

# USER'S MANUAL

*CopyCheck Local Client*

**For system administrators**

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## Revision Sheet

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# USER'S MANUAL

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## **1.0 GENERAL INFORMATION**

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### 1.1 System Overview

**CopyCheck** is a program designed to identify instances of plagiarism in students homework.

CopyCheck Client is an application that manages the data interaction between your institute and the CopyCheck Server. Documents from a predefined directory will be forwarded to the CopyCheck Server, and the resulting url's reports will be stored in a predefined reports directory at the local Client.

The CopyCheck Client is not embedded in the Learning Environment, it only needs a directory from which documents can be forwarded via the Internet to the CopyCheck Server. The resulting reports thus becomes available via the local installed CopyCheck Client.

### 1.2 Acronyms and Abbreviations

**CopyCheck** – Plagiarism scanner to identify instances of plagiarism in submitted documents.

**CopyCheck Server** – The server the main program that performs the processing on request of a client. The CopyCheck server is accessed via the Internet.

**CopyCheck Client** – Is the interface to the *CopyCheck Server*.

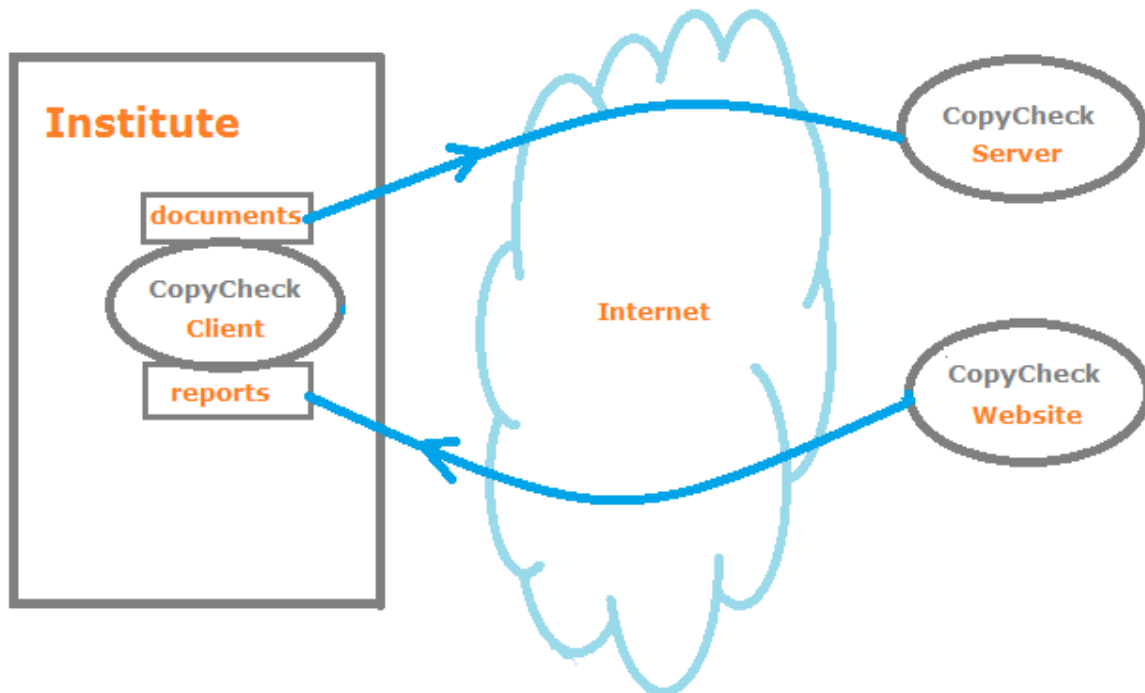
**URL** – In this document an URL is a link to a report.

## **2.0 SYSTEM SUMMARY**

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### 2.1 System Configuration

A CopyCheck Client is installed locally on the computer network of the institute. Each document from a predefined directory will be transferred directly via the Internet to the CopyCheck Server. The resulting URL off the plagiarism report becomes available in the reports directory of the local client, see below.



### 2.2 User Access Levels

Teachers much have access to both directories, the **documents** directory as well as the **reports** directory. A more detailed overview will explain this later.

