

The logo for 'identific' features the word in a white, lowercase, sans-serif font. The letter 'i' is stylized with a small yellow square above its dot. The entire logo is set against a dark grey rectangular background.

identific

# Plagiarism checker and AI detector user guide

2024

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### New password

# 1. LOGGING IN AND SYSTEM SETTINGS

A link for logging in: [app.identific.com](http://app.identific.com)

You will receive a letter containing a link, and you will need to create a password. Please press the **Submit** button to verify your email and password. If you would like to continue your session with the Identific system, press **Go to login**.

If you don't have an Identific login, please contact your institution's Identific administrator or educator for assistance.

## Login

## 1. LOGGING IN AND SYSTEM SETTINGS

Log into the system by typing your user name (email address) and a password.

By clicking on the settings icon in the top bar you will be able to set your personal settings. Here you can change the password, email, time zone and the language of the user interface.

The screenshot shows the top navigation bar with a user profile icon and the text "Laura [Super Admin]". Below it, the "Password" tab is selected. The main content area is titled "Change password" and includes a note: "Password must contain at least one number and both uppercase and lowercase letters with min length of 8."

This screenshot shows the same "Change password" form but with two input fields: "New password" and "Confirm new password". A "Save" button is located at the bottom right of the form.

 **Assignments** Documents Users Statistics API Databases Support Contract cheating

## 2. MAIN MENU

**Assignments.** Here you can create and list assignments, review received documents, and generate similarity reports.

**Documents.** Your personal documents, your students documents as well as archived documents.

**Users.** User creation and listing. Ability to grant rights and limits.

**Statistics.** Data, reports, diagrams.

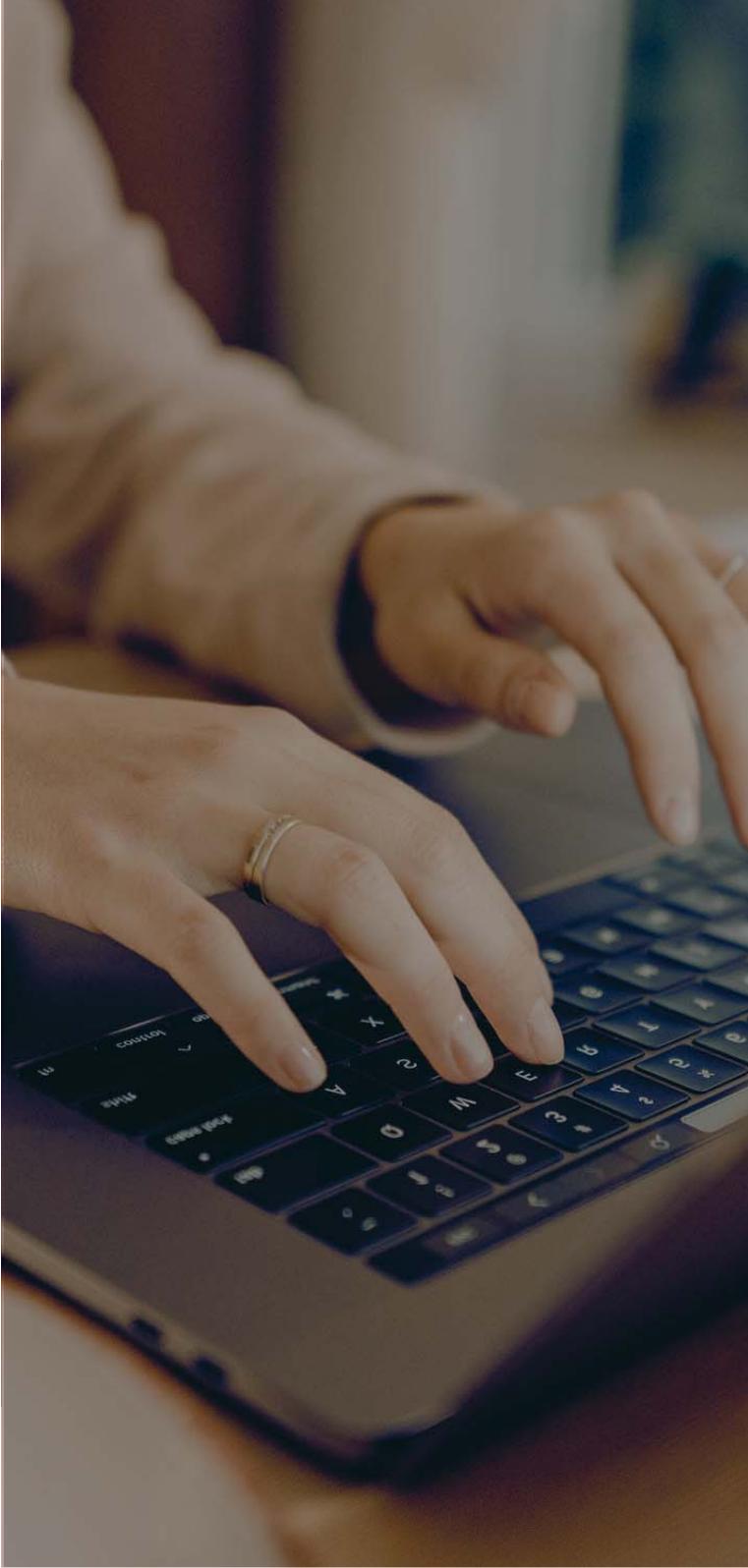
**API.** Our solution can be integrated with any information system (IS) using API.

**Databases.** Create and manage a private collection of documents, index them, and compare student submissions in real-time to prevent plagiarism within the same course.

**Support.** Reporting about system errors.

**Contract cheating.** Upload and compare student works to detect potential authorship issues by analyzing writing styles.

**Citation builder.** Helps you create and test rules for formatting citations, ensuring they meet specific reference styles like APA, MLA, Chicago.



## 3. UPLOADING DOCUMENTS FOR SIMILARITY CHECKING

You can check the documents in any way you like:

