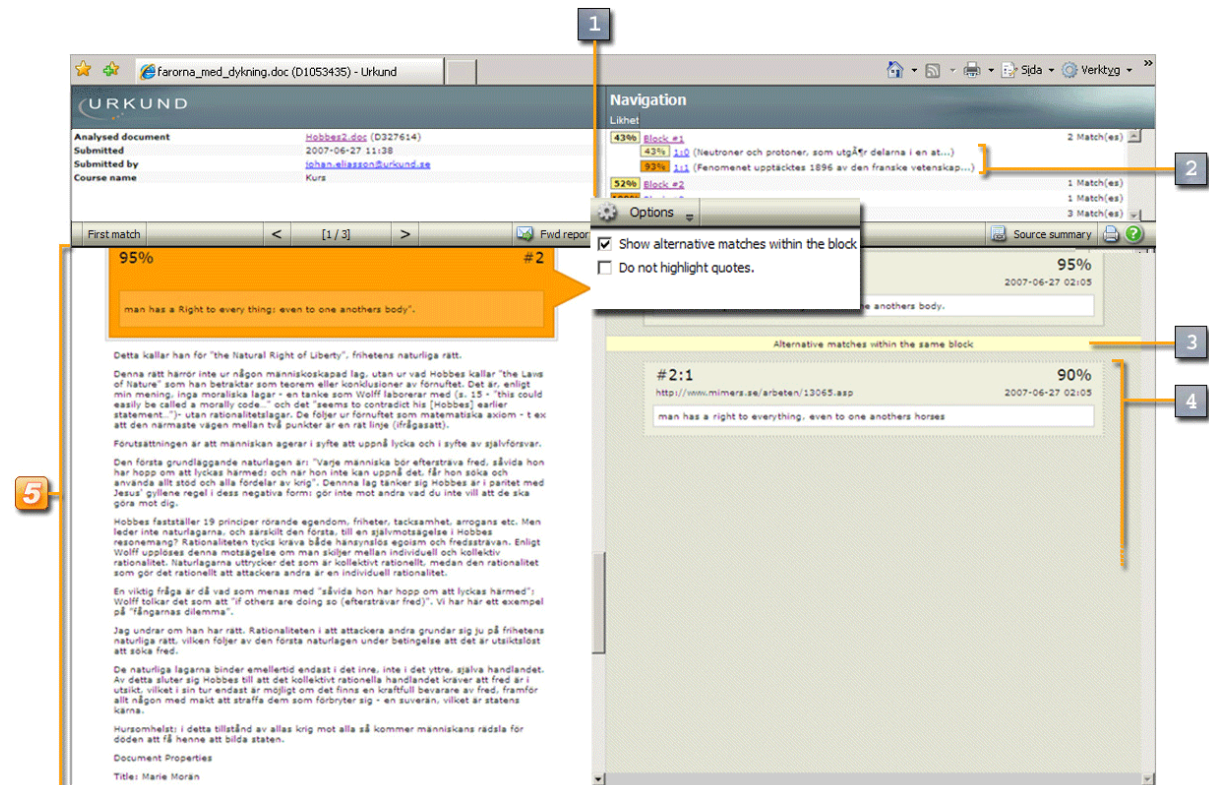
Less

More

- 5:2** The sources are displayed on the right hand side. These have been converted just like the student's document and the appearance may therefore be different to the original sources. Please note that Urkund only shows the part of the text that have been found similar to the student's document, NOT the entire source. However, the source in full text can be viewed when clicking on the link to the original (see 5:6 below)
- 5:3** This is the significance of the match. A percentage show how big the similarity is between the highlighted text in the student's document and the corresponding text in the source. The percentage considers reformulations, move of words, synonyms and other types of linguistic modifications. However, please note that the percentage still only serves as an indication telling the user to investigate this specific passage further. Urkund never decides what is to be considered plagiarism. This decision is always made by the user according to the routines and policies applied at the educational organisation.
- 5:4** This is the number of each match presented in falling order. On the source page, another number appears indicating which source the text comes from. 1:0 is always the source with the highest significance – the one found most similar to the student's text. 1:1 is the source found to have the same or a slightly lower significance during our search. 1:2 follows 1:1 in significance and so on. (See Alternative sources below)
- 5:5** This is the link to the source. By clicking here, the source in full text is opened and ready to be reviewed. (See Show source text below)
- 5:6** This is the date when the source was saved at the place where Urkund found it. For example, the date when the document was placed in Urkund's Archive or when a web page was published on the Internet. This information is useful when evaluating which version of the text was produces first.

