

PlagScan



Manual:

PlagScan Plugin in Blackboard Open
LMS for Teachers / Instructors

Version: April 2020

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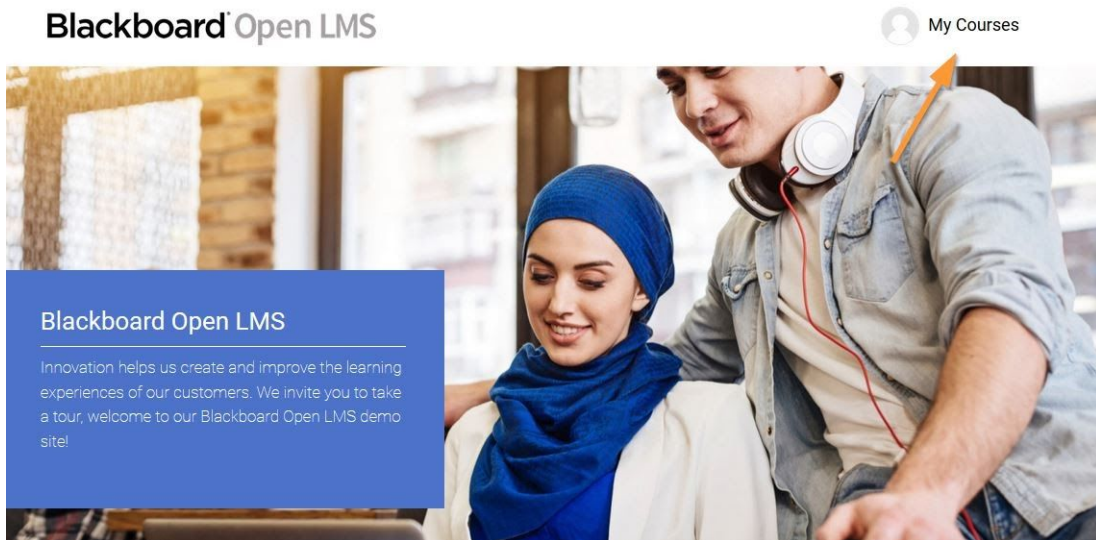
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Phase 1: Activation of the PlagScan Plugin for Assignments

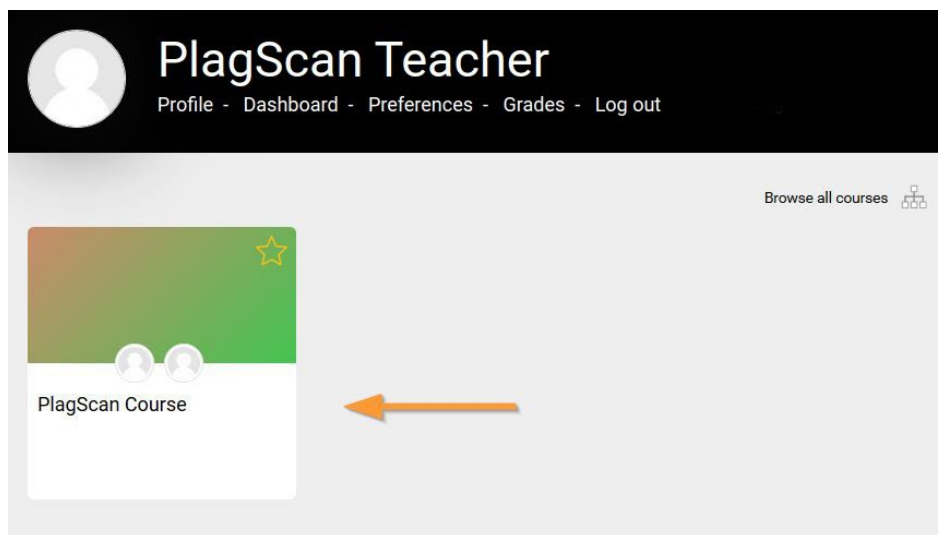
Step 1 of 2: Installation

As soon as the PlagScan plugin is activated by the administrator, everyone who creates an “assignment” can choose whether to use PlagScan for this assignment.

