Your best tool for preventing plagiarism on the internet

User Guide
User Guide

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User Guide

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2- Making students aware of plagiarism
The tool Compilatio Magister is support software that helps with corrections to prevent and control potential plagiarism. It is used directly through the internet and does not need to be installed on your computer.

With which documents is the comparison made?
By loading and analysing the work of your pupils in digital format you enable the comparison of their work with a multitude of internet pages, publications and Word, Excel, Powerpoint and PDF files (...) accessible on the internet.

You are also doing a cross comparison with the works of over 200 partner establishments of Compilation.net (many tens of thousands of works by other students).

Is the software easy to use?
You can choose to launch the verification of work manually or automatically, individually or simultaneously: with 3 mouse clicks, you obtain your analysis results. Magister operates solely on the internet. You can switch your computer off during the night and your results will be ready when you wake up.

Your analysis is unlimited, you can use the software in a systematic way. For your pupils this should not just be a « quick fix »: the prevention of plagiarism is a long term effort. You reward your more conscientious pupils and help the learning process of gaining more knowledge.

The Compilatio.net team hopes that you enjoy using the software.
1. **You have received your access codes for Compilation.net**: You are therefore ready to use our software with ease!

   You have not yet received your access codes for Compliatio.net? Please contact as soon as possible the **Compilation.net administrator** in your establishment. The administrator centralises all of the user accounts and will be able to validate your inscription and provide you with your access codes.

   If you do not know who your **Compilation.net administrator** is, please tell us by contacting support@compilatio.net

2. Log in to the site **www.compilatio.net** and click on the link «Connect»:
Using the software : step 1

1. Please log in:

You are on the point of logging in to access your personal account:

- Enter your login ID (generally your e-mail address)
- Enter your password (it is protected by encryption)
- Confirm

You have forgotten your password?
Click on the link « Forgotten Password », it will be immediately sent to the e-mail address used by Compilatio.net. You can also personalise your password when you are in your account (tab : account settings)
2. Loading your first document

Welcome to the home page of your Magister workspace!

You would like to analyse your students work. To do this, you must first load the documents into your workspace: click on « Add document »

You are now on the Add document page:

Load your document by clicking on this button

You will see here all of the file formats accepted by Compilatio.net
Confirm your pre-loaded document:

Here you can see that your student’s file was successfully downloaded.

The settings of your analysis.

Personalise to the maximum your documents by adding special references.

Enfin, n’oubliez pas de confirmer après avoir vérifié que votre document correspond bien à l’extrait ci-dessus.

To return to your home page, click on the button « Return ».
3. **Analysis of results:**

On your home page, you can see the real time development of the verification of the documents.

![Image of the Compilatio.net interface during analysis]

**Analysis in progress. 50% of the document has already been analysed.**

![Image of the Compilatio.net interface showing similitude]

*In this document, Compilatio.net has detected 77% of similitude.*

**Have you have ticked the box to receive results by e-mail?**

At the end of the analysis, you will receive a Compilatio.net message in your personal inbox indicating that the analysis is finished.

To view the details of the results and the analysis report, click on the results bar:
4. Your analysis report page:

You have the possibility of viewing your results in three ways:

- **Summary tab**: a global view of your document with the principal sources and corresponding similar passages;
- **Complete text tab**: your entire document;
- **Sources tab**: the totality of similar sources to your document, classed by order of relevance.

Let's take a look at the « Summary » tab:

Magister presents to you here the global result and different degrees of listed similarities:

- **Identical similitudes**: these are the parts of the text that are rigorously identical to the offending source;
- **Assumed similitudes**: these are the detected passages that are similar, the texts have some differences (for example: the utilisation of synonyms, rewording etc).
- **Accidental similitudes**: these are similarities detected on extracts of commonly found text. The similarity of your document is generally fortuitous.

Here we find the percentage 77% of global similarities.

Click on one of the sources and you will immediately be directed to the site in question.

MAIN SOURCES: Here are principal sources found in your document.

