

User manual

The Administration and Statistics tool

New Urkund

Introduction

Urkund is often used as a means to quality assure an education and that makes the need for following up the use of the system an important issue. The main purpose of the Administration and Statistics tool is make it easy for the Urkund administrators to get both an overview and a detailed picture of how the Urkund system is used within the educational organization. If a lower degree of use than what is desired is detected one gets the opportunity to discuss this and get answers as to why this is so. It also gives the opportunity to focus training where it is needed the most.

The Administration and Statistics tool also grants the ability to administer users within the organisation, a feature that has been requested by our customers for some time. With the Administration and Statistics tool it is easy to add and remove users, send out account information and tie users to different levels within the organisation (i.e. faculty, department and so forth) in order to make the statistics even more precise.

However, even if the Administration and Statistics tool has been developed for the benefit and flexibility of the educational organisations, our skilled customer support is still available for user administration, statistics etc.

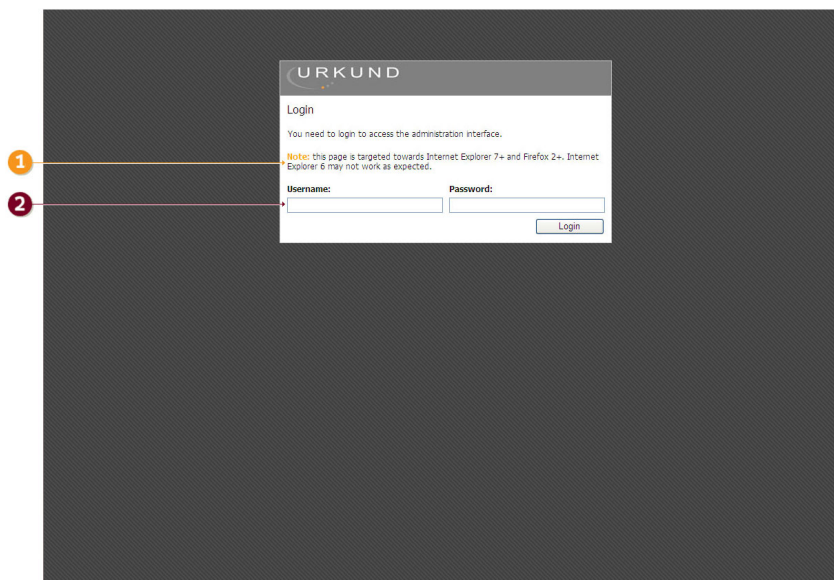
The Administration and Statistics tool is developed with the Urkund administrator in mind and even if he/she is free to delegate the use of the tool to anyone, it is worth noting that it is not primarily intended to be operated by ordinary users of the Urkund anti-plagiarism system.

Access to the tool

In order to use the Administration and Statistics tool you will need a username and password. These are dispatched automatically when the tool is ordered/requested.

Logging in

The Administration and Statistics s tool is located at <http://www.orkund.se/admin/login.aspx>



1 Preparations

In order to use the Administration and Statistics s tool you will need to have **Microsoft Internet Explorer 7** (or later) or **Firefox 2** (or later) installed on your computer.

Internet Explorer 6 or earlier will *NOT* work since these browsers does not contain the technology needed to run the application.

2. Logging in

Enter your username and password (case sensitive) in the respective box and press the [Login] button.

The tool

The Administration and Statistics screen consists of three different segments. All navigation within the tool is done with the built in navigational features. Do not use the [back] button in your web browser at any time since this will exit the tool.

The screenshot shows the URKUND Administration and Statistics interface. It features a header with the URKUND logo and a navigation menu. The main content area is divided into three numbered segments:

- 1 Selection fields:** Two dropdown menus for 'Org. level 1 (e.g. Faculty):' and 'Org. level 2 (e.g. Department):', both currently set to 'Unsorted'. A 'List levels' button is located to the right.
- 2 Function buttons:** A horizontal bar containing buttons for 'User list', 'Statistics', 'Org. settings', and 'Org. levels'. To the right are buttons for 'New user', 'Add multiple users', and 'Free-text search'. Below this bar are buttons for 'Deactivate users', 'Activate users', and 'Move users to level:'. A dropdown menu shows 'Samhällsvetenskaplig Fakultet' and another shows 'Statsvetenskap'.
- 3 Result:** A table displaying user statistics. The table has columns for 'Total', 'Name', 'E-mail', 'Org. level 1', 'Org. level 2', '2007', '2008', and 'Total'. The data is as follows:

Total					2007	2008	Total
	<input type="checkbox"/>	Alison Ny	alison.ny@edu.stromvik.se		14	0	14
	<input type="checkbox"/>	Anna Hagberg	anna.hagberg@edu.stromvik.se		0	0	0
	<input type="checkbox"/>	Annika Berg	annika.berg@edu.stromvik.se		16	7	23
	<input type="checkbox"/>	Birgitta Karleman	birgitta.karleman@edu.stromvik.se		0	0	0
	<input type="checkbox"/>	Carolina Svedje	svedje@edu.stromvik.se		0	4	4
	<input type="checkbox"/>	David Borg	david.borg@edu.stromvik.se		0	0	0
	<input type="checkbox"/>	Eva Gustaf	eva.gustaf@edu.stromvik.se		7	1	8
	<input type="checkbox"/>	Gun Kall	gun.kall@edu.stromvik.se		0	0	0
	<input type="checkbox"/>	Gunilla Snih	gunilla.snih@edu.stromvik.se		0	0	0
	<input type="checkbox"/>	Gunilla Å	gunilla.a@edu.stromvik.se		100	0	100
	<input type="checkbox"/>	Gunnel Testa	gunnel.testa@edu.stromvik.se		72	3	75
	<input type="checkbox"/>	Henrika Fior	henrika.fior@edu.stromvik.se		64	8	72
	<input type="checkbox"/>	Igun Sahli	igun.gsahli@edu.stromvik.se		11	0	11
	<input type="checkbox"/>	Karen Storm	karen.storm@edu.stromvik.se		108	40	148
	<input type="checkbox"/>	Karsti Hall	karsti.hall@edu.stromvik.se		1	0	1
	<input type="checkbox"/>	Liselott Weins	lise.weins@edu.stromvik.se		0	0	0
	<input type="checkbox"/>	Malin Bodin	malin.bodin@edu.stromvik.se		179	37	216
	<input type="checkbox"/>	Malin Berg	malin.berg@edu.stromvik.se		51	1	52
	<input type="checkbox"/>	Maria Berg	maria.berg@edu.stromvik.se		1	0	1
	<input type="checkbox"/>	Marit Ennherm	marit.ennherm@edu.stromvik.se		67	0	67

1 Selection fields

When the tool is started there is an automatic search for every user in the system and the result is presented in the main field. It is however possible to make selections and focus the material one wishes to work with. Please see below for a detailed description.

2 Function buttons

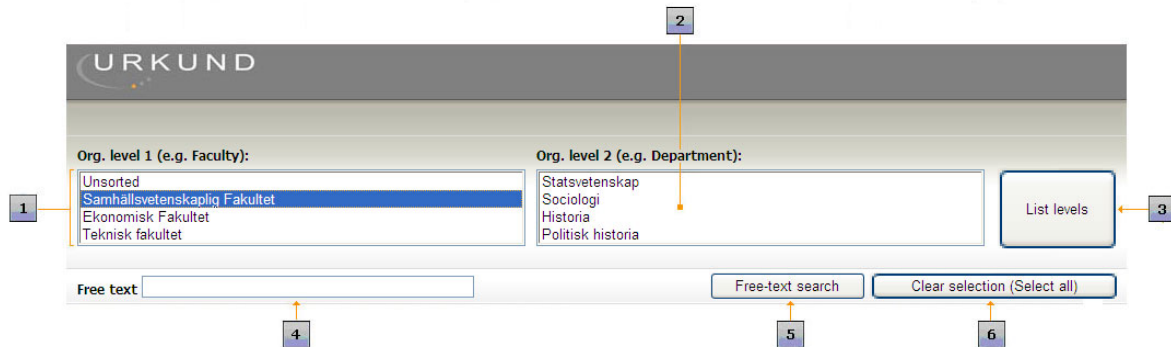
When the selection has been made one have a number of functions to work with. Please see below for a detailed description.

3 Result

This is where the selection is shown depending of which function that has been activated. This part of the screen may also contain additional functionality. Please see below for a detailed description.

1 Selection fields

When the tool is started there is an automatic search for every user in the system and the result is presented in the main field. It is however possible to make selections and focus the material one wishes to work with.



