

## **DRILLBIT EXTREME - INSTRUCTOR**

### **Login to your account.**

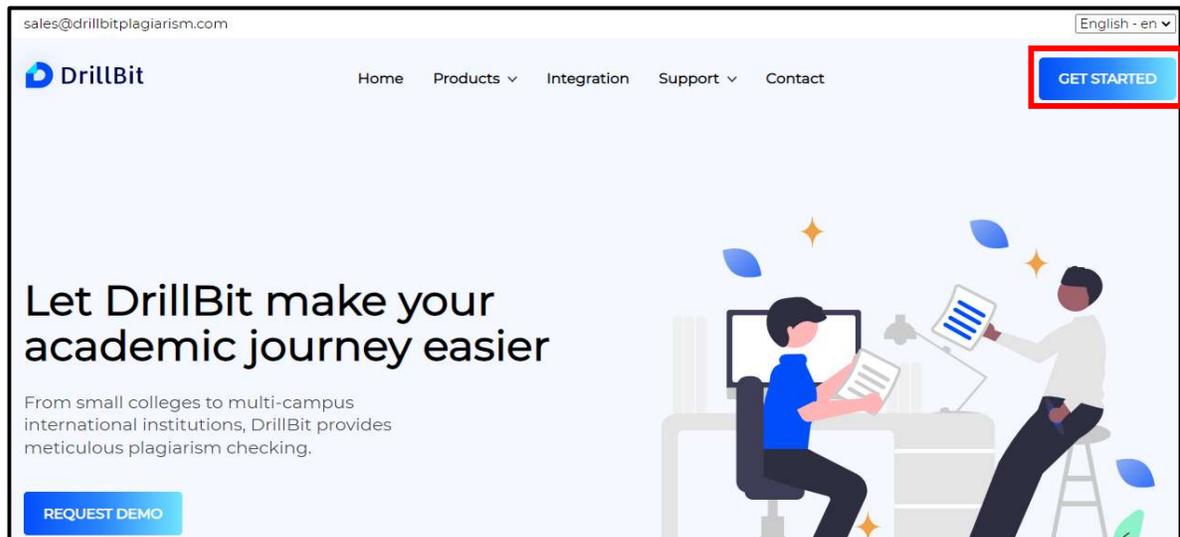
If you have received a 'welcome email' from DrillBit, it means that the DrillBit administrator is allowing you to create classroom, create assignment, view reports.

If an administrator has added you as an instructor, but you have not received a welcome email from DrillBit, please check your spam or junk folder. Alternatively, contact your administrator to check that your account has been created successfully.

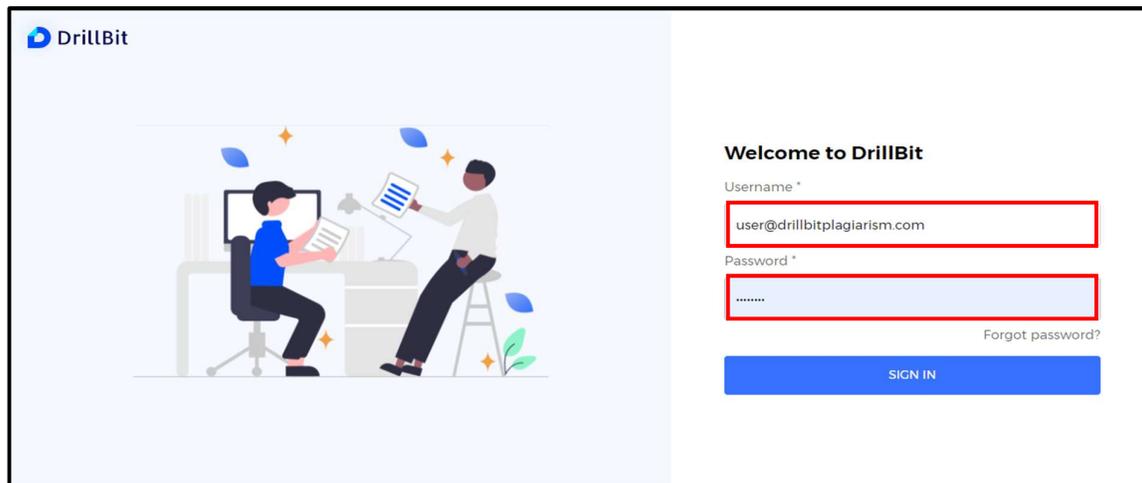
### **How to login into DrillBit Account?**

1. Go to <https://www.drillbitplagiarism.com> or click on the link provided through the welcome email.

2. At the top right click on the "Get Started" button



3. Enter the username and password and click on the 'Sign In' button.



# Instructor Dashboard

## 1.Classes

Overall classes count present in the instructor account.

## 2.Assignments

Total count of assignments from all the classes of instructor account.

## 3.Students

Number of student accounts created out of total student account available

## 4.Submissions

Total number of submissions from all the assignments in the instructor account.

## 5.Top Students

Top students from all the classes based on their total average similarity percentage.

**Chart** - total number of students ranges based on the similarity percentage (0%-10%, 10%-40%, 40% to 60% and above 60%)

## 6.Recent Submission

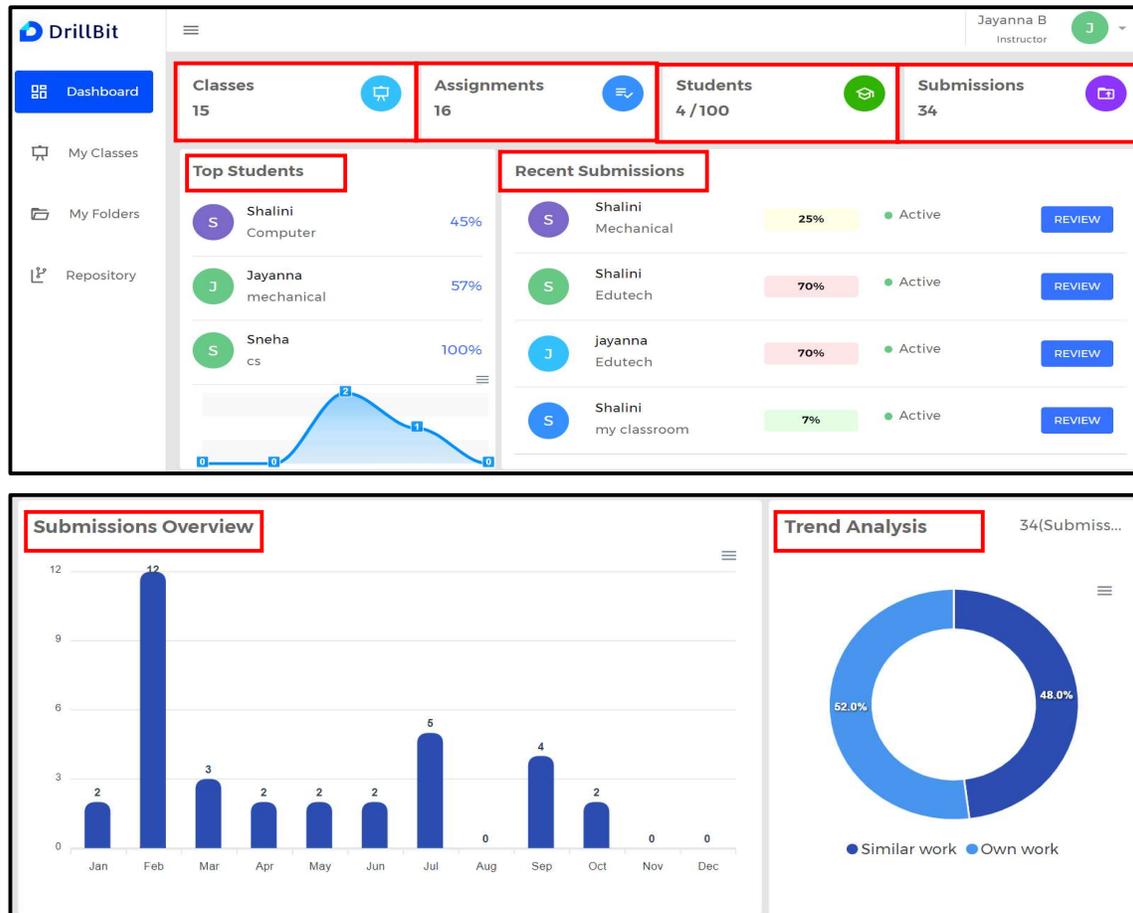
Most recent submissions from all the assignments. Click on 'review' button, will redirect you to the submission page of an assignment.

## 7.Submission Overview

Month wise total submissions in a digital chart.

## 8.Trend Analysis

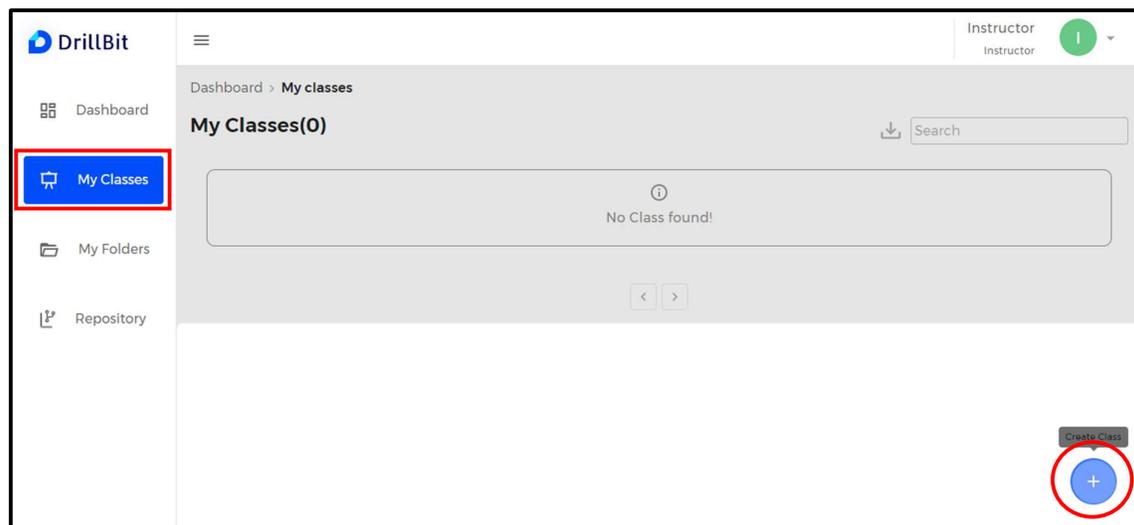
Overall analysis of the similar work and the own work based on the total submissions in the account.



## My Classes

### How to create a Class?

Click on the “+ Plus” button on the My Classes tab.



