magister
by compilatio.net

FIRST STEPS WITH MAGISTER

The Magister software is a marking support tool to help you identify, check and prevent the possibility of plagiarism. It can be used directly over the Internet, and does not need to be installed on your computer. You have your own account and can perform unlimited analyses.

LOG IN:

At the site www.compilatio.net, enter your personal identifier and your password to access your new Magister interface.

The software enables you to:
- analyse a document and identify its sources;
- mark work with full knowledge of what you are marking;
- collect your students' documents remotely;
- archive and index projects (...);
- configure and organise your account.
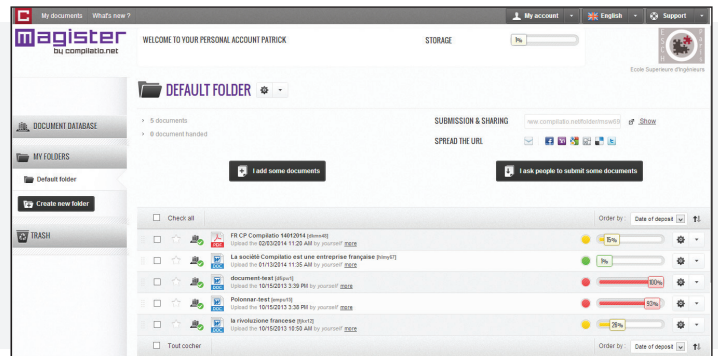
Which documents are your submissions compared with?

When you upload your students' submissions in digital format, you can compare them with a multitude of web pages, publications and documents (Word, Excel, PDF etc.) accessible on the web, as well as all the other documents analysed at your institution. You can also cross-compare them with documents from over 200 Compilatio.net partner institutions, representing tens of thousands of student projects.
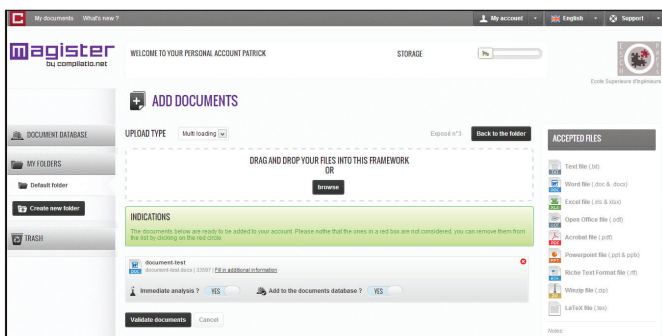
1.   UPLOAD A DOCUMENT:

You start in your "**default folder**". This central area includes all the basic folder actions: uploading and collecting documents and sharing the results. The tabs to the left allow you to browse easily through all your new folders and your **document database.**

In your default folder, click the "**I add some documents**" button.
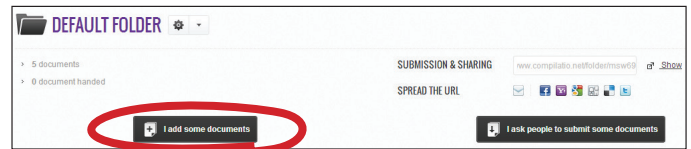
There are two ways of uploading documents:

*Dragging and dropping* the document or *browsing your folders.*

Note: in Internet Explorer, for technical reasons, documents can only be uploaded using drag and drop.

You can see your document awaiting uploading.
You can choose whether to analyse it immediately and/or index it in the reference library (your personal database).
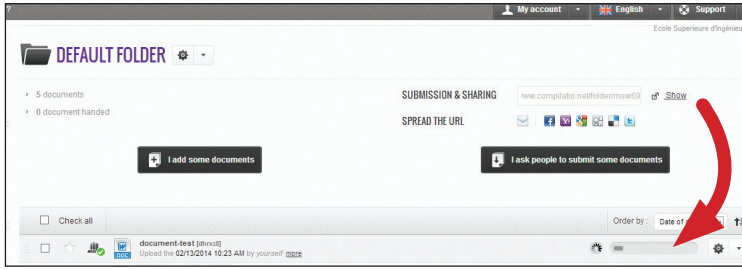
Note: If the file is shown in red, it is not supported by the software and cannot be processed.