1. To create an assignment in Blackboard Open LMS click on **“My courses”** in the top right corner of your Blackboard Open LMS instance.

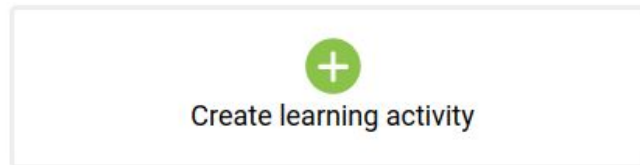


2. Click on the course for which you want to add an assignment using PlagScan.

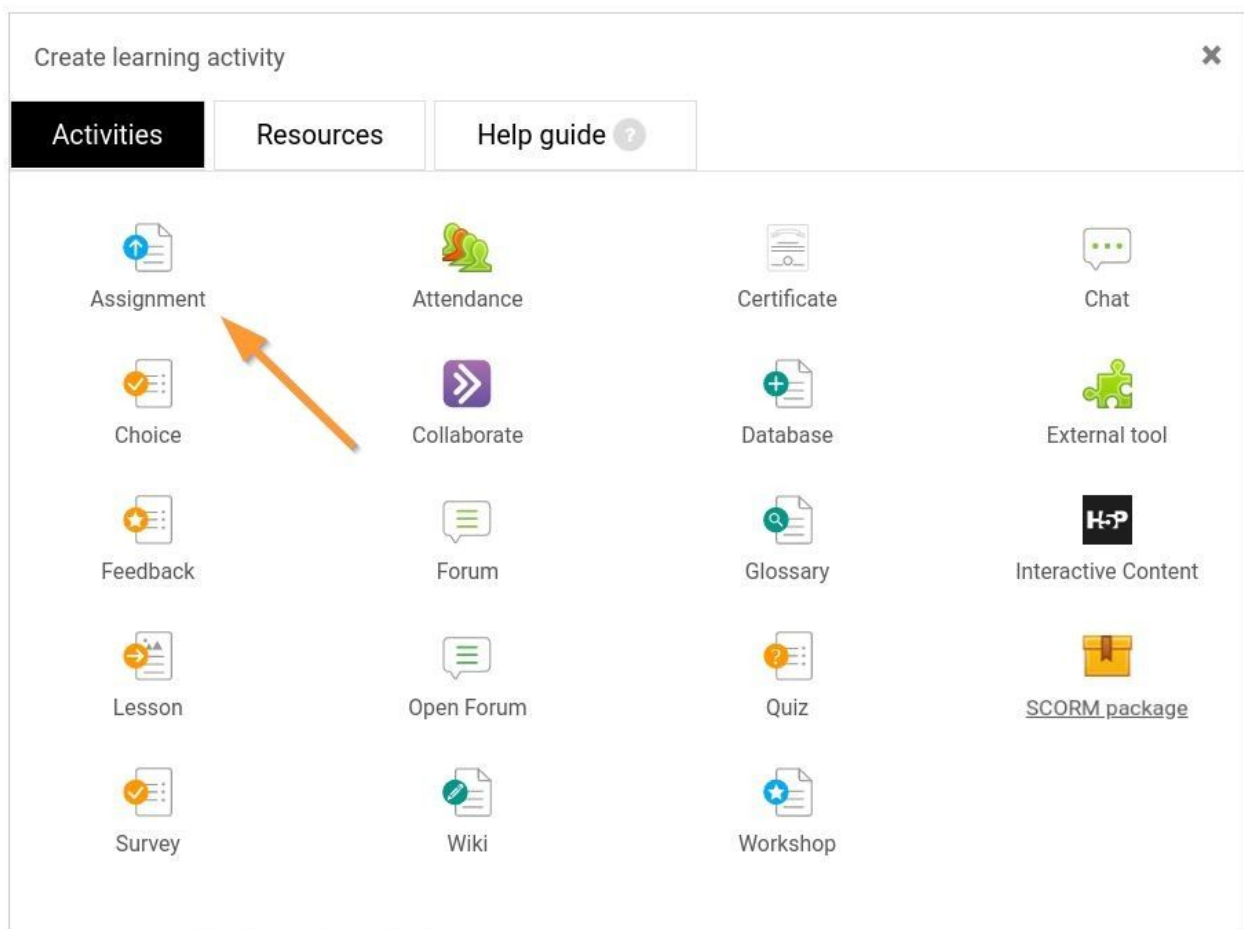


NOTE: The name of the course changes depending on your account.

3. Look for the **“Create learning activity”** button and click it to open the learning activity menu.



4. Now click on **“Assignment”**.



- When editing your new assignment, you can find **“PlagScan”** among the options on the right hand side menu. Open the **“PlagScan”** section and choose your preferred option in the **“Enable PlagScan for files submission”** drop down menu. The different settings will be explained in the next step.








PlagScan Course

 Adding a new Assignment

Help 

Assignment name * Required


Description


A **B** *I* U       









Display description on course page 

Due date

6 May 2020 00:00  Enable

Visibility 

Show on course page 

- Availability 
- Submission types 
- Feedback types 
- Submission settings 
- Group submission settings 
- Notifications 
- PlagScan 
- Grade 



Step 2 of 2: Configuration

When filling out the online form in the PlagScan section, you have the option to activate PlagScan in the “**Enable PlagScan for files submission**” field and the ability to select from various options.

PlagScan ^

Enable PlagScan for files submission ?