## Alternative sources

Sometimes situations occur when a marked block of text is found in more than one source or contains smaller blocks found in another source. Urkund always displays the most significant match from a given piece of text and thereby includes the smaller matches as well. However, there might still be times when viewing alternative sources is interesting to the user. For example, when a piece of text has been matched with a document in our Archive, and the user wants to know if the text have been found on the Internet as well– or the other way around.



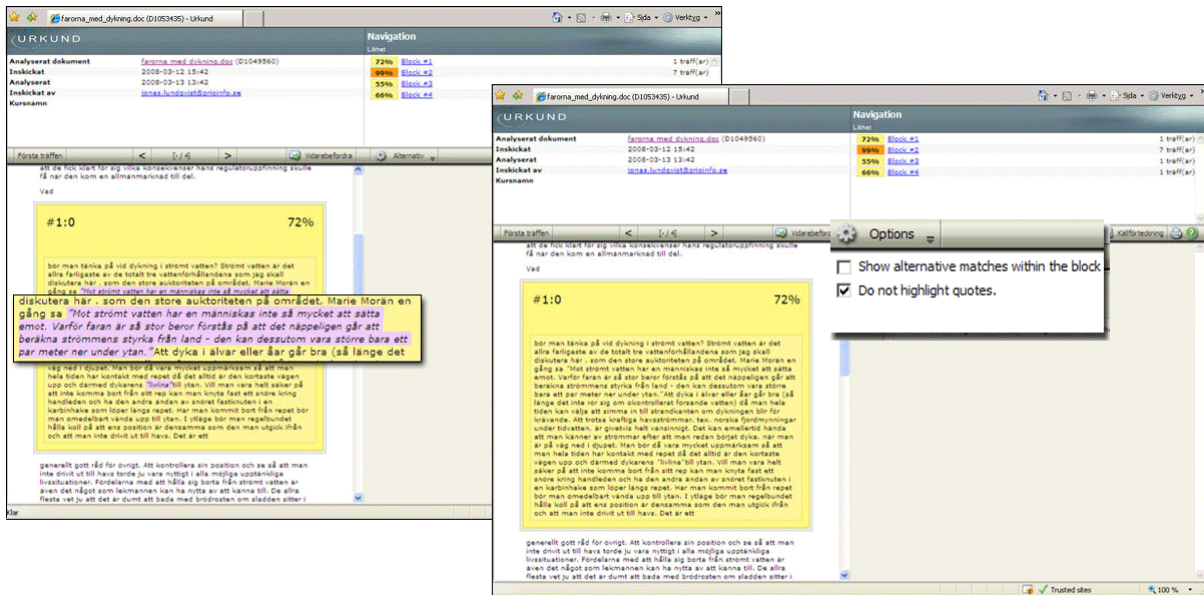
- A:1** Under Options you will find *Show alternative matches within the block*. By ticking this box any alternative sources that may have been found for the chosen match will be displayed. The alternative sources always correspond with the marked blocks in the student's document. When switching blocks, the alternative sources are also changed to those corresponding to the new passage. By ticking out this box the alternative sources are closed.
- A:2** The list expands to show all alternative matches found. If more than one alternative source has been found, please use the scroll bar to view them all.
- A:3** The text from the alternative sources is presented under this row. If large blocks of text are being dealt with, the field's scroll bar may be used to view these.
- A:4** The alternative source is presented in the same way as the one with the highest significance, but contains the same or fewer similarities (%) to the student's document as source X:0. Please note that the alternative match may start anywhere in the marked block in the student's document. This means that you have to find the beginning of the text manually. A good way of doing this is to highlight the marked text in the source, chose "copy" and then use the built in search function of your web reader.

