DRILLBIT EXTREME - ADMIN GUIDE

Setting up your account

If you have received a welcome email from DrillBit, this confirms that your DrillBit account is now ready to use, or you have been added as an admin user by DrillBit team and you can now access the DrillBit services.

Where is my welcome email?

You have received an email from DrillBit Support, please check your Inbox, spam, or junk folder. Alternatively, contact DrillBit sales representative or DrillBit partners/resellers for any support.

How to login to DrillBit Account?

1.Go to **https://www.drillbitplagiarism.com**

2.At the top right, click on the "Get started" button
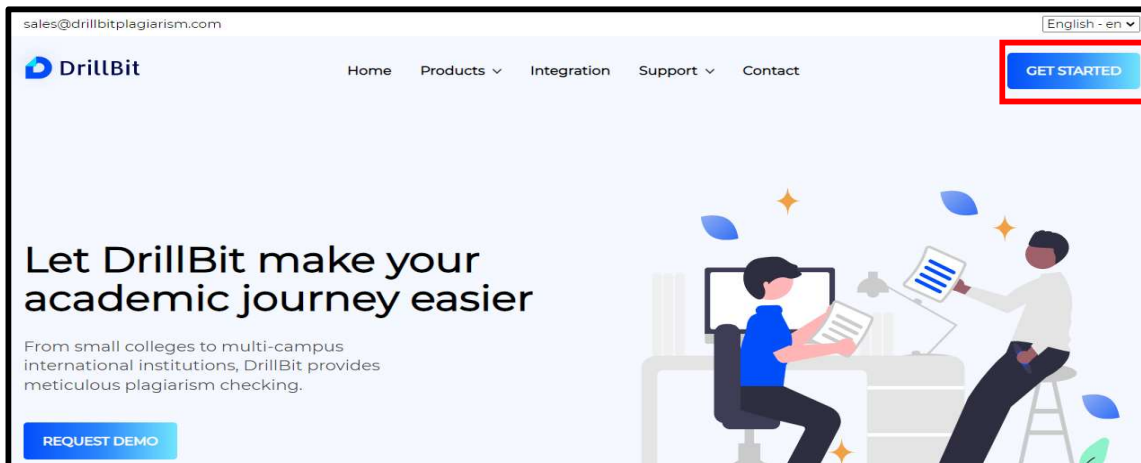
3.Enter the username and password and click on the Sign In button.
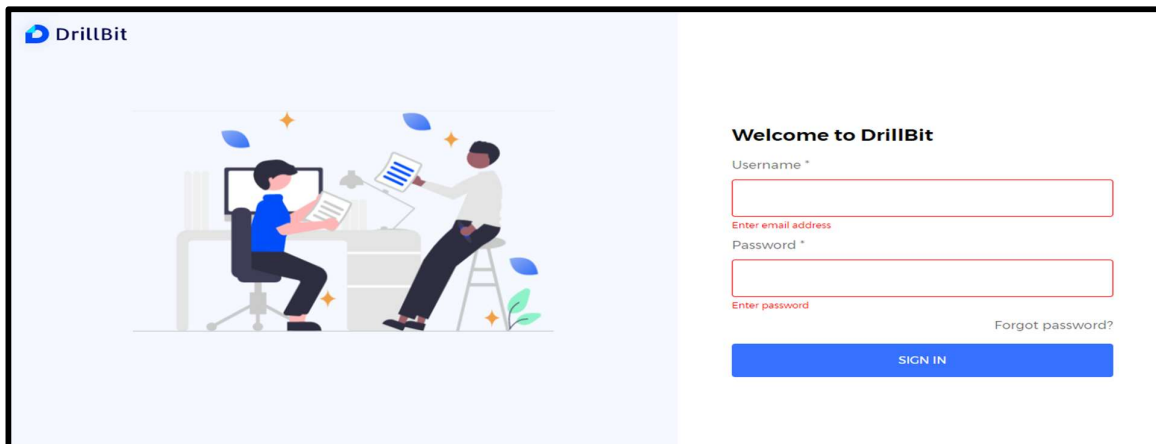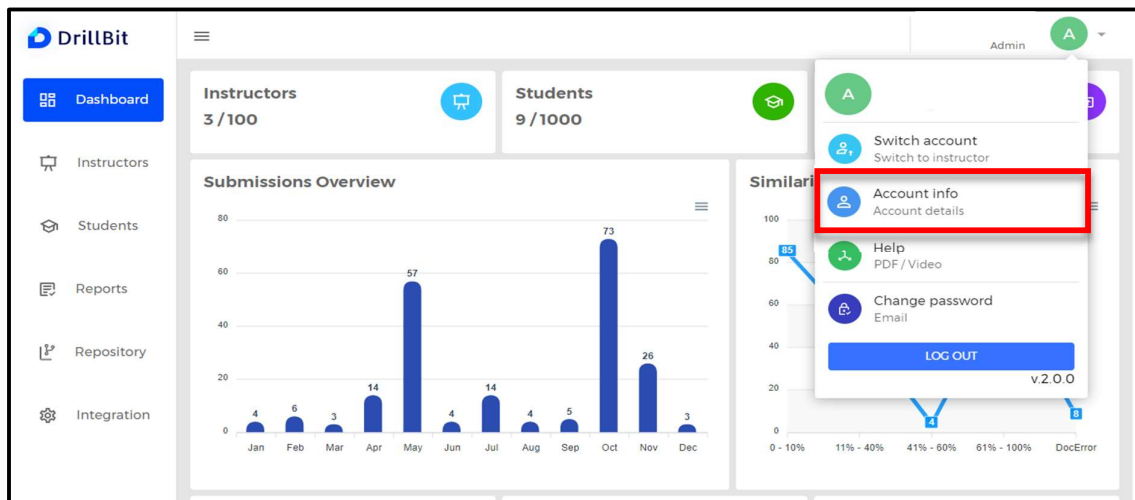
Admin profile

