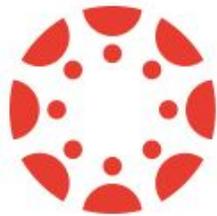


# PlagScan



canvas  
BY INSTRUCTURE

Manual:

PlagScan LTI2 Plugin in Canvas  
for Teachers

Version: September, 2019

## Table of Contents

### [Phase 1: Activation of the PlagScan Plugin for Assignments](#)

### [Phase 2: Configuration](#)

[Step 1 of 3: Configure the Assignment Settings](#)

[Step 2 of 3: Configure the User Settings](#)

[Data Policy](#)

[Bibliography/Citation](#)

[Filters and Sensitivity](#)

[Whitelist](#)

[Show Report to Students](#)

[Step 3 of 3: Save your Settings](#)

### [Phase 3: View the PlagScan Report](#)

[Step 1 of 3: Access the SpeedGrader™](#)

[Step 2 of 3: Status of the Report](#)

[Step 3 of 3: Accessing the Report](#)

### [Phase 4: About the PlagScan Report](#)

[PlagLevel](#)

[Interactive Browser Report](#)

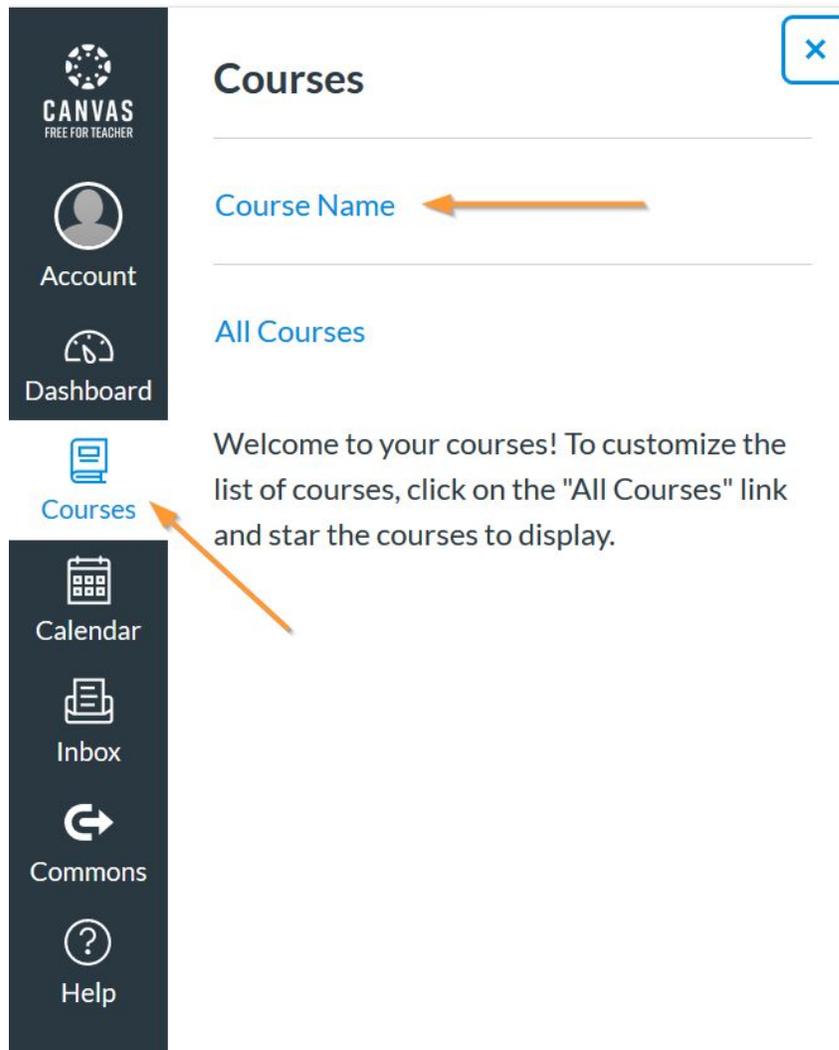
[List of Sources](#)

[Collaboration](#)

[Downloads and Report Views](#)