1:1 Selection based on organisational level 1. When the organisation has been divided into levels and users has been tied to these it is possible to show statistics based on them. It is possible to choose several levels in this field. Organisational levels of a higher kind, such as faculties, are suitable for this.

1:2 Finer selection based on organisational level 2. Organisational levels of type 1 may in turn contain lower levels, for instance Institutions and Departments. These are called level 2 and give you the possibility of even more detailed statistics. It is possible to choose several levels in this field

1:3 When the selection is made, click here to request the result. The result-part of the screen is updated with the selected data.

1:4 There is also the option of making a selection based on free text. By entering a text here it is possible to search for, for instance, a particular user or every user with the last name "Smith". Please note that this field is linked to the selections made in the level fields above. Any free text searches will be made within any level selection made. To make a free text based selection you click on the button [Free text search] (1:5), not the big button (1:3)

1:5 Click here to make a selection based on the free text field.

The screenshot shows the URKUND interface with the 'Free text' field containing 'berg'. The 'Org. level 1' dropdown is set to 'Samhällsvetenskaplig Fakultet' and 'Org. level 2' is set to 'Statsvetenskap'. The 'Free-text search' button is highlighted. The results table shows a list of users with checkboxes, names, and email addresses.

	Name	E-mail	Org. level 1	Org. Nivå 1	level 2	Org. Nivå 2
<input type="checkbox"/>	Anna Hagberg	anna.hagberg@edu.stromvik.se	Samhällsvetenskaplig Fakultet	Samhällsvetenskaplig Fakultet	Statsvetenskap	Statsvetenskap
<input type="checkbox"/>	Annika Berg	annika.berg@edu.stromvik.se	Samhällsvetenskaplig Fakultet	Samhällsvetenskaplig Fakultet	Historia	Historia
<input type="checkbox"/>	G Sahberg	gsahberg@edu.stromvik.se	Samhällsvetenskaplig Fakultet	Samhällsvetenskaplig Fakultet	Statsvetenskap	Statsvetenskap
<input type="checkbox"/>	Malin Berg	malin.berg@edu.stromvik.se	Samhällsvetenskaplig Fakultet	Samhällsvetenskaplig Fakultet	Historia	Historia
<input type="checkbox"/>	Maria Berg	maria.berg@edu.stromvik.se	Samhällsvetenskaplig Fakultet	Samhällsvetenskaplig Fakultet	Statsvetenskap	Statsvetenskap
<input type="checkbox"/>	Ulf Lindberg	ulf.lindberg@edu.stromvik.se	Samhällsvetenskaplig Fakultet	Samhällsvetenskaplig Fakultet	Historia	Historia

Selection based on levels

Selection based on free text

1:6 Click here to clear your selection (focuses on every user, all levels)

2 Function buttons

When one has made the selection one wish to work with there are a number of functions that can be used.