3.1. Directly upload.

3.2. By uploading the document directly to the system.

3.2.1. Document uploading by the student via assignment to Identific system.

3.2.2 Document uploading by a generated link to Identific system.

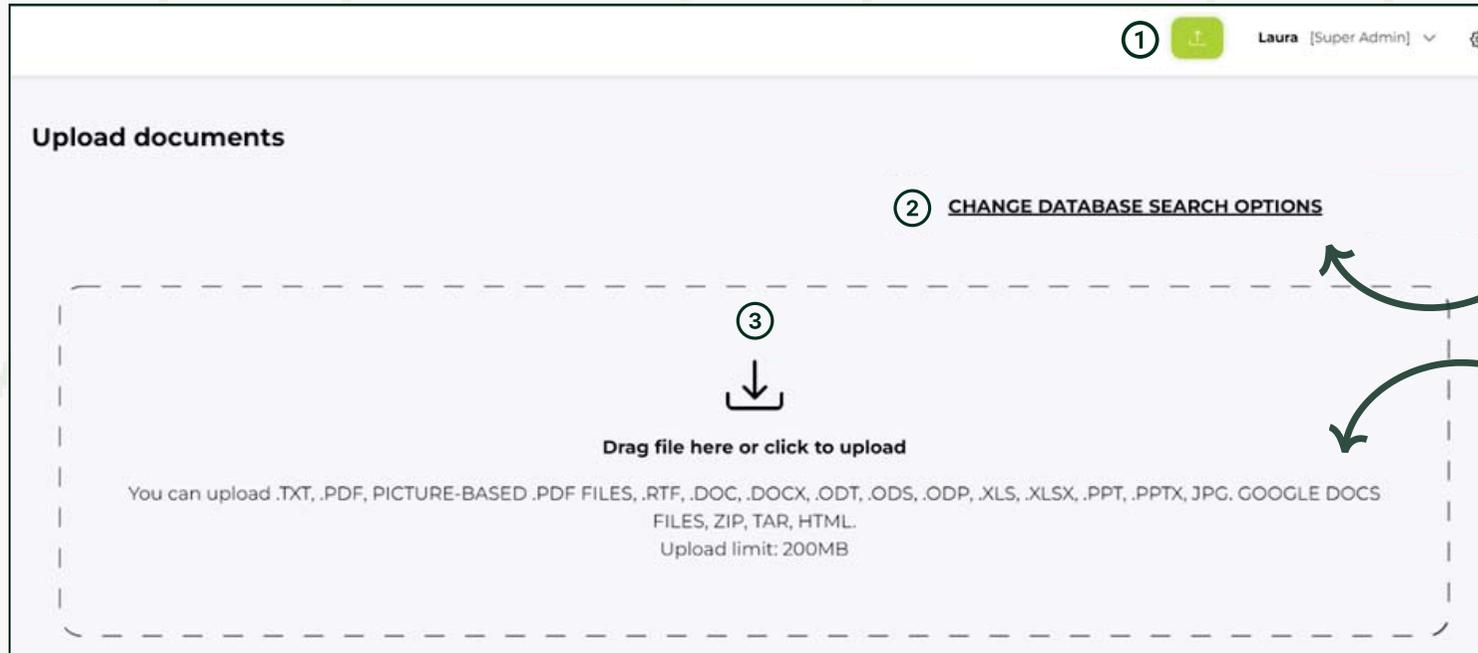
3.2.3 Document uploading by a generated mail to Identific system.

4. Moodle (External tool via LTI).

5. Integration with API.

### 3.1 DIRECTLY UPLOAD

On any page of our SaaS, you can see the **Upload a File** icon (1.)



If you need to change database search options, press (2.) and select the most suitable option for you ([read more about that below](#)).

After that, click **Drag file here or click to upload**. Browse through the files on your computer manually or drag and drop the required file into the center of the dropzone (3.).

#### IDENTIFIC READS THE FOLLOWING FORMATS:

.txt, .pdf, picture-based .pdf files, .rtf, .doc, .docx, .odt, .ods, .odp, .xls, .xlsx, .ppt, .pptx, .jpg, Google Docs files, .zip, .tar, .html.

#### DOCUMENT UPLOAD LIMIT:

up to 200 MB.

## TO CHECK A DOCUMENT, CHOOSE THE DATABASE YOU WANT TO CHECK:

**Public.** Document checking will be processed with the public internet database.

**Shared database of universities.** Document checking will be processed with other educational institutions such as universities, researchers, scientific journals who have joined the Identific system and agree to share their documents for text similarity checking.

**Your organization.** Document checking will be processed just with your institution database.

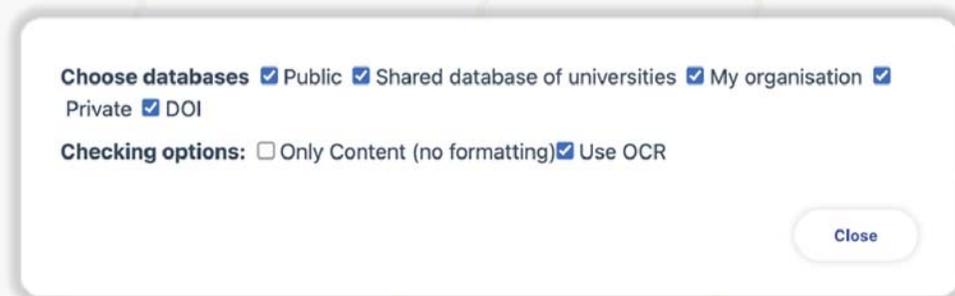
**Private.** Document checking will be processed just with your personal database.

**DOI.** Document checking will be processed just with the DOI (scholarly articles) database.

## CHECKING OPTIONS:

**Only Content Feature.** This feature allows a document scan to proceed without retaining the original formatting. We recommend using it when the document cannot be analyzed.

**OCR (Optical Character Recognition)** provides the ability to scan and analyze text documents in image formats.



Choose databases  Public  Shared database of universities  My organisation   
Private  DOI

Checking options:  Only Content (no formatting)  Use OCR

Close

By default, document checking will be processed in all databases.

If you want to change the settings, you can do it on demand.



### 3.2 UPLOADING THE DOCUMENT DIRECTLY TO THE SYSTEM

In order to make it easier for an educator to review students documents, the system has the **possibility to involve students by creating assignments for them.**

After a student/students submit their completed documents to the system via **submission, email, or a generated link**, an educator will be able to see their text similarity report on his assignments in the Identific system.

#### 3.2.1 DOCUMENT UPLOADING BY THE STUDENT VIA ASSIGNMENT

In the system, you can create assignments and assign them to the student. To create an assignment, in the main menu select **Assignments** and press a button **(1.) + New assignment.**

Status	Name	Assistants	Deadline	Submissions
✔	Test		2024-07-23	0

Type in the title of the assignment and a description, select resubmits limit, as well as starting and deadline dates.

The screenshot shows the 'New assignment' form with the following fields and options:

- Title:** A text input field with the placeholder 'Title'.
- Description:** A text input field with the placeholder 'Description'.
- Submission type:** A dropdown menu with options: Upload, Upload, e-mail, and Link. The first 'Upload' option is selected.
- Maximum resubmits:** A text input field with the value '1'.
- Starting:** A date and time input field with the value '2024/07/23 08:32:38'.
- Deadline:** A date and time input field with the value '2024/07/30 08:32:38'.
- Additional settings - (1):** A button that opens a settings panel.
- Choose databases:** A section with checkboxes for Public, Shared database of universities, My organisation, Private, and DOI, all of which are checked.
- Send notification to the user when the file analysis is complete:** A checkbox that is currently unchecked.
- Show score to students (2):** A checkbox that is currently unchecked.
- Show report to students (3):** A checkbox that is currently unchecked.
- Create (4):** A button at the bottom right of the form.

Select submission type here. (Read more about [e-mail](#) / [link](#) submissions below)

When you have entered all the information click **(4.) Create.**

When you press **Additional settings, (1.)** you can choose databases and also mark if you want to send a notification when the file analysis is complete.

When creating an assignment, you can choose whether students can see: **(1.)** the text similarity score and **(2.)** the detailed similarity report, with these options available at the bottom of the table.

The assignment is still a draft. To make it active, please press on **Make active ( 1. )**

**Test** Edit assignment Upload Delete

**Draft of assignment**  
Add one or more users and make this assignment active **1** Make active

**Description:** Test/test  
**Starting:** 2024/07/18 10:02:44  
**Deadline:** 2024/07/25 10:02:44  
**Maximum resubmits:** 1

Choose assistant **2** Add

Choose user **3** Add

Add users from a previously created assignment... **4** Add

If you want to share your assignment with your assistant which helps you manage assignments, type the name and the surname in the Choose an assistant field and press **Add ( 2. )**

To add a student/student's type the name and the surname in the Choose a user field and press **Add ( 3. )**

If you want to add students from previously created assignments, press on the field - **( 4. )**, and select the assignment name.

**Note:** After an assignment is made active, students will receive an email requesting them to submit the required paperwork. The assistant will be able to manage the assignments you have created.

**Note:** if you can't find your student on the list. Go to User in the menu and create a new user.

### 3.2.2 DOCUMENT UPLOADING BY THE STUDENT VIA LINK

When creating a new assignment type in the title of the assignment, select resubmits limit, as well as starting and deadline dates. Submissions type choose **Link** and click **Create**.

