

# PlagScan



canvas  
BY INSTRUCTURE

**Manual:  
PlagScan Plugin in Canvas for the  
User**

**Updated: October 2015**

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# Viewing the PlagScan report

**Goal:**

- Finding out how to view the PlagScan report

## 1

Enter the address of [Canvas](#) in your browser.

## 2

Log on to Canvas with your administrator account.

## 3

Click on the „Courses“ button.



Courses

## 4

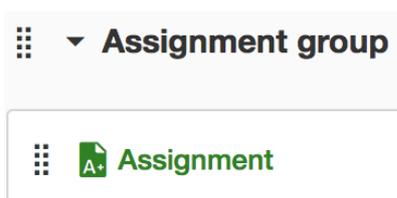
Click on the course you would like to look into.

## 5

Click on „Assignments“ in the second left bar.

## 6

Click on a group and then on the assignment you would like to view.



## 7

Click on the „Load Assignment in a new window“ button.

This tool needs to be loaded in a new browser window

Load Assignment in a new window

## 8

Click on the „Report“ in the „PlagLevel“ column to see the report in your preferred form.

Filename	Words	PlagLevel	Date
<input type="checkbox"/>	366 words	<a href="#">Content</a> <a href="#">2.5% Report&gt;&gt;</a>	

### Tip:

Click on „Start check“ in the „PlagLevel“ column in case you have activated the option „No, let me start checks manually“ in the „Autostart“ settings. You will find out how to change these settings in the [„PlagScan setting“ chapter](#).

### Tip:

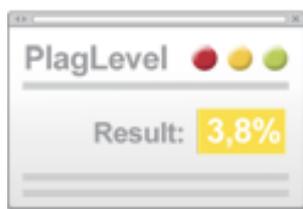
In the [„PlagScan settings“ chapter](#) you will learn how to change your preferred Plagiarism reports.

# Plagiarism reports

The Docman table shows all completely analyzed documents or documents which are not yet analyzed. You can choose between different kinds of reports which are explained below. You can find pictures of examples on the [PlagScan page](#).

## Plagiarism report

### PlagLevel



## Explanation

The Plag Level is a rough estimate of how much content within a document is plagiarized. In order to indicate if a document requires in-depth investigation, PlagScan calculates the percentage of the possible plagiarized content.

### Hint:

The PlagLevel does not indicate if the content has been quoted and cited correctly.

**0%**

### 0 - 1%

Due to the low percentage, your document is unlikely to contain plagiarism (from the internet or local databases)

**1%**

### 1 - 5%

A closer look at the document report is recommended.

**5%**

### 5 - 100%

The document most likely contains plagiarism - an in depth look at the report is required.

### The Result List



The result list displays all potential plagiarism matches within the document and their corresponding sources. This enables you to quickly determine the passages the program has recognized as being potential plagiarism and the extent to which a source was copied.

### Interactive Browser Report



The interactive browser report enables you to view matches detected directly in the text. The potential matches from the plagiarism scan are highlighted in one of three colors, depending on their significance.

*Document Highlighting (MS Word)*

By clicking the button “Word docx with annotations”, PlagScan creates a Word document identical to your original document. Matches will be marked and annotated.



## PlagScan settings

You can adjust the following settings in the [PlagScan portal](#). You can read explanations about them in this table.

Settings	Explanation
<b>Personal Data</b>	
<i>Username</i>	This is your username. It cannot be changed.
<i>Organization</i>	Only available when the organization you are affiliated with subscribes to PlagScan.
<i>Email</i>	The email address used to send you important information and reports (if setting is chosen below)
<i>Title</i>	Your title (optional)
<i>First Name</i>	Optional field. Your given name.
<i>Last Name</i>	Optional field. Your family name.
<i>Password</i>	Click the button to change your password; you will have to enter your old password once and <b>two times identical the new one</b> for security reasons. <b>Your password must consist of at least six characters, contain one capital, one lower case letter and a number!</b>
<i>Language</i>	Your preferred language <ul style="list-style-type: none"> <li>• <i>Englisch</i></li> <li>• <i>German</i></li> <li>• <i>Spanish</i></li> <li>• <i>French</i></li> </ul>

## User Interface and Reporting

### User interface

The user interface can be displayed in a simplified version or, for experienced users, in an extended version with all details. For example, in the simplified version label menus are hidden.

### Autostart checks

The starting policy for your new documents:

- *No, let me start checks manually:*  
Nothing happens after you have uploaded a file unless you manually initiate a plagiarism check.
- *Yes, check after uploads complete:*  
A short time after documents are uploaded they are automatically checked for plagiarism. Especially useful with automatic email notifications (option below), as your browser does not have to remain open.