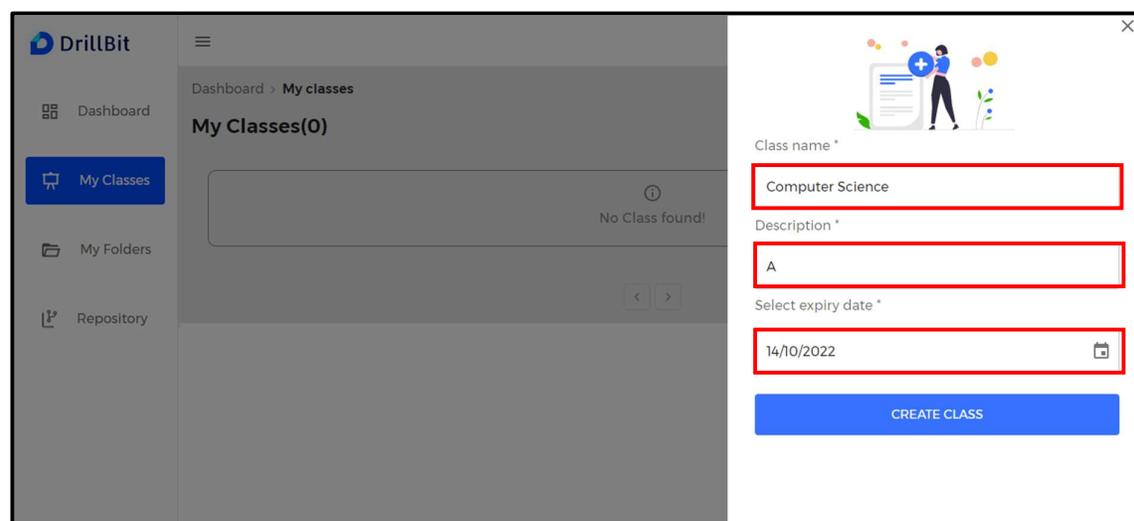
Enter the fields:

**Class Name**, example - CSE, EEE, ECE, Medical, department names, subject, projects, students, etc.

Note: Class Name must be between two & ninety-nine characters.

Enter **description** to your class.

Choose the **validity** or **Expiry date** of the class. It is auto filled as per the license expiry date, but it can be changed.

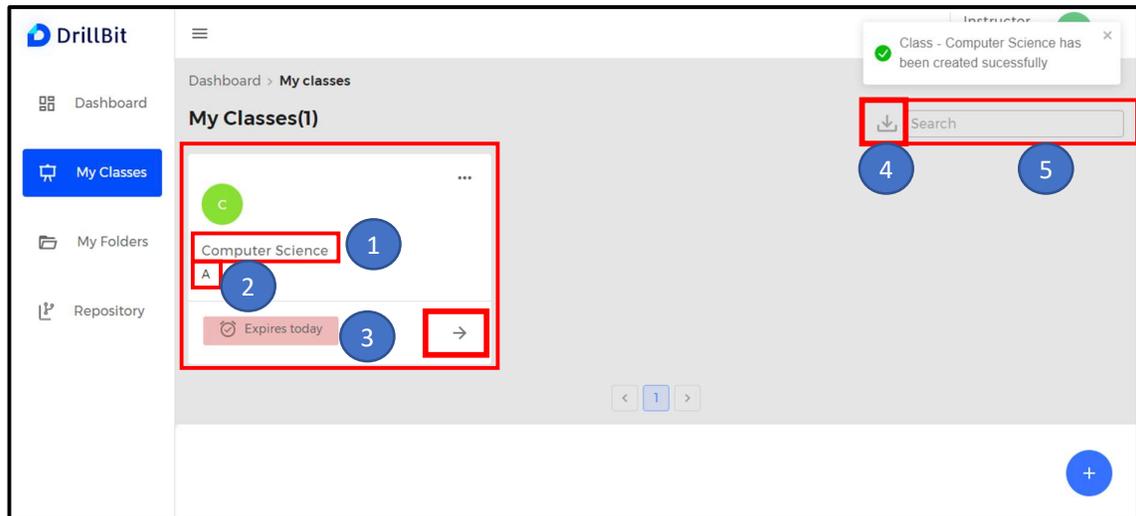


Click on the “**Create Class**”. Class will be created with the class name, Description and Expiry date.

## My Classes page

select the class to view assignments, click on **“Rightwards Arrow”**

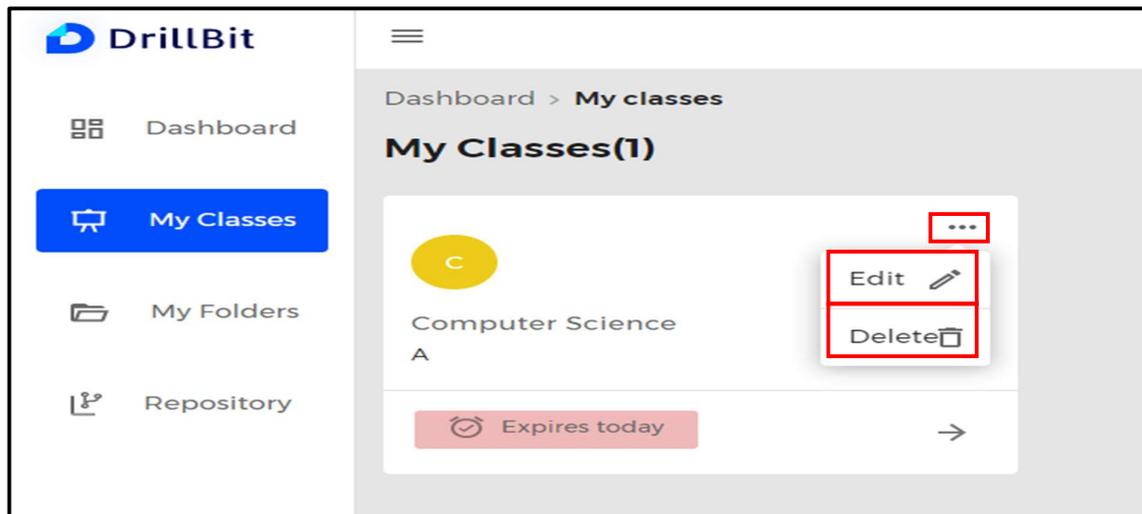
1. Class name
2. Class Description
3. Validity
4. Download icon – list of classes can be downloaded in the spreadsheet/excel
5. Search – can search classes using keywords



## Edit & Delete Classes

Click on the actions (...) and select edit icon to edit the class

select delete icon to delete the class permanently. It can't be restored



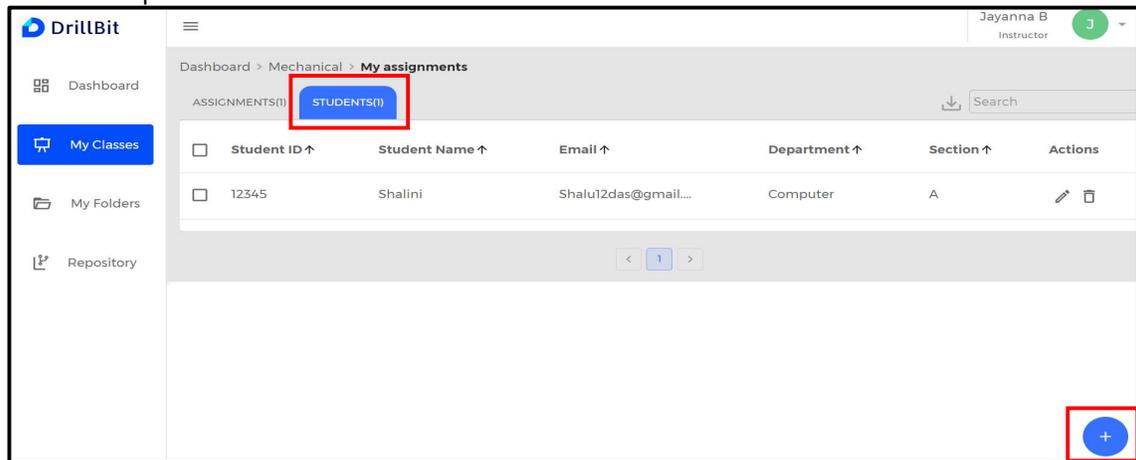
## How to add students to the class?

Select **My classes** tab

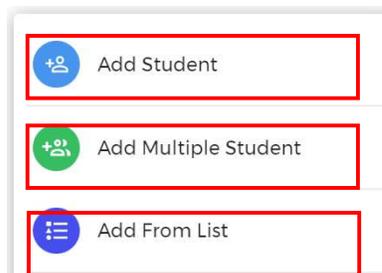
Select a **"Class"** from the list

Click on **"Students"** tab

click on "+ plus" button



choose "add student", or "Add multiple students, or "add from list".



## Add single student registration page

Enter the student information in the fields

Student Name \*

Student name

Email Address \*

Email Address

Student ID \*

Student ID

Department \*

Department

Section \*

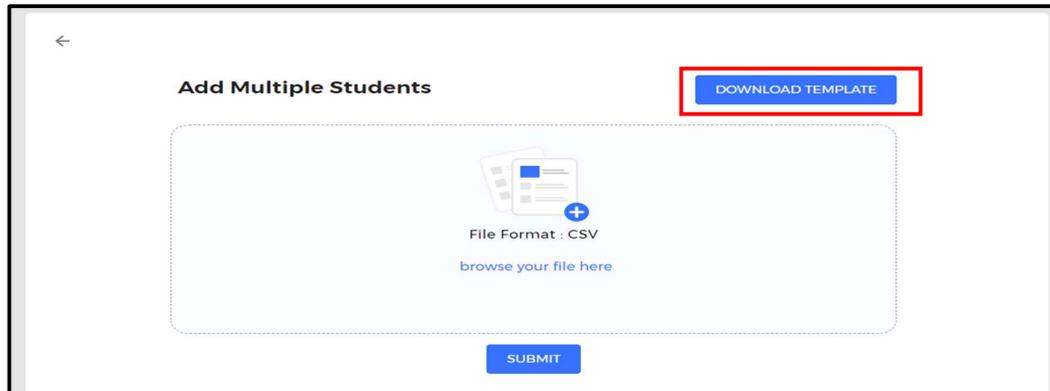
Section

CREATE STUDENT

Click on the **"create student"** button, the student will receive an auto generated email with username and password.

## How to add multiple students in the class?

Choose “add multiple students” tab and download the template



### Fill the template

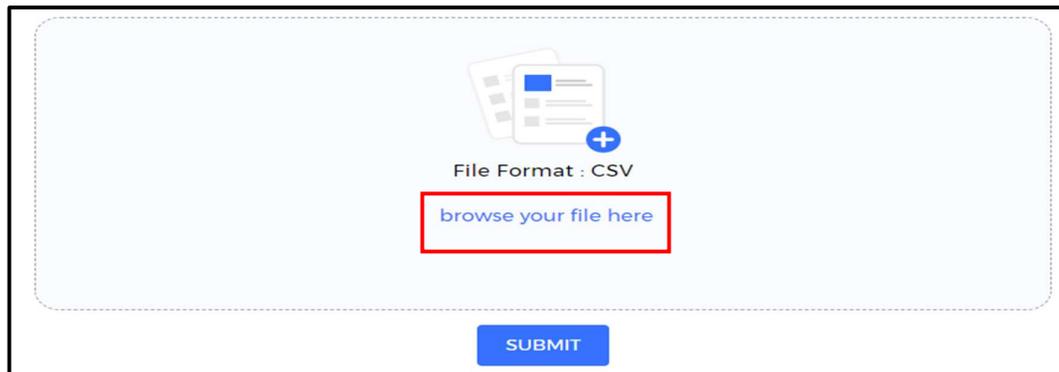
Open the downloaded template and fill the student details, Name, Email id, Student Id, Department, Section (maximum number of students – 50,000 per upload/template),

**Note:** check the number of student accounts subscription in the license.

Student Name	Email Address	Student ID	Department	Section
Aditya	<a href="mailto:adi@yahoo.com">adi@yahoo.com</a>	1	CS	A
Ananya	<a href="mailto:ani@rediffmail.com">ani@rediffmail.com</a>	2	CS	A
Akash	<a href="mailto:akash@gmail.com">akash@gmail.com</a>	3	CS	A

Step1: Click on “Browse your file here”.

Step2: Select and upload the template

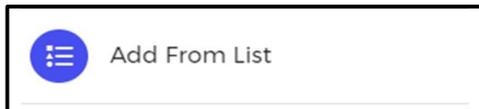


Step3: Click on ‘Submit’.