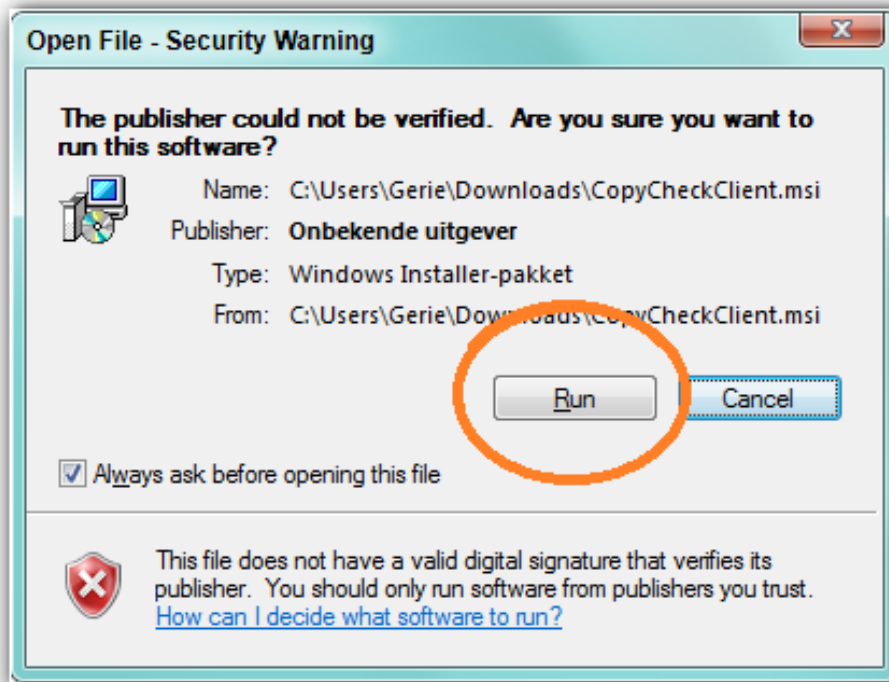
## **3.0 GETTING STARTED**



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### 3.1 Install the CopyCheck Client

From the website **deiputs.com** -> **Information** -> **copycheck** a full automated MSI installation package can be downloaded or by clicking on the following [URL](#).



-Click the "Run" button to begin installation.

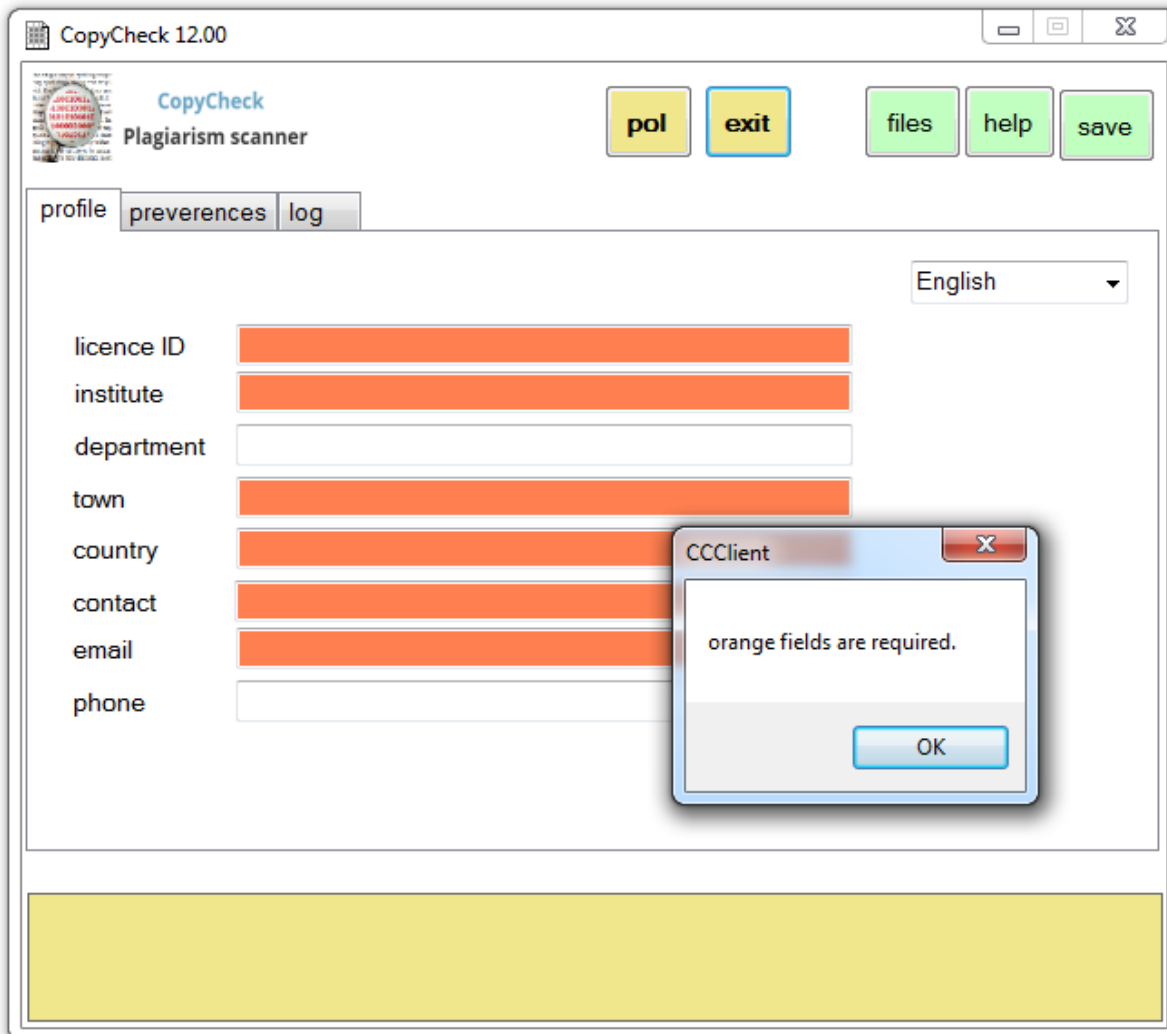


- The CopyCheck icon appears on the screen.