No ▾

Ignore self-matches ?

Exclude from repository ?

Enable PlagScan for Online text submission ?

No ▾

Share results with students ?

Always ▾

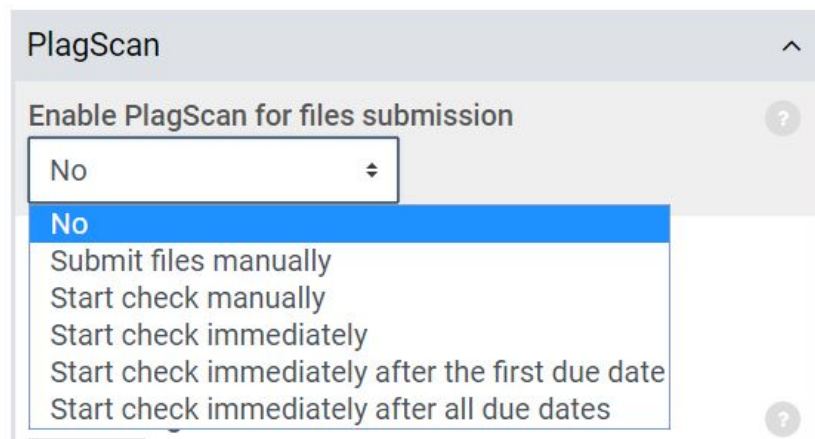
Share these results ?

PlagLevel and Reports ▾

Document will be uploaded to account 'Admin User'

[To your PlagScan settings](#)

Enable PlagScan for files submission



- **Submit files manually:** you can choose when to send the file to PlagScan manually by pressing the submit button. The document will then be sent to PlagScan without being checked.
- **Start check manually:** you will have to check each document manually. The documents will be uploaded to PlagScan every time students save a draft via the submission form.
- **Start check immediately:** the PlagScan plugin will start analyzing documents automatically and immediately after uploading.
- **Start check immediately after the first due date:** the PlagScan plugin only starts when the first due date has passed. Otherwise, you can use the plugin manually or deactivate it completely.
- **Start check immediately after all due dates:** the plugin will begin analyzing the documents right after every deadline.

Ignore self-matches

When this option is checked, the reports generated within the assignment will not flag the same participant's content across multiple submission attempts.

Exclude from repository

When this option is checked, all the documents submitted for this assignment will be excluded from the repository.