All students in the template will receive an auto generated mail with user id and password.

## How to add existing students in the class?

Step1: Click on the "Add from List" to add existing students into the class



Step2: Click on the "+ plus" icon to add student to the class

Student will not receive any new login credentials since he is an existing student.

<input type="checkbox"/>	Student ID ↑	Student Na... ↑	Email ↑	Department ↑	Section ↑	Action
<input type="checkbox"/>	123	Jayanna	Accounts@d...	Computer	A	<b>+</b>
<input type="checkbox"/>	12345	Shalini	Shalu12das...	Computer	A	+
<input type="checkbox"/>	123456	Sneha	Snehammish...	Cs	A	+

Step3: to add multiple students to the class, use the check box in the left-hand side of the table, checkmark the students you want to add to the class and hit the "Add Students" button on top of the same page.

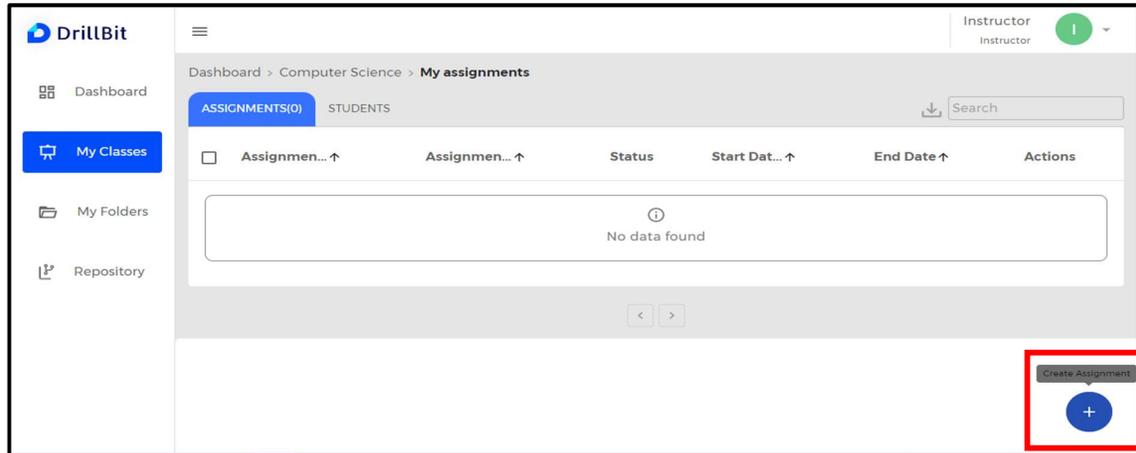
<input checked="" type="checkbox"/>	Student ID ↑	Student Na... ↑	Email ↑	Department ↑	Section ↑	Action
<input checked="" type="checkbox"/>	123	Jayanna	Accounts@d...	Computer	A	+
<input checked="" type="checkbox"/>	12345	Shalini	Shalu12das...	Computer	A	+
<input checked="" type="checkbox"/>	123456	Sneha	Snehammish...	Cs	A	+

## How to create an assignment?

Click on "My classes" tab

Select a Class from the list

Click on "+ Plus" icon to create an assignment



Enter/fill the fields,

- **Assignment name**  
Note: Assignment name must be between 2 & 99 characters
- Choose the validity **start** and **end date**.
- Attach "**assignment instructions**" for the students if any, not mandatory
- Choose the "**assignment settings**" as per your requirement.

The screenshot shows the 'Create Assignment' form. The form includes the following fields and controls:

- Assignment name \***: A text input field with the placeholder text 'Name of the Assignment'.
- Select start date \***: A date picker field with the placeholder text 'dd/mm/yyyy' and the label 'Assignment Start Date'.
- Select end date \***: A date picker field with the placeholder text 'dd/mm/yyyy' and the label 'Assignment End Date'.
- Instructions**: A file upload section with a 'Choose File' button, the text 'No file chosen', and a 'Choose Instruction file' button.
- Assignment settings**: A toggle switch that is currently turned off.
- SUBMIT**: A blue button at the bottom of the form.

choose "YES" or "NO" & fill the information

Assignment settings

Allow Assignment Grading

Exclude Reference / Bibliography

Exclude Quotes

Exclude small sources

Save to repository

Allow Resubmission

Allow Submission After Due Date

Grammar Check

Choice Of Email Notifications

Add Questions

Exclude Phrases

Viewing of similarity % and report

Daily submission limit

**Compare against databases**

Student Papers

Journals & publishers

Internet or Web

Institution Repository

**SUBMIT**

Click on "**SUBMIT**" to create a new assignment.

## Assignment settings

Instructor can choose the assignment settings; it will be applicable for only this assignment in the class

### 1. Grading option

Instructor can choose the grading option "Yes" and enter the maximum marks for this assignment.

Allow Assignment Grading	<input checked="" type="radio"/> YES <input type="radio"/> NO
Enter Max Assignment Marks	<input type="text" value="100"/>

### 2. Exclude Reference / Bibliography

As per the guidelines, DrillBit has given an option to exclude Reference/Bibliography from the document by choosing option "Yes" from the assignment settings.

Exclude Reference / Bibliography	<input checked="" type="radio"/> YES <input type="radio"/> NO
----------------------------------	---

### 3. Exclude Quotes/Citation

As per the guidelines any content written within the quotation marks will be ignored from plagiarism search if you choose "Exclude Quotes" - "Yes" in the assignment settings

Valid quotes: "Hello world." (" .... ")

Invalid quotes: "Hello world," "Hello. (" ,< > ,)

Exclude Quotes	<input checked="" type="radio"/> YES <input type="radio"/> NO
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### 4. Exclude small sources

As per the guidelines, frequency of similarity words <14 can be excluded in plagiarism search for thesis, dissertations, project works or any other academic content if you choose option "Exclude small sources" - "Yes" in assignment settings.

Default settings - frequency of similarity words for checking articles, thesis, dissertations, or any other academic content. choose option "No" in assignment settings.

Exclude small sources	<input type="radio"/> YES <input checked="" type="radio"/> NO
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### 5. Save to Repository

Save to repository option can be enabled, choose **"Yes"**, all the submissions in this assignment will be auto saved to a selected repository scope (Local/Global) Repository.

**Local/Institution Repository** – the uploaded files in the local repository, will be used to compare against your institution new submissions

**Global Repository** – the uploaded files in the Global repository, will be used to compare against your institution & other Institutions new submissions



Save to repository  YES  NO

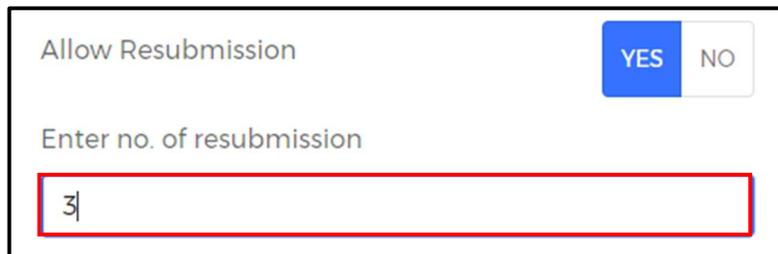
Repository Scope

LOCAL

GLOBAL

### 6. Allow Resubmission

If instructor want to allow submissions more than one time, select **"Yes"** and enter number of resubmissions.



Allow Resubmission  YES  NO

Enter no. of resubmission

3

### 7. Allow Resubmission After Due date

Select **"yes"** and enter the extra days count to allow the students to submit their assignment after the due date



Allow Submission After Due Date  YES  NO

Enter extra days

2

## 8. Grammar check

Select **"Yes"** to get grammar report of student submissions along with plagiarism report.



Grammar Check

## 9. Choice of Email Notifications

Email notification notifies the students when the instructor creates a new assignment in the class.



Choice Of Email Notifications

## 10. Question & Answer

Instructor can set questions to the students while creating an assignment.

Select **"yes"** and set questions. students can submit their answers along with the assignment submission.

Note: Can add and remove questions by clicking on the "Add Questions" and "Remove" respectively.

Maximum limit is five questions.



Add Questions

## 11. Exclude Phrases

All generic terms, laws, standards equations can be excluded.

Choose "Exclude Phrases" – **"yes"** in the assignment settings.

Enter plain text without any punctuation marks, one phrase is a must if you choose **"yes"**

**Valid phrases:** Computer science and engineering

**Invalid phrases:** 'Computer science and engineering'

Note: can add and remove phrases textbox by clicking on the "Add Phrases" and "Remove" respectively.

\* Maximum limit is 15 phrases.

Exclude Phrases  YES  NO

## 12. Viewing of similarity percentage and report

Instructor can restrict the student viewing of similarity percentage and report

Chooses “yes” to allow and “No” to restrict.

Viewing of similarity % and report  YES  NO

## 13. Daily Submission Limit

Instructor can set the daily limit of assignment submissions by a student

Daily submission limit

## 14. Compare against databases

The submitted assignment will be compared against databases by default “Yes”, instructor can choose “Yes” or “No”

**Compare against databases**

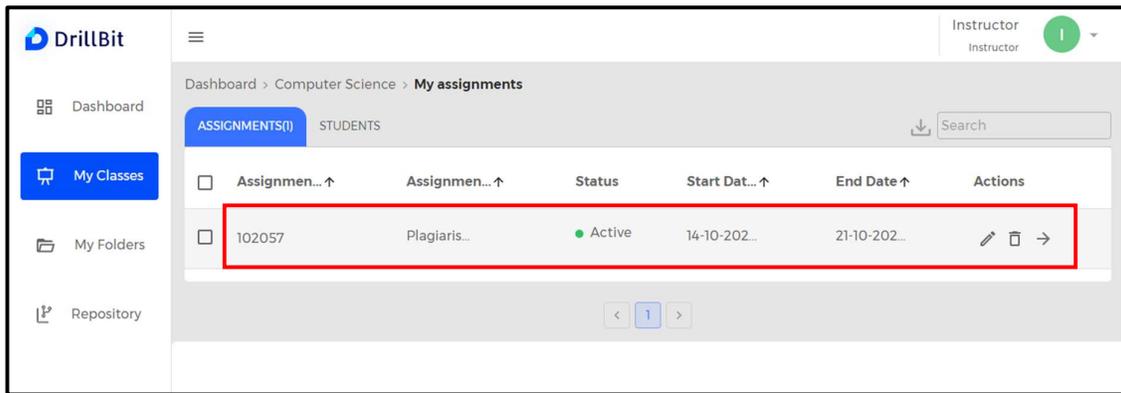
Student Papers  YES  NO

Journals & publishers  YES  NO

Internet or Web  YES  NO

Institution Repository  YES  NO

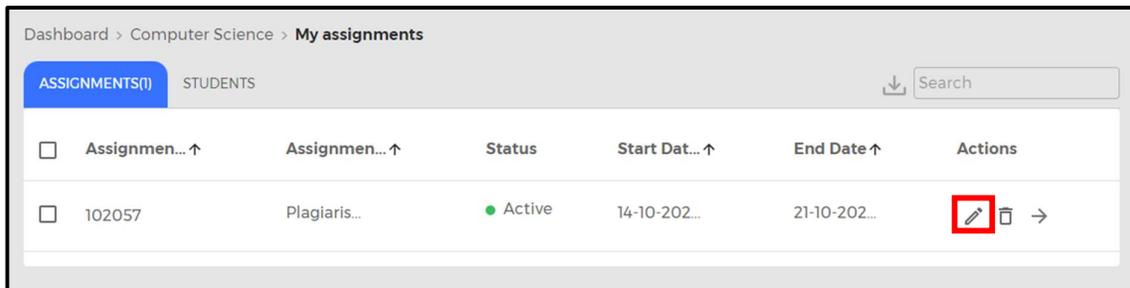
click on the “**SUBMIT**”, the new assignment will be created with settings and will be visible in the student’s account.