Click on **profile** to view dropdown on the top right corner

1. Switch account – admin can do dual role, switch over to instructor role
2. Account info – to view complete details of the license
3. Help – to view user guides and tutorials
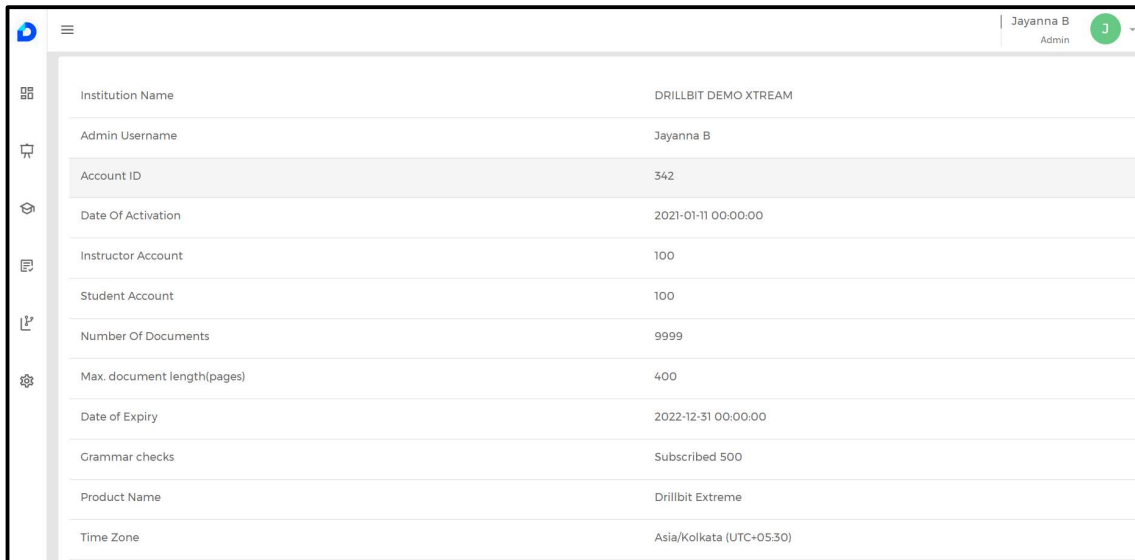4. Change password – admin can change the password using this option.
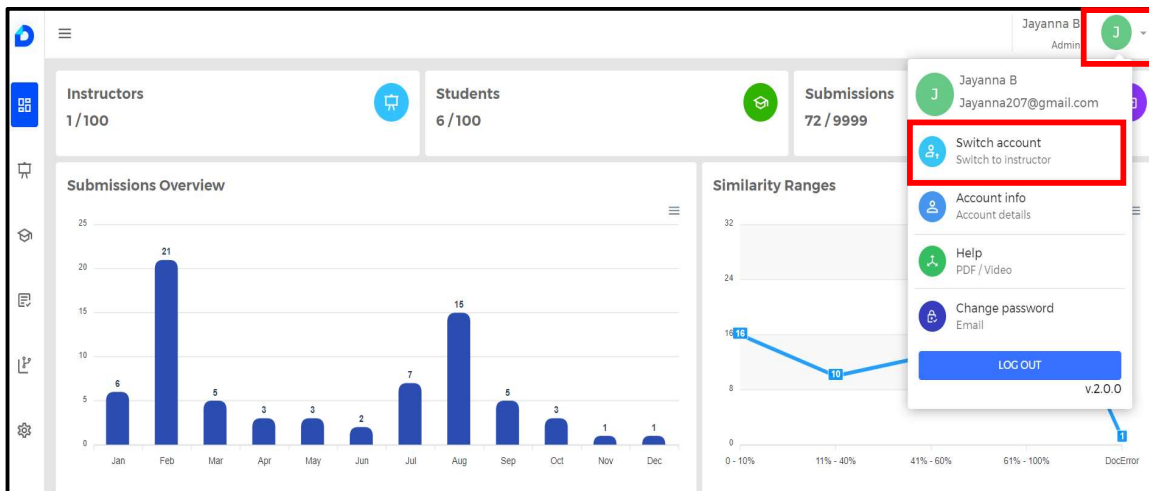
How to get my Account information?