## notes

Correctly placed quotes are highlighted with a purple background and made italic in the Analysis by default.

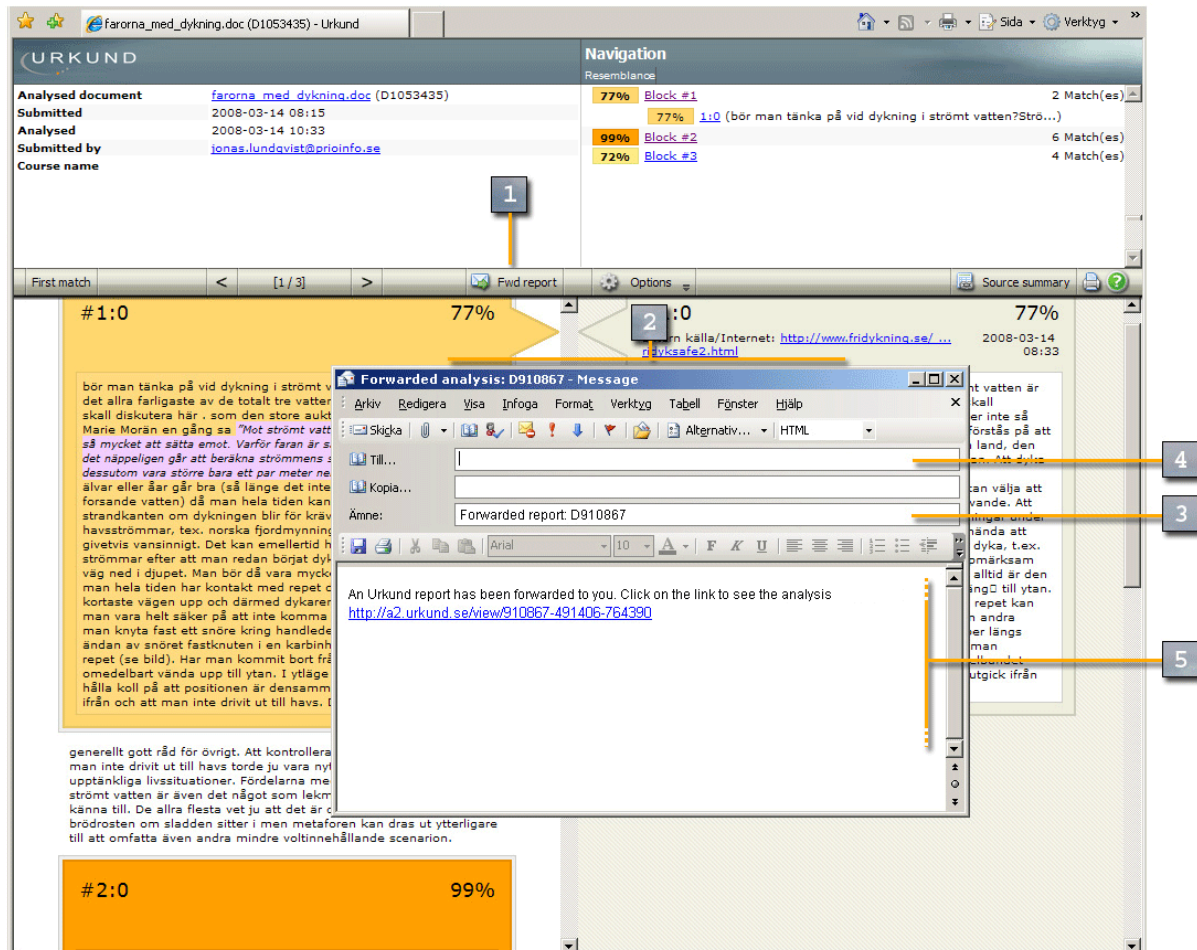
This feature can be toggled on and off by checking and un-checking the *Do not highlight quotes* alternative.