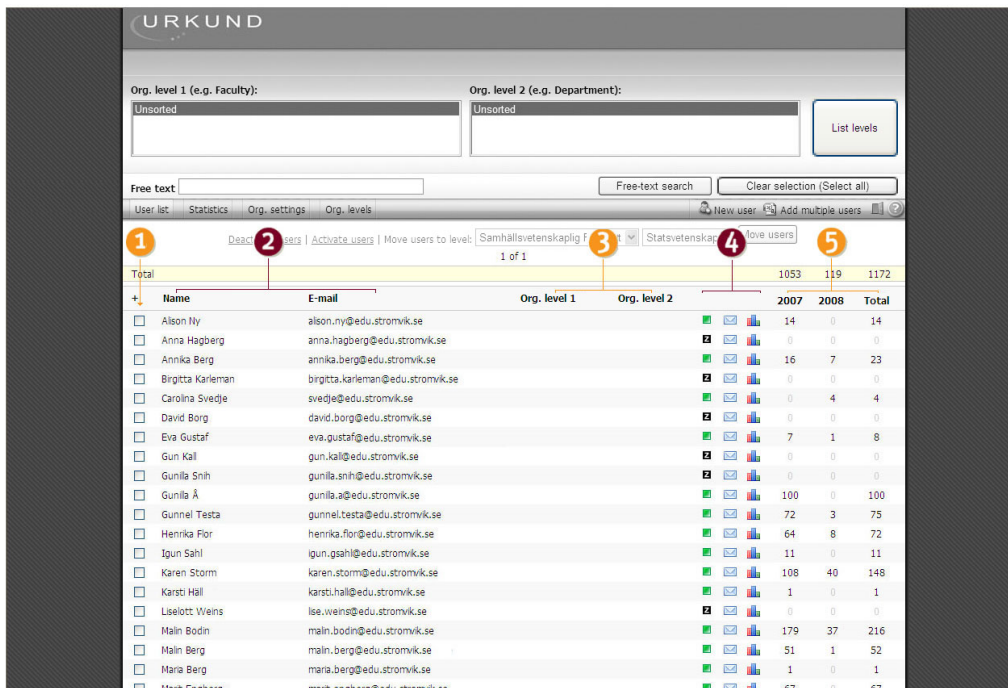


- 2:1** The users for the selection made is automatically shown and from there the options 2:5 (add new user) and 2:6 (add multiple users) are also available. Please see a detailed description below (item 3).
- 2:2** Statistics shows the number of documents that has been submitted to each user over time. If no selection has been made this function shows the statistics for the entire organisation. Please see a detailed description below (item 3).
- 2:3** the Organisation Settings are impervious to any selections made. This function gives the administrator the option to adjust the basic settings for future users. Any changes made here do not affect existing users. Please see a detailed description below (item 3).
- 2:4** This is where the organizational levels are administered. Add new or adjust existing levels. Levels are not required to use the Administration and Statistics tool but they make it much easier to extract detailed and focused statistics in larger educational organisations and to pin-point the need for training. Please see a detailed description below (item 3).
- 2:5** New User. This function is visible when the User list is selected (2:1). From this the administrator can add new users of the Urkund anti-plagiarism system one by one. Please see a detailed description below (item 3).
- 2:6** Add multiple users (.xls). If there is a need to add a large number of users you will find an Excel-file under this option. Follow the instructions within and e-mail the file to Urkund Support and they will make sure that every new user is added to the system and that they receive the necessary account information and manuals to get started.
- 2:7** Log out from the Administration and Statistics tool by clicking here.
- 2:8** Help. Click this button to view the contact information for Urkund Support and to download the latest version of this manual.

3 Result

This segment presents the results of the selections made and the functions that are activated in segment one and two. Until any selections are made or any functions are activated this part of the screen will show every user in the organisation.

The User list



- 1 The administrator has the option to make certain adjustments directly in the list of users. By tagging the user/s that is to be adjusted the functionality at the top of the list is lit and made available.



- 1:1 Tag the users that are to be adjusted. [+] will tag/un-tag every user on the page.
- 1:2 Deactivate. Click here to close a user account
- 1:3 Activate. Click here to activate a previously closed user account
- 1:4 To tie one ore more users to an organisational level, tag the users and select which level 1 and level 2 they are to belong to, then click [Move]

- 2 These two columns contain the user's name and "normal" e-mail address.
- 3 These two columns show which organizational level (1 and 2) the user belongs to
- 4 This column contains three symbols. These symbols represent

Account status

This may be one of three different:

- ☑ The account is active and has been used in the last six months
- ⏏ The account is active but has not been used in the last six months (this applies to newly created accounts as well)
- ✘ The account has been closed

Send account information

- ✉ If the administrator clicks this icon the tool prepares to send an email to the user containing the particular account information (analysis address, login information, user manual). However, in order to actually send this mail the choice must be confirmed by clicking on [Yes] when the box "Are you sure you want to send the account information to this user?" appears. After this, the icon will temporarily change to

Statistics

- By clicking here the statistics for the individual user is shown



- 4:1 The number of documents that has been sent to the user, this and previous years. The statistics are divided into months.
- 4:2 The statistics can be exported into Microsoft Excel. By clicking this link a .csv file is created that can be opened directly or saved locally to disc.
- 4:3 Do NOT use your web browser built in "back"-button to navigate through the tool. Please use "Return to user list" or select one of the function buttons.

- 5 These columns show how many documents that have been sent to the particular user's analysis address this year and the two previous years. Statistics from further back in time are not shown here.

If the administrator clicks ANYWHERE ELSE on the user post in the list the personal account settings of the user will open.

The image displays two overlapping screenshots of a user settings form for 'Annette Ember'. The left screenshot shows the form in a 'locked' state, with an 'Edit' button at the bottom right. A red arrow points from the 'Edit' button to a small box labeled '1'. The right screenshot shows the form in an 'unlocked' state, with 'Generate username' and 'Generate password' links. A red arrow points from a warning icon to the 'E-mail prefix' field. A red arrow points from a small box labeled '2' to the 'Save' button at the bottom right.