Enable PlagScan for Online Text Submission

This option enables the user to submit online text to be checked for plagiarism as a normal file/document of the assignment.

To make this option work, you also need to enable the “**Online text**” submission in the “**Submission types**” area.

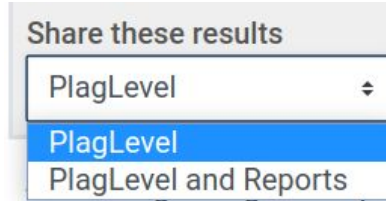
Share Results with Students

This way the students will only see their PlagLevel. The “**share these results**” option (explained in the next section) offers the option to share the full report with students.

- **Never:** Students will never see the results.
- **Always:** The results will always be shared with the students.
- **After due date:** The results will be shared with the students, after the first due date is reached.

Share these Results

This allows the student to see only the PlagLevel or the full report in their overview along with the PlagLevel.



NOTE: To your PlagScan settings

This setting only appears when an assignment is being edited and after it has been created, but not during the initial setup. Please jump to the section [“To your PlagScan settings”](#) to learn more about these settings.

1. Once you are finished with the creation of your course, click on **“Save and display”**.
2. To see the PlagScan status of submitted files, click on **“View all submissions”** in a course assignment. In the column **“File submissions”** you can see the uploaded and/or analyzed documents.


User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
	PlagScan Student	plagscan-lms-student@plagscan.com	Submitted for grading	Grade	Edit	Tuesday, 24 March 2020, 9:49 AM	Academic Integrity.pdf 88.3%

3. The complete PlagScan analysis can be viewed and manipulated in different ways, which will be explained in detail in [Phase 2. Check Documents and See Reports](#)

To your PlagScan settings

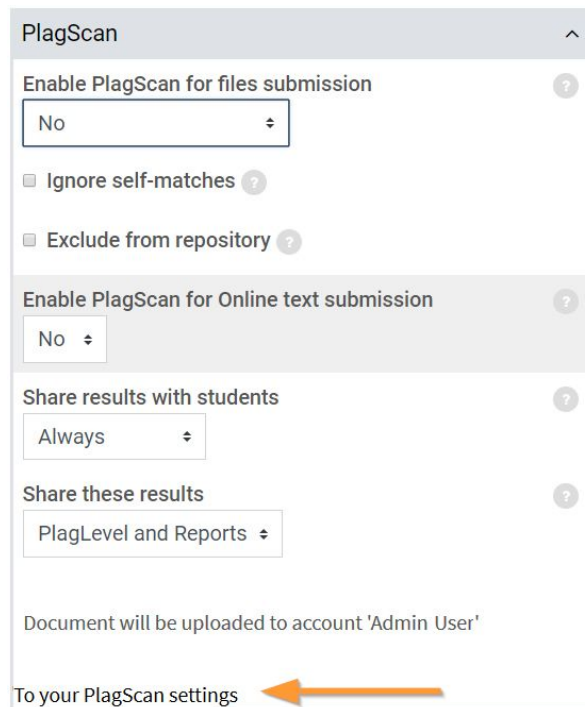
NOTE: These settings will only be available if the “Associate uploaded files with - Individual teacher accounts” setting is enabled in the PlagScan settings section that is configured by the administrator (this is explained in the PlagScan Blackboard Open LMS Manual for Administrators - Phase 3).

Settings will appear when an assignment is being edited and after it has been created, but not during the initial setup.

1. Go to the course view and click on the “**Edit**”  button from your assignment under the title, now you can go to “**Edit settings**”.



2. When you scroll down you can see **PlagScan** and then you can click on the option “**To your PlagScan settings.**”



Account settings

These settings will override the general PlagScan settings selected by the admin for each teacher, individually by preference.

Report language

Choose the language you prefer for your reports.

Email policy

Contact policy for your new plagiarism reports. Please check that mail from report@plagscan.com does not redirect to your spam folder.