Quotes are not in any way excluded from being checked by the system. Please note that quotes at times may be inverted if the student makes any mistakes when placing them in the text, this is unfortunately beyond Urkund's control.



## Forwarding the Analysis

Sometimes the user may want to send the analysis to a colleague for help with the review or perhaps to the disciplinary board as an attachment when reporting a case of plagiarism. The user may also want to show the student the result of the analysis. Urkund's analysis has a built in function to allow you to easily forward it to a third party via e-mail. This function can be used irrespective of using the web based list interface or receiving your reports via e-mail. All it takes is that you have an e-mail client installed on the computer from which the analysis is reviewed, and that you know the receiver's e-mail address.



- F:1** By clicking on [Forward] an already filled in e-mail is opened. Naturally, all text can be changed (apart from the link to the analysis) to a message the user finds appropriate.
- F:2** An example of an e-mail client
- F:3** The subject field is filled in with "[Urkund] Report forwarded by a colleague (diarie number concerned)"
- F:4** The user needs to fill in the receiver's e-mail address. Please note; Never forward an analysis to a colleague's address at Urkund, Always chose a standard e-mail address for this purpose.
- F:5** A descriptive text and the link to the Analysis.

## Documents from the Internet

If a source has been found on the Internet, the original full text version is displayed in a separate window. The Analysis remains behind the new window. No matches are marked in the external source.



## Source summary

By clicking on Source summary on the source management bar, a summary of all sources matched with the submitted document is displayed. Please note that all of these sources do not necessarily result in significant matches in the text once the final analysis has been made. The source summary is displayed in a separate window above the Analysis itself.

Source type	URL/File name	Cached
Extern källa/Internet	<a href="http://www.skanskaajarnvag...abilder_2001/bapics3.htm">http://www.skanskaajarnvag...abilder_2001/bapics3.htm</a>	2008-03-14 08:3:
Extern källa/Internet	<a href="http://eska.blogg.se/allm...eska.blogg.se/allmnt.html">http://eska.blogg.se/allm...eska.blogg.se/allmnt.html</a>	2008-03-14 08:3:
Extern källa/Internet	<a href="http://blogg.expressen.se...o/entry.jsp?messid=257371">http://blogg.expressen.se...o/entry.jsp?messid=257371</a>	2008-03-14 08:3:
Extern källa/Internet	<a href="http://blitzregnababy.blog...m/2006_05_01_archive.html">http://blitzregnababy.blog...m/2006_05_01_archive.html</a>	2008-03-14 08:3:
Extern källa/Internet	<a href="http://www.p-pillar.nu/p2...subKat=4&amp;frageID=1314">http://www.p-pillar.nu/p2...subKat=4&amp;frageID=1314</a>	2008-03-14 08:3:
Extern källa/Internet	<a href="http://www.albatros-trave...avel.se/reise-florida.htm">http://www.albatros-trave...avel.se/reise-florida.htm</a>	2008-03-14 08:3:
Extern källa/Internet	<a href="http://wapedia.mobi/sv/Sp...edia.mobi/sv/Sportdykning">http://wapedia.mobi/sv/Sp...edia.mobi/sv/Sportdykning</a>	2008-03-14 08:3:
Extern källa/Internet	<a href="http://nd-web1.color.netst...1&amp;intNewsletterID=545">http://nd-web1.color.netst...1&amp;intNewsletterID=545</a>	2008-03-14 08:3:
Extern källa/Internet	<a href="http://dark-lesion.org/sv...ark-lesion.org/sv/Dykning">http://dark-lesion.org/sv...ark-lesion.org/sv/Dykning</a>	2008-03-14 08:3:

- K:1** The Analysis remains behind the list.
- K:2** List of sources found.
- K:3** In this column the origin of each source is displayed. The status may vary between [Archive], [Partner] and [External source/Internet].
- K:4** Link to the source origin. By clicking on the link, the source is opened according to Show source text above.
- K:5** Time and date for when the source was saved on its original place. E.g. published on the Internet or saved in our Archive
- K:6** Click here to return to the review setting of the Analysis