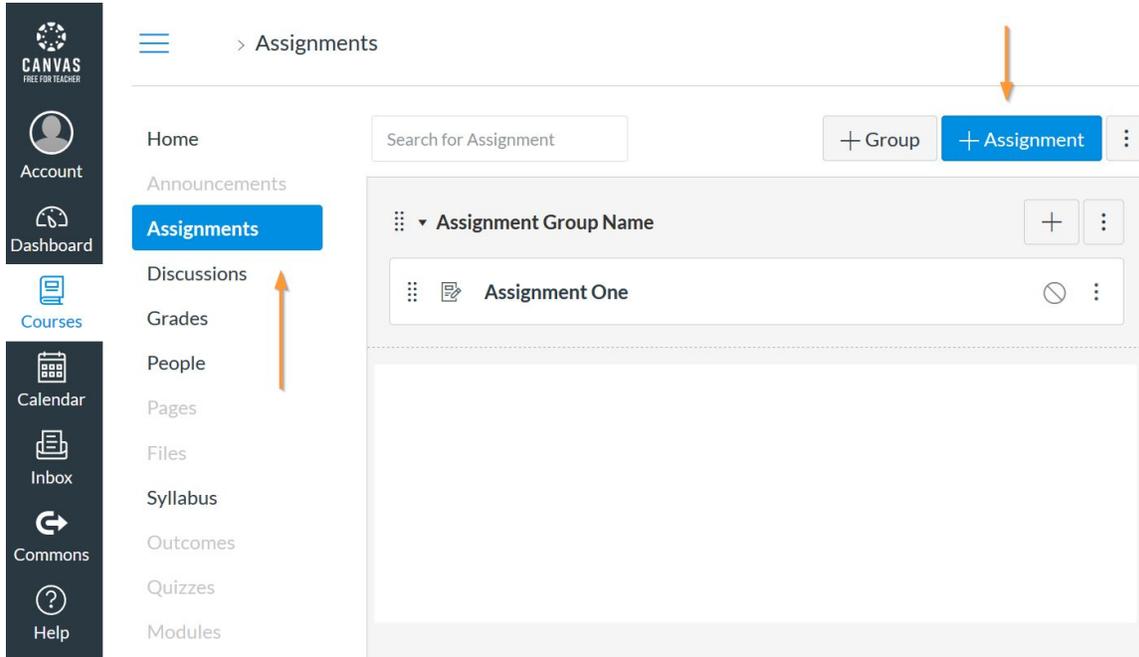
## Phase 1: Activation of the PlagScan Plugin for Assignments

1. Navigate to the Canvas website <https://canvas.instructure.com/> and log in with your Canvas teacher account.
2. Once logged in, click the “**Courses**” button on the left hand side menu and then select the course you want to use PlagScan with.