- 1 The base state of this window is that the available choices are locked to prevent involuntary changes. In order to change the settings the form must be unlocked by clicking [Edit]. When the changes have been made, click the [Save] button to apply them to the account. This form is identical to the form the administrator fills in when adding a new user, therefore please see the detailed description of this form below.
- 2 [Save] Click this button to apply any changes to the account



Please note that even if the option to change an analysis address is available, this should be done only after considering that the user will LOSE ACCESS to his/her previously received documents via the web based inbox if this is changed. For users that have been using Urkund for some time it is often better to simply create a new account with a new analysis address instead. That way the user will retain access to the old documents by logging on to the old account.

Statistics

- 4:1** This is the number of documents submitted to the users that are part of the selection made. The screen shows the number of documents received this year and previous years. The statistics are divided into months.



The aggregated number of submitted documents for all users in the selection by month and year.

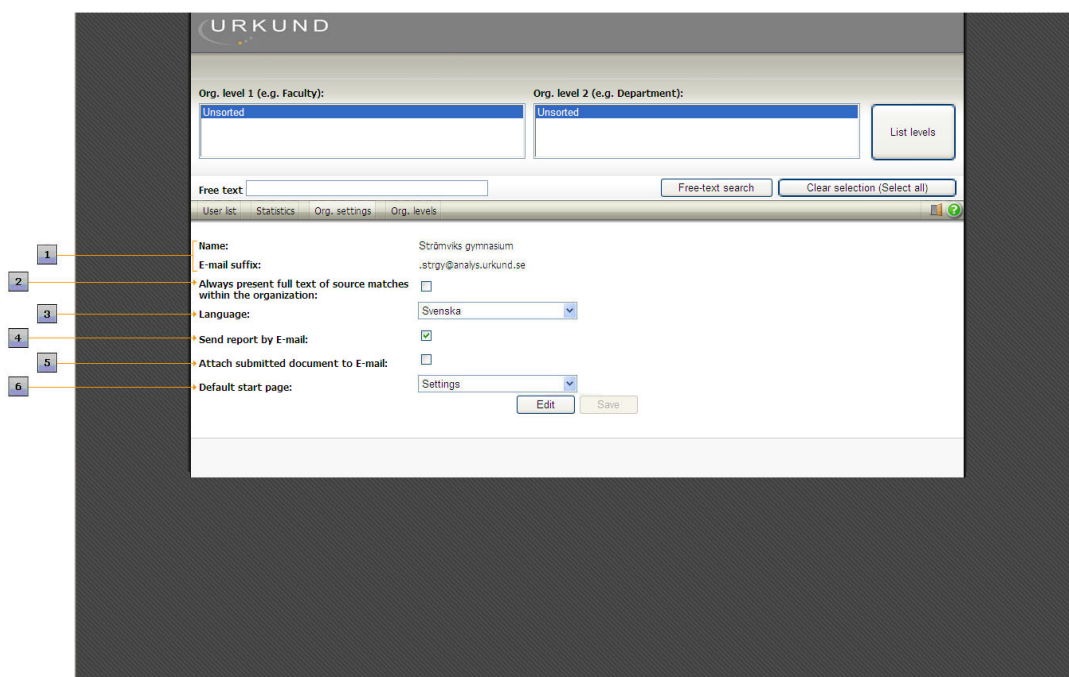
Showing statistics for:
Several users and levels [Export to Excel](#)

-	2005	2006	2007	2008
January	0	97	130	140
February	0	59	112	141
Mars	0	103	276	0
April	0	188	140	0
May	0	285	296	0
June	0	35	120	0
July	0	1	3	0
August	3	14	22	0
September	79	106	177	0
October	122	162	306	0
November	125	146	363	0
December	110	147	145	0
	439	1343	2090	281

- 4:2** The statistics can be exported into Microsoft Excel. By clicking this link a .csv file is created that can be opened directly or saved locally to disc.

Organization Settings

The user accounts in Urkund are based on a number of pre-chosen settings that may be adjusted by the administrator. These adjustments are made through this form. Please note that any changes made here will not update already created account – only new ones.