These sections clearly show the segments of text « copied and pasted » from the internet and used by the pupil.
Intéressons-nous à l’onglet « Sources » :

On this tab, you are presented with the categories of listed sources in your document:

- **The very probable sources**: List of sources the most easily copied by the pupil and where Compilatio.net has found an abnormally high rate of similarities.

- **The less probable sources**: List of sources quite easily copied by the pupil and where Compilatio.net has found some suspicious similarities.

- **The accidental sources**: List of sources where Compilatio.net has detected a very low rate of similarities with the pupil’s document.
5. **Compare your document with the sources found!**

Compilatio.net allows you to simultaneously compare side by side the student’s document with the sources or offending blocks of text.

A second window opens to the comparison page:
- Left side: the pupil’s document
- Right side: the offending source

To be able to have the 2 segments of text on the same level and easily compare them, it is recommended that you click on the chapter-tab « A1 ».
6. **Your analysis conclusions and results interpretation:**

In no way does Compilatio.net replace the judgement of the teacher. We give you all of the trails and evidence to support your conclusions.

**The results bar:**

- **Green:** less than 10% of similitude between the analysed document and the sources found.

- **Orange:** Between 10 et 35% of similitude between the analysed document and the sources found by Compilatio.net. This document is worth your attention. It is recommended that you verify the work plan with the pupil in question, their sources and the quotes used.

- **Red:** more than 35% of similitude between the analysed document and the sources found by Compilatio.net. It is recommended that you have a serious discussion with the pupil.

**Quotes from authors and text in quotation marks:**

To avoid any confusion or error, we have deliberately chosen not to differentiate between text with or without quotation marks. The pupil would only need to put quotation marks at the beginning and end of the of the text to obtain a plagiarism rate of almost 0%! Compilatio.net therefore automatically analyses the sentences in quotation marks, it is up to you to spot the true quotes from the fraudulent proverbs.

In general, when work has lots of quotes, its similitude rate oscillates between 10 and 35%, and the light is orange.

It is possible for you in this case to refine your results by activating the « Ignore » function.
7. **Refining your results:**

Compilatio.net gives you the possibility of refining the results to obtain the degree of accuracy that satisfies you.

The refining will allow you to gradually go from a percentage of similitude to a true plagiarism rate.

**In which circumstances should you refine your results:**

- you have allowed the usage of certain websites
- you have spotted correctly performed quotes

**>> Activate the « ignore » function and the percentage of the document will take into account your modifications in the calculation of the new similitude percentage.**

**« ignore » a source:**

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**Action d’« ignorer » un passage :**

This text extract is a properly referenced quote from the bibliography?

**Ignore this passage : it will no longer be taken into the global %**

You can at any time reintegrate the ignored source or passage.
8. **Sharing your conclusions:**

You want to announce the analysis results to your students? You just have to give your pupil the web address «Public Report» which can be accessed from your workspace. The pupil will then have access to the analysis report of the documents.

There are no copyright worries, this page will be completely anonymised.

Your «Public Report» page: Compilatio.net has also encrypted the pupil’s original text but left the similar parts visible.

The verification is very simple by comparing with the principal source.

The segments of text with no similitude to a source are encrypted as they are the pupil’s own work.
9. How to collect work via the collection page

In four steps you can incite your students to hand their work in via your account, by a secure web page, and save time!

Thanks to a document collection system, your pupils can easily hand their work in via a collection form:
1- You « activate » the collection page of the chosen folder ;
2-You convey the URL address of the collection page to all of your pupils ;
3- The pupils fill in the form, attach their work and confirm ;
4- You receive the work immediately in your account as well as the form information.

Presentation of the icons on your home page:

Click on the icon « Folder properties » to activate your « collection page »:

Modify the name of the file, the collection deadline date or the notifications of the end of the analysis.

Activate the collection of the documents by creating your « collection page » : click « YES » to activate this page.

Copy and paste the URL of your collection page here and convey the address to your students.

If you click on « view » you directly access your « collection page » as the student will view it.
You are back on your home page, to view the collection page click on:

You view the collection page.
Your pupils will use the form or e-mail (by choice) to hand in their work.