Admin can choose "Account Info" tab to view the complete information of the account.

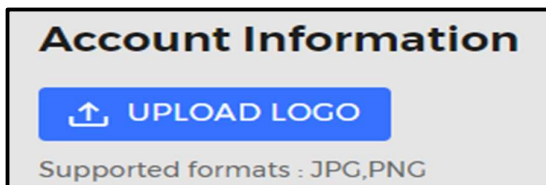Account/license information of the Institution as per the order/subscription.

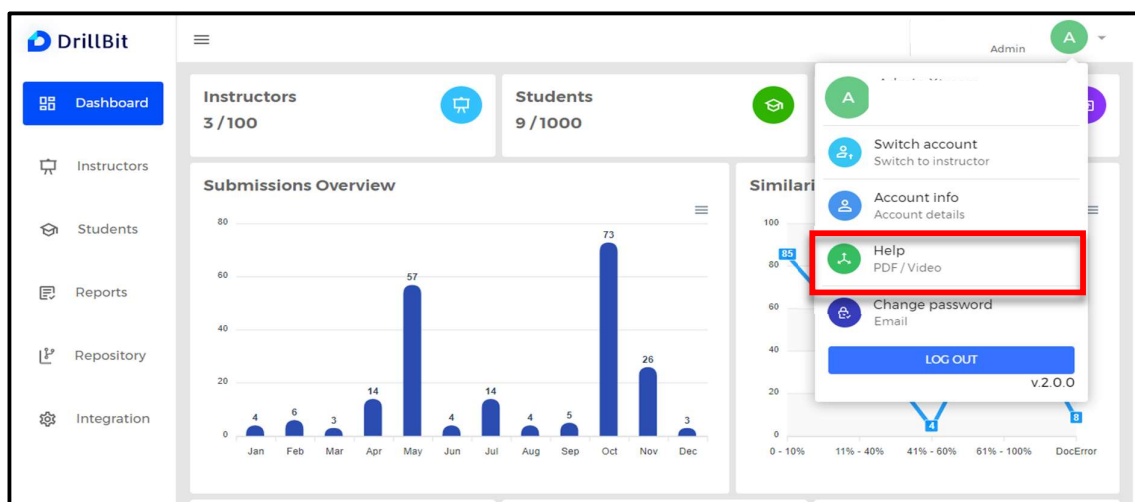## How to upload institution logo?