## 3.2 The first run

After starting the profile data screen appears.

The orange fields need to be filled in.



### Profile data.

**license ID:** provided by Deiputs.

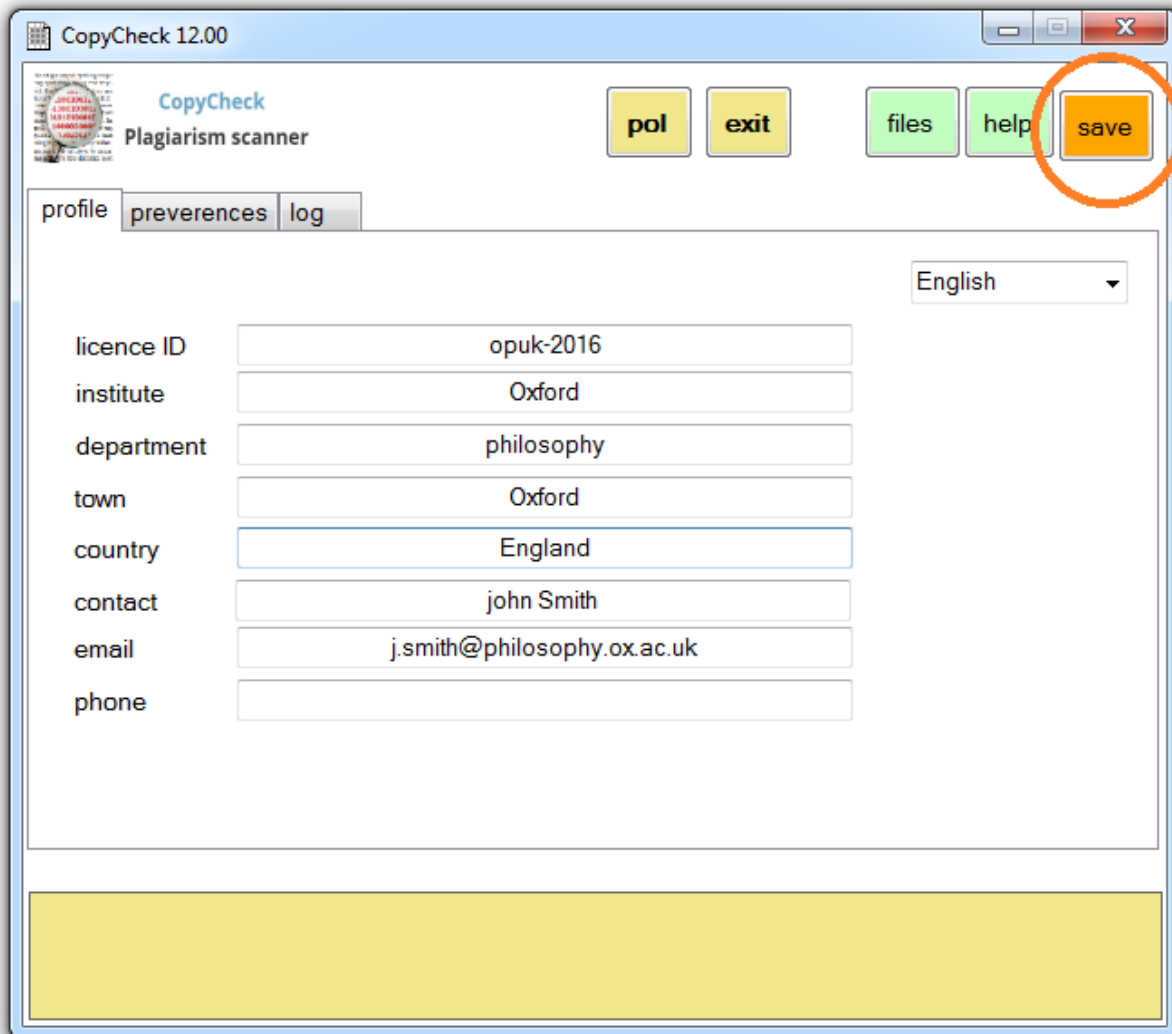
**institute:** Name of your institute.

**department:** In case multiple CopyCheck Clients are installed within your institute an additional name is required e.g. faculty, building, study, ...