The assignment is still a draft. To make it active, please press on **Make active ( 1. )**

**Test** Edit assignment Upload Delete

**Draft of assignment**  
Add one or more users and make this assignment active

① **Make active**

**Description:** Test/test  
**Starting:** 2024/07/18 10:41:35  
**Deadline:** 2024/07/25 10:41:35  
**Maximum resubmits:** 1

Choose assistant Add

**Link submission:**  
② [https://app.identific.com/upload/assignment/tes\\_wdh6ge0v](https://app.identific.com/upload/assignment/tes_wdh6ge0v)

Copy the submission link and **share** it with students ( 2. )

### HOW TO UPLOAD A DOCUMENT VIA LINK

When choosing to submit assignments via a link, follow these steps:

- Enter your full name in the specified field.
- Provide your email address. Upload document.

### 3.2.3 DOCUMENT UPLOADING BY THE STUDENT VIA EMAIL

When creating a new assignment type in the title of the assignment, select resubmits limit, as well as starting and deadline dates. Submissions type choose **Email** and click **Create**.

The assignment is still a draft. To make it active, please press on **Make active ( 1. )**



The screenshot shows a web interface for creating an assignment. At the top right, there are buttons for 'Edit assignment', 'Upload', and 'Delete'. Below these is a yellow banner with the text 'Draft of assignment' and 'Add one or more users and make this assignment active'. A green button labeled 'Make active' with a circled '1' is positioned on the right side of this banner. Below the banner, the assignment details are listed: 'Description: Test/test', 'Starting: 2024/07/18 10:55:44', 'Deadline: 2024/07/25 10:55:44', and 'Maximum resubmits: 1'. There is a dropdown menu for 'Choose assistant' with an 'Add' button. Below that, the 'Email submission:' field contains the email address 'tes\_ml263@submission.oxsico.com' and is marked with a circled '2'. A curved arrow points from the 'Make active' button towards the email submission field.

Copy submission email and **share** it with students ( 2. )

### HOW TO UPLOAD DOCUMENT VIA EMAIL

When choosing to submit assignments via email, educators must send each student a unique email address. The student will then need to compose a new email from their own email account, attach their assignment document, and send it to the provided unique email address for submission.



## 4. REVIEW OF SUBMITTED DOCUMENTS

After a student completes an assignment and submits it to the system, an educator will be able to see it's similarity indicators and a generated similarity report:

**Submissions.** Students list who submitted their paperwork.

**Unsubmitted.** Students list who did not submit their paperwork. Please take a note, if a student still hasn't provided a document and the deadline for uploading a document is 5 days or sooner, the system will automatically send a reminder letter to a student to submit paperwork to an assignment.

**Risky submissions.** Student list with submitted paperwork which similarity score is over allowed maximal plagiarism scores settled by University administrator or you. You can set [plagiarism score settings](#) in **Documents > Risky documents > Settings**.

## 4. REVIEW OF SUBMITTED DOCUMENTS

Wait for the checking process to be completed, which will depend on the size of the document. After uploading the document, you will see it in Documents > My Documents. Once the process is finished, click on the filename to view the text similarity report.

①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬
USER	STATUS	FILENAME	UPLOADED	PAGES	★	✍	🔍	🗨	📄	📄	📄	📄
Name, surname	✔	<a href="#">Test Identific.docx</a>	2024/06/21	2	71%	5%	0%	0%	28%	📄	+	☐
Name, surname	✔	<a href="#">Test Identific.docx</a>	2024/06/21	54	97%	7%	62%	0%	13%	📄	-	☐

- 1. User name
- 2. Document status
- 3. File name

- 4. Uploaded date
- 5. Pages count
- 6. Similarity score

- 7. Paraphrasing score
- 8. Inclusions score
- 9. Citing score

- 10. AI detection score
- 11. Download original document
- 12. Document index information
- 13. Choose/select document

# 5. REPORT WINDOW MANAGEMENT

The report control window consists of three parts:

**Top bar** - document information.

**Left side** - paperwork with highlighted text.

**Right side** - indicators control bar: similarity with sources, paraphrasing, citing, inclusions, issues.

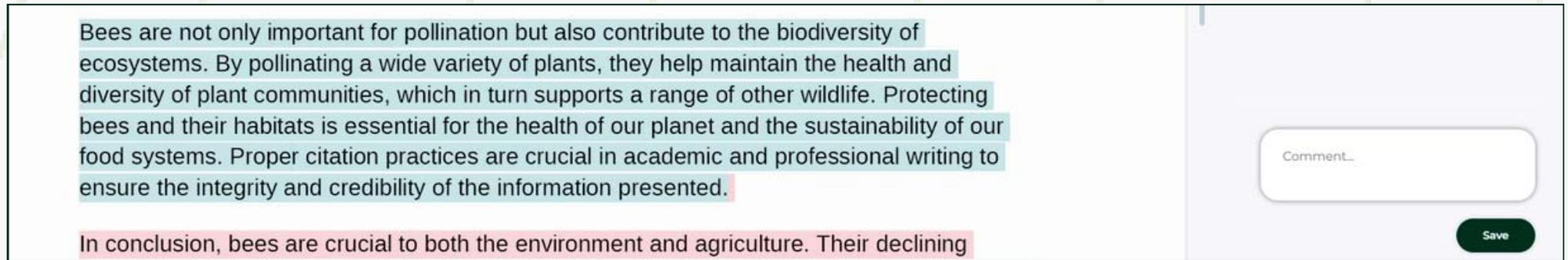


In the top left corner, you can see the students first and last name and the title of the uploaded paperwork (1.). In the top right corner, you can see **Download the PDF report** (2.) and the number of pages and the word count (3.). Additionally, press **Comments** below (4.) if you want to add some. ([Read about commenting in the next slide.](#))

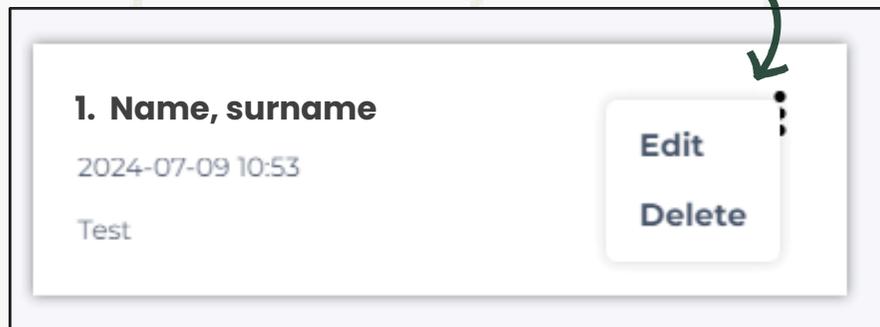
## COMMENTING

While reviewing the report you can write comments to yourself or the student. You can do this by clicking on the **Comments** button in the right corner of window. Comments are visible for the student and the educator.

After enabling the commenting, click and **select the location** (marked with green color in the picture) in the document you want to comment on and write a comment in the text box on your right. Click **Save** to save.



The screenshot shows a document editor interface. On the left, there is a text box with a paragraph of text. The first part of the paragraph is highlighted in light blue, and the second part is highlighted in light pink. On the right, there is a comment input field with the placeholder text "Comment..." and a dark green "Save" button below it.



The screenshot shows a comment card. It contains the following information: "1. Name, surname", "2024-07-09 10:53", and "Test". To the right of the text is a button with "Edit" and "Delete" options, and a vertical ellipsis menu icon above it.

Each comment can be edited and deleted. To post a new comment, select the location in the document you want to comment on.