Click on "account info" on Account Information page – profile.

click on "upload logo", attach the file and submit.

How to get Help or access users guides or video tutorials?

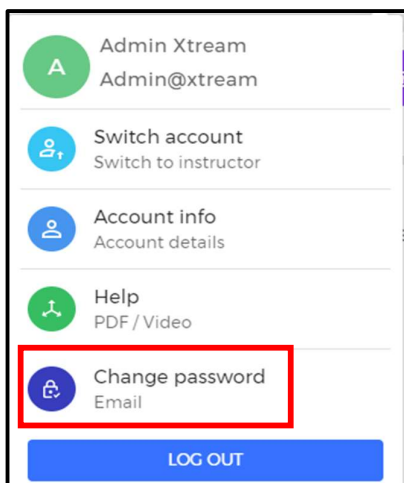Click on help tab to access/download users guides and video tutorials.

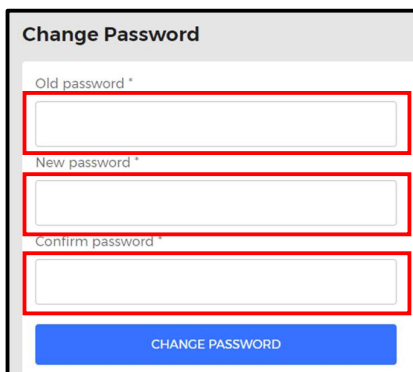Admin manual/guide can be downloaded in PDF format.

How to change admin password?

Click on the profile, left side top corner,

Select "change password "from the profile.

Enter the old password, enter the new password, and conform the new password, then click on change password**.**

The new password will be updated successfully.

How to logout from a DrillBit Account?
Click on the profile, left side top corner and **Logout**

Admin dashboard

Graph1: Submission overview – month-wise submissions report of all users

Graph2: Similarity range – category of submissions based on the similarity ranges

Graph3: Top Students – total plagiarism % divided by total submissions of students and number of students within the similarity ranges
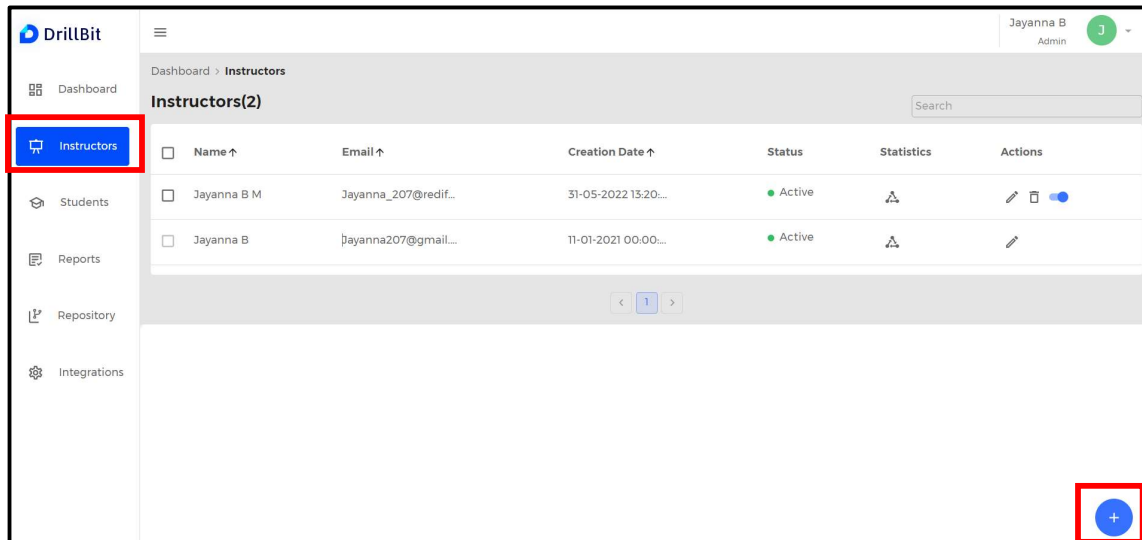
Graph4: Account validity shows total days and remaining days.