URKUND

Org. level 1 (e.g. Faculty): Unsorted
Org. level 2 (e.g. Department): Unsorted
List levels

Free text: Free-text search Clear selection (Select all)

User list Statistics Org. settings Org. levels

1 Name: Strömviks gymnasium
2 E-mail suffix: .strgy@analys.urkund.se
3 Always present full text of source matches within the organization:
4 Language: Svenska
5 Send report by E-mail:
6 Attach submitted document to E-mail:
Default start page: Settings
Edit Save

- 1 Name and e-mail suffix** Both of these settings are hard coded into the organization client and can not be changed through this form. They are presented here for information purposes only. If the administrator wishes to change any of these two settings, please contact Urkund Support for assistance.
- 2 Always present full text of source matches within the organization** This setting governs how the student's option to exempt their documents is to be handled within the organization.

"Exemption" is something that the students may activate through the Document Confirmation e-mail that is sent by us upon receiving a document. An exemption means that the document will not be visible as a SOURCE in the Analysis if it is ever plagiarized by another student studying for another teacher. Please note that the document will still be checked for plagiarism when it is submitted and it will be shown to the recipient through the Analysis regardless of if it is exempted or not. If the document is ever plagiarized it will still be matches made in it as a source but the text itself will not be shown in the Analysis. Instead there will be a note stating that hit/s was made in the archived document and there will also be information on where to retrieve the document manually. This is the base setting for how an exempted document will be treated within the organisation and outside it. However, the administrator may, by checking this box, change this to only apply outside of the own educational organization. This will turn of this feature for exempted documents submitted within the organisation but remain for any other organization.

A few examples:

1. Andy Ahl (a student at your school) submits a document (Essay_A.doc) through Urkund to his teacher Sandra Smith and then exempts it.

Bernie Boggs (also a student at your school) uses parts of Andy's documents and submits his Essay_B.doc to his teacher Roger Richards.

Without any active choice on the administrator's part this will mean that Mr. Richards will be able to see that Bernie has used text that is also in a previously submitted document in Urkund. Mr. Richards will also be able to see who sent the original document (Andy) and to whom he sent it (your organisation). Mr. Richards WILL NOT be able to see the text from Andy's document (Essay_A.doc), only the corresponding hit in Bernie's document (Essay_B.doc).

2. Andy Ahl submits a document (Essay_A.doc) through Urkund to his teacher Sandra Smith and then exempts it.

Bernie Boggs uses parts of Andy's documents and submits his Essay_B.doc to his teacher, also Sandra Smith.

Regardless of any active choice on the administrator's part this will mean that ms. Smith will be able to see that Bernie has used text that is also in a previously submitted document in Urkund submitted by Andy and she will be able to see the text from Andy's document (Essay_A.doc) through the Analysis.

If the setting **Always present full text of source matches within the organization** is checked the result will be as follows:

1. Mr. Richards will be able to see that Bernie has used text that is also in a previously submitted document in Urkund (Essay_A.doc). He will also be able to see who submitted the source (Andy) and whom it was sent to (your organization). The text from (Essay_A.doc) WILL be visible through the Analysis.

The previous effect will continue to work for other educational organisations even if this option is checked. I.e. if Bernie Boggs is studying with another educational organisation than Andy Ahl, then his teacher will not be able to view the text from Essay_A.doc, only its location.

2. The setting has no effect on this example, checked or not.

Please note that this feature may be switched of in its entirety depending on which country Urkund is used since the rules and regulations that apply may vary.

- 3 Language** This governs which language that is to be the standard one for new accounts. It also changes the language in the Administration and Statistics tool itself.
- 4 Send report by E-mail** Since Urkund is a submission method we naturally have several ways of accessing the result of a checked document. The basic setting is that the user receives an e-mail from us (the Report) for each of the documents submitted that details how the comparison went, together with any text the student wrote in the original letter. The user may opt to NOT receive these letters and instead view these reports through the Urkund web based inbox by logging on to www.orkund.com OR via an LMS (Learning Management System) that Urkund is integrated with. If the administrator deems that the most common method of accessing these reports will be through the web or via an LMS, this option may be toggled off. If so, no further Reports will be sent to the user via e-mail.
- 5 Attach submitted document to E-mail** If the user has selected to take part of the result via e-mail then the original document will be sent with it. This may be done one of two ways; either as an attached file or as a link to the document embedded in the Report. There are several advantages to using the link-option since there is no need to take into account any size limitations in the e-mail client for received mail and/or total storage capacity.