- **Never:** Reports are collected in the document manager only, they are not mailed.
- **Always:** All reports will be mailed immediately after analysis.
- **Only red PlagLevel:** Only reports that show an elevated (red) plagiarism level will be mailed to you.

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 report:** Highlighting is added to the Word docx document and, if email policy is activated, the result is mailed together with the report.
- **Generate only Word docx report:** 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 report:** Only plain text is extracted and can be checked. This makes for faster processing. However, images and other non-text data are lost.

Data policy

Regulate the data you want to compare your documents with and if you want to allow others, other than web sources, to compare with yours. *When possible plagiarism is detected, other users will not be able to see your full document, but may be able to contact you!*

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

- **Compare with web sources:** Your documents are checked against internet sources.
- **Check against my documents:** your documents are checked against your other documents
- **Check against my documents in the repository:** your documents are checked against your other documents that are in the repository of the organization.
- **Check against my organization repository:** your documents are checked against the documents in the organization repository, even if they are your documents or from other users.

Other users from your organization may check against your documents.

- **Check against the PlagScan Prevention Tool:** documents are checked against all texts from cooperating publishers and users on PlagScan with the same setting.

Auto save document

When, if at all, should data such as documents and reports be removed?

- **After one week:** Delete data one week after upload.
- **After three months:** Delete data 90 days after upload.
- **After six months:** Delete data 180 days after upload.
- **Never delete:** Keep data forever unless manually deleted. *This option is only available if you have purchased the Power User package or if you are affiliated with an organization which has a subscription.*

Sensitivity

Sensitivity regulates when PlagScan will report potential plagiarism. With high sensitivity, text matches are reported even if they are short as this result could indicate plagiarism. On the other hand, idioms or other figures of speech which are accidentally part of both texts could be reported as plagiarism. With low sensitivity, you will receive fewer reported matches, but these will most likely not be coincidental.

Depending on your requirements you can set:

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

The yellow PlagLevel starts at

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

The red PlagLevel starts at

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

1. Once you are finished with the PlagScan settings of your course you can **“save changes.”** Now you can see in green the message **“PlagScan settings saved successfully.”**
2. Close the tap and click on **“Save and return to course”** or **“Save and display.”**
3. Afterward, you can click on **“View all submissions”** in a course assignment. In the column **“File submissions”** you can see the uploaded and/or analyzed documents.

Phase 2: Check Documents and See Reports

Once an assignment is created, students can upload files to this assignment. Depending on your PlagScan settings the file will be sent, synchronized and analyzed via the PlagScan plugin manually or automatically.

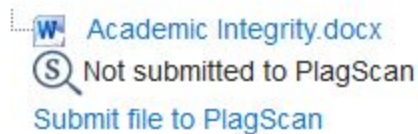
As a teacher or instructor you will see a list of files uploaded by the students. If the PlagScan Plugin is enabled, you will see further information regarding the status of the file below the file name.

Depending on your selection in the setting "[Enable PlagScan for files submission](#)" you can see different states of your file.

1. With the selection "**Submit file manually**" you can now decide whether you want to send the file to PlagScan without subsequently checking the file for plagiarism. Simply click on the link "**Submit to PlagScan**".

File submissions

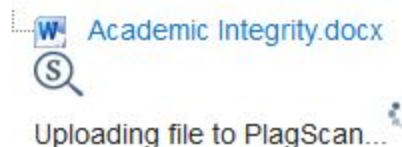
—



2. After you clicked on "Submit to PlagScan" the displayed text changes to „**Uploading file to PlagScan...**“

File submissions

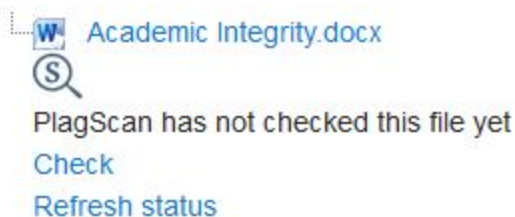
—



3. If you selected the setting "**Start analysis manually**" in the menu "**Enable PlagScan for files submission**", this is the very first status view you will see, because you will not

have to submit the file manually and skip the previous step. As a teacher or instructor you can now perform two actions:

