

Manual: PlagScan Plugin for Schoology for Users / Students

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Table of Contents

Phase 1: Submit a document

Phase 2: View the PlagScan Report

Phase 3: About the PlagScan Report

<u>PlagLevel</u>

List of Sources

Collaboration

Downloads and reports views



Phase 1: Submit a document

In this phase we will show you how to submit a document to a course assignment within Schoology.

- 1. Navigate to the Schoology website https://app.schoology.com/ and log in with your Schoology account.
- 2. In the top navigation bar select "**Courses**" and click on the course for which you want to access.



- 3. Select the assignment you wish to view.
- 4. You will see the details of your assignment. Click on **"Submit your assignment"** to open the window for document submissions.





- 5. In the **"Submit your assignment"** window name your document in the field **"Paper title"**. You can also add an optional personal message. Drag and drop your file into the corresponding field or click on it, to select the files you want to upload. Check if you want to receive an email notification that your document was sent and received.
- 6. Click on "Submit file" to send your submission

Submit your assignment

(optional):	nal messag	e	250/ 250 Max
	Γ	Drag and drop files here	
	or clic	k to select a file to uploa	id 🜔
Get an en	nail confirming) that your submission was re	eceived
Notificatio	n Email		
		Submit file	

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7. Your document is now visible in the assignment overview.

Title ≑	Upload date 🗘	Words 🗘	Content
Test Document	06.03.2020, <mark>1</mark> 5:32	482	۲

Phase 2: View the PlagScan Report

In this phase we will show you how to access the PlagScan plagiarism report. Please keep in mind that you will only be able to access the report, if your instructor did set the setting accordingly. Otherwise the result will not be visible for you.

- 1. Navigate to the Schoology website https://app.schoology.com/ and log in with your Schoology account.
- 2. In the top navigation bar select "**Courses**" and click on the course for which you want to access.



3. Select the assignment you wish to view.



4. In the column **"Report"** you can see the **"PlagLevel"** for every uploaded document, indicating the amount of text matches with a percentage.

Title ≑	Upload date ≑	Words 🗘	Content	Report 🗘
Test Document	06.03.2020, 15:32	482	۲	0%

5. By clicking on the percentage, you can access the plagiarism report, if your instructor allows students to do so.



Phase 3: About the PlagScan Report

The Docman table shows all submitted documents, whether they have been analyzed or not. At the end of the plagiarism checking you can click on the percentage, indicating the amount of text matches that were found, to access the interactive plagiarism report. This report shows all the passages with potential plagiarism, which enable you to analyse it at different levels.

PlagLevel





Interactive Browser Report



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



Downloads and reports views



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.

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

We are looking forward to receiving your feedback at <u>pro@plagscan.com</u>. If anything is missing in this tutorial on how to get started with the PlagScan plugin for Canvas, do not hesitate to contact us. We always strive to improve our service and appreciate your help!

Thanks, Your PlagScan-Team



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