## HOW TO REMOVE FALSE POSITIVES

While reviewing the report, you can set filters by clicking on the icon with three dots. When opening the filter, you will see two options:

**Count as similarity after word count:** choose a number to set the minimum word count for similarity detection. For example, if you enter 5, the system will exclude from evaluation all sources with 5 or fewer words in the documents.

**One layer score:** turn this option on or off to enable or disable one-layer scoring.

Make adjustments and press **Submit** to save your settings.



The screenshot shows the Identific interface for a document titled "Laura Test 2.docx". The document has 7 pages and 1579 words. The main content area displays the title "Bees: Essential Pollinators and Honey Producers". On the right side, there are filter settings: "Count as similarity after word count" is set to 0 (68% score), and "One layer score" is turned off (10% score). A "Submit" button is located below these settings. The Identific logo is in the top right corner.

This close-up shows a source entry for "Bee - Wikipedia" with a 41.61% similarity score. The source URL is "en.wikipedia.org/wiki/...". A green square highlights a "Remove" button (an 'X' icon) next to the source entry. The overall score for this source is 10%.



To view the source, click on the link marked with the icon. After evaluating a source, if you do not consider it plagiarism, you can remove it from the score by clicking the **Remove button - X**.

## EXCLUDED SOURCES FROM THE EVALUATION

In the report window, at the bottom of the source bar, you'll always see sources that have been removed from the assessment by the user or by a filter. If the supervisor accidentally excludes a source, he can add it back using the **Add** button.

**Bees: Essential Pollinators and Honey Producers**

Bees are winged insects closely related to wasps and ants, known for their roles in pollination and, in the case of the best-known bee species, the western honey bee, for producing honey. Bees are a monophyletic lineage within the superfamily Apoidea. They are currently considered a clade, called Anthophila. There are over 20,000 known species of bees in seven recognized

Removed from report

41.61% Bee - Wikipedia  
en.wikipedia.org/wiki/...

39.27% www.gbif.org  
www.gbif.org/species/...

You can analyze the document in the following ways:

- Analyze all sources in the source bar on the right.
- Read the document and analyze separate highlighted areas by clicking on them.

## 6. SIMILARITY REPORT WINDOW

The text of the document is highlighted in six colors:

### SIMILARITY

Red indicates text overlaps with other sources

### PARAPHRASING

Yellow indicates possible paraphrasing of other sources or embedded words.\*

### CITING

Quotes are marked in green

### INCLUSIONS

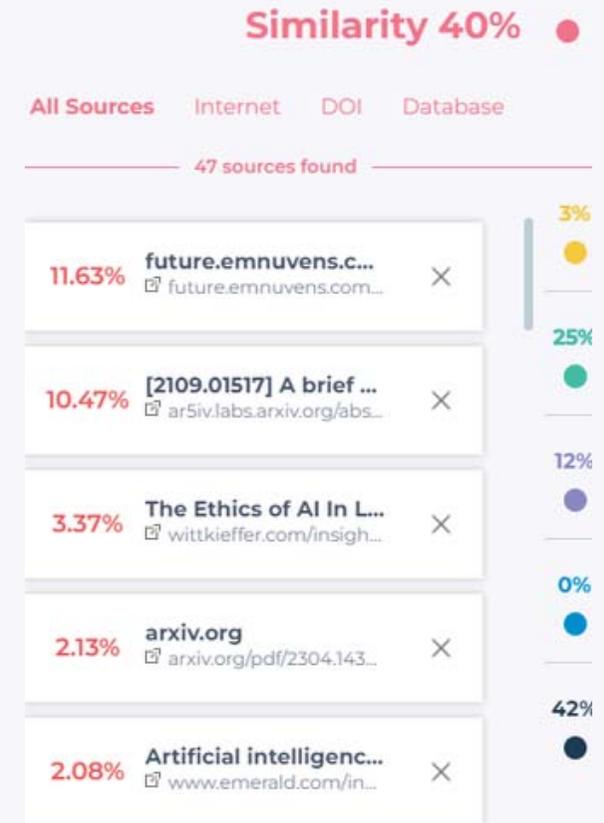
Purple indicates incorrect citation

### ISSUES

Blue indicates inserted characters, which indicate problem areas

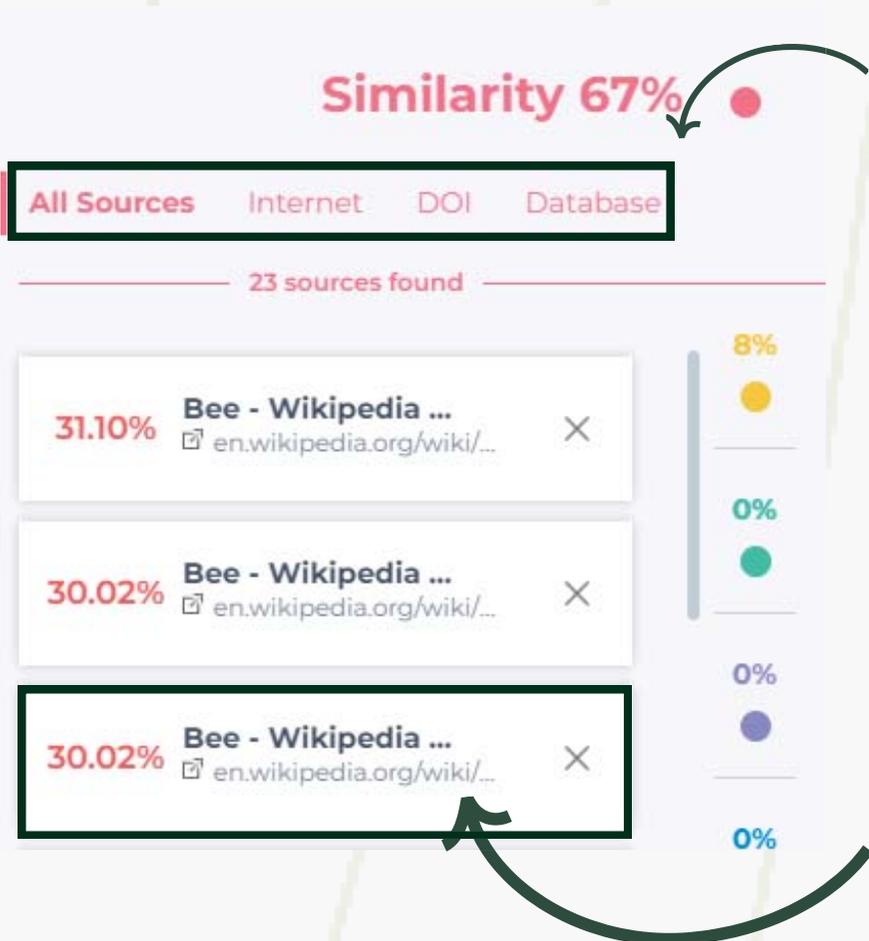
### ARTIFICIAL INTELLIGENCE

Grey indicates probabilistic assessment of AI-generated content



## 6.1 SIMILARITY SCORE

Similarity score shows the percentage of text in the document that overlaps with other sources.