**contact:** Name of the contact.

**email:** Email address of the contact.

**phone:** Optional.



CopyCheck 12.00

CopyCheck  
Plagiarism scanner

pol exit files help save

profile preferences log

English

licence ID	opuk-2016
institute	Oxford
department	philosophy
town	Oxford
country	England
contact	john Smith
email	j.smith@philosophy.ox.ac.uk
phone	

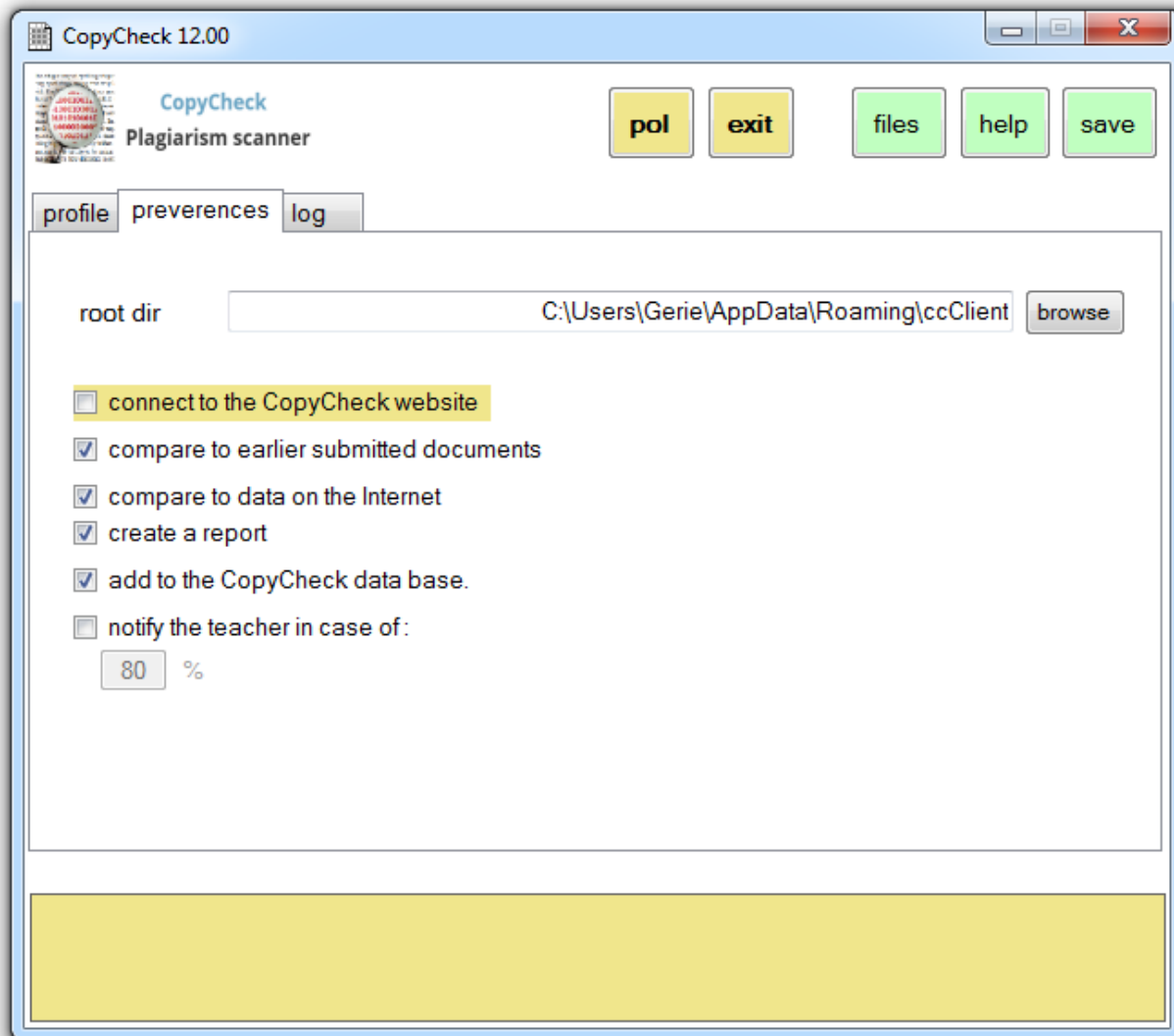
**Attention:** The contact *email address* has to be provided by the institute itself. Either the *institute name* or the *department name* has to be visible on the right hand side of the email address.

j.smith@philosophy.ox.ac.uk is correct but

j.smith@hotmail.com is going to be rejected.

**Attention:** Don't forget to **save** button right above.

The **preferences** can be specified in the following screen.



**Root dir:** The main folder contains all CopyCheck Client data. Modify the directory path only if necessary.

**Connect to the CopyCheck website:** It is also possible to forward uploaded documents from the CopyCheck website [portal](#) to this CopyCheck Client. This will be explained in more detail later.

**Compare to earlier submitted documents:** Compares documents to the CopyCheck data base. This is most likely; except in cases when the CopyCheck data base is filled up with documents from an archive of the institute.