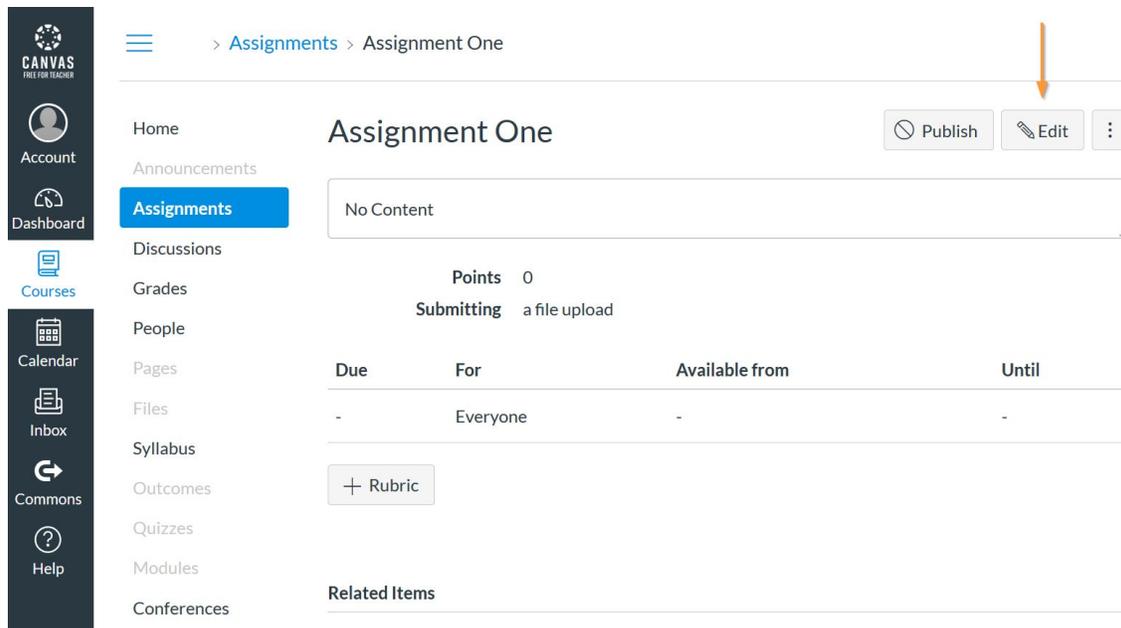


3. On the “**Courses**” page access the “**Assignments**” in the second menu on the left hand side.

a. If you want to **create new assignment** using the PlagScan plugin, click the “**+ Assignment**” button.



b. If you want to activate the PlagScan plugin for an **existing assignment**, first click on the assignment you want to edit, then on the “**Edit**” button.



4. While editing an assignment, first check the **“Submission type”**, and select **“Online”** in the drop down menu.
5. Within the **“Online Entry Options”** make sure to mark the checkbox next to **“File Uploads”**.

Submission Type

Online

**Online Entry Options**

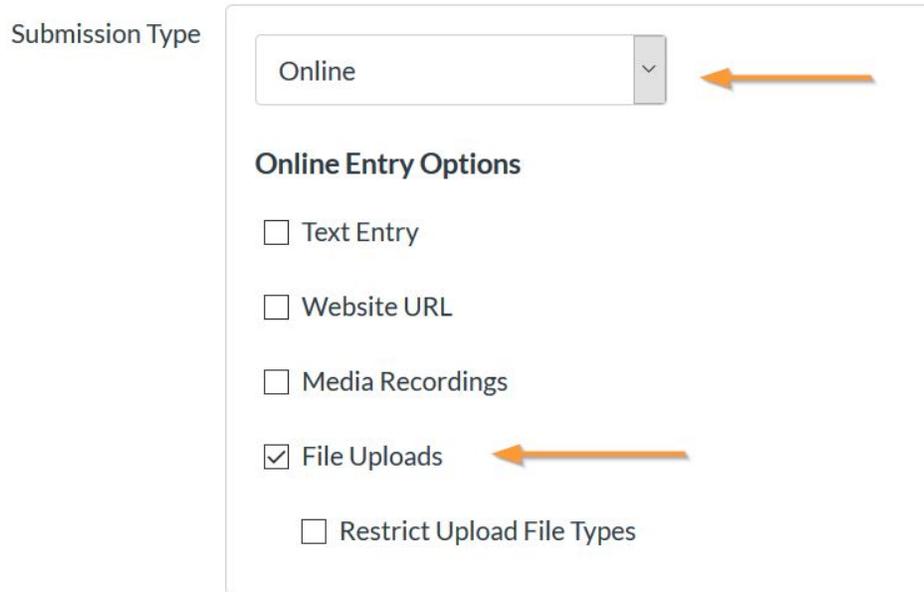
Text Entry

Website URL

Media Recordings

File Uploads

Restrict Upload File Types



*NOTE: Only after making these selections (“Online” & “File Uploads”) you will be able to continue with the next steps to enable the PlagScan plagiarism check and adjust its settings.*

6. In the next section called **“Plagiarism Review”** (which only shows up when you made the proper selections described in the aforementioned steps 4 + 5) you can now select the **“PlagScan Plagiarism Checking Service”** to be used for your assignment.

