

# PlagScan



Manual:

PlagScan PlugIn for Moodle 2.X and 3.X  
for Teachers / Instructors

Version: January 2019

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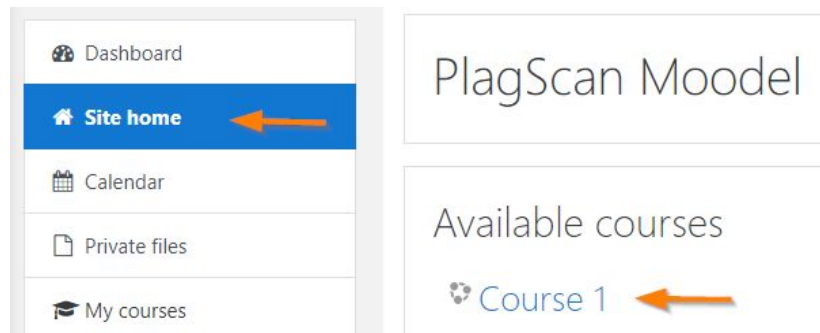
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## Phase 1. Activation of the PlagScan Plugin for Assignments

### Step 1 of 2: Installation

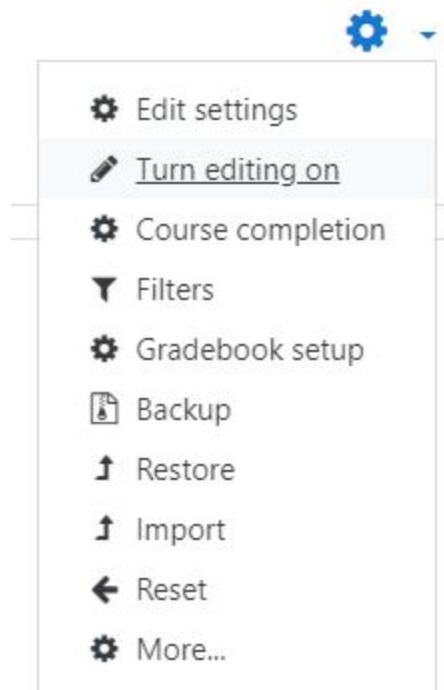
As soon as the PlagScan plugin is activated by the administrator, everyone who creates an “assignment” can choose whether to use PlagScan for this assignment.

1. Assignments can be created in Moodle by activating the “**Turn editing on**” button. To activate the button, please go to “**Site home**” and then select your course.



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

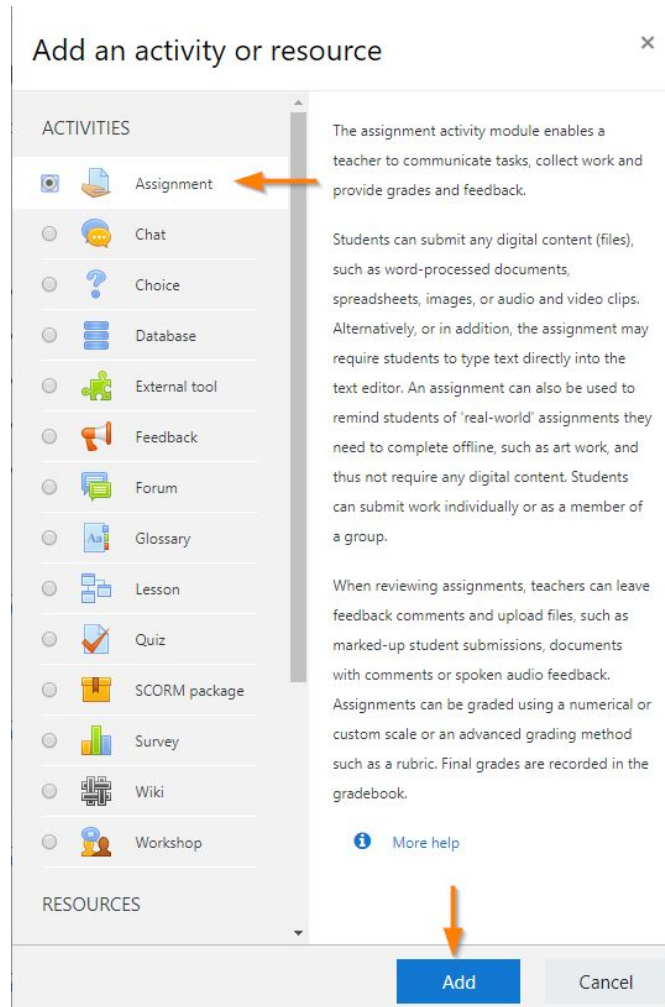
2. Now on the right side you can activate the “**Turn editing on**” button.