Click "**Validate documents**".
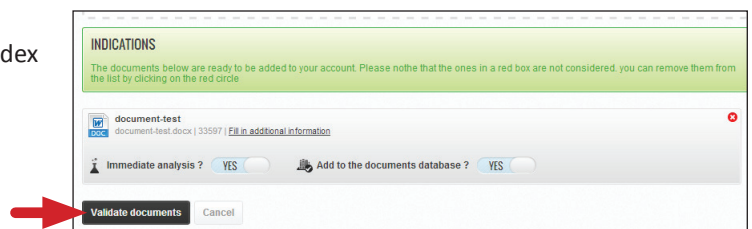
## 2.   START YOUR ANALYSIS AND INTERPRET THE RESULTS:

Uploading is complete and your analysis is in progress. The progress bar shows how far the analysis has proceeded.

1.   *If you have chosen immediate analysis:*
You will sometimes see the message "in-queue", meaning that your document has been uploaded and is now in the analysis queue.

2.   *If you have chosen immediate analysis:*
Click this button
to start the analysis.
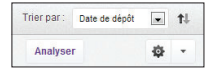
This document has reached 33% similarity.

Compilatio.net cannot replace the teacher's judgement. It is up to you to interpret this result on the basis of the type of document being analysed and the scoring system selected.

To avoid evaluation errors, the software always analyses all similar passages, including quotations that are correctly referenced. You can then separate legitimate quotations from dishonest borrowing.

To read the analysis report, click the document title or the results bar.
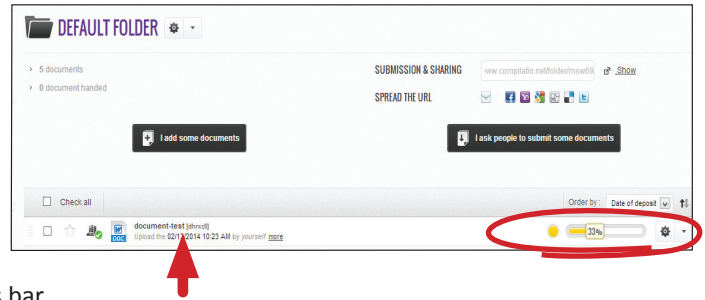
3.   READ THE RESULTS IN THE ANALYSIS REPORT:

Here is your analysis report. You can view your results in three different ways:

1.   *The report's "summary" tab*: a global overview of your document, with the top sources found and the corresponding similar passages. You can access the website directly by clicking on the source.

2.   *The "Full Text" tab*: your document in full.

3.   *The "Sources" tab of the report*: all the sources similar to your document sorted by % and by order of relevance.
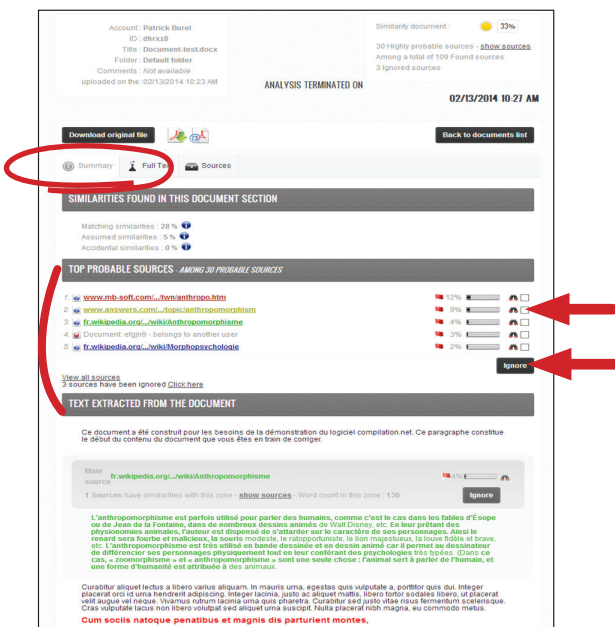
Options for reading the report:

Compare your document with the sources found: by clicking on the "binoculars" icon 👀 , you can compare the student's document directly with the suspicious websites side by side.