### THE SIMILARITY SCORE HAS FOUR SOURCE FILTERS:

**All sources.** All sources found in the document.

**The Internet.** All public resources.

**DOI.** Sources of scientific articles.

**Database.** All sources on your own personal database.

The source card provides **a percentage, source name, and a reference (a link).**

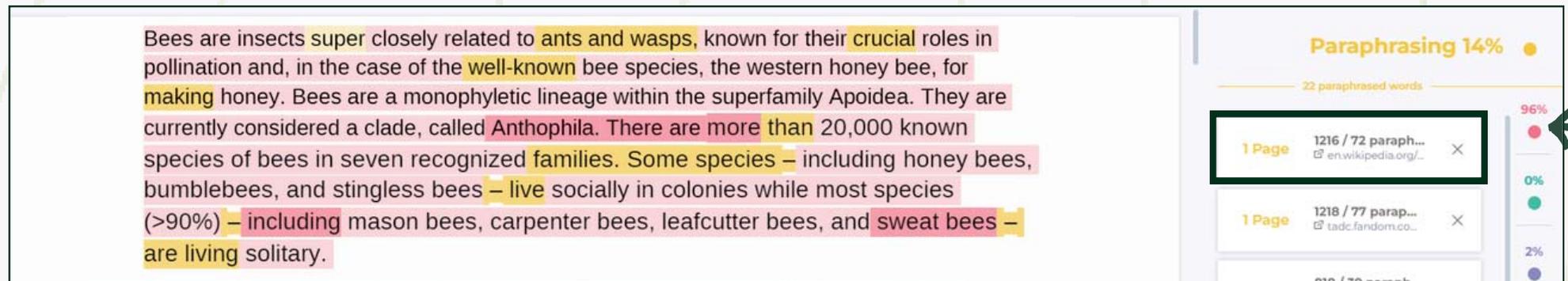
The percentage indicates how much of this source is used throughout the written work.

**To view the source, click** on the link marked with the icon. If you click on the source card in the source bar, the system drops you in the location of the similarity source in the document.

## 6.2 PARAPHRASING SCORE

This indicator shows how many paraphrased or inserted words there are in the written document.

**Note:** Detected sources are associated with similarity. If you remove the source from the assessment, the paraphrasing score will change as well.



Bees are insects super closely related to ants and wasps, known for their crucial roles in pollination and, in the case of the well-known bee species, the western honey bee, for making honey. Bees are a monophyletic lineage within the superfamily Apoidea. They are currently considered a clade, called Anthophila. There are more than 20,000 known species of bees in seven recognized families. Some species – including honey bees, bumblebees, and stingless bees – live socially in colonies while most species (>90%) – including mason bees, carpenter bees, leafcutter bees, and sweat bees – are living solitary.

Paraphrasing 14% ●

22 paraphrased words

Page	Words	Similarity	Remove
1 Page	1216 / 72 paraph... en.wikipedia.org/...	96%	X
1 Page	1218 / 77 parap... tadc.fandom.co...	0%	X

The paraphrasing card provides information on which page paraphrasing is detected.

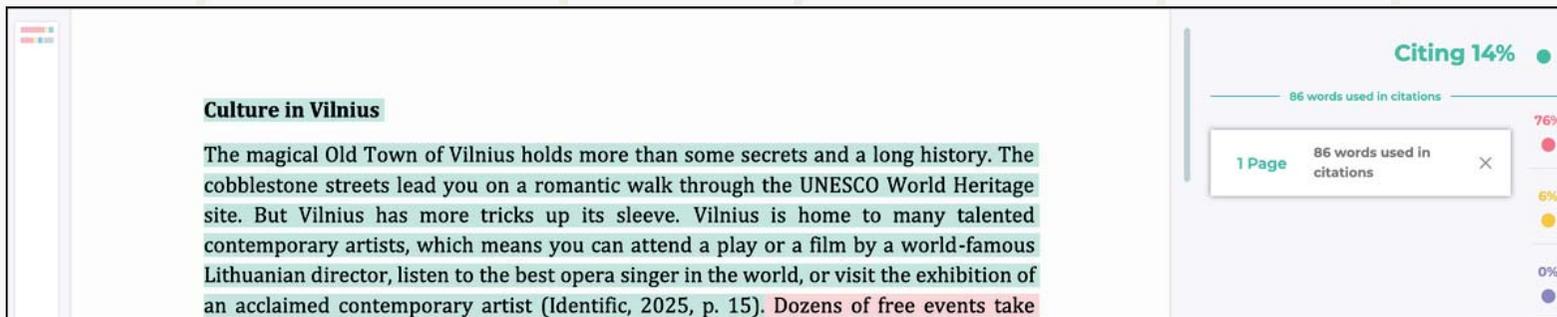
Numbers **1216/72** shows how many source words are used in the text and how many of them have been paraphrased or inserted.

To view the source that was used for the paraphrase, click on the **link**.

After evaluating that inserted or paraphrased words are not considered as paraphrasing, you can remove them from the evaluation by pressing **remove icon - X**.

## 6.3 CITING SCORE

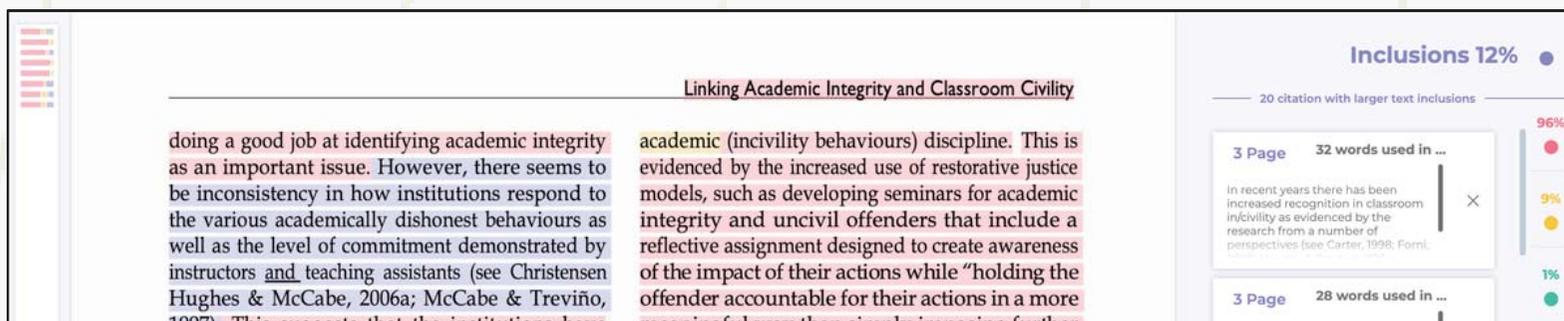
The citation rate shows what percentage of the text is quoted in the document. To view a quote, click on the card in the citations bar or on the green highlighted text in the document. The card displays a page with a quote and the number of words used.



The screenshot shows a document titled "Culture in Vilnius" with a highlighted quote: "The magical Old Town of Vilnius holds more than some secrets and a long history. The cobblestone streets lead you on a romantic walk through the UNESCO World Heritage site. But Vilnius has more tricks up its sleeve. Vilnius is home to many talented contemporary artists, which means you can attend a play or a film by a world-famous Lithuanian director, listen to the best opera singer in the world, or visit the exhibition of an acclaimed contemporary artist (Identific, 2025, p. 15). Dozens of free events take". To the right, a summary card displays "Citing 14%" and "86 words used in citations". Below this, a list of citation cards is shown, with the top card indicating "1 Page" and "86 words used in citations". A green arrow points from the text above to the summary card.

## 6.4 INCLUSIONS SCORE

The quote consists of 10-250 words. Smaller and larger blocks of text are no longer considered as quotes, even if they comply with the rules. A block of citation that completely overlaps with the source (one hundred percent) that enters the block of overlaps (overlaps or is enclosed) from both the left and right is an improper citation, inclusions.