3. By clicking **“Add an activity or resource”** on the right side, the appropriate menu will open up.

**+ Add an activity or resource**

4. You can now click on **“Assignment,”** then on **“Add.”**



## Step 2 of 2: Configuration

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

### ▼ Plagscan

Enable Plagscan	?	No
Enable PlagScan for Online text submission	?	No
Share results with students	?	Never
Share these results	?	PlagLevel

[To your PlagScan settings](#)

### Enable PlagScan

- **Start manually:** you will have to check each document manually.
- **Start immediately:** the PlagScan plugin will start analyzing documents automatically and immediately after uploading.
- **Start 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 immediately after all due dates:** the plugin will begin analyzing the documents right after every deadline.

No
No
<b>Start manually</b>
Start immediately
Start immediately after the first due date
Start immediately after all due dates

### 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 active, you also need to enable the “**Online text**” submission in the “**Submission types**” area.

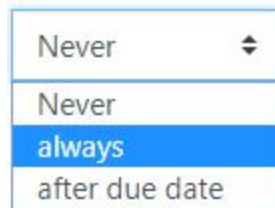
## Submission types

Submission types

Online text   File submissions 

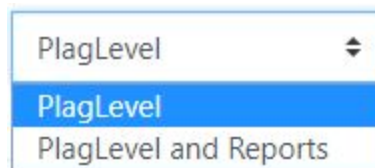
### Share Results with Students

- You can allow students to **never** see their results.
- To **always** share them with the students.
- To share them **after** the first **due date**. This way, they will only see their PlagLevel. The “**share these results**” option offers more options.

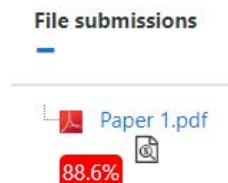


### Share these Results

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



2. Once you are finished with the creation of your course you can **save** it.
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.



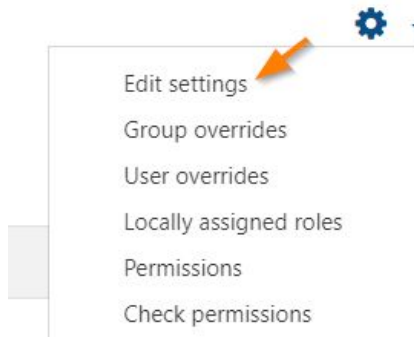
The complete PlagScan analysis can be viewed and manipulated in different ways, which will be explained in detail in [Phase 2. Check Documents and See Reports](#)