Refine your results: the "ignore" function allows you to tell the software to ignore certain sources to reach the degree of precision you want. These changes are taken into account when calculating the new similarity percentage.
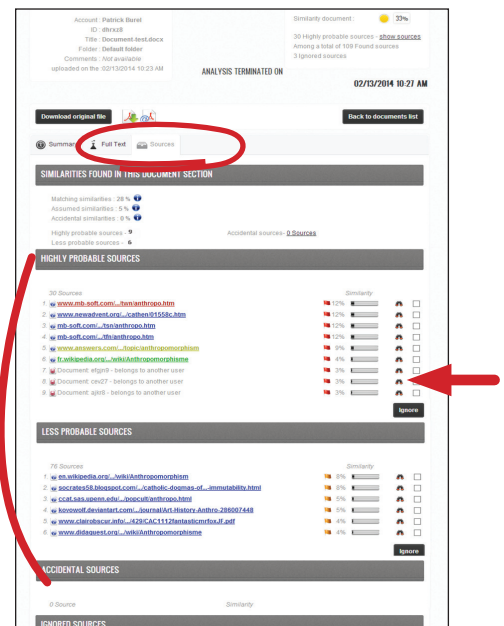
Understanding the source categories:

Highly probable sources: list of the easiest sources for the student to copy (most visited sites) where Compilatio.net has detected an unusually high level of similarity.

Less probable sources: list of sources that are fairly easy for the student to copy where Compilatio.net has detected a few suspect similarities.

Accidental sources: list of sources where Compilatio.net has detected a very low level of similarity with the student's document.

4. COLLECTING DOCUMENTS:

Your students' projects appear directly in your account without them even having access to your workspace. Encourage them to deliver their documents online via a secure web page in four steps:

1. Activate the "Collect" function: change your folder properties by clicking on
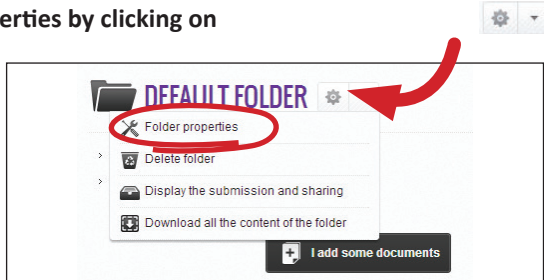
2. Then select the "Collection of documents" tab to set up the document collection process
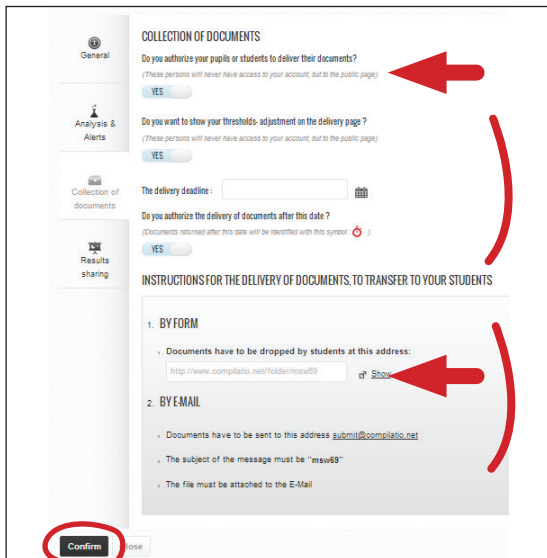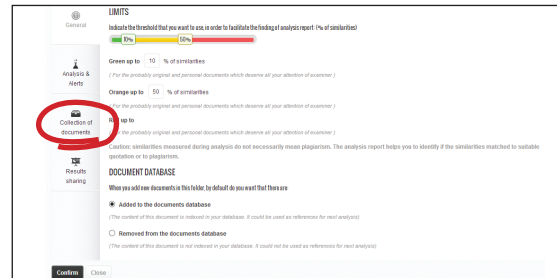
3. Authorise your students to submit documents by clicking **"YES".**
You can also set a deadline or add comments on how you will be marking the work submitted.

