Manual:
PlagScan Plugin in Moodle 2.X and 3.X for Teachers / Instructors

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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

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 Configuration](image)

- **Enable PlagScan for files submission**
  - Option: No
- **Ignore self-matches**
- **Exclude from repository**

- **Enable PlagScan for Online text submission**
  - Option: No

- **Share results with students**
  - Option: Never

- **Share these results**
  - Option: PlagLevel

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 (Upload to PlagScan when students save a draft)**: 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 manually (Upload to PlagScan when students click on Submit button)**: you will have to check each document manually. The documents will be uploaded to PlagScan only when students click on the “Submit” button in the submission form. This option is only valid when the option “Require students click submit button” is enabled within the “Submissions settings”.

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

Submission types

<table>
<thead>
<tr>
<th>Submission types</th>
<th>☑ Online text</th>
<th>☐ File submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word limit</td>
<td></td>
<td>☐ Enable</td>
</tr>
<tr>
<td>Maximum number of uploaded files</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Maximum submission size</td>
<td>Site upload limit (100MB)</td>
<td></td>
</tr>
<tr>
<td>Accepted file types</td>
<td></td>
<td>Choose</td>
</tr>
</tbody>
</table>

No selection
**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 results with students](image)

**Share these Results**

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

![Share these results](image)

**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 you can “save and display” it.

2. 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.

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 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.”

Plagiarism prevention assignment

Grading summary
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.

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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.

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**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 analysed via the PlagScan plugin manually or automatically.

As a teacher or instructor you will see a list 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
   —

   ![Academic Integrity.docx](image)
   Not submitted to PlagScan

   Submit file to PlagScan

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

   File submissions
   —

   ![Academic Integrity.docx](image)

   Uploading file to PlagScan...

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
   —

   ![Academic Integrity.docx](image)

   PlagScan has not checked this file yet
   Check
   Refresh status
- **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 Moodle.

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%**
  - 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.

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.
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**

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

Thanks,
Your PlagScan-Team