## To your PlagScan Settings

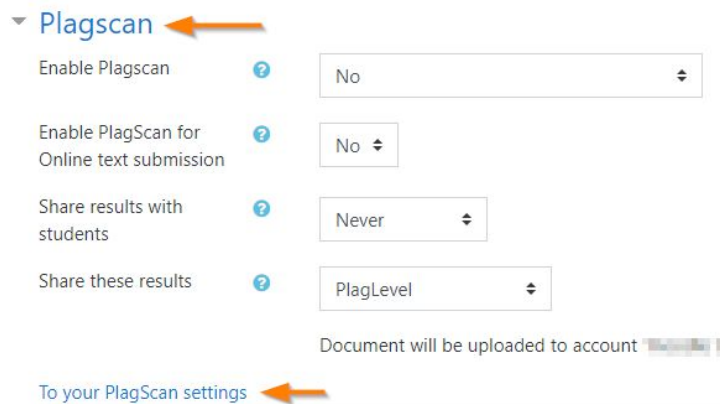
**NOTE:** These settings will only be unlocked if the “**Associate uploaded files with - Individual teacher accounts**” setting is enabled in the PlagScan settings section that is configured by **the admin** (elaborated in the [PlagScan Moodle Manual for Administrators - Phase 3](#)).

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 Submissions and click on the “**Action menu**” on the right side, 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.**”



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:** 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**

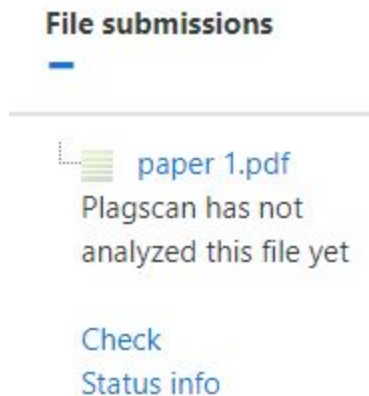
If the percentage of matches found is larger than the value set here, the PlagLevel is highlighted in red.

3. 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.”**
4. Close the tap and click on **“Save and return to course”** or **“Save and display.”**
5. 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 and those files will be directly taken by the PlagScan plugin and synchronized with the PlagScan database.

As a teacher, you will see the list of files uploaded by the students. If the PlagScan Plugin is enabled, some information will appear regarding the status of the file.

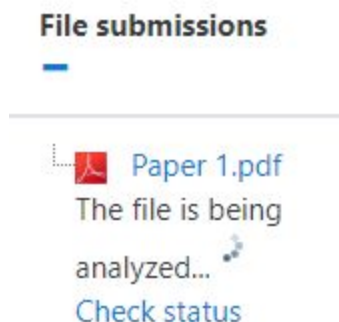


*NOTE: When you set up the “Start immediately” option on “Enable PlagScan”, the view changes and shows that the document is already in checking progress.*

The teacher can perform two actions on the file:

- **Check:** analyze the file. This will return the plagiarism percentage and a link to the report.
- **Status info:** checks the status of the file in the server. This is a backup option in case the status of the file is not properly updated.

Once the instructor clicks on “**Check**,” the view will change to show that the file is being analyzed.



Once the check is finished, the results will be updated automatically to display the plagiarism percentage with the link to the report.

#### File submissions



Clicking on “**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](#).

### Plagiarism report

#### Plag Level



### Explanation

The Plag Level 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.

**0%**

#### 0 - 1%

Due to the low percentage, your document is unlikely to contain plagiarism, either 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



Find the location of the matching sources in the source list. The category indicates whether the source is a match from the web or from other databases. By following the link to the source, one can find the exact matches in the source text.

#### Interactive Browser Report



Reading and understanding reports are easy! PlagScan's report includes highlighting in the colors red, blue and green to illustrate potential plagiarism, paraphrasing and citations.

The highlighted matches are listed with reference to the source list. By clicking on the number of a source in the left-hand source list, one can view the longest match with that source which will be marked in yellow.

*Document Highlighting (MS Word)*



Sometimes instructors prefer to work offline. The PlagScan plagiarism report is available to download as a PDF or a Word file. Both formats contain the sources displayed on the interactive browser report.

PlagScan offers other online views in addition to the interactive report. If one wishes for a complete overview of the matches and sources, they can read the PlagScan report as a list. For slow connections, the report is also available as a text.

*Priority to collaboration*



You do not 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.

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 Moodle, do not hesitate to contact us. We always strive to improve our service and appreciate your help!

Thanks,  
Your PlagScan-Team