Don't forget to confirm your changes.

**4.** Send out the instructions for submitting documents:
- by using the form at the web address opposite (URL of the secure document collection web page);
- or by e-mail to the address remise@compilatio.net, with the folder identifier as the subject of the e-mail.

Finally, on your folder page, click the "**I ask peaple to submit some documents"** button to view your collection page:

How do students submit their documents?
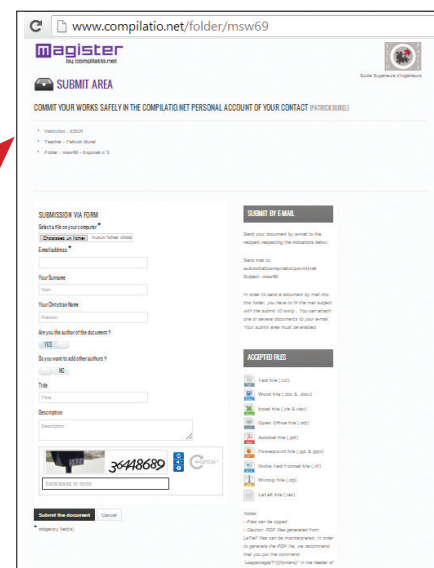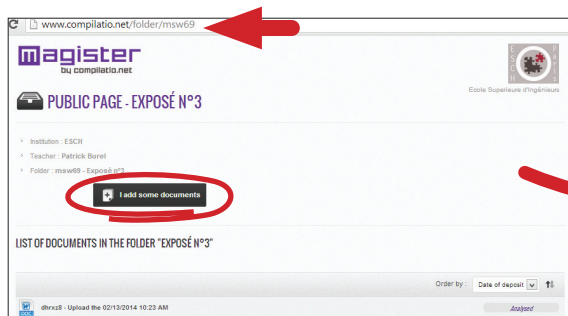
**Here is the public document collection page:**

The students copy the **URL of the collection page** into their browser.
They **fill in the form**, entering their personal e-mail address in order to receive the acknowledgement that the document has been received.
Then **they upload their work**, confirm that it has been uploaded and confirm the submission by clicking on"submit the document". Finally, they receive the **acknowledgement**.

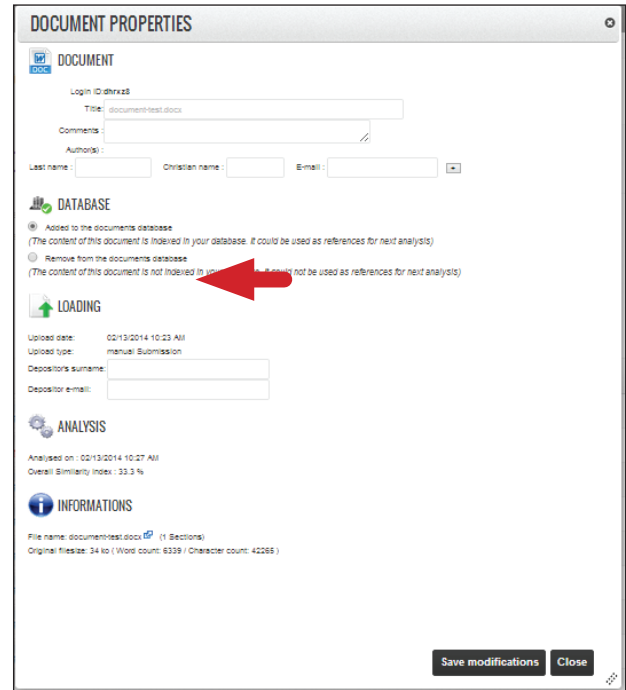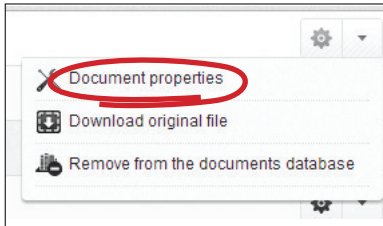# 5.   INDEX DOCUMENTS IN YOUR DOCUMENT DATABASE:

