



QUICKSTART

INSTRUCTORS

INTRODUCTION

Dear instructor,

Thank you for downloading this Ephorus Quickstart for Instructors.

If you have any questions, please contact the Ephorus key user within your educational institute. You can find the key user's contact information in the invitation e-mail you received to activate your account and can in the Help section you can find additional manuals and FAQs.

If you have any questions and/or comments regarding this manual, please contact our support team via support@ephorus.com.

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1. LOG-IN

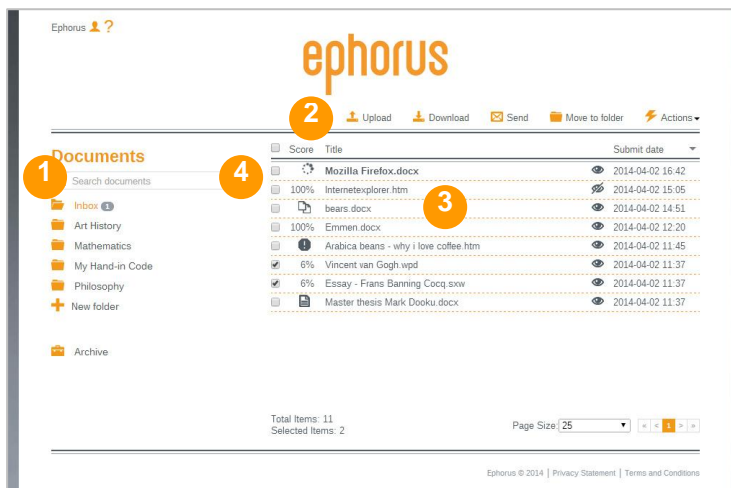


To log into Ephorus, go to the website www1.ephorus.com.

- 1 Log-in**
Enter your e-mail address and password and then press the "Log in" button.
- 2 Lost Password**
If you have forgotten your password, click the "Forgot password" button. You will then receive an e-mail containing your password.

2. INBOX

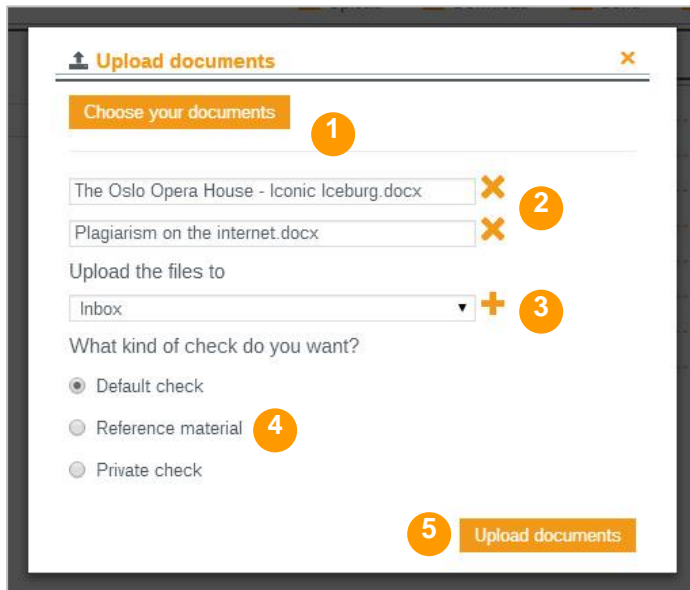
After logging in, you are referred to the "Inbox". This is your personal document list. From here, you can submit documents to be checked for plagiarism and access all your documents and Ephorus reports.



- 1 Folder list**
This is a list of your folders. Use the "New folder" link to add a new folder.
- 2 Upload**
Click this button to upload your documents (see page 4).
- 3 Documents**
All the documents that have been uploaded are shown here. Click on a title to review the report for the document (see page 5).
- 4 Search**
You can use the search box to search for documents.

3. UPLOAD

You can quickly upload your documents in the “Upload” modal.



- 1 Browse**
Click the “choose you documents” button to select the document(s) you wish to upload. You can select as many documents as you like.
- 2 Edit**
The selected documents will be shown in the list below, where they can be edited or removed.
- 3 Choose folder**
Choose the folder in which the documents will be placed.
- 4 Choose an upload option:**
default, reference material or private check.
- 5 Upload**
Click the “upload documents” button to start the plagiarism check.

4. REPORT

The Ephorus report, which encompasses a summary report and a detailed report, provides you with the results of the plagiarism scan. The summary report is an overview of the results and indicates where similarities have been picked up by Ephorus. The detailed report is a side-by-side comparison of the submitted document and the individual sources.

To open a report, click on the document title in the “Inbox”.

The screenshot shows the Ephorus interface for a document titled "Jamie Student - Essay Plagiarism.pdf" dated 3/27/2014 4:31:50 PM. The interface includes a navigation bar with a "Download" button (1), a list of sources (2), a "Report" section (3), and a "Detailed report" link (4). The sources list shows the following items:

Similarity	Source
93%	
100%	http://readtiger.com/wkpfen/Plagiarism
100%	http://pediaaiew.com/openedia/Plagiarism
99%	http://en.wikipedia.org/w/index.php?title=Plagiarism&oldid=502804658
91%	http://laniec.phorum.pl/viewtopic.php?t=423
61%	http://uncyclopedia.wikia.com/wiki/Plagiarism
58%	http://www.factualworld.com/article/Plagiarism
31%	http://www.spiritus-temporis.com/plagiarism/self-plagiarism.html

The "Statistics" table shows:

Number of words	Reported words
2474	2277

The "Plagiarism" section contains text explaining the concept, its etymology, legal aspects, and its relevance in academia and journalism.

1 Download

Click on the “Download” button to download the document.

2 Sources

A list of the sources found by Ephorus.

3 Report

The text of the submitted document is shown here. Text in orange has been found in the listed sources.

4 Detailed report

Click here to go to the detailed report.

5 Select source

Select a source to make a side-by-side comparison with the submitted document.

6 Detailed report

For every match, the submitted document is shown on the left and the source on the right.

YOU CAN START WITH EPHORUS!

For remaining questions, please refer to the full manual.