**Compare data on the Internet:** Compare documents to the Internet. It is obvious that this option consumes most of the time. This option can be disabled in case the homework is most likely not copied from the Internet.

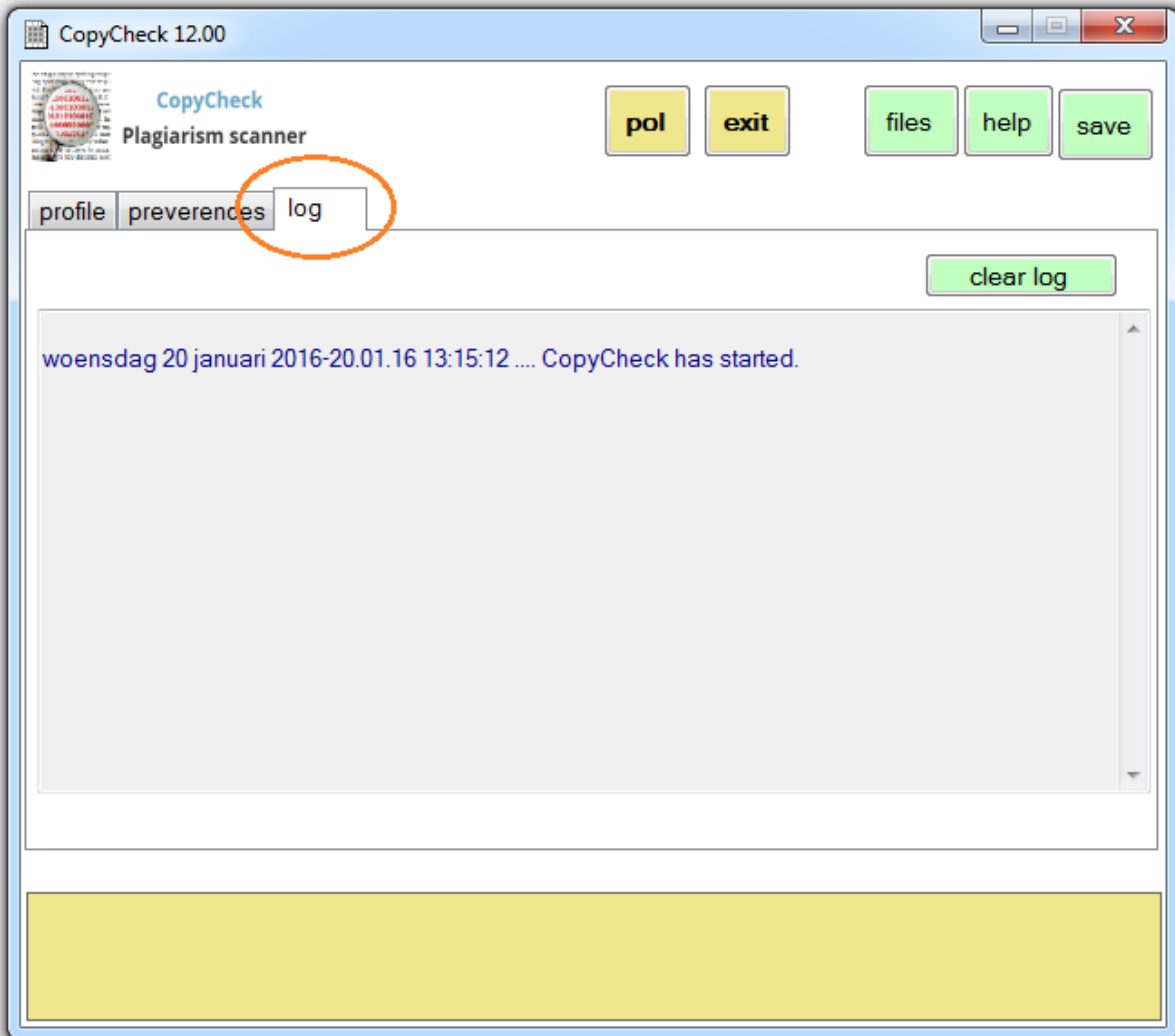
**Create a report:** Create a detailed report.

**Add documents to the CopyCheck data base:** They should be added to CopyCheck data base in order to trace copies from this document in the future.

**Notify the teacher if originality is less than:** A teacher can be notified by email in case of a suspicious document. The percentage is adjustable.

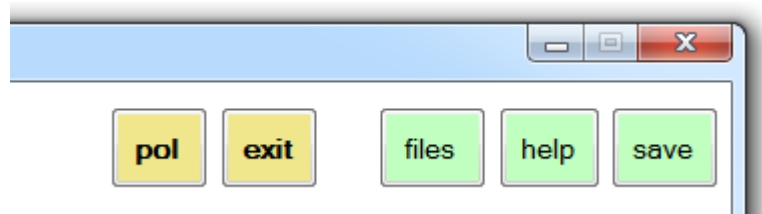
## Log screen

The following screen shows the run time logging of the CopyCheck client.



