Chapter 1: Login

Create Account
Enter URL
Login
Select Service
Select School

Chapter 2: Upload Assignment

Select Upload Assignment
Select Academic Year/Term
Select Course
Select Assignment Marker and Assignment Number
Input Due-date and Select File to Upload

Chapter 3: Confirmation and Logout

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The first automatic English and Chinese similarity text detection system
Chapter 1: Login

Create Account

Your school administrator will create an account for you. You will receive an email with your login ID and a temporary password.

Enter URL

Open http://www.veriguide.org/login in your browser.

Login

Input your Login ID/Email, Password. Then, click ‘Login’.
Select Service

After login, you are required to select your service. In this case, please select VeriGuide Academic.

<table>
<thead>
<tr>
<th>Service</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VeriView</td>
<td>Activated</td>
<td>View reports shared by VeriGuide users.</td>
</tr>
<tr>
<td>VeriGuide Basic</td>
<td>Not activated</td>
<td>Submit files and generate originality reports.</td>
</tr>
<tr>
<td>VeriConf (Beta)</td>
<td>Not activated</td>
<td>Create conferences, manage submissions to conferences, and generate originality reports.</td>
</tr>
<tr>
<td>VeriGuide Academic</td>
<td>Activated</td>
<td>Student-oriented system for school or institution.</td>
</tr>
</tbody>
</table>

Select School

After login, you are required to select the corresponding school of the assignment.
Chapter 2: Upload Assignment

Select Upload Assignment

After selecting VeriGuide Academic, click Upload Assignment.

Select Academic Year/Term

You will be now in the submission page. First of all, you should select your academic year and term.
Select Course

You can select a course that you want to submit your assignment. If you cannot find it, you can input the course code in the ‘or type in a code to search’ field.
Select Assignment Marker and Assignment Number

Afterward, you can select your teacher, the assignment number from the pull-down box.
**Input Due-date and Select File to Upload**

Then, you have to input the due date of your assignment and select a file to upload. After that, click ‘Next>>>’.
Chapter 3: Confirmation and Logout

Confirm Submission Details

After clicking ‘Next’, you will be redirected to a confirmation page. Make sure that the information you have inputted are correct.

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Course Information

Selected Course
- Year: 2009
- Term: 1
- Course: ENG-001-A: English Language

Assignment Information

Selected Assignment
- Assignment Number: 2
- Assignment Marker: teacher1@veriguide.org
- Deadline: 2010-11-10
- File: Manuals.rtf

Confirmation

Please carefully check and make sure that the submission information is correct.

☑ Yes, the submission information is correct.

Back  

Next >>>
Agreement of the VeriGuide Statement

After confirming submission details, you have to read the statement about the submission of assignment to VeriGuide. If everything is fine, you should tick the box near ‘I have read the above and in submitting this Work fully agree to all the terms above’. Then click ‘Next>>>’ to complete the submission of work.

Agreement

VeriGuide is intended to help the University to assure that works submitted by students as part of course requirement are original, and that students receive the proper recognition and grades for doing so.

The student, in submitting his/her work (“this Work”) to VeriGuide, warrants that he/she is the lawful owner of the copyright of this Work.

The student hereby grants a worldwide irrevocable non-exclusive perpetual licence in respect of the copyright in this Work to the University. The University will use this Work for the following purposes.

(a) Checking that this Work is original
The University needs to establish with reasonable confidence that this Work is original, before this Work can be marked or graded. For this purpose, VeriGuide will produce comparison reports showing any apparent similarities between this Work and other works, in order to provide data for teachers to decide, in the context of the particular subjects, course and assignment. However, any such reports that show the author’s identity will only be made available to teachers, administrators and relevant committees in the University with a legitimate responsibility for marking, grading, examining, degree and other awards, quality assurance, and where necessary, for student discipline.

(b) Anonymous archive for reference in checking that future works submitted by other students of the University are original
The University will store this Work anonymously in an archive, to serve as one of the bases for comparison with future works submitted by other students of the University, in order to establish that the latter are original. For this purpose, every effort will be made to ensure this Work will be stored in a manner that would not reveal the author’s identity, and that in exhibiting any comparison with other work, only relevant sentences/ parts of this Work with apparent similarities will be cited. In order to help the University to achieve anonymity, this Work submitted should not contain any reference to the student’s name or identity except in designated places on the front page of this Work (which will allow this information to be removed before archival).

(c) Research and statistical reports
The University will also use the material for research on the methodology of textual comparisons and evaluations, on teaching and learning, and for the compilation of statistical reports. For this purpose, only the anonymously archived material will be used, so that student identity is not revealed.

I have read the above and in submitting this Work fully agree to all the terms above.
Complete submitting Assignment

If you proceed the agreement of VeriGuide statement, you can reach the next the page saying that your submission is successful.

View Submission History

To view the is history of submitting the assignment(s), select Submission History after selecting VeriGuide Academic.
List of Assignment submission

Then, you will see a list of assignment you have submitted. If you want to download the submitted assignment, just simply click the file name.
# Chapter 4: System Specification

<table>
<thead>
<tr>
<th>Supported Languages</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Simplified Chinese</td>
</tr>
<tr>
<td></td>
<td>Traditional Chinese</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supported Web Browsers</th>
<th>Microsoft Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Firefox 2.0/3.0</td>
</tr>
<tr>
<td></td>
<td>Internet Explorer 6.0/7.0</td>
</tr>
<tr>
<td></td>
<td>Mac OS X</td>
</tr>
<tr>
<td></td>
<td>Firefox 2.0/3.0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Supported File Formats</th>
<th>Adobe Acrobat PDF</th>
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<tbody>
<tr>
<td></td>
<td>Microsoft Office</td>
</tr>
<tr>
<td></td>
<td>OpenOffice</td>
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<tr>
<td></td>
<td>Plain Text</td>
</tr>
<tr>
<td></td>
<td>Web Pages HTML</td>
</tr>
<tr>
<td></td>
<td>Zip archive</td>
</tr>
</tbody>
</table>

| File Size Limit | 20 MB |