### How to edit the assignment?

Click on the “edit” icon to change the assignment settings.

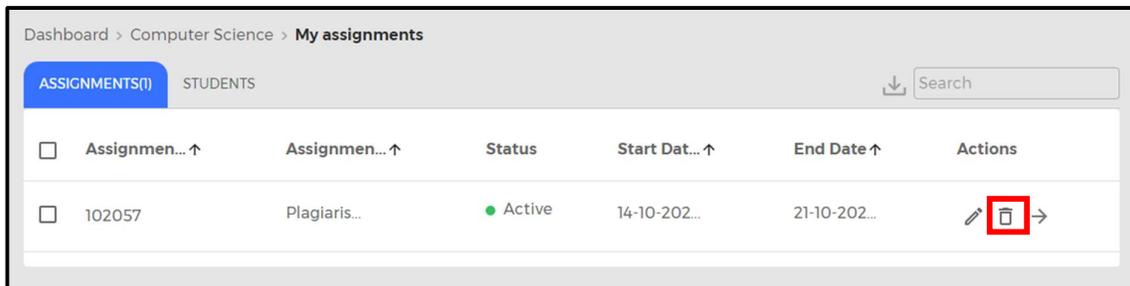
Once the changes have been done, instructor must click on “Instructor Edit” to save the changes.



### How to delete the assignment?

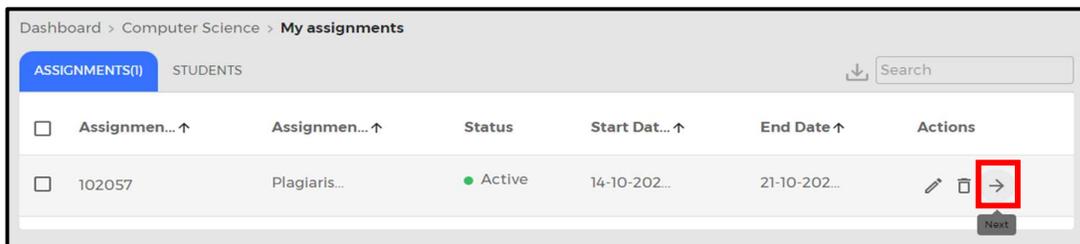
Click on the “Delete” icon and choose “Yes” on the alert message,

Note: all the submissions under this assignment will be deleted permanently.



### How to view student's assignment submissions?

Click on the “Arrow” icon on the right-hand side



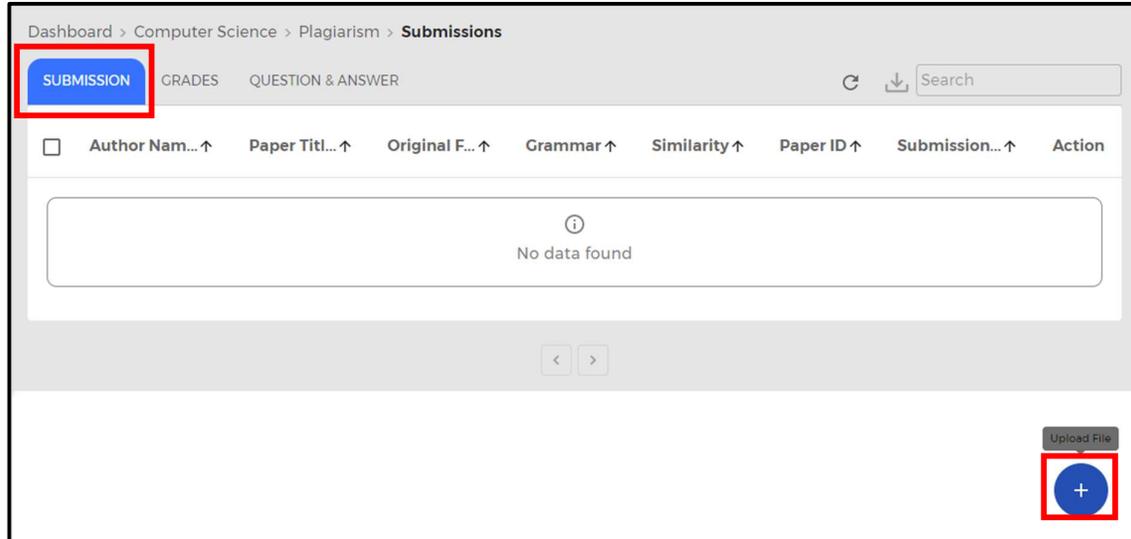
## Submissions page

In the Submission page, Instructor can view the assignment submitted by the students and give marks, text feedback on grades tab, and view questions & Answers submitted by the students.

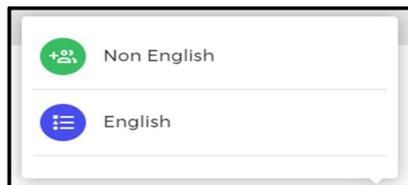
Or

Instructor also can upload the assignments on behalf students in submissions page,

Click on "+ plus" button



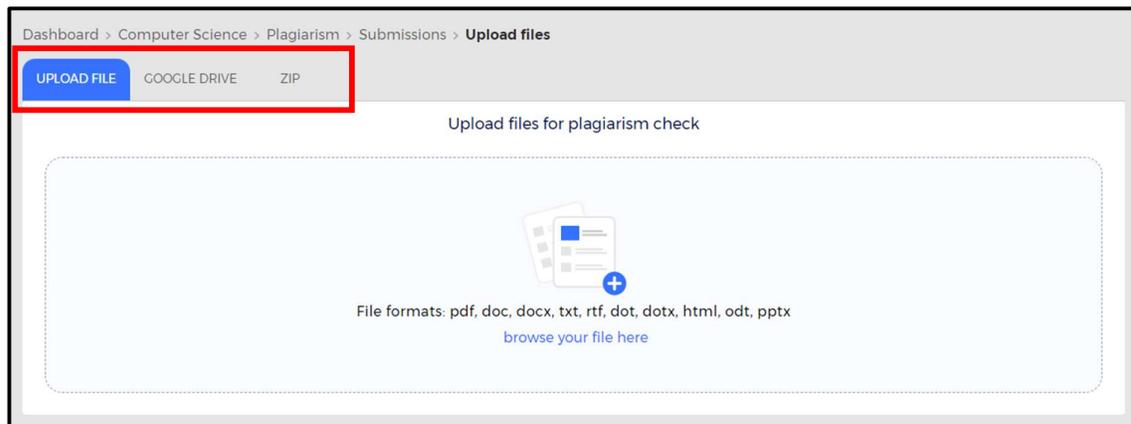
Choose either English or Non-English



## **Upload English files**

Instructor can choose the following options.

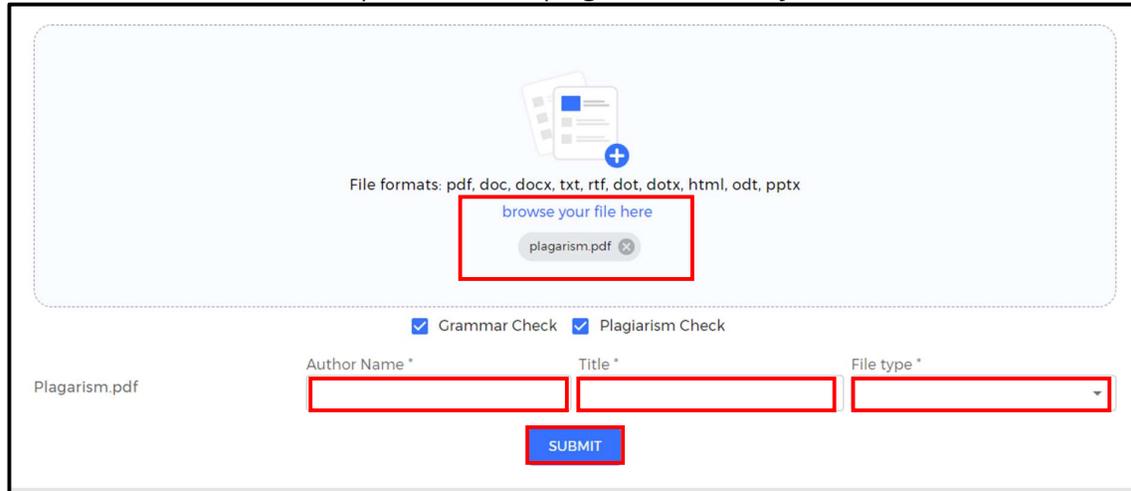
1. Upload File
2. Google Drive
3. Zip



## Single file Upload

Click on **“browse your file here”** and select a single file (**Supported file types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT, PPTX.) and enter **“Author Name”**, **“Paper Title”**, Select **“Document type”**, and

Instructor can enable **“Grammar check”** or **“Plagiarism check”** or both together. if none are selected, will be processed for plagiarism check by Default.



File formats: pdf, doc, docx, txt, rtf, dot, dotx, html, odt, pptx

browse your file here

plagarism.pdf

Grammar Check  Plagiarism Check

Plagarism.pdf

Author Name \*

Title \*

File type \*

SUBMIT

## How to upload Multiple files?

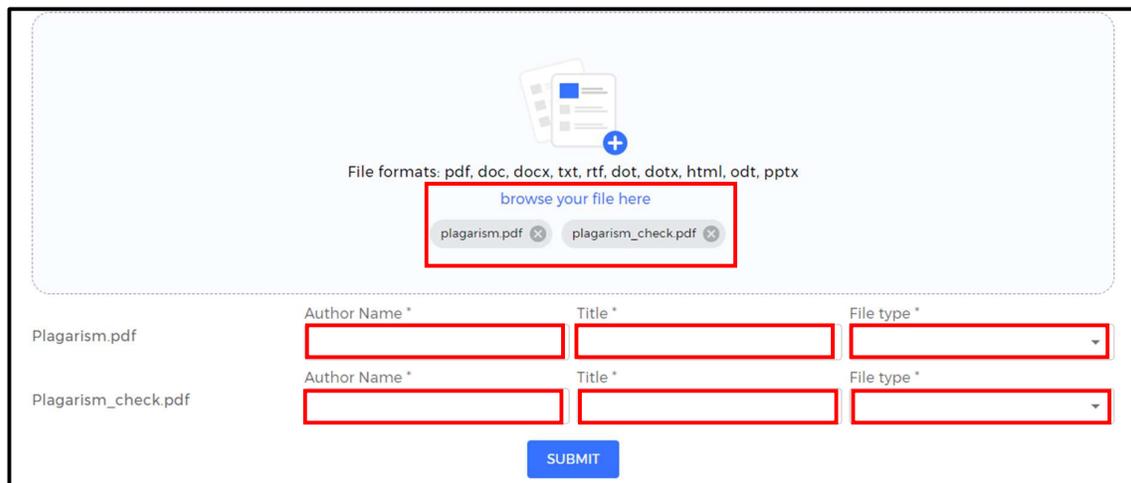
Instructor can upload **“minimum 1 and maximum 10”** files.

Click on **“Browse your file here”** and choose the multiple files.

Enter the author’s name, title, choose document type.

Click on **“Submit”** to uploads the files successfully.

**Supported file Types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT, PPTX.



File formats: pdf, doc, docx, txt, rtf, dot, dotx, html, odt, pptx

browse your file here

plagarism.pdf

plagarism\_check.pdf

Plagarism.pdf

Author Name \*

Title \*

File type \*

Plagarism\_check.pdf

Author Name \*

Title \*

File type \*

SUBMIT

## Upload a file from Google Drive

Select “Google Drive” tab

Click on “browse your file from google drive” then enter the drive credentials once google authentication is done, instructor can select the file and click on submit.