Important activities can be traced back.  
**Clear log** will empty the box.

Other



**Pol:** will force polling the interacting of data between this client and the server.

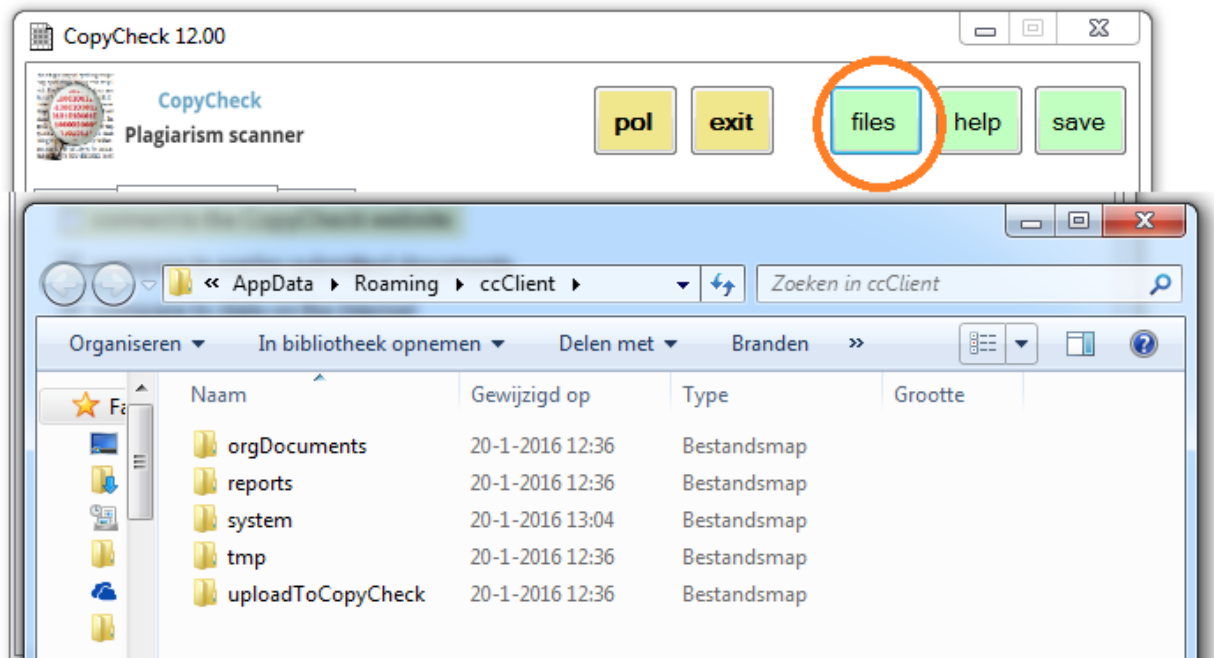
**Exit:** will exit after crucial activities have been finished.

**File:** open the root dir

**Help:** opens this manual

**Save:** save profile and preferences, only needed if its orange.

An overview of the root directory.



**ccClient:** The main folder contains five sub folders

**orgDocuments:** Every processed document will be stored in this folder. These documents are not part of the CopyCheck process anymore and could be deleted.

**Reports:** This folder contains all url's to the related reports which reside at the website Deiputs.com. Right after the url is deleted the related report will be removed from deiput.com as well.

**System:** System data, e.g. language preferences, ...

**Tmp:** Temporarily data.

**uploadToCopyCheck:** Each document will be forwarded directly to the CopyCheck server. It is important to know that the underlying subdirectory structure will be mirrored into the *reports* directory.

e.g.

a) uploadToCopyCheck\emailadres-teacher\project id\

b) uploadToCopyCheck\paul.brooks@oxford.uk\history001\document-x  
The result of process b) will be:

c) reports\paul.brooks@oxford.uk\history001\document-x.url

One advantage is, that documents and reports will appear as clusters by the teacher's email address:

#### orgDocuments

r.hood@oxford.uk  
eng 1c  
eng 3f  
eng 1th semester  
common

j.smith@oxgord.uk  
class 1a  
class 1b  
history A

•  
•  
•

in this folder documents are  
uploaded to the server and  
moved into orgDocuments.