6 Default start page When the user logs on to his/her web based inbox at www.arkund.com he/she will arrive at a start page. This is by default set to "Settings" so that the user may change his/her settings at his/her leisure. There are three alternatives; Settings (personal settings), List (the inbox) and Search (manual upload of documents). We recommend that Settings is left as the standard choice for the organization since it makes it easy for the user to make any changes they might desire before getting started with Arkund.

New User

Through this function, which is available when the User list is selected, you have the option to add new users, one by one, of the Urkund anti-plagiarism system. Some fields in the form will be pre-formatted with information taken from the Organization Settings form.

The screenshot shows a 'New user' form with the following fields and callouts:

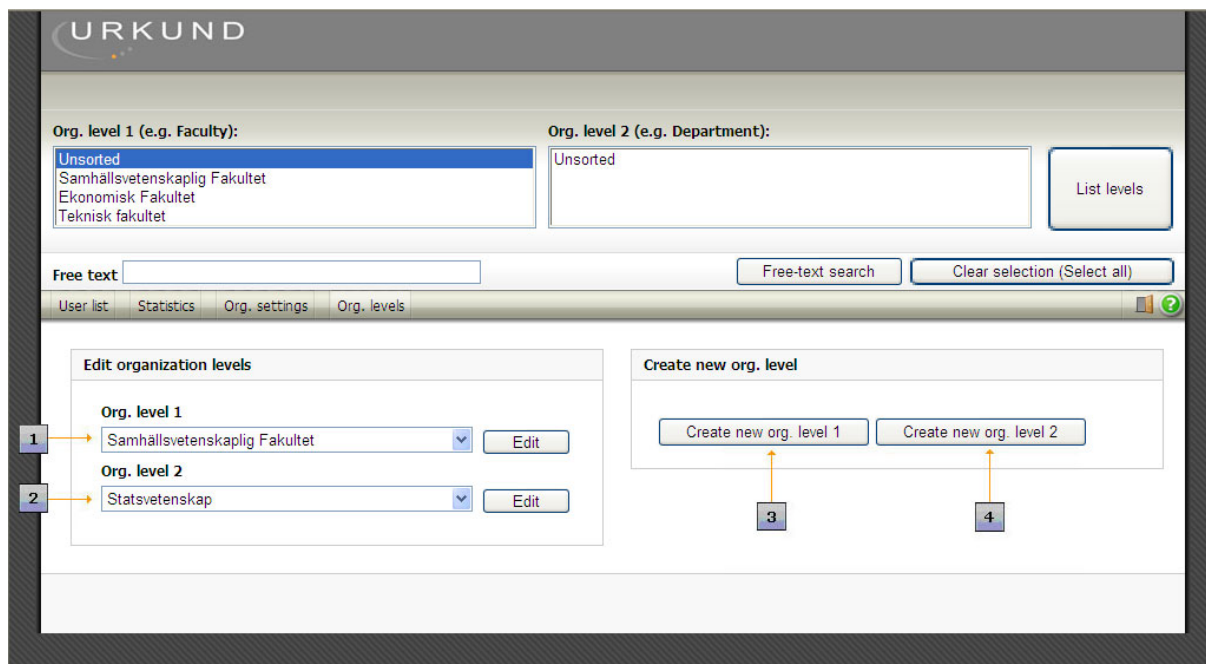
- 1: Name (Anders andersson)
- 2: E-mail (anders.a@skolan.se)
- 3: Telephone (empty)
- 4: Org. level 1 (e.g. Faculty) (Samhällsvetenskaplig Fakultet) and Org. level 2 (e.g. Department) (Statsvetenskap)
- 5: Username (anders_andersson486) with a 'Generate username' link
- 6: Password (masked) and Repeat password (masked) with a 'Generate password' link
- 7: E-mail prefix (anders.andersson) with a sub-field for .urkund@analys.urkund.se
- 8: Language (English), Default start page (Settings), Send report by E-mail (checkbox), and Attach submitted document to E-mail (checkbox)