After submission, instructor can see a popup message “file uploaded successfully.”

**Supported file Types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.



## Zip file upload

Instructor can upload a zip file that can contains (word or PDF files) a maximum of “20 documents”,

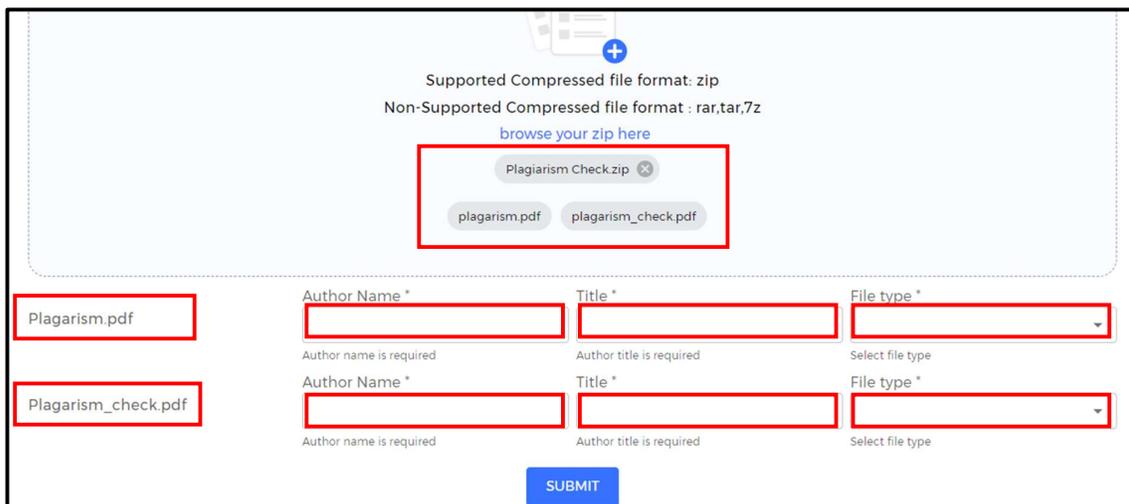
The zip file size must be less than “100 MB”.

**Supported file type:** ZIP.



Click on “Browse your zip here” and select a ZIP file from your device and click on Upload Zip File.

Fill the details and Click on the “Submit” button.



The screenshot shows the file upload and form submission interface. At the top, there is a plus sign icon and a message: 'Supported Compressed file format: zip' and 'Non-Supported Compressed file format : rar,tar,7z'. Below this, there is a blue link 'browse your zip here'. In the center, there is a red box containing three file upload buttons: 'Plagiarism Check.zip', 'plagarism.pdf', and 'plagarism\_check.pdf'. Below the file upload area, there are two rows of form fields. Each row has a file name field (e.g., 'Plagarism.pdf'), an 'Author Name \*' field with a red box and the text 'Author name is required' below it, a 'Title \*' field with a red box and the text 'Author title is required' below it, and a 'File type \*' dropdown menu with the text 'Select file type' below it. At the bottom center, there is a blue 'SUBMIT' button.

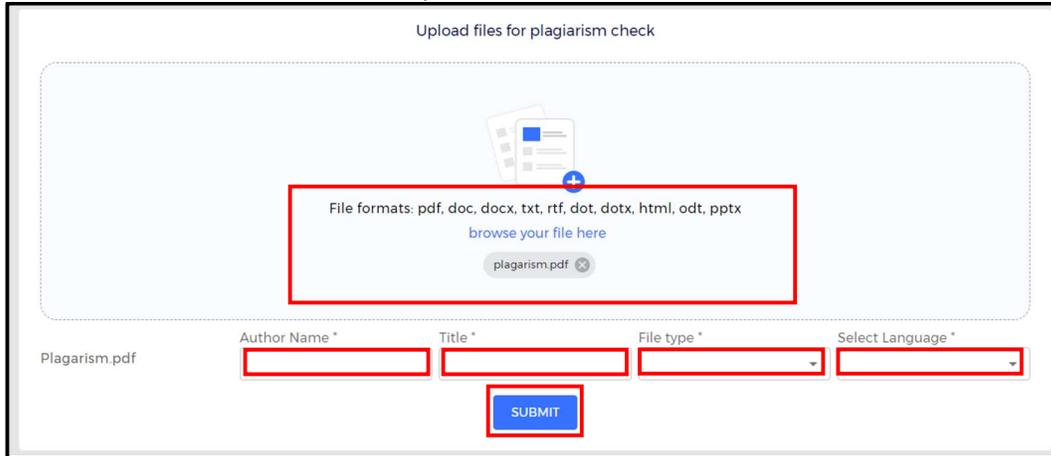
## How to upload non-English files?

On submission page, click on "+ plus" icon to choose "Non English" Option.



Click on "browse your file here" and select a file from your device, then enter "Author Name", "Paper Title", Select "Document type", and "language."

Click on the "Submit" button to upload the file.



The instructor can view their submissions, student submissions in the assignment.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑	Action
<input type="checkbox"/>	Anushku	Plagiarism...	Plagiarism_...		42%	631543	15-10-2022...	

## Delete Submission/uploaded file

To delete the submission, click on the "delete" icon and choose "yes" on alert message.

Note: Deleted submissions/files cannot be restored.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑	Action
<input type="checkbox"/>	Anushku	Plagiarism...	Plagiarism_...		42%	631543	15-10-2022...	

## How to view result or download the report?

To view/download the report, click on the similarity percentage.

The result or analysis page with the paper id, author name and matched sources.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑	Action
<input type="checkbox"/>	Anushku	Plagiarism...	Plagiarism_...		42%	631543	15-10-2022...	

**DRILLBIT**  
FOUND LIES TO PREVENT MORE

REPORT ID : 450375    REPORTOR NAME : Test

75  
Similarity %

EXCLUDE

MATCHED SOURCES

Location	Primary Source	%	Exclude
<input checked="" type="checkbox"/>	1 En.wikipedia.org Internet Data	58%	▼
<input type="checkbox"/>	2 Www.k12academics.com Internet Data	7%	▼
<input type="checkbox"/>	3 En.wikipedia.org Internet Data	5%	▼
<input type="checkbox"/>	4 Arxiv.org Internet Data	3%	▼
<input type="checkbox"/>	5 Www.gutenberg.org Internet Data	1%	▶
<input type="checkbox"/>	6 En.wikipedia.org WEB SITE	1%	▼

INCLUDE

EXCLUDED SOURCES

Location	Primary Source	%	Exclude
<input checked="" type="checkbox"/>	7 En.wikibooks.org Internet Data	1%	◀
<input type="checkbox"/>	8 Www.hilarispublisher.com Publication	1%	◀

PREVIOUS HIGHLIGHT    1/28    NEXT HIGHLIGHT

www.k12academics.com

plagiarism may sometimes also form part of a claim for breach of the plagiarist's contract, or, if done knowingly, for a civil wrong.

### In academia and journalism

Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud, and offenders are subject to academic censure, up to and including expulsion. Some institutions use plagiarism detection software to uncover potential plagiarism and to deter students from plagiarizing. However, plagiarism detection software does not always yield accurate results and there are loopholes in these systems.<sup>[31]</sup> Some universities address the issue of academic integrity by providing students with thorough orientations, required writing courses, and clearly articulated honor codes.<sup>[32]</sup> Indeed, there is a virtually uniform understanding among college students that plagiarism is wrong.<sup>[32]</sup> Nevertheless, each year students are brought before their institutions' disciplinary boards on charges that they have misused sources in their schoolwork.<sup>[32]</sup> However, the practice of plagiarizing by use of sufficient word substitutions to elude detection software, known as rogeting, has rapidly evolved as students and unethical academics seek to stay ahead of detection software.<sup>[33]</sup>

An extreme form of plagiarism, known as "contract cheating", involves students paying someone else, such as an essay mill, to do their work for them.<sup>[28]</sup>

In journalism, plagiarism is considered a breach of journalistic ethics, and reporters caught plagiarizing typically face disciplinary measures ranging from suspension to termination of employment.<sup>[34]</sup> Some individuals caught plagiarizing in academic or journalistic contexts claim that they plagiarized unintentionally, by failing to include quotations or give the appropriate citation. While plagiarism in scholarship and journalism has a centuries-old history, the development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier.<sup>[35]</sup>

Predicated upon an expected level of learning and comprehension having been achieved, all associated academic accreditation becomes seriously undermined if plagiarism is allowed to become the norm within academic submissions.<sup>[36]</sup>

CH A P. I.  
OF ROASTING, BOILING, &c.

THAT peevish Cooks will find fault with teaching upon a Branch of Cookery, which they never thought worth Hannah Glasse's signature at the top of the first chapter of her book, *The Art of Cookery Made Plain and Easy*, 6th Edition, 1758, an attempted defence against rampant plagiarism

Similarity %

Exclude single Sources

To view Previous matched content

URL to view original source

To view next matched content

Exclude multiple Sources

Include multiple Sources

Include single Sources

Matched content

## Analysis Page.

### Exclude & Include Sources Options

Instructor can exclude and include sources if the sources are irrelevant to the subject or Instructors own work

**Exclude:** select the sources from the matched source list and click on “Exclude” button.

**Include:** select the sources from the excluded sources list and click on “Include” button.

### Alternate Sources

The same content may be available in only source or multiple sources, but the software will detect all the sources and display the highest percentage in the primary source and others are in alternate source list.

The screenshot displays a plagiarism analysis interface. At the top, a circular progress indicator shows a similarity score of 77%. Below this, a table titled "MATCHED SOURCES" lists several sources. The first three sources are from En.wikipedia.org with similarity percentages of 58%, 7%, and 5% respectively. The 5% source has a callout box pointing to it with the text "Click here to view". Below the table, there is a section for "Alternate Source list" which includes a source from 2l-apd a two-level plagiari. with a similarity percentage of <1%.

Location	Primary Source	%	Exclude
<input type="checkbox"/>	1 En.wikipedia.org Internet Data	58%	▼
<input type="checkbox"/>	2 Www.k12academics.com Internet Data	7%	▼
<input type="checkbox"/>	3 En.wikipedia.org Internet Data	5%	▲
<input type="checkbox"/>	En.wikipedia.org Internet Data	5	🌐
<input type="checkbox"/>	En.wikipedia.org Internet Data	4	🌐
<input type="checkbox"/>	2l-apd a two-level plagiari. Publication.	<1	🌐

Click here to view

Alternate Source list

## Matched Sources Navigation

Instructor can click on the source, and it will navigate to matched content in the document. Click on the “NEXT HIGHLIGHT” to view the next matched content in the same page or different pages.

Click on the “PREVIOUS HIGHLIGHT” to view the previous matched content in the same page or different pages.

## Matched Content Navigation

Instructor can check the matched source from the matched content by clicking on the highlighted color. The matched source will be highlighted in the sources list.

The screenshot shows the DrillBit plagiarism report interface. On the left, there is a sidebar with a 'Similarity %' gauge at 35% and a table of 'MATCHED SOURCES'. The table lists 10 sources with their similarity percentages and 'Next' and 'Previous' navigation buttons. Source 2, 'Comparisons between genetic di...', is highlighted in yellow. An arrow points from this source to the corresponding highlighted text in the document preview on the right. The document preview shows an 'Introduction' section with text about the food industry and COVID-19. The highlighted text in the document matches the text in source 2.