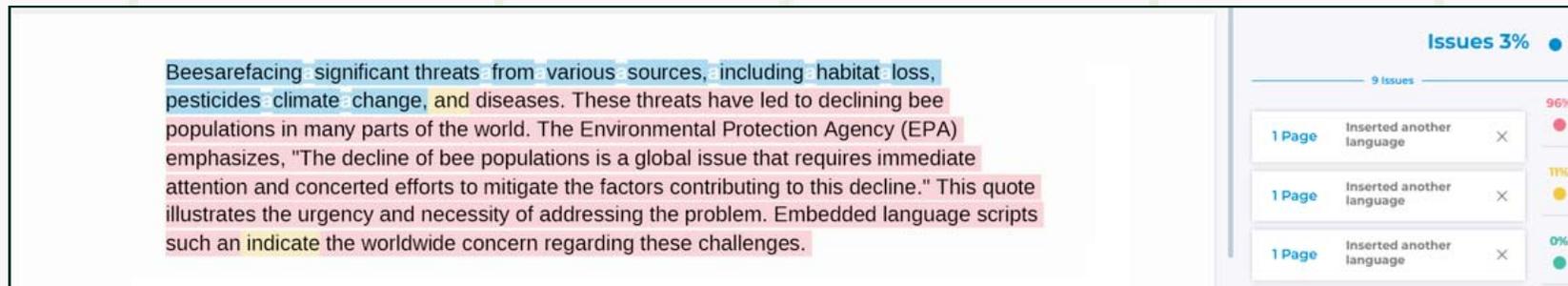
The screenshot shows a document titled "Linking Academic Integrity and Classroom Civility" with a highlighted quote: "doing a good job at identifying academic integrity as an important issue. However, there seems to be inconsistency in how institutions respond to the various academically dishonest behaviours as well as the level of commitment demonstrated by instructors and teaching assistants (see Christensen Hughes & McCabe, 2006a; McCabe & Treviño, 1997). This suggests that the institutions have academic (incivility behaviours) discipline. This is evidenced by the increased use of restorative justice models, such as developing seminars for academic integrity and uncivil offenders that include a reflective assignment designed to create awareness of the impact of their actions while 'holding the offender accountable for their actions in a more meaningful way than simply imposing further". To the right, a summary card displays "Inclusions 12%" and "20 citation with larger text inclusions". Below this, a list of inclusion cards is shown, with the top card indicating "3 Page" and "32 words used in ...". A green arrow points from the text above to the summary card.

## 6.5 ISSUES SCORE

Cheat detection employs various techniques to uncover any academic misbehavior or attempts to trick the plagiarism checker service. For example, characters inserted from other scripts, and picture insertion instead of text.

### Issues detection includes:

- Detection of letters from different language scripts.
- Residual characters from copying & pasting. The technology identifies residual characters that sometimes appear when copying text from PDF files.
- White characters instead of spaces.



The screenshot displays a text editor with a paragraph about bee populations. Several words and phrases are highlighted in blue and pink, indicating detected issues. To the right, a sidebar shows the overall 'Issues 3%' score and a list of three detected issues, each labeled '1 Page' and 'Inserted another language'.

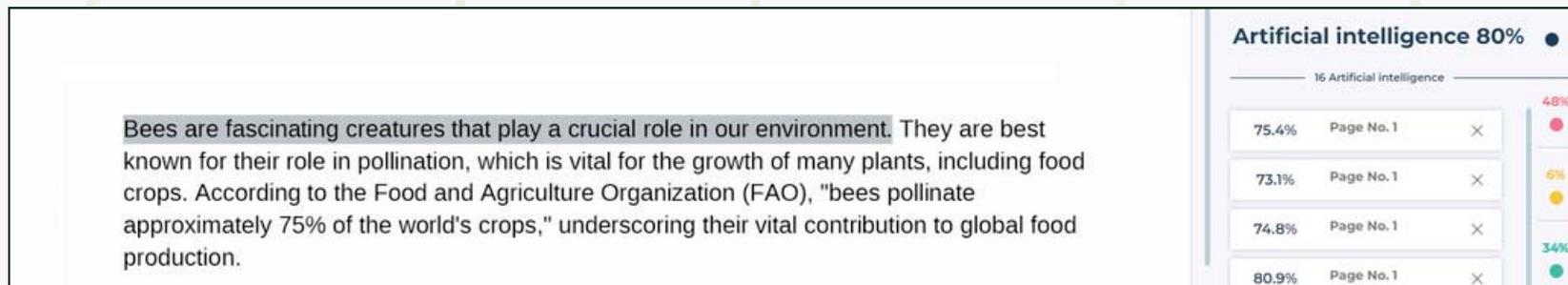
Page	Issue	Score
1 Page	Inserted another language	96%
1 Page	Inserted another language	11%
1 Page	Inserted another language	0%



## 6.6 ARTIFICIAL INTELLIGENCE (AI) DETECTION SCORE

This indicator provides a probabilistic assessment of the percentage of AI-generated text in the written paperwork. Detected AI-generated content is highlighted in gray.

When evaluating given results, it is important to remember one simple rule: **If the model indicates a higher than 50% probability that the text was created by AI, we can assume it was written by AI. If the probability is less than 49%, it is recommended to evaluate the content as human-written.**



The screenshot displays a text analysis interface. On the left, a text snippet is shown with a portion highlighted in gray: "Bees are fascinating creatures that play a crucial role in our environment. They are best known for their role in pollination, which is vital for the growth of many plants, including food crops. According to the Food and Agriculture Organization (FAO), 'bees pollinate approximately 75% of the world's crops,' underscoring their vital contribution to global food production." On the right, a sidebar titled "Artificial intelligence 80%" shows a list of 16 items, each with a detection percentage and a "Page No. 1" label. The items are: 75.4%, 73.1%, 74.8%, and 80.9%. A vertical bar on the right side of the sidebar indicates the overall detection score of 80%.

Detection Score	Page No.
75.4%	Page No. 1
73.1%	Page No. 1
74.8%	Page No. 1
80.9%	Page No. 1



## 6.7 DOWNLOAD PDF REPORT

After analyzing sources you can download the document report by clicking on the green circle icon in the left upper corner.

You can download:

Abbreviated Report (**Download report summary**) - it is a single A4 sheet report with general document information and scores.

Full Report (**Download report**) - it is all full document version with highlighted text, sources, links, and percentage of text.