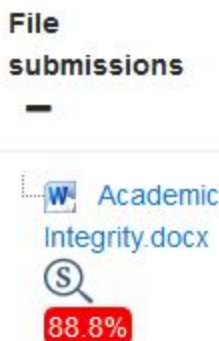
File submissions



- **Check:** analyze the file. This will return the plagiarism percentage and a link to the report.
 - **Refresh status:** checks the status of the file in the PlagScan server. This is a backup option in case the status of the file is not properly updated in Blackboard Open LMS.
4. Once the teacher or instructor clicks on “**Check**”, the analysis will start. The status of the file will change to indicate that the file is being analyzed.

NOTE: If you selected the “Start check immediately” option for the [“Enable PlagScan for files submission”](#) the view changes accordingly and will indicate that the document is already being checked.

5. Once the check is finished, the results will be updated automatically to display the plagiarism percentage with the link to the report.
6. Clicking on the “**Percentage**” opens the interactive report.



Phase 3: Plagiarism Reports

The “**View all submissions**” table shows all documents, whether analyzed or not. You can choose between different reports, which are explained below. You can find pictures with examples on [PlagScan's website](#).

PlagLevel

< 1%

1-5%

> 5%

The PlagLevel is an 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 duplicated content.

< 1%

Due to a very low percentage of matches, your document is unlikely to contain plagiarism (from the internet or local databases).

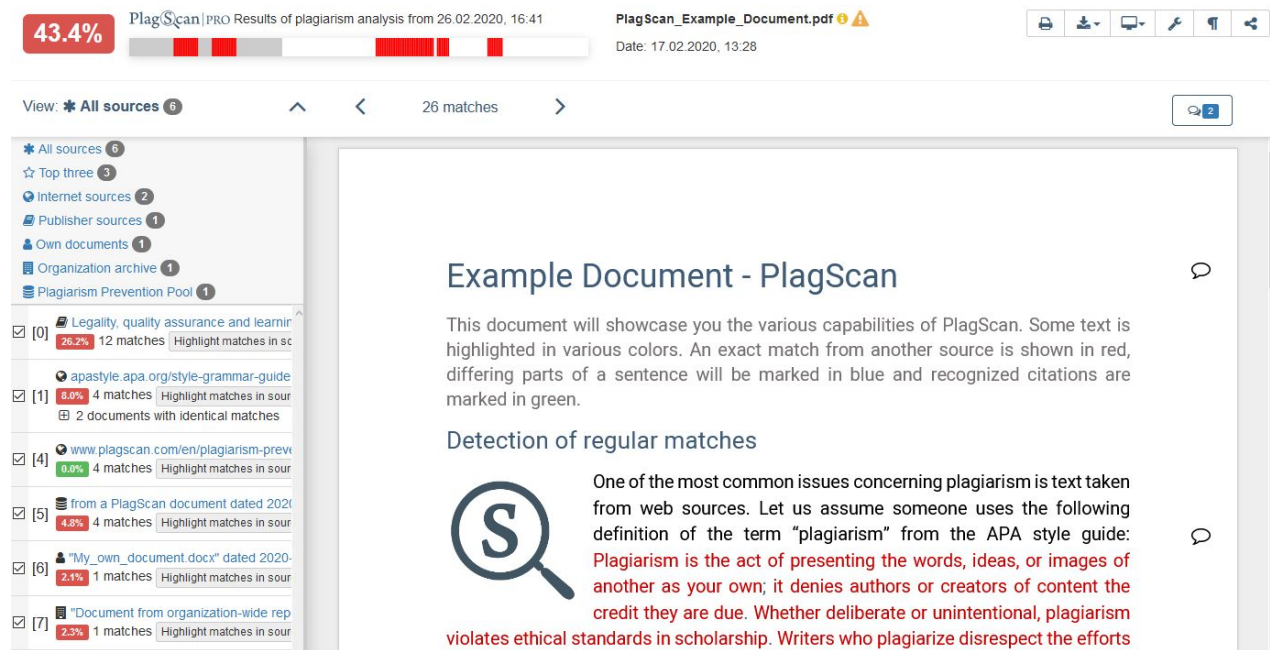
1-5%

A closer look at the document report is recommended.