Plagiarism Review

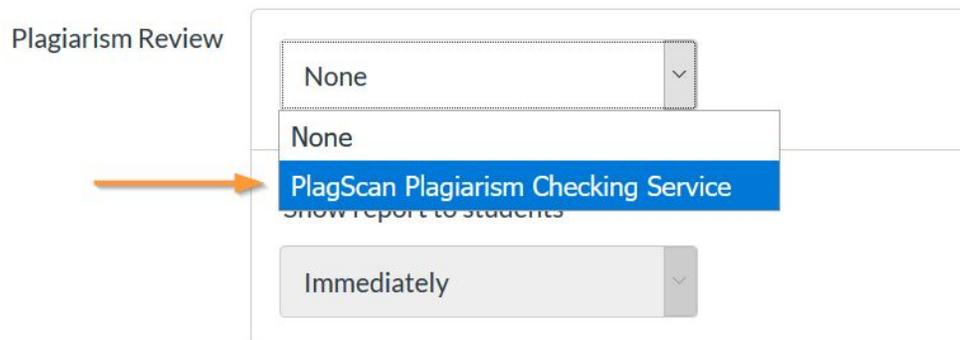
None

None

**PlagScan Plagiarism Checking Service**

Show report to students

Immediately



7. Immediately **continue with the configuration** of the PlagScan plugin in “[Step 1 of 3: Configure the Assignment Settings](#)” and “[Step 2 of 3: Configure the User Settings](#)” or “**Save**” **your settings** by scrolling to the bottom of the page and clicking on the “Save” button in the lower right corner.

Assign

**Assign to**

Everyone ×

**Due**



**Available from**   **Until**  

+ Add

---

Notify users that this content has changed

Cancel Save & Publish **Save**



## Phase 2: Configuration

### Step 1 of 3: Configure the Assignment Settings

1. Once you have set the “PlagScan Plagiarism Checking Service” for your “Plagiarism Review”, you can adjust the following “**Assignment Settings**”.

Plagiarism Review

PlagScan Plagiarism Checking S

PlagScan [Help & Support](#)

Assignment Settings [User Settings](#)

**Exclude self matches**  
Do not flag the same participant's content across multiple submission attempts

**Exclude from repository**  
Exclude all documents submitted for this assignment from the repository

Show report to students

Immediately

- **Exclude 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 your organization’s repository.

## Step 2 of 3: Configure the User Settings

1. You can adjust “**User Settings**” in the second tab, once you have set up the “PlagScan Plagiarism Checking Service”

*NOTE: Any changes made to global settings will also apply to previously created assignments with different settings.*

Plagiarism Review

PlagScan Plagiarism Checking S

PlagScan [Help & Support](#)

Assignment Settings **User Settings**

- > Data policy
- > Bibliography/Citation detection
- > Filters and Sensitivity
- > Whitelist

**Note:** Editing global settings will affect previously created assignments

Show report to students

Immediately



## Data Policy

Choose which sources you would like your documents to be checked against during plagiarism analysis.

*NOTE: When possible plagiarism is detected, other users will not be able to see your full document, but may be able to contact you!*

[Find more information about the PlagScan database and share policies on our website](#)

Plagiarism Review

PlagScan Plagiarism Checking S

PlagScan [Help & Support](#)

[Assignment Settings](#) [User Settings](#)

▼ Data Policy

- Compare with web sources
- Check against my documents
- Check against my documents in the organization repository
- Check against organization repository
- Check against the Plagiarism Prevention Pool

**Note:** Editing global settings will affect previously created assignments

Show report to students

Immediately



- **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 organization repository:** Your documents are checked against your other documents that are in the repository of the organization.
- **Check against 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 Plagiarism Prevention Pool:** Documents are checked against all texts from cooperating organizations and users on PlagScan with the same setting.

## Bibliography/Citation

- **Bibliography:** PlagScan can automatically detect the bibliography and exclude it from the plagiarism check.
  - **Consider text:** Text within the bibliography is considered and will be included in the plagiarism check.
  - **Exclude text:** Text within the bibliography is not considered and will be excluded from the plagiarism check.

Plagiarism Review

PlagScan Plagiarism Checking S

PlagScan [Help & Support](#)

[Assignment Settings](#) [User Settings](#)