- 1 Name** The first and last name of the user.
- 2 E-mail** The "normal" e-mail address of the user. I.e the e-mail address used at work.
- 3 Telephone** Voluntary field. Helps support.
- 4 Org.1/2** The organizational levels (1 and 2) that the user belongs to
- 5 User Name** The user name that the will be used when logging on to the web based inbox. This filed requires at least six characters (letters or numbers). It is possible to let the tool create a user name by clicking on "Generate"
- 6 Password** The password that the will be used when logging on to the web based inbox. This filed requires at least six characters (letters or numbers). It is possible to let the tool create a password by clicking on "Generate". If the password is entered manually it needs to be confirmed in the box below but when the tool generates one this is done automatically.
- 7 E-mail prefix** This is what is to be the first part of the analysis address, usually – but not necessarily the user's name. This field should *NOT* contain either the school code or the suffix @analysis.urkund.com - that is already there.
- 8 Language** Set language to the one the user prefers to work with

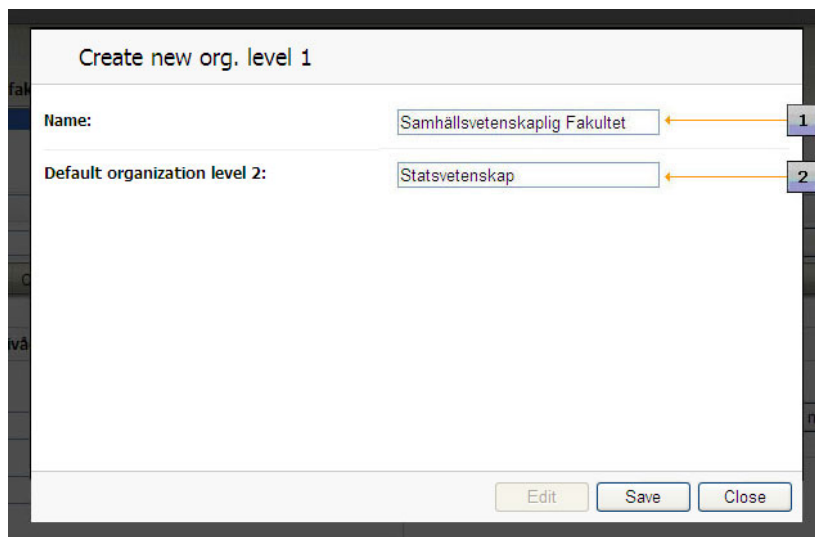
- Default start page** When the user logs on to his/her web based inbox at www.orkund.com he/she will arrive at a start page. This is by default set to "Settings" so that the user may change his/her settings at his/her leisure. There are three alternatives; Settings (personal settings), List (the inbox) and Search (manual upload of documents). We recommend that Settings is left as the standard choice for the organization since it makes it easy for the user to make any changes they might desire before getting started with Urkund.
- Send report by...** The basic setting is that the user receives an e-mail from us (the Report) for each of the documents submitted that details how the comparison went, together with any text the student wrote in the original letter. The user may opt to NOT receive these letters and instead view these reports through the Urkund web based inbox by logging on to www.orkund.com OR via an LMS (Learning Management System) that Urkund is integrated with. If the administrator deems that the most common method of accessing these reports will be through the web or via an LMS, this option may be toggled off. If so, no further Reports will be sent to the user via e-mail.
- Attach submitted...** If the user has selected to take part of the result via e-mail then the original document will be sent with it. This may be done one of two ways; either as an attached file or as a link to the document embedded in the Report. There are several advantages to using the link-option since there is no need to take into account any size limitations in the e-mail client for received mail and/or total storage capacity.

Organization levels (Org. levels)

With this option the user administers the various levels within the educational organization. Organisation levels give the ability to focus user statistics.



- 1 Select an existing organization level 1 to edit
- 2 Select an existing organization level 2 to edit
- 3 Create a new organization level 1



- 3:1 Name the new level (only letters and numbers. No _ - or special characters)
- 3:2 Each level 1 has to have a default level 2. Enter that name here

4 Create a new organization level 2

The screenshot shows a dialog box titled "Create new org. level 2". It contains two input fields. The first is labeled "Name:" and contains the text "Sociologi". The second is labeled "Org. level 1:" and is a dropdown menu showing "Samhällsvetenskaplig Fakultet". Two orange arrows point from boxes labeled "1" and "2" to the respective input fields. At the bottom of the dialog, there are three buttons: "Edit", "Save", and "Close".

- 4:1** Name the new level (only letters and numbers. No _ - or special characters)
- 4:2** Tie the new level 2 to an existing level 1 here.