Handing in work by the « form » : Who does what?

- **The teacher**: You have already activated your collection page; you convey the address of the secure page to your students (ex: [www.compilatio.net/depose/gkt37](http://www.compilatio.net/depose/gkt37)).
  You will receive the pupil’s work as well as an acknowledgement of receipt in your account.

- **The student**: The student recopies the URL of the collection page into the browser.
  The student fills in the form by indicating their personal e-mail address so they can receive an acknowledgement of receipt for their work. The pupil loads their work and fills in the additional information.

Once the work has been loaded, the pupil must validate by clicking on « Confirm ».

They receive an acknowledgement of receipt in their personal e-mail inbox.

Your student’s work comes straight into your account. However, they do not have access to your work space!
10. Creating a new folder:

Would you like to reorganise your account, sorting the work by pupil, subject or class? You just have to create a new folder, give the folder a name and store all of the documents in it.

Click on the icon « Create a new folder »

Give a name to your folder, index your documents, change the settings of your collection page and Public Report page and click on « Create »

That's it, your folder has been created!
11. Deindexation, confidentiality et reference library:

Deindexing a document is the same as deleting it entirely from your database (or reference library) and the reference library of Compilatio.net. As a result, it will no longer be compared with any documents analysed in the future.

**Attention**: Putting a document in the wastepaper basket does not deindex it.

You can choose to deindex a document and make it confidential if it contains private data. For this, you have to go into the reference library.

**What is the reference library?**

The reference library is the list of all the documents loaded into your account: it is your database. You can add articles, publications and other reports that you find interesting and that you would like to compare with your pupil’s work. The reference library can be accessed from the home page of your account.

**How to make a document confidential:**

Access the home page and select the document that you would like to make confidential by clicking on the icon «Folder properties»:

A window opens: you can click on «non-indexed» to make it confidential and not authorise saving it in the Compilatio.net archives.

That’s it, your document is in confidential mode. You can see it from the icon:
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HOW TO EDUCATE STUDENTS
User Guide

- **Methodological reminders:**
  Students often plagiarise because of a lack of knowledge of the methodological rules. It is generally strongly recommended that the fundamental rules of quotation and writing are reminded at the start of each year and each project:
  - The pupils must mention the sources used in their work and gradually compile a bibliography during their writing;
  - They must give the name of the author when a quote is used and put it in quotation marks;
  - They must write their own documents in a way of gaining new knowledge and attaining the academic levels required by their establishment.

- **Convey your educational requirements:**
  The teachers must explain to the students their educational requirements for the writing of a collaborative work, from a dissertation to a general test:
  - the ability of assessing a problem;
  - documentary research and the acquisition of knowledge;
  - the structuring of information;
  - the written production and restitution of knowledge.

- **Warn of the usage of COMPILATIO.NET:**
  It is strongly recommended that the teacher informs the students of the use of anti-plagiarism software. The deterrent effect will be greater. It is also, of course, recommended that pupils are informed when their documents are analysed.

- **Remind students of the risks:**
  Compilatio.net incites establishments to make their anti-plagiarism actions official with internal rules. If these rules are signed at the beginning of the year by the students, it will raise awareness and protect the teacher. It sets the rules to be respected, the exam procedures, the steps taken in the case of fraud, the levels of punishment (minimum grades, year repetition, expulsion...) and will set guidelines in the case of an incident.

- **Regular use of the software during the year:**
  Plagiarism prevention is a long term effort. Active prevention and a large number of analyses during the year will back up your steps. The systematisation of the analysis will make your evaluation fairer (note: the number of analyses performed has no effect on the total cost for your establishment).

- **Use «Studium» in conjunction and involve your students:**
  To be able to differentiate between intentional and unintentional plagiarism, your establishment can provide students with the help tool for bibliographies Compilatio Studium.
If you need any help, please contact us at:

support@compilatio.net

You can also access a complete User Guide from your work space, in the help section.

The Compilatio.net team hopes that you enjoy using the software!