> 5%

The document most likely contains plagiarism. Please consider an in-depth look at the report.

Interactive Browser Report



PlagScan | PRO Results of plagiarism analysis from 26.02.2020, 16:41
 PlagScan_Example_Document.pdf
 Date: 17.02.2020, 13:28

View: **All sources** (6) 26 matches

- All sources (6)
- Top three (3)
- Internet sources (2)
- Publisher sources (1)
- Own documents (1)
- Organization archive (1)
- Plagiarism Prevention Pool (1)

[0] [Legally, quality assurance and learni...](#) **26.2%** 12 matches Highlight matches in sc

[1] [apastyle.apa.org/style-grammar-guide](#) **8.0%** 4 matches Highlight matches in sour
 2 documents with identical matches

[4] [www.plagscan.com/en/plagiarism-prev](#) **0.0%** 4 matches Highlight matches in sour

[5] [from a PlagScan document dated 2020](#) **4.8%** 4 matches Highlight matches in sour


[6] ["My_own_document.docx" dated 2020-](#) **2.1%** 1 matches Highlight matches in sour

[7] ["Document from organization-wide rep](#) **2.3%** 1 matches Highlight matches in sour

Example Document - PlagScan

This document will showcase you the various capabilities of PlagScan. Some text is highlighted in various colors. An exact match from another source is shown in red, differing parts of a sentence will be marked in blue and recognized citations are marked in green.

Detection of regular matches


 One of the most common issues concerning plagiarism is text taken from web sources. Let us assume someone uses the following definition of the term "plagiarism" from the APA style guide:

Plagiarism is the act of presenting the words, ideas, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship. Writers who plagiarize disrespect the efforts

The interactive browser report enables you to view the detected matches. PlagScan highlights those in three different colors, depending on their significance. Red indicates you have matches, blue indicates you have potentially modified text, and green indicates proper citations.

The sources of the highlighted matches can be found in the source list (see below). Click on the number next to a source in the source list, to jump to the longest match of that source, which will then be marked in yellow.

List of Sources

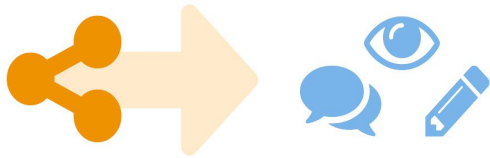


- Internet sources (7)
- Own documents (1)

[0] [www.tandfonline.com/doi/abs/10.1080/1360080X.2013.844666](#) **7.1%** 4 matches Highlight matches in source
 3 documents with identical matches

You can find the location of the matching sources in the source list. The category indicates whether the source is a match from a website or another database. You can see the matches directly in the source text if you click the link to the source

Collaboration



There is no need to download your report any more — just share the report link to grant commenting, editing or reading access to others. You can collaborate and interact with your student, so they can directly read, leave, or respond to comments.

Downloads and reports views



The PlagScan plagiarism report is available to download as PDF and Word files. Both formats display the sources of the interactive browser report.

PlagScan offers other online views in addition to the interactive report. If you wish for a complete overview of the matches and sources, you can read the PlagScan report as a list. For slow connections, we offer the report as plain text.

For more information on the plagiarism report visit

<https://www.plagscan.com/en/plagiarism-reports>

We are looking forward to receiving your feedback at pro@plagscan.com. Please let us know what you like or dislike about this manual. If anything is missing in this tutorial on how to get started with the PlagScan plugin in Blackboard Open LMS, do not hesitate to contact us. We always strive to improve our service and appreciate your help!

Thanks,
Your PlagScan Team