Location	Primary Source	%	Exclude
1	Published in open access proce... Publication	7%	Next
2	Comparisons between genetic di... Publication	7%	Next
3	Seed phosphorus remobilization... Publication	2%	Next
4	Applicable law to transnationa... Publication	2%	Next
5	Aberrant splicing of a natural... Publication	2%	Next
6	The ecology of the fungi the ... Publication	2%	Next
7	Economic review, september 200... Publication	2%	Next
8	Effects of foot posture on fit... Publication	1%	Next
9	Study on the combustion charac... Publication	1%	Next
10	Multi-stage progressive optima... Publication	1%	Next

## Email Notification

Instructor can send the PDF plagiarism report via “email id “

Can enter single email id or up to ten mail ids. Use “Enter” to separate mail ids.

The screenshot shows the DrillBit plagiarism report interface with an 'Email Notification' form. The form has a text input field labeled 'Enter Email' and a 'SEND' button. An email icon is highlighted in the top right corner of the interface. The background shows the same report interface as the previous screenshot, with the 'MATCHED SOURCES' table and document preview visible.

## QR Code

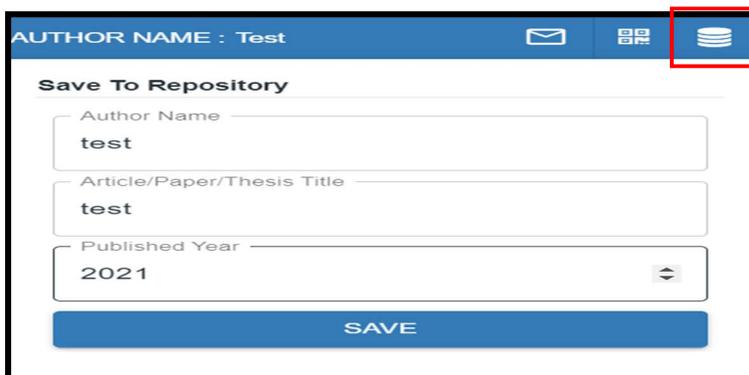
Instructor can scan the QR Code to view the report on mobile. DrillBit supports portability to download or to view a document just by scanning the QR-Code.



## Save To Repository

Instructor can save the file to the institution Repository by click on "Repository icon" and click on the "Save" option.

Note: similarity should be less than 30%.

A screenshot of a mobile application interface showing a "Save To Repository" form. The top header is blue and contains the text "AUTHOR NAME : Test" on the left, a mail icon, a QR code icon, and a repository icon. The repository icon is highlighted with a red box. The form has three input fields: "Author Name" with the value "test", "Article/Paper/Thesis Title" with the value "test", and "Published Year" with the value "2021". A blue "SAVE" button is at the bottom.

## Digital Receipt

Instructors can get the digital receipt by click on the "Digital Receipt" from the header.

Instructor can select the digital receipt based on the user choice by selecting the given options. (Synopsis, Dissertations, Thesis and Article)

Instructor can edit few fields and name of signature then click on the "print" option.

Digital Receipt

SYNOPSIS DISSERTATION THESIS ARTICLE




Xtream Drillbit Softtech India Pvt. Ltd

**Certificate of Plagiarism Check for Dissertation**

Author Name	Anushku
Course of Study	Type here...
Name of Guide	Type here...
Department	Type here...
Acceptable Maximum Limit	Type here...
Submitted By	accounts@drillbitplagiarism.com
Paper Title	Plagiarism Check
Similarity	
Paper ID	631543
Submission Date	2022-10-15 13:48:58

Signature of Student                      Signature of Guide

Head of the Department

University Librarian                      Director of Post Graduate Studies

\* This report has been generated by DrillBit Anti-Plagiarism Software

PRINT

## File information

Step1: Instructor can get the file information, click on the “file information” icon.

- Submission details
- Text information
- File metadata

Step2:click on the drop down to view detail information .

AUTHOR NAME : Test

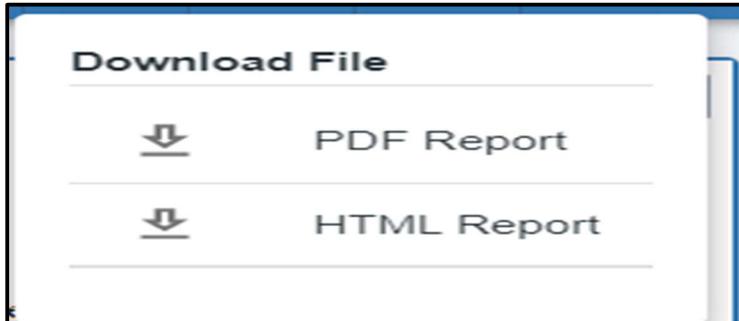


**File Information**

- Submission Details 
- Text Information 
- File Metadata 

## Download Report

To download the report, click on the "Download icon" and can choose the download options "PDF Report "or "HTML Report."

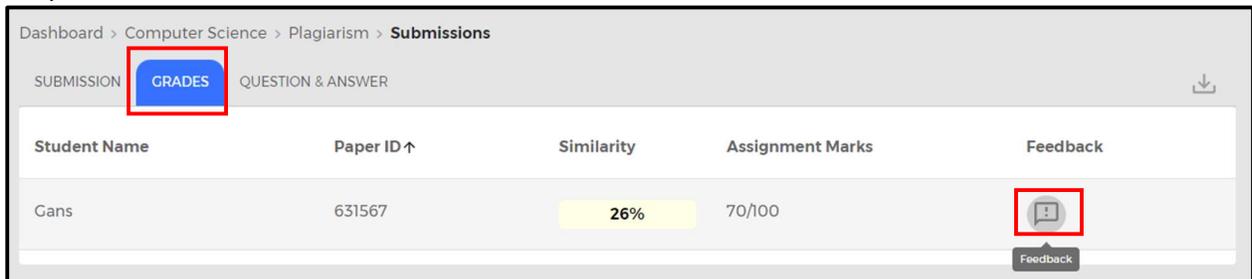


## Grading

Step1. click on the grades Tab.

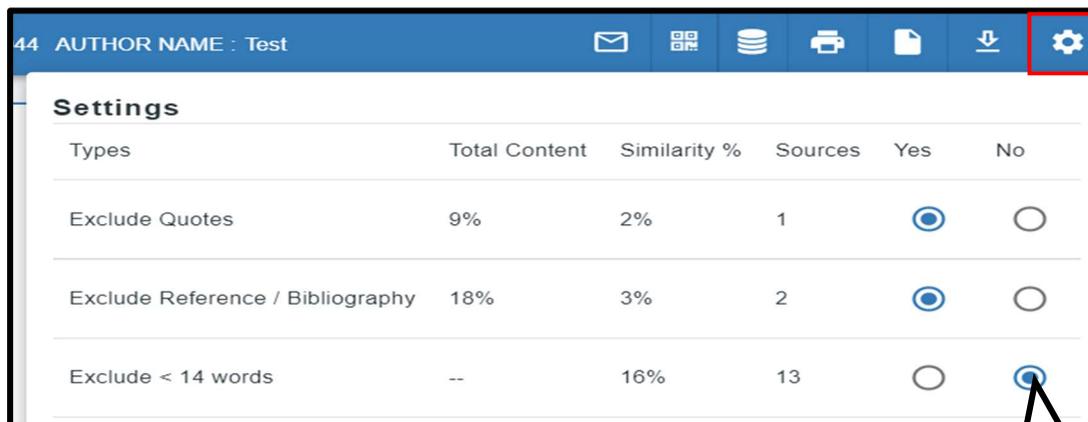
Step2. Click on the feedback icon.

Step3. click on the checkbox to send feedback to the student via email and click on submit.



## Settings

Instructor can change the settings for the current document, the settings will be applicable for only this document and the sources and similarity % will be updated.



## Duplicate phrases

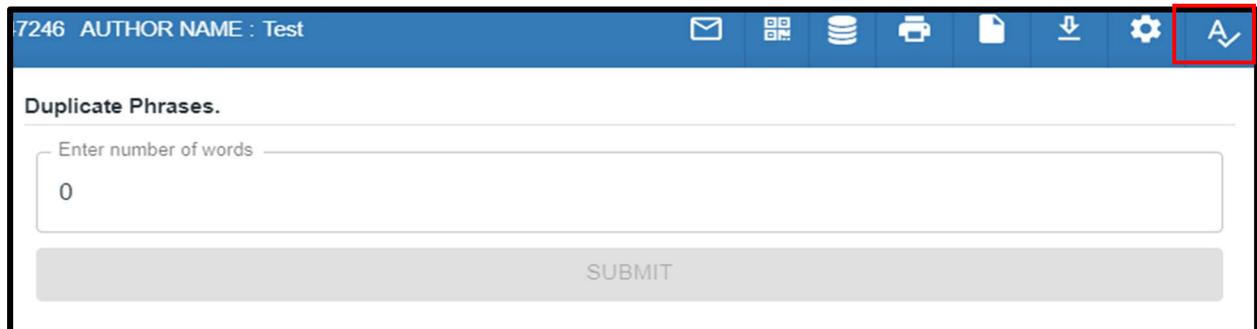
Step1: To view the duplicate phrases in the document choose the "Choose options" button.

Choose options

Step2: Minimum 3 words should be selected and a maximum of up to fourteen words is applicable.

Step3: Enter the words limit, click on “submit”.

Step4: The number of phrases occurrences in the document will be displayed.

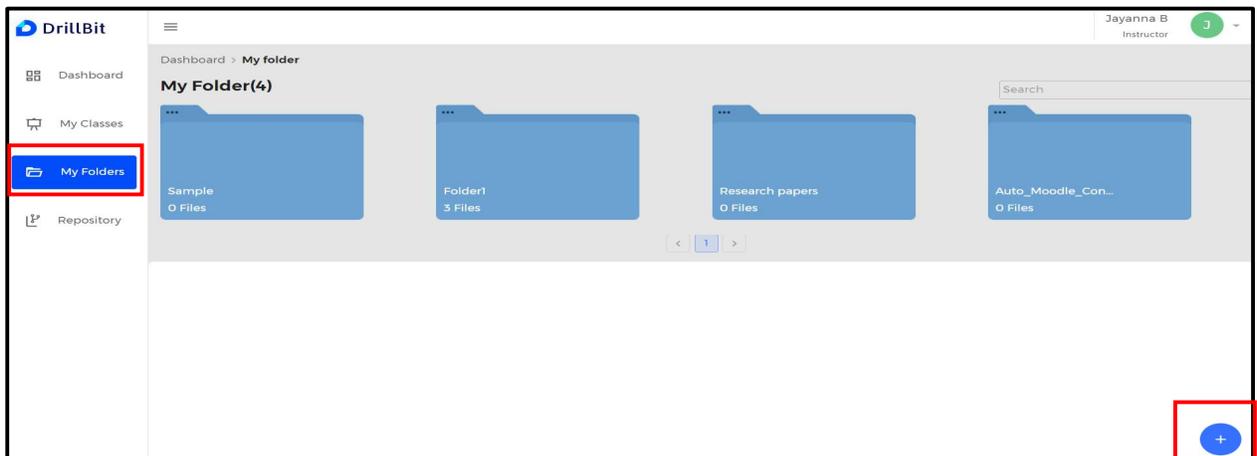


The screenshot shows a web interface for a plagiarism tool. At the top, there is a blue header bar with the text "7246 AUTHOR NAME : Test" on the left and a series of icons (mail, grid, database, printer, document, download, settings, and a checkmark) on the right. Below the header, the main content area is titled "Duplicate Phrases." It features a text input field with the placeholder text "Enter number of words" and the value "0" entered. Below the input field is a large, light gray button labeled "SUBMIT".