Graph5: Trend analysis, it shows similar work and own work within the institution.
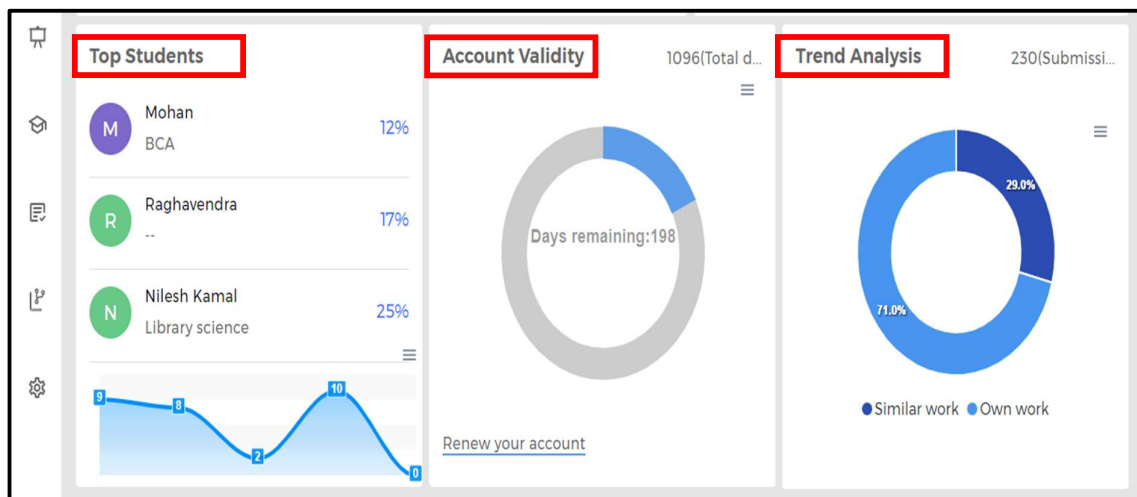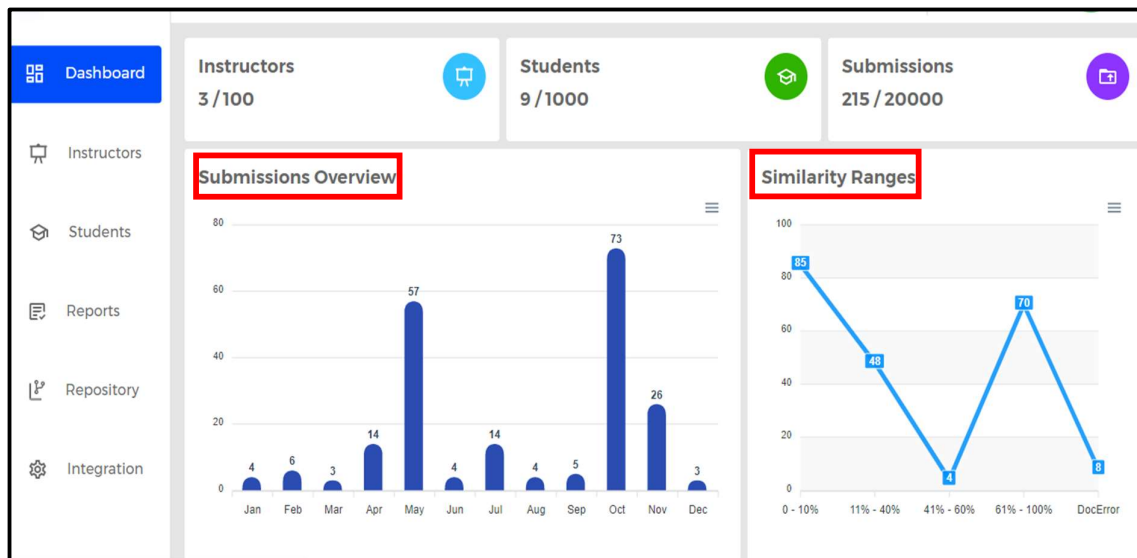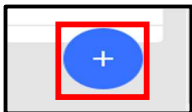
Instructor tab

Select the "Instructors" tab from the left side menu.

Click on the "+" button from right corner below.