▼ Bibliography/Citation

**Bibliography:**

Consider text

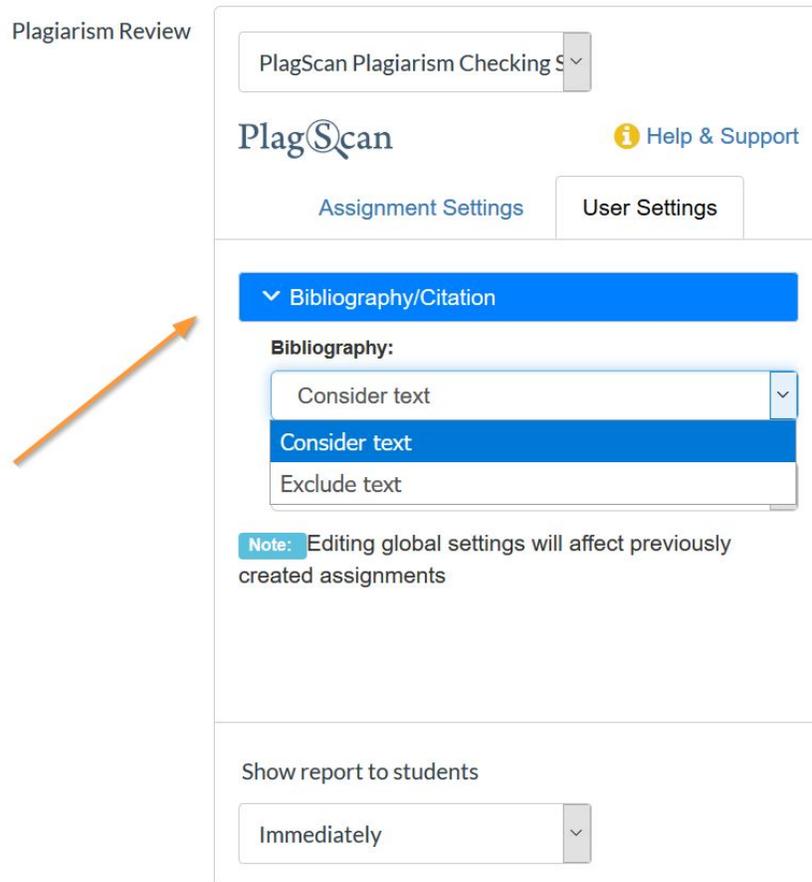
Consider text

Exclude text

**Note:** Editing global settings will affect previously created assignments

Show report to students

Immediately



- **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 rest of the text, and report them 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, as if they were not plagiarism.

Plagiarism Review

PlagScan Plagiarism Checking S

PlagScan [Help & Support](#)

[Assignment Settings](#) [User Settings](#)

▼ Bibliography/Citation

**Bibliography:**

Consider text

**Citation detection:**

Reduce PlagLevel

No detection

Highlighting only

Reduce PlagLevel

Show report to students

Immediately

## Filters and Sensitivity

- **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:** A balanced approach (recommended)
  - **High:** Report many, even short matches

Plagiarism Review

PlagScan Plagiarism Checking S

PlagScan [Help & Support](#)

Assignment Settings User Settings

Filters and Sensitivity

Sensitivity:

Medium

Low

Medium

High

do not filter

**Note:** Editing global settings will affect previously created assignments

Show report to students

Immediately

- **Filter short matches (words):** Matches with other documents found during the plagiarism check, which are shorter than the value selected here, will be ignored. That means, they will not be included in the PlagLevel and will not be highlighted in the report. To show such matches later, choose the option “Restore all Sources and Matches” in the plagiarism report.

Plagiarism Review

PlagScan Plagiarism Checking S

PlagScan [Help & Support](#)

Assignment Settings **User Settings**

Filters and Sensitivity

**Sensitivity:**  
Medium

**Filter short matches (words):**

do not filter

do not filter

< 4 words

< 5 words

< 6 words

< 7 words

< 8 words

< 9 words

< 10 words

Immediately

- **Filter short matches (characters):** Matches with other documents found during the plagiarism check, which are shorter than the value selected here, will be ignored. That means, they will not be included in the PlagLevel and will not be highlighted in the report. To show such matches later, choose the option 'Restore all Sources and Matches' in the plagiarism report.

Plagiarism Review

PlagScan Plagiarism Checking S

PlagScan [Help & Support](#)

Assignment Settings **User Settings**

Filters and Sensitivity

**Sensitivity:**  
Medium

**Filter short matches (words):**  
do not filter

**Filter short matches (characters):**  
do not filter  
do not filter  
< 15 characters  
< 20 characters  
< 25 characters  
< 30 characters  
< 35 characters  
< 40 characters  
< 45 characters

## Whitelist

- **Whitelist-URLs:** By adding URLs to the whitelist you can exclude them and their content from the plagiarism check, even if the corresponding web pages contain matching text. Enter one URL per line. 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.