## **My Folder**

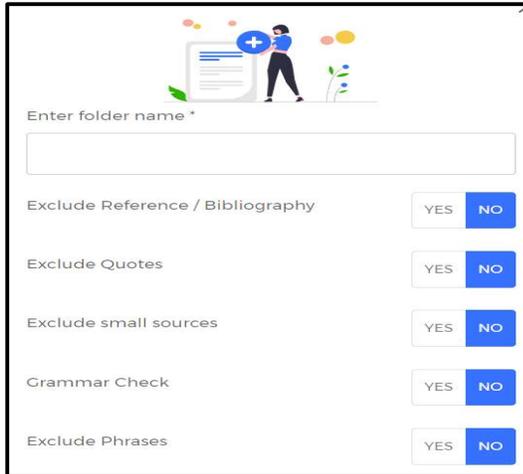
Click on My folder tab

Instructor can create a folder to upload their own files for plagiarism check of research articles, course content or any other academic content.



Click on “+ plus” to create a folder.

Enter folder name and settings



Enter folder name \*

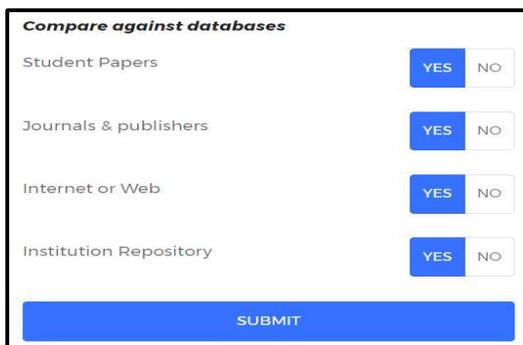
Exclude Reference / Bibliography  YES  NO

Exclude Quotes  YES  NO

Exclude small sources  YES  NO

Grammar Check  YES  NO

Exclude Phrases  YES  NO



**Compare against databases**

Student Papers  YES  NO

Journals & publishers  YES  NO

Internet or Web  YES  NO

Institution Repository  YES  NO

**SUBMIT**

Click on "Submit" after entering all the fields.

Select the folder to submit a file



DrillBit

Dashboard > My folder

**My Folder(4)**

Sample  
0 Files

Folder1  
3 Files

Research papers  
0 Files

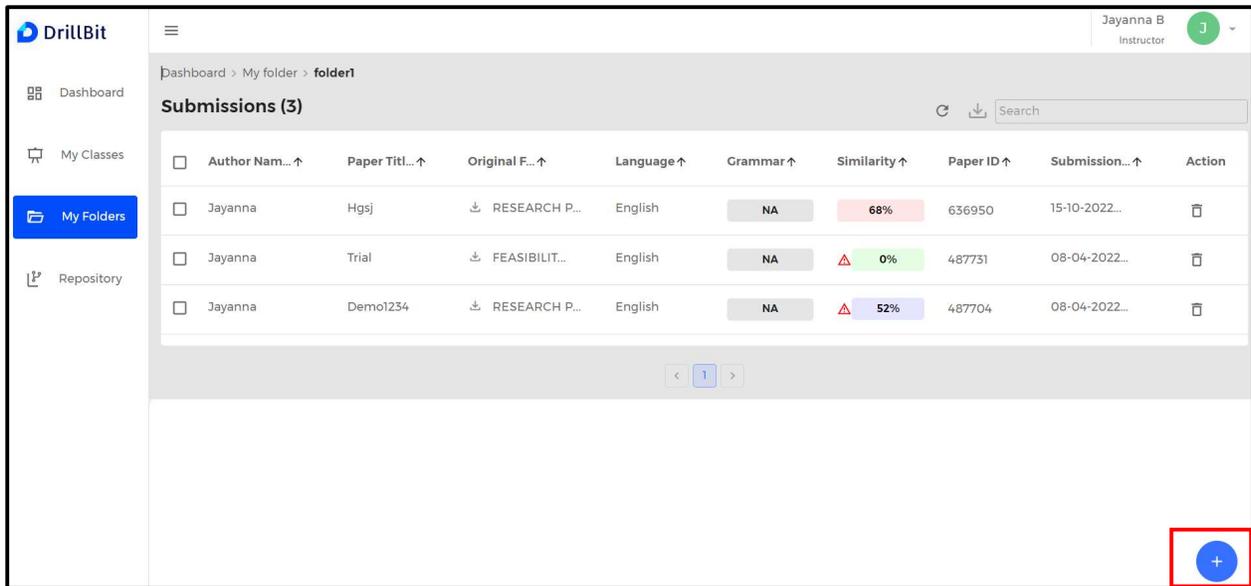
Auto\_Moodle\_Con...  
0 Files

Search

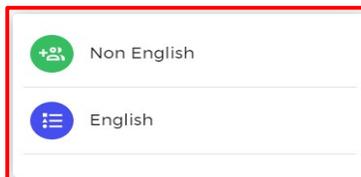
< 1 >

+

Click on "+plus" button to submit a file



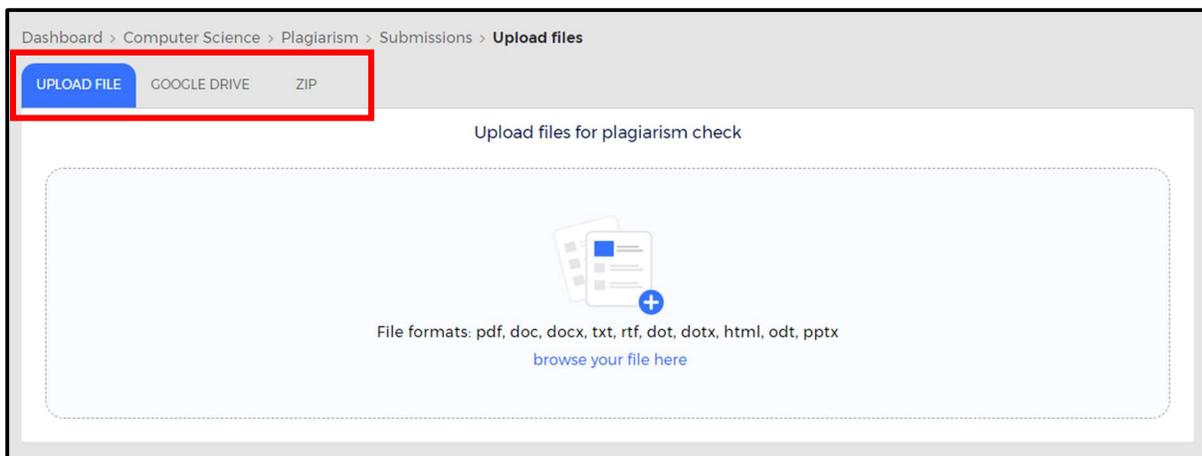
Select English or Non-English option



## Upload English files

Instructor can choose the following options.

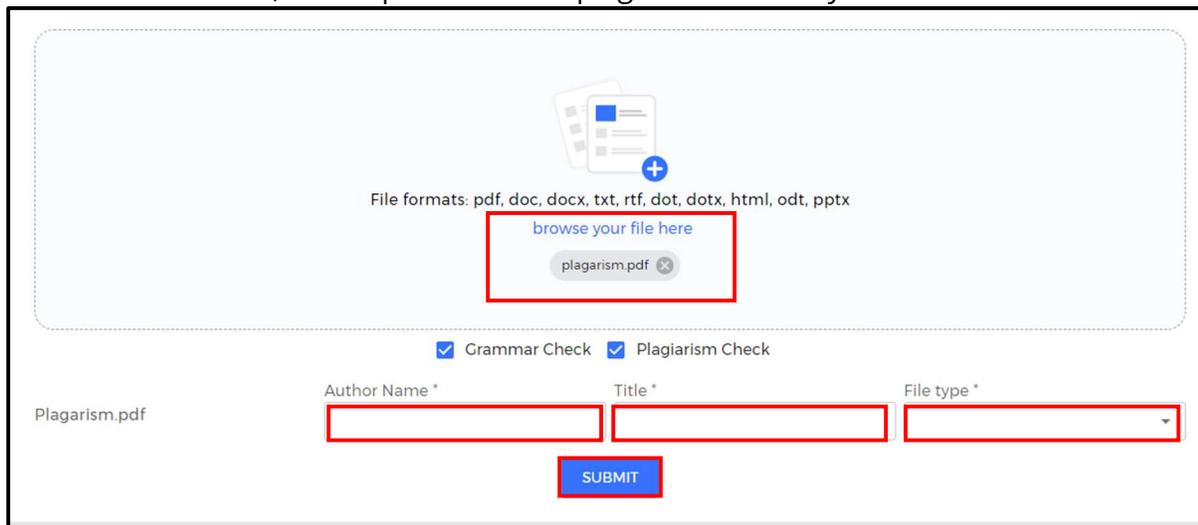
1. Upload File 2. Google Drive 3. Zip



## Single file Upload

Click on **“browse your file here”** and select a single file (**Supported file types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT, PPTX.) and enter “Author Name”, “Paper Title”, Select “Document type”, and

Instructor can enable “Grammar check “or “Plagiarism check” or both together. if none are selected, will be processed for plagiarism check by Default.



The screenshot shows a file upload interface. At the top, there is a plus sign icon and a list of supported file formats: pdf, doc, docx, txt, rtf, dot, dotx, html, odt, pptx. Below this, a red box highlights the "browse your file here" link and a file named "plagarism.pdf" with a close button. Underneath, two checkboxes are checked: "Grammar Check" and "Plagiarism Check". At the bottom, there are three input fields: "Author Name \*", "Title \*", and "File type \*". The "Author Name" field contains "Plagarism.pdf". A blue "SUBMIT" button is located below the input fields.

### How to upload Multiple files?

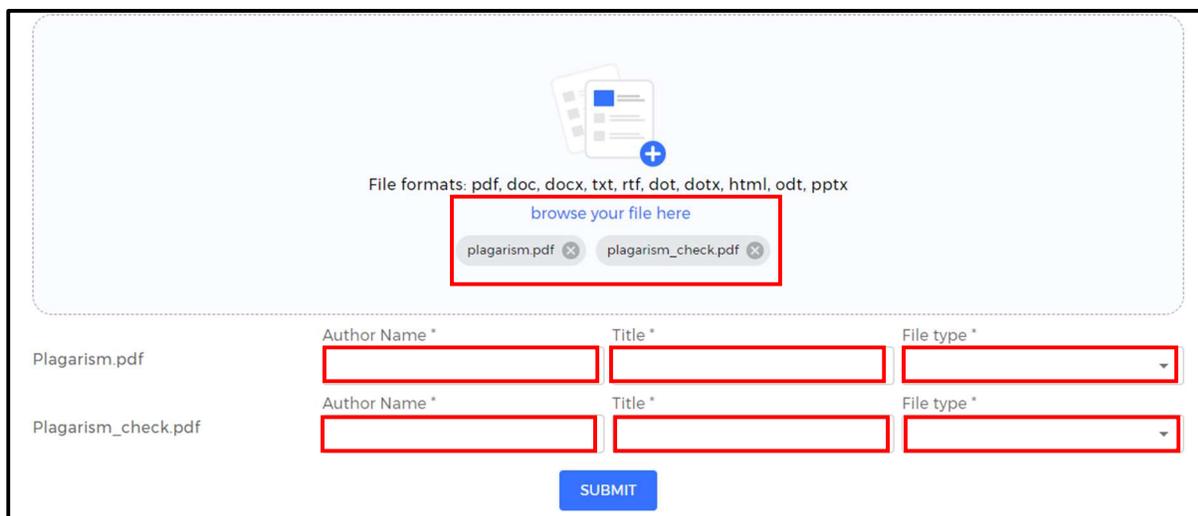
Instructor can upload “minimum 1 and maximum 10” files.