Select "add instructor" option - single instructor creation page
Enter the following fields and click on **"Create Instructor"**. expiry date is auto filled as per license expiry date, but it can be changed also.

The instructor will get Login credentials (with password) via automated mail from support@drillbitplagiarism.com. The instructor must check in Inbox/spam/Junk folders.

How to Add multiple Instructors?

Select the "+" icon then Click on "Add Multiple Instructors"

Download the template which is in .CSV format

Enter fields, Name, Email Address, No of Documents as shown in the below table

Name	Email Address	Number of Submissions
john	john@edu.com	10
michel jackson	micheljack@drillbit.com	50
lenova	lenova@info.com	100
intel core	intel@info.com	60

Click on "browse your file here" and select filled template.
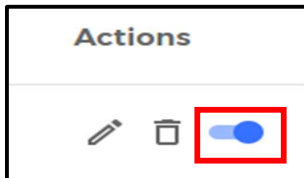

Step5: Click on "Submit"

Step6: The users will get Login credentials (with password) via automated mail from support@drillbitplagiarism.com. The user must check in Inbox/spam/Junk folders.

How can admin Deactivate instructor account?

Admin can activate/deactivate instructor account option in Actions as shown below.

The instructor account will be deactivated for a period and admin can activate it anytime.

How can admin delete instructor accounts?

Select the "Instructors" Tab.
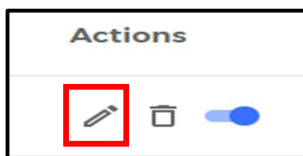Click on the delete icon from "Action" column in the list as shown below.

The instructor account will be deleted permanently and cannot restore it.

How to Edit instructor information?

Select the "Instructors" Tab.
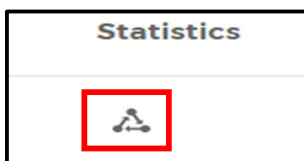Click on "Edit" from "Action" column in the list.
Can edit only Name, validity, No. of documents and number of grammar documents.
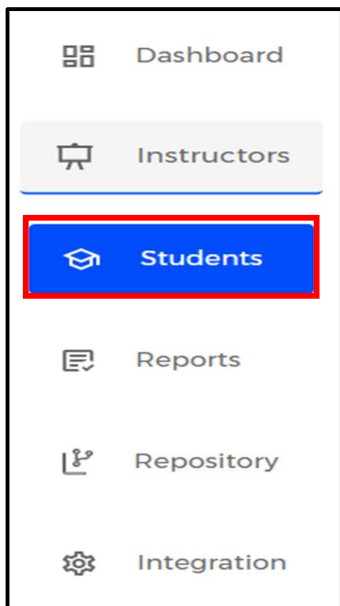

How to get instructor statistics?

Select the "Instructors" Tab.
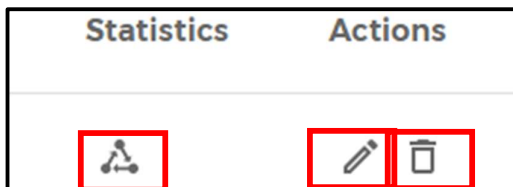Click on "Stats" Icon in the list.

Students tab:

Select the "Students" Tab.

Admin can view, delete, edit or check stats of the students but can't add student.

Reports tab:

Select the "Reports" Tab.

click on **download icon** to download total instructors list and students in the license