#### reports

r.hood@oxford.uk  
eng 1c  
eva.knight ex 1.docx.url  
dan brown ex 1.docx.url

•  
•  
•

eng 3f

•  
•  
•

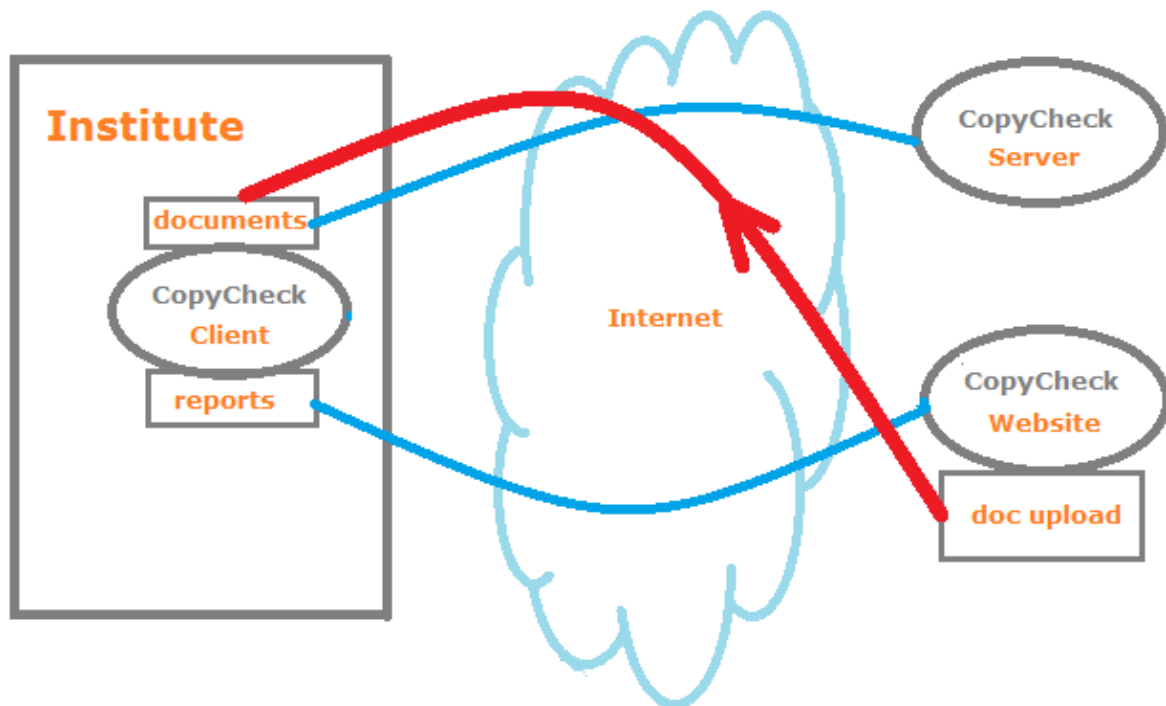
j.smith@oxgord.uk  
class 1a

•  
•  
•

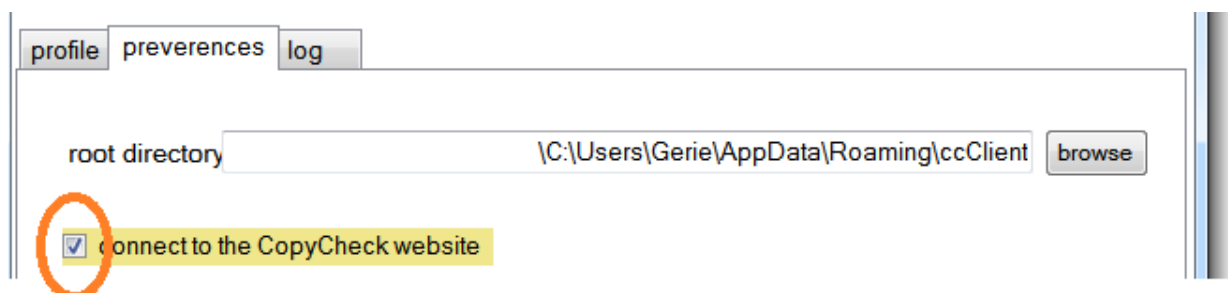


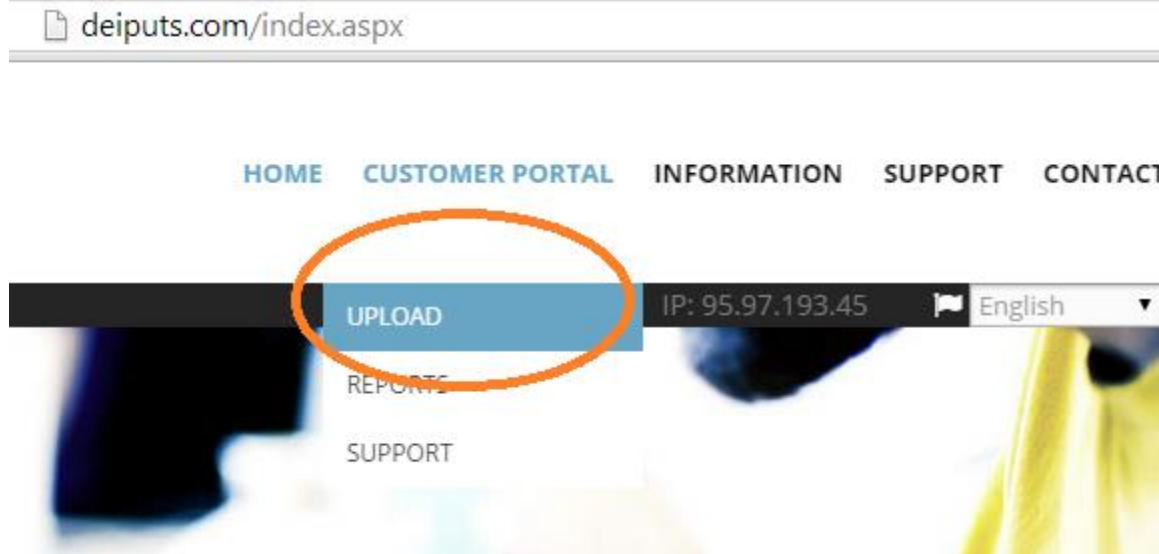
### 3.3 Connect CopyCheck Client to the website upload portal