### Email policy

The contact policy for your new plagiarism reports (please make sure, that mail from report@plagscan.com does not hit your spam folder):

- *Do not mail any reports:*  
Reports are collected in the document manager only, they are not mailed.
- *Mail reports always after check:*  
All reports will be mailed immediately after analysis.
- *Mail reports when level is red (>5%):*  
Only reports that show an elevated (red) plagiarism level will be mailed to you.
- *Send notification mail only:*  
Notification mail after analysis is finished, without report details.

### Docx option

For Word docx type documents suspicious passages can be highlighted directly in the original document. Other formats are

- *Generate and email Word docx files:*  
Highlighting is added to the Word docx document and the result is mailed together with the report (if email policy is activated).
- *Only generate Word docx files*  
A Word docx document with highlighting is generated but not mailed. You can download it from PlagScan. (Note: Generated Word docx files are removed after seven days.)
- *Do not generate Word docx files:*  
Here only the plain text is extracted and can be checked, but images etc. are lost. However, processing is much faster.

### Removal policy

When, if at all, shall data (documents and reports) be removed?

- *Remove data after 1 week:*  
Delete data one week after upload.
- *Remove data after 3 months:*  
Delete data 90 days after upload.
- *Remove data after 6 months:*  
Delete data 180 days after upload.

- **Never remove data:**  
Keep data forever unless manually deleted. *(This option only works after you have bought the Power User package or when you are affiliated with a subscribing organization!)*

## Preferred report type

The preferred report type is used when you click on the result or download files in the document manager. For more information see the [„Plagiarism reports“ chapter](#).

## Documents per page

The maximum number of documents that are shown on each page.

- 25, 50, 70 oder 100

## Plagiarism Checking

### Data policy

Which data do you want to compare your documents against and in turn allow others (other than web sources) to compare with yours. *(When possible plagiarism is detected other users will still not be able to see your full document, but can contact you!)*

[More information about the PlagScan data base and share policies](#)

- **Compare with web sources:**  
Your documents are checked against internet sources, Documents of local data bases are not considered.
- **Check against my documents:**  
Besides web sources your texts are only checked against your other documents, other users' texts are not checked against your texts.
- **Share with my organization:**  
Besides web sources your texts are checked against your other texts and those from users in the same organization, in turn other users from your organization may check against your documents. *(This option only works when you are affiliated with a subscribing organization!)*
- **Participate in PlagScan database:**  
Participate in the public database – your documents are checked against all texts from cooperating publishers and users with the same setting.

### Sensitivity

Sensitivity regulates when PlagScan will report potential plagiarism. With high sensitivity text matches are reported even if they are short, as this could indicate plagiarism. On the other hand a figure of speech which is accidentally part of both texts could be reported as plagiarism. With low sensitivity you will receive fewer reported matches in turn, but these will most likely not be coincidental. Depending on your requirements you can set:

- **Low:**  
only report longer matches
- **Medium:**  
balanced approach (recommended)
- **High:**  
report many, even short matches

## *Bibliography*

PlagScan can automatically detect the bibliography and exclude it from the plagiarism check. If set, no matches with other texts are shown within the bibliography.

- Consider text
- Exclude text

## *Citation detection*

PlagScan can detect quotations automatically, if individual sentences in your search text are in quotation marks. In many cases corresponding matches are simply from the cited source, accordingly not plagiarism relevant. Depending on your requirements you can set:

- *No detection:*  
Treat quotations just like the other text, so report as potential plagiarism
- *Highlighting only:*  
Matches in quotations are highlighted in a special color, the PlagLevel however contains this match as if it were plagiarism
- *Reduce PlagLevel:*  
Matches are highlighted in a special color and they are excluded from the PlagLevel, just like they were not plagiarism

## *Yellow PlagLevel from*

If the percentage of matches found is larger than the value set here the PlagLevel is highlighted in yellow.

- > 1% – > 10%

## *Red PlagLevel from*

If the percentage of matches found is larger than the value set here the PlagLevel is highlighted in red.

- > 5% – > 20%

## *Whitelist*

By adding URLs to the whitelist you can exclude them from the plagiarism check, even if the corresponding web pages contain matching text. In each line you can enter a string. Each URL entailing this string is excluded from the plagiarism check. We recommend to be as specific as possible

### **Example:**

***en.plagscan.com*** would mean that pages like  
<http://en.plagscan.com/faq> or  
<http://www.plagiarismcheckertest.com/en.plagscan.com/> are excluded, while  
<http://plagscan.com/faq> or  
<http://www.plagiarismcheckertest.com/plagscan/>  
would still be considered for the plagiarism check.

We are looking forward to receiving your feedback ([pro@plagscan.com](mailto:pro@plagscan.com))! Please let us know what you like or dislike about this manual. Do not hesitate to contact us, if anything is missing in this tutorial to get started with the PlagScan plugin in Moodle. We always strive to improve our service and appreciate your help!

Thanks,  
Your PlagScan-Team