Plagiarism Review

PlagScan Plagiarism Checking S

PlagScan [Help & Support](#)

[Assignment Settings](#) [User Settings](#)

Whitelist

Whitelist-URLs:

Whitelist-URLs +:

Whitelist-Phrases:

**Note:** Editing global settings will affect previously created assignments

Show report to students

Immediately

- **Whitelist-URLs +:** If text from a URL listed here is found during a plagiarism check the match will be treated as a citation. This also holds for matches of the corresponding text from other sources. This means that if the same text is found on another un-whitelisted site, it will be treated as a citation.
- **Whitelist-Phrases:** Phrases which should be ignored for plagiarism search. Enter one per line, without punctuation. Note that multiple sentences separated by punctuation entered in one line will not be excluded from the matches. Phrases are treated as case-insensitive.

## Show Report to Students

This setting determines if and when you want to share the plagiarism report with your students. You can choose between the following settings:

- **Immediately:** The plagiarism report will be shared immediately after the analysis has finished.
- **After the assignment is graded:** The plagiarism report will be shared with the students, after the assignment is graded.
- **After the due date:** The plagiarism report will be shared with the students, after the due date of the assignment is reached.
- **Never:** The plagiarism report will never be shared with students.

Plagiarism Review

PlagScan Plagiarism Checking S ▾

PlagScan [Help & Support](#)

Assignment Settings User Settings

> Data policy

> Bibliography/Citation detection

> Filters and Sensitivity

> Whitelist

**Note:** Editing global settings will affect previously created assignments

→ Show report to students

Immediately ▾

Immediately

After the assignment is graded

After the due date

Never

### Step 3 of 3: Save your Settings

Once you are satisfied with your settings, scroll to the bottom of the page and click the **“Save”** button to save your settings, or click **“Save & Publish”** to additionally and immediately publish your assignment.