Besides passing documents from internal network in to the document directory structure there is a second option. By connecting the client to the uploaded page of the CopyCheck website. Students are able to upload documents on to the local CopyCheck Client (red line below).



In order to connect to the upload page of the CopyCheck website, the following checkbox needs to be enabled.



  
  
  
  
 no file selected yet  

Students only need the teachers email address and the project ID if required.

**Go to deiputs.com -> customer portal -> upload**

**Your name, ID or email address:** students identification.

**Email address of the teacher:** The teachers email address provided by the institute:

e.g. [j.smith@oxford.uk](mailto:j.smith@oxford.uk)

[j.smith@hotmail.com](mailto:j.smith@hotmail.com) **will be rejected**

**Retrieve project codes:** Specific project codes will be presented to the student via a drop box. If no appropriate project code is available the option **common** can be selected.

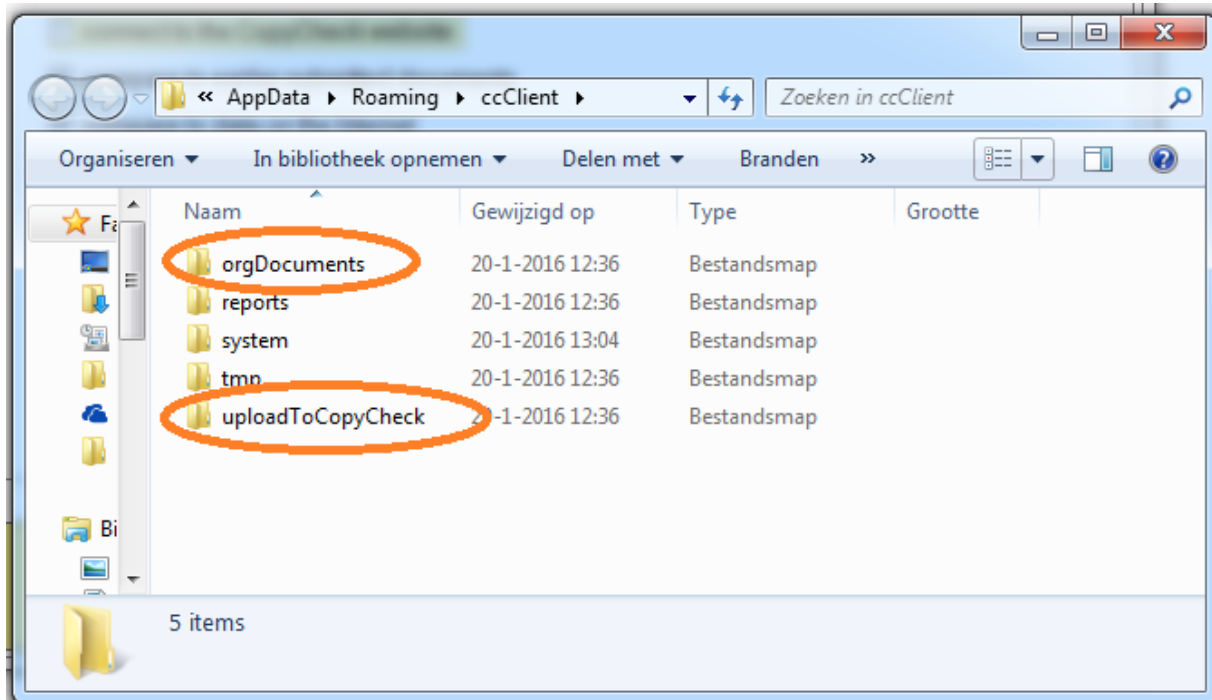
**Select a document:** The document selected by the student to be uploaded.

**Upload:** uploads the document to the CopyCheck Client and will be processed within a few minutes later.

The uploaded document from the website will be delivered to CopyCheck Client:

..\orgDocumenten\j.smith@oxford.uk\common\student-id-document

..\uploadToCopyCheck\j.smith@oxford.uk\common\student-id-document



The belonging url to:

..\reports\j.smith@oxford.uk\common\student-id-document.url