Click on “Browse your file here” and choose the multiple files.

Enter the author’s name, title, choose document type.

Click on “Submit” to uploads the files successfully.

**Supported file Types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT, PPTX.



The screenshot shows the same file upload interface as above, but with two files uploaded. The "browse your file here" link and the two file names, "plagarism.pdf" and "plagarism\_check.pdf", are highlighted with a red box. Below the files, there are two sets of input fields for "Author Name \*", "Title \*", and "File type \*". A blue "SUBMIT" button is located at the bottom.

### Upload a file from Google Drive

Select “Google Drive” tab

Click on **“browse your file from google drive”** then enter the drive credentials once google authentication is done, instructor can select the file and click on submit.

After submission, instructor can see a popup message “file uploaded successfully.”

**Supported file Types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.



### **Zip file upload**

Instructor can upload a zip file that can contains (word or PDF files) a maximum of “20 documents”,

The zip file size must be less than “100 MB”.

**Supported file type:** ZIP.



Click on “Browse your zip here” and select a ZIP file from your device and click on Upload Zip File.

Fill the details and Click on the “Submit” button.

Supported Compressed file format: zip  
 Non-Supported Compressed file format : rar,tar,7z  
[browse your zip here](#)

Plagarism Check.zip  
 plagarium.pdf    plagarium\_check.pdf

Plagarism.pdf    Author Name \*    Title \*    File type \*

Author name is required    Author title is required    Select file type

Plagarism\_check.pdf    Author Name \*    Title \*    File type \*

Author name is required    Author title is required    Select file type

**SUBMIT**

## How to upload non-English files?

On submission page, click on “+ plus” icon to choose “Non English” Option.

**+ Non English**

Click on “browse your file here” and select a file from your device, then enter “Author Name”, “Paper Title”, Select “Document type”, and “language.”

Click on the “Submit” button to upload the file.

Upload files for plagiarism check

File formats: pdf, doc, docx, txt, rtf, dot, dotx, html, odt, pptx  
[browse your file here](#)

plagarism.pdf

Plagarism.pdf    Author Name \*    Title \*    File type \*    Select Language \*

**SUBMIT**

The instructor can view their submissions

Alert message with similarity percentage – if the quotes or references content more than 15% in a document, alert message will be updated along with similarity %, the instructor must review the document.

<input type="checkbox"/>	Author Name...	Paper Titl...	Original F...	Language	Grammar	Similarity	Paper ID	Submission...	Action
<input type="checkbox"/>	Jayanna	Hgsj	RESEARCH P...	English	NA	68%	636950	15-10-2022...	
<input type="checkbox"/>	Jayanna	Trial	FEASIBILIT...	English	NA	0%	487731	08-04-2022...	
<input type="checkbox"/>	Jayanna	Demo1234	RESEARCH P...	English	NA	52%	487704	08-04-2022...	

## Repository

Instructor can save previous years or old files in the repository to compare current year documents and to avoid duplication within the Institutions.

Click on the “Repository” icon on Menu.

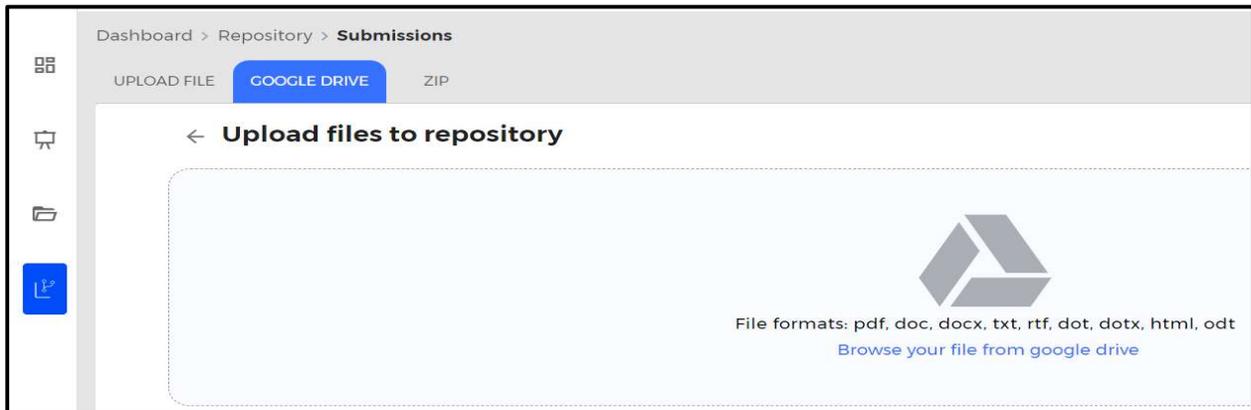
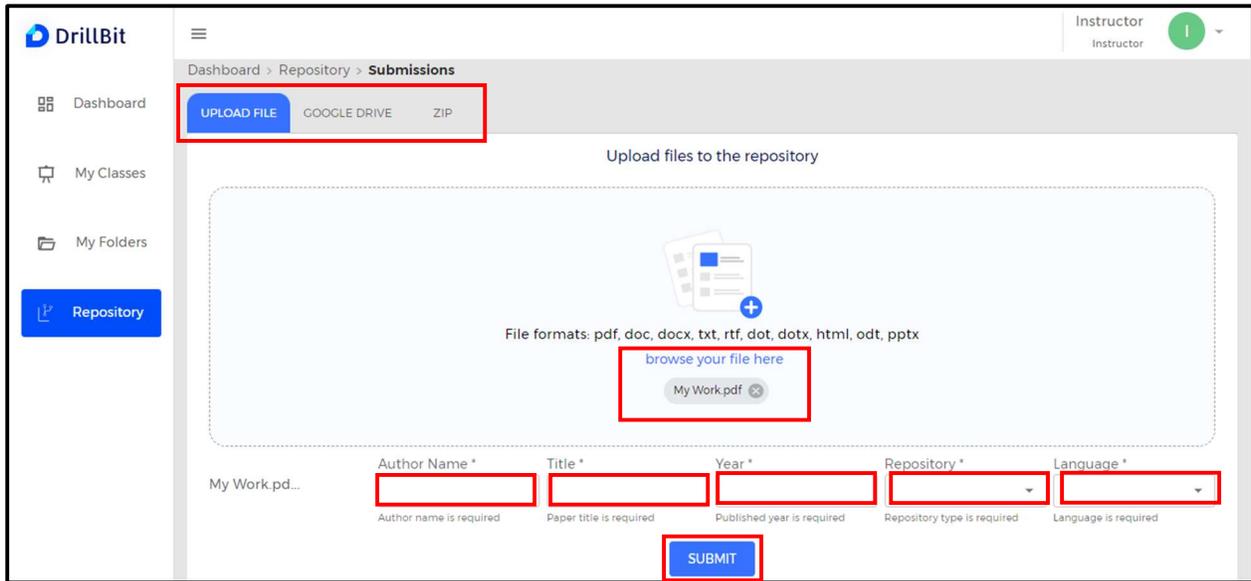
Paper ID	Name	Email ID	Title	Type	Added Date	Action
No data found						

Click On “+ plus” icon to upload files to the repository.

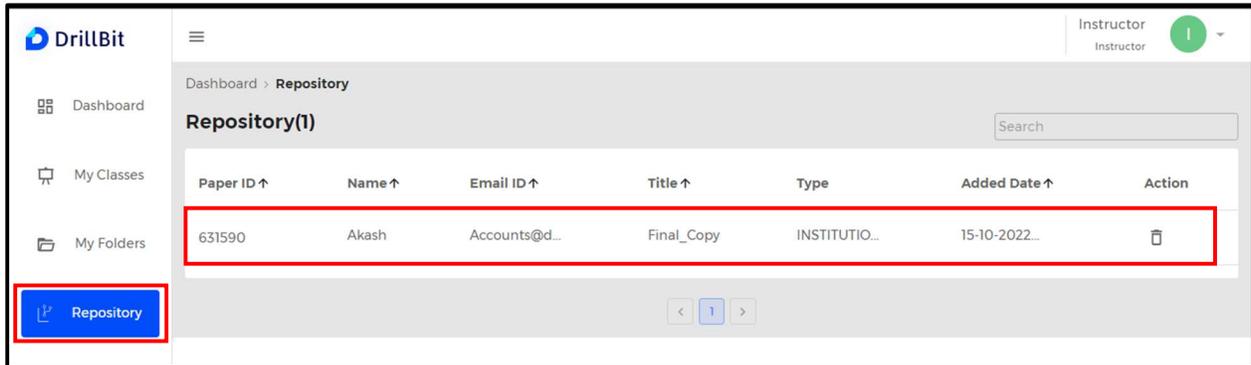
Select “upload file”, or “Google drive”, or “ZIP”

Click on “browse your file here” to upload single or multiple files (maximum 10 files in a single submission)

Fill all the details, choose the repository type(local/global), select the language (English/Non-English), and hit on “Submit” to save files to the repository.



To view saved files in the repository, click on the “Repository” tab.

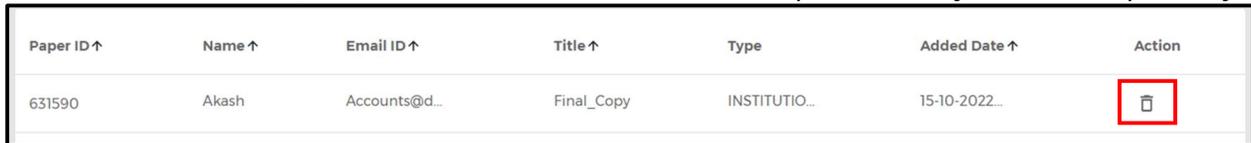


### **How to delete files from the Repository**

Select the Repository tab

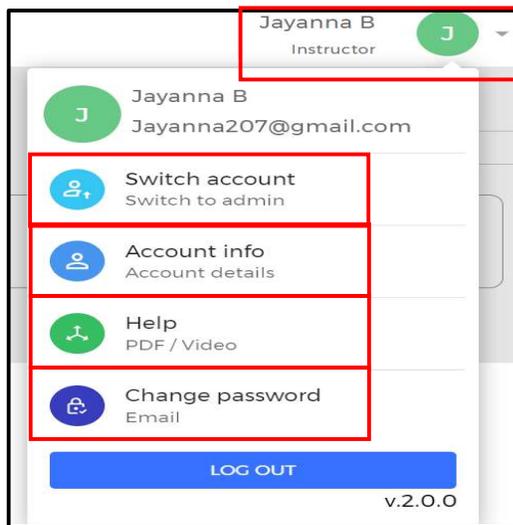
Search for the paper id

Click on “Delete “icon (Within few hours files will be deleted permanently from the repository)



### **Account information:**

Instructor can view the account information by clicking on the “user profile” top right corner



1. **Switch to Admin account** - One of the instructors can play dual role as an instructor as well as admin. Click on switch account if you have an option
2. **Account information** - Instructor can view the complete information of the login

Name	Jayanna B
Institution Name	DRILLBIT DEMO XTREAM
Instructor ID	22057
Instructor Email Address	Jayanna207@gmail.com
Admin Email Address	Jayanna207@gmail.com
Created Date	2021-01-11 00:00:00
Expiry Date	2022-12-31 00:00:00
Total Documents Alloted	2000
Total Documents Submitted	40
Files Saved to Repository	5
Time Zone	Asia/Kolkata (UTC+05:30)

### 3. Help Center

Click on the instructor profile.

Click on the "Help" tab from the drop down

Instructor manual/guide can be downloaded in PDF format.



Yet to upload video tutorial on the site.

### 4. Change the 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.

**Change Password**

Old password \*

New password \*

Confirm password \*

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