Select "**Classes**" in the "**Choose reports**" option - use dropdown

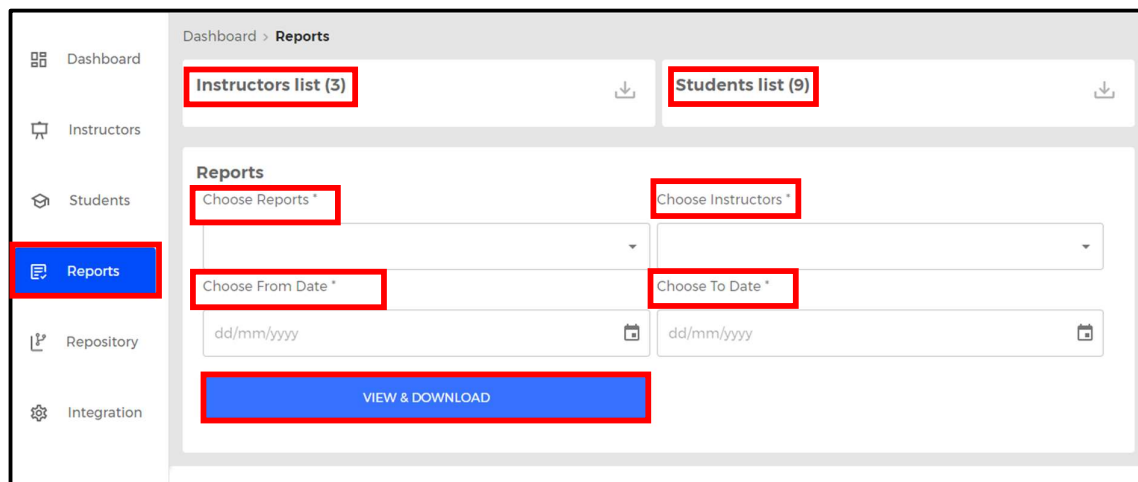   Select "**Assignments**" in the "**Choose Reports**" option – use dropdown

      Select "**submissions**" in the "**Choose Reports**" option – use dropdown

Select "**single instructor**" or "**All**" from the "**Choose instructors**" option– use dropdown

Choose "**From date**" and **"To date**".

Click on "**view and download**" button

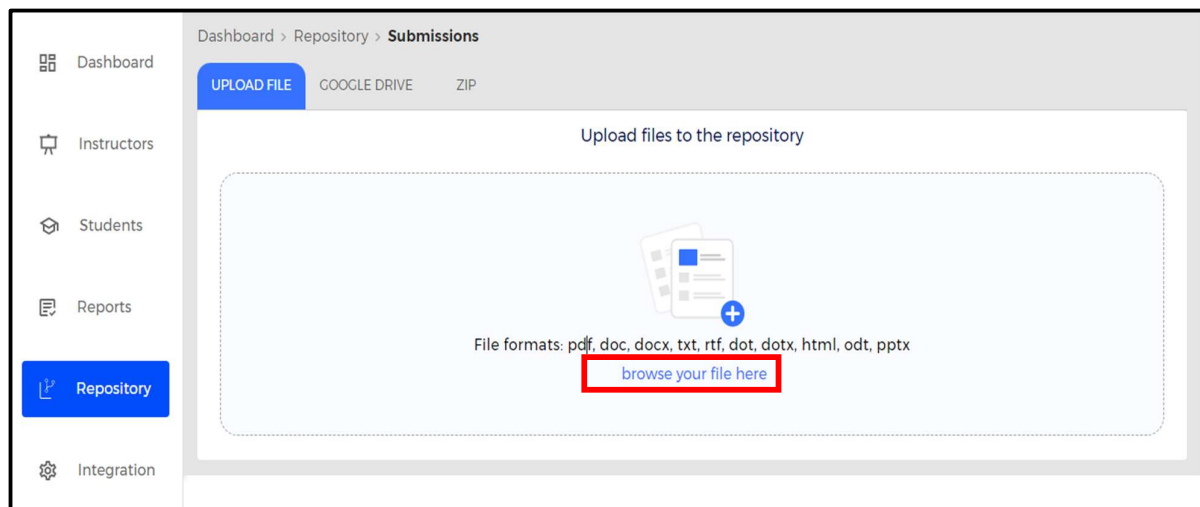Enter the email id and submit to get Reports via email

How to add previous/old files to the repository?

Select Repository tab.

Select the "+" icon then and upload papers to repository.

click on "browse your file here" and upload single file, multiple files, zip folder or file from the google drive

Enter the Author name, title, year, Repository type (Institution/Global), language (English/Non-English)

Click on "**SUBMIT**" to upload the files.

How to delete files from the repository?

Admin can delete papers that are added to the repository.

click on the delete icon against each submission

The files will be permanently removed from the repository within 24 hours

Integrations

DrillBit has integrated with major LMS platforms

1. Click on Integration tab
2. Enable active icon on required LMS and fill the information
3. Click on "Know more" to view integrations details.