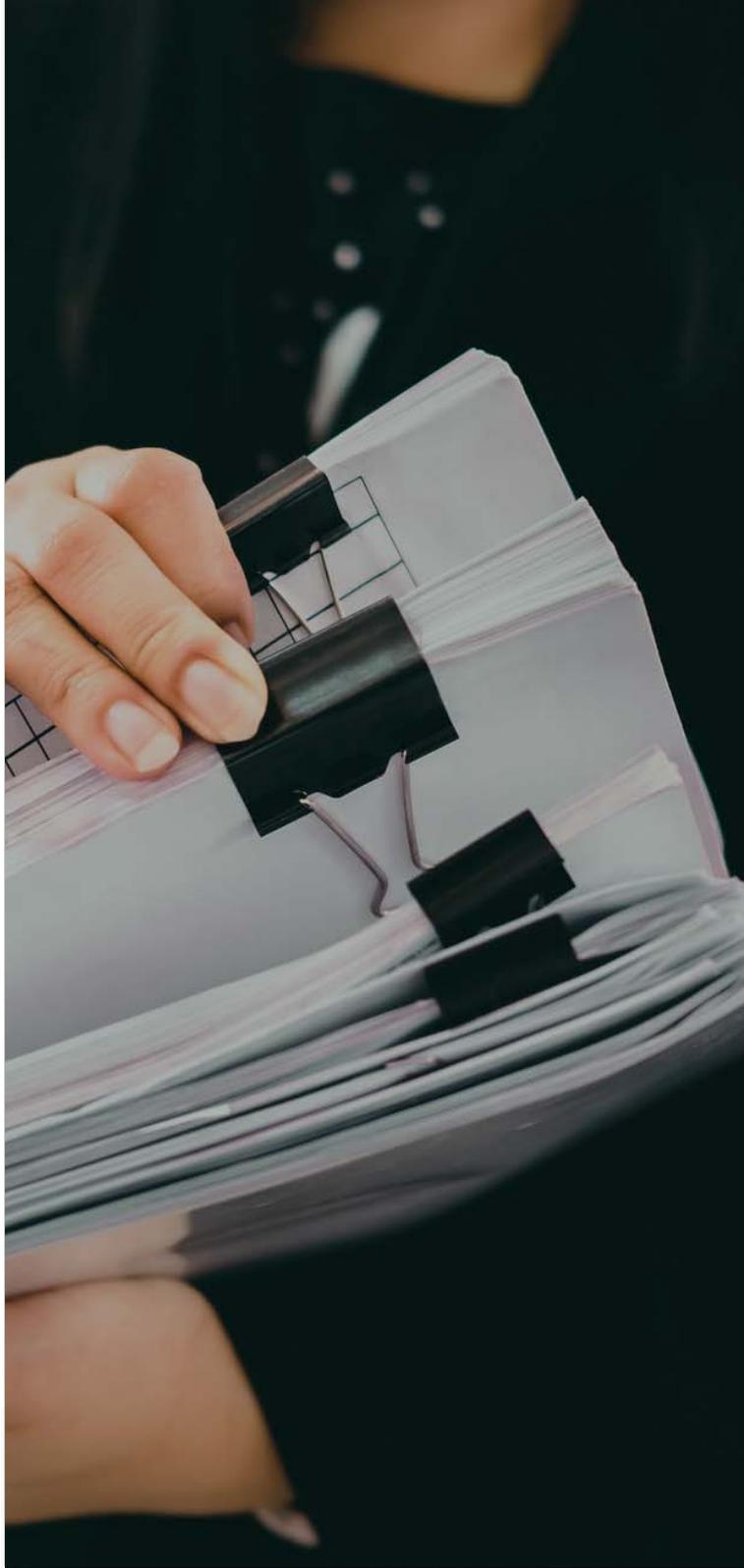
AI Report (**Download AI report**) - it is a full document version with highlighted text which was generated by AI, and the percentage of AI - generated text in a document.



Icons near downloading options indicate the document status:

- Yellow hourglass ⌚ : the generation process is ongoing.
- Green download icon: 📄 the PDF is ready to download.
- Red flag: 🚩 an error occurred during generation, please contact support.
- Red hourglass ⌚ : generation has not started.





## 7. DOCUMENTS

**My documents.** All documents uploaded by you as user. Actions: **add to archive, add to the database (index), delete.**

**All documents.** All documents uploaded by your sub-users. Actions: **add to archive, add to the database.**

**Risky documents.** All documents that are considered as risky. Actions: **mark as read, mark as unread, settings to set risk criteria.**

**My archived documents.** Archived documents uploaded by you. To archive, mark the documents you want to archive in My documents and click **Move to archive** at the bottom of the window. If you want to put it back click **Restore** from archive.

**All archived documents.** Archived documents uploaded by your sub-user. To archive, mark the documents you want to archive (right corner) in All documents and click **Move to archive** at the bottom of the window. If you want to put it back click **Restore** from archive.

**NOTE:** At the bottom of the window in My Documents and All documents you can choose which database you want to add your documents to and enable it indexed. More information about indexing [here](#).



## 7.1 RISKY DOCUMENT SETTINGS

In the **Documents** section, navigate to **Risky Documents** and click on **Settings** button.

This feature allows admins to easily manage and customize scoring metrics to adhere to university standards. It also enables educators to manage and customize scoring metrics with ease to ensure compliance with university guidelines.

- Easily manage various scoring metrics such as document similarity score, one source similarity score, and more.
- Metrics can be adjusted based on percentage, words, characters, and characters without spaces.
- Each metric has an on/off button for simple activation or deactivation.

### Example Use Case:

- If university guidelines state that the general similarity score in all documents cannot exceed 10 percent, then any document with a similarity score greater than 10 percent will be flagged.
- These flagged documents will automatically appear under the Risky Documents tab for further review.

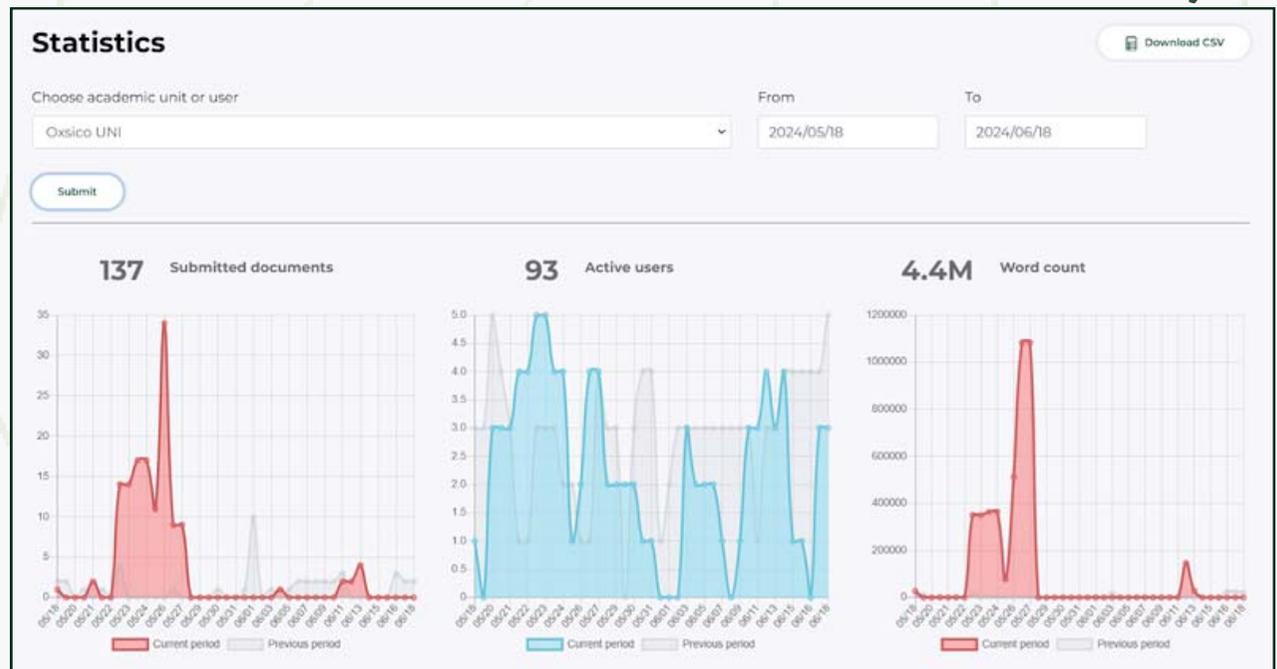
Set up maximal allowed plagiarism scores. If one of the plagiarism score is exceeded the file will be displayed in this list

Score	Number	Measure	Rule	On/Off
Document similarity score	<input type="text" value="5"/>	<input type="text" value="%"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
One source similarity score	<input type="text" value="0"/>	<input type="text" value="%"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paraphrasing	<input type="text" value="6"/>	<input type="text" value="%"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inclusions	<input type="text" value="0"/>	<input type="text" value="%"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Issues (Improper Citations)	<input type="text" value="0"/>	<input type="text" value="%"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Citing	<input type="text" value="25"/>	<input type="text" value="%"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AI score	<input type="text" value="0"/>	<input type="text" value="%"/>	<input type="checkbox"/>	<input type="checkbox"/>



## 8. STATISTICS

The system displays the statistics of similarity results and other information in the form of a diagram. You can choose academic units, faculties, departments, and separate assignments. See Active users, submitted documents, word count, and compare with previous periods. On demand, you can **download the CSV document**.