Assign

**Assign to**

Everyone ×

**Due**



**Available from**   **Until**  

+ Add

---

Notify users that this content has changed

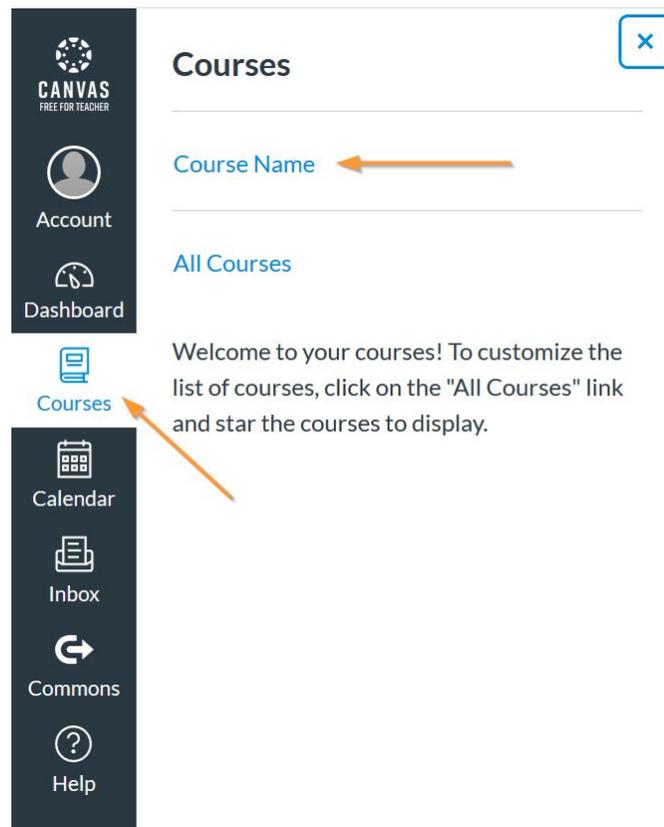
Cancel Save & Publish **Save**



## Phase 3: View the PlagScan Report

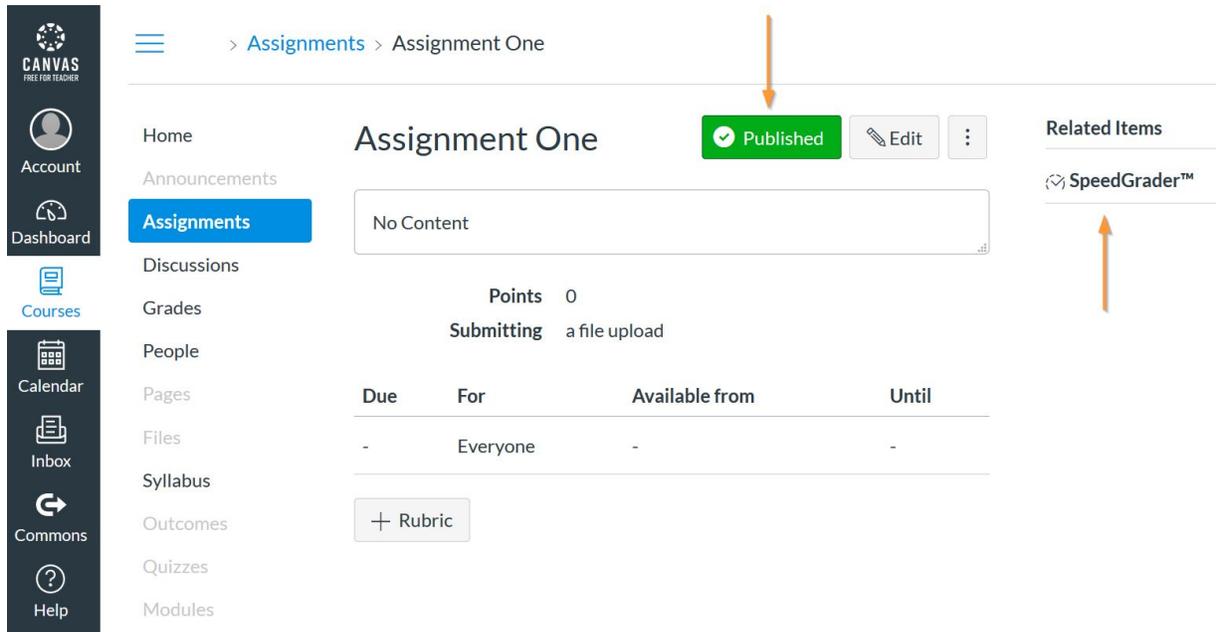
### Step 1 of 3: Access the SpeedGrader™

1. To view the PlagScan plagiarism report navigate to <https://canvas.instructure.com/>, log in with your Canvas teacher account, click on “**Courses**” on the left hand side menu and select your course.



2. **Select the assignment** for which you want to see the PlagScan reports.

3. Inside the assignment, click on the “**SpeedGrader™**” link on the right hand side. Make sure the assignment is “**published**”, otherwise you will not see the SpeedGrader™ link.



### Step 2 of 3: Status of the Report

After a file was uploaded to an assignment, it will immediately be checked by PlagScan and a report will be generated. The PlagScan Plugin for Canvas will show you within the SpeedGrader™ in which status the report is currently in.

SpeedGrader™ uses different icons to indicate the status of the report:



Once the file is submitted, the status is set to “**pending**” until the file is converted and checked.



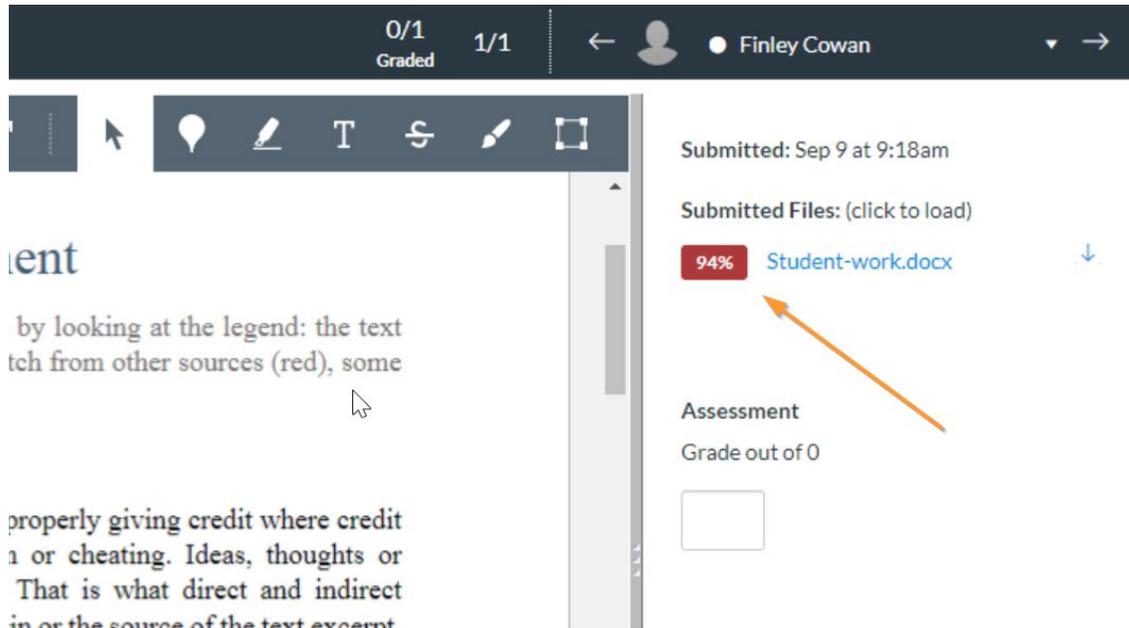
In case an error happens during the conversion or checking process, the status is set to “**error**”. Click on the error icon to receive the actual error message.