What is the document database?
The document database is the list of all the documents uploaded to your account. It is your personal reference library.

You can enrich it by adding articles, publications and reports you feel it would be useful to compare with your students' projects.
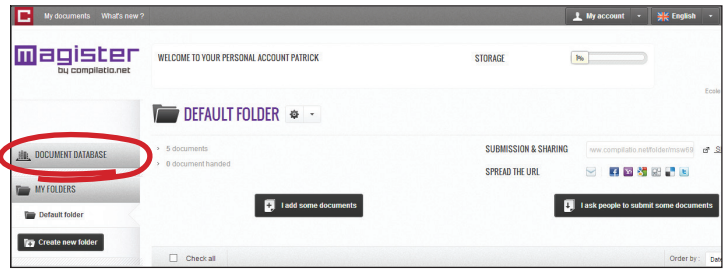
Do you want to remove/de-index a document in your document database?

Click "**Document properties**" and then "**Remove from your document database**".
*Note:* this action deletes the document entirely from your database and from Compilatio.net. It will no longer be compared with any other documents you analyse.

Back in your folder, this symbol in front of the name of each document tells you its indexing status at a glance.

6.   ORGANISE AND CONFIGURE YOUR ACCOUNT:

Organise your account, sort your documents by student, subject or class:
Just create a new folder and set it up to suit your needs: scoring thresholds, automatic or batch analyses, indexing in the reference library, automated document collection, result sharing.
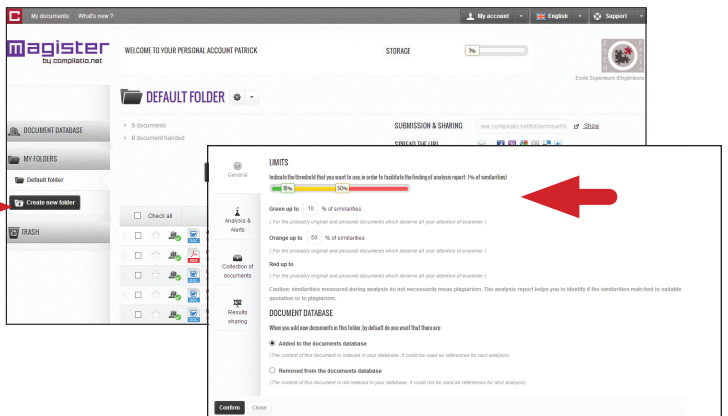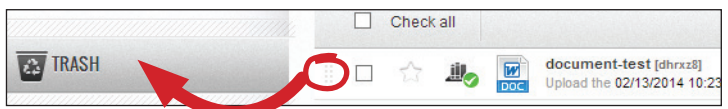

Configure your traffic lights:
*New:*You can now set your own scoring thresholds.

Sort documents and put them in the recycle bin:
To put a document in the recycle bin (trash), click on the handle next to each document, drag it and drop it in the "**Trash**" folder.
Note: placing a document in the recycle bin does not de-index it.

The Compilatio.net team hope you enjoy using the software.