When the file is converted and checked successfully, the status is set to “**scored**” and display the “**PlagLevel**”, indicating the potential amount of plagiarism in the document. Click on this icon to access the full plagiarism report.

### Step 3 of 3: Accessing the Report

Inside the “SpeedGrader™” you can see the original files submitted to the assignment. As soon as a student submits a document, a **PlagScan report** will be generated. Once the report is ready, you will see a colored box with a **percentage** next to the file name, the “**PlagLevel**” indicating the potential amount of plagiarism in the document. Click on the percentage to access the report.



## Phase 4: About the PlagScan Report

### 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

19.2% PlagScan PRO Results of plagiarism analysis from 10.01.2019, 16:57 Example\_Document.docx Date: 10.01.2019, 16:55

View: All sources (14) 12 matches You have view only access Comments (2)

- All sources (14)
- Top three (3)
- Internet sources (11)
- Own documents (1)
- Organization archive (1)
- Plagiarism Prevention Pool (1)

[0] https://www.researchgate.net/profile/V 7.7% 4 matches Highlight matches in source

[1] https://www.researchgate.net/publicat 7.7% 4 matches Highlight matches in source

[2] https://eric.ed.gov/?q=plagiarism&id= 7.2% 4 matches Highlight matches in source

[3] https://www.researchgate.net/publicat 6.5% 4 matches Highlight matches in source

[4] from a PlagScan document dated 201 4.9% 3 matches Highlight matches in source

[5] https://www.science.gov/topicpages/h 3.3% 3 matches Highlight matches in source

[6] https://eric.ed.gov/?q=plagiarism&pg= 2.9% 3 matches Highlight matches in source

[7] https://www.plagscan.com/en/ 0.0% 2 matches Highlight matches in source  
 1 document with identical matches

[9] "Plagiarism\_Impact.docx" dated 2019 2.8% 1 matches Highlight matches in source

[10] https://en.wikipedia.org/wiki/Academic 2.5% 1 matches Highlight matches in source  
 4 documents with identical matches

It wasn't until the end of the 19th century when the goals of the university changed that the concept of academic integrity changed. To decide whether a source was intentionally omitted or forgotten, many institutions are nowadays using plagiarism software. It will look for similarities within the submitted work: Text will be highlighted when it matches text in sources found in the internet and/or their internal database.

Statements about how to handle plagiarism in academic work	
Reason	Statement
Consequence for misconduct	Plagiarism must be punished
Preventive measure	Plagiarism must be prevented in advance
General precaution	All academic papers have to be checked
Unfounded suspicion	No academic paper should be checked

Table 1: Statements about plagiarism; author's compilation

The impact of plagiarism in general has been reflected in an ongoing discussion about how to handle cases of plagiarism. Indeed, thanks to the age of information, people and institutions are more and more "borrowing" information without any kind of citation. Most of the schools and universities are therefore representing one or more than one of the statements in Figure 1 with more or less flexibility.

"In universities around the world, plagiarism management is an ongoing issue of quality assurance and risk management." (Sutherland-Smith, 2013) Plagiarism management discourses are mostly framed by legal concepts of authorial rights, and penalties for infringement of plagiarism policies are outlined. Teaching discourses suggest that plagiarism management is, and should remain, a learning and teaching issue and press for more student-centred approaches to plagiarism management. Institutions must navigate these competing discourses in their attempts to design workable plagiarism management policies.

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 anymore — 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 Report 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](mailto: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 Canvas, do not hesitate to contact us. We always strive to improve our service and we appreciate your help!

Thanks,  
Your PlagScan-Team