## 9. USERS

If you did not find a student in the list when creating an assignment, you can create it manually in the menu **USERS**.

**Note:** In the top right corner, you can change your role to Educator, Student, or Super Admin.

**Super administrator can create** academic units such as faculties or departments, administrators, educators, assistants, students to study programs.

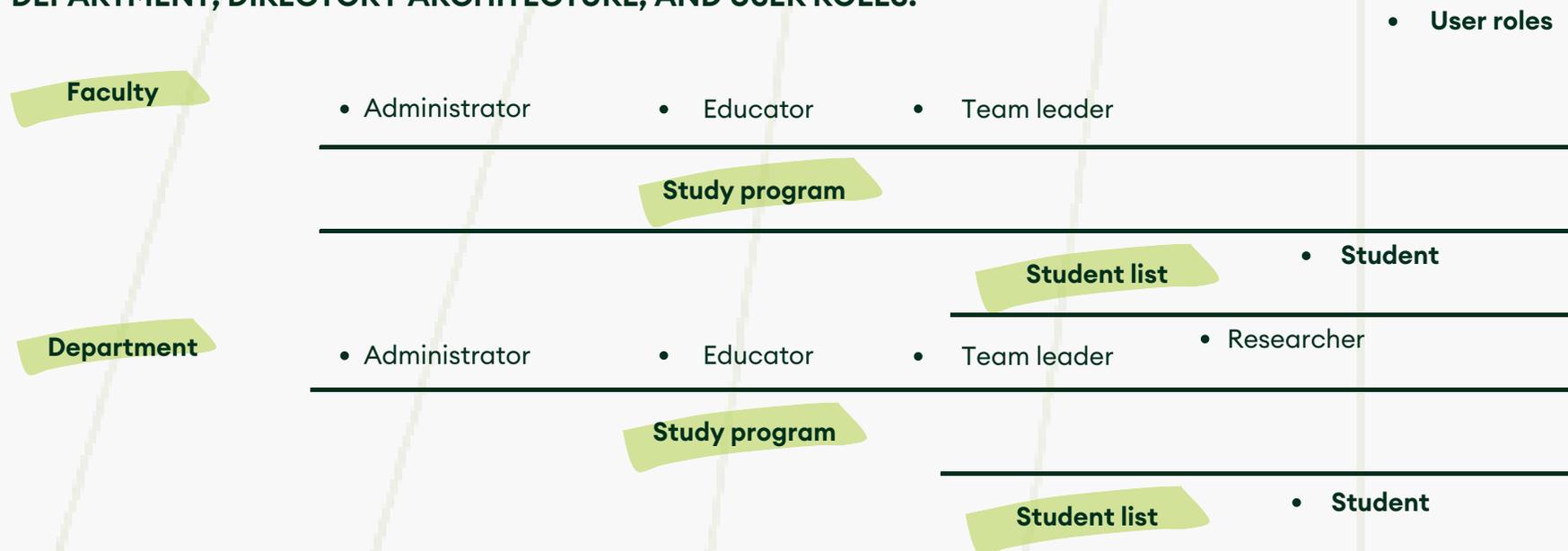
1. To get started with the Identific system first of all you need to create academic units such as faculties or departments and the administrator for them.
2. Once you've created faculties and departments, you can create a study program, and student list which may belong to faculties or departments.
3. Then you have all the academic units you can add your users. You can do it manually or use Bulk import for e.g. import the whole faculty educators with one file.

## 9.1 ADD UNIT

In the Identific system, depending on the structure of your institution, you can create users and manage information in the most convenient way.

You need to create at least one department before you can create users. **We would like to point out that the study program may be assigned to the faculty and department.**

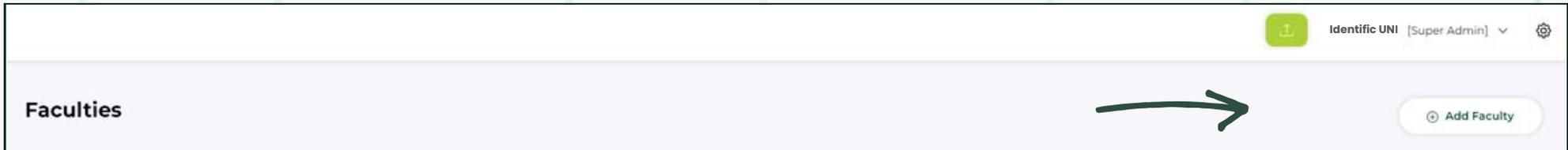
### DEPARTMENT, DIRECTORY ARCHITECTURE, AND USER ROLES:



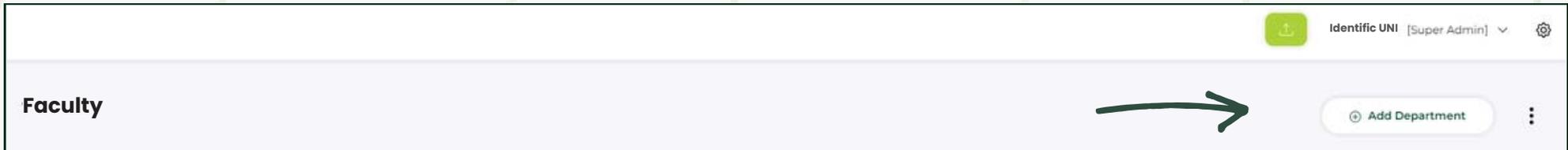
**Note:** the study program may be assigned to the faculty and department. Lists of students are included in the study program. Employees can be created at the faculty and in the department. The role of students is assigned only to the list of students in the study program.

## 9.1 ADD UNIT

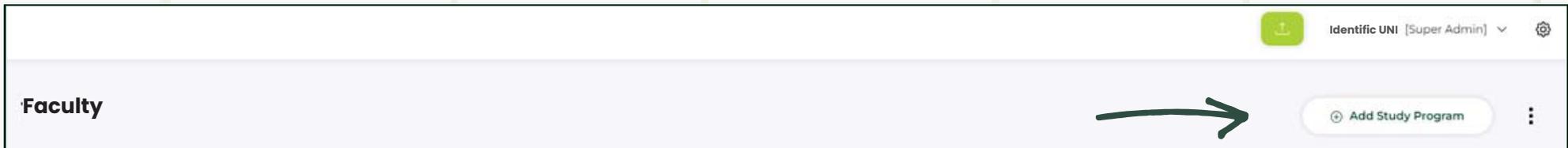
To start using Identific in the main menu click on **Users**, and **Add Faculty**.



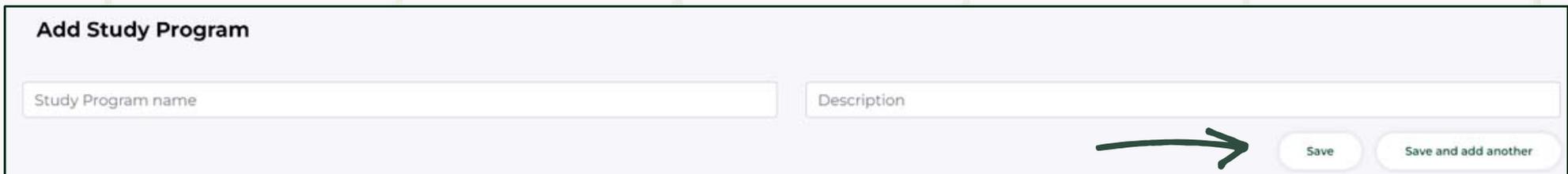
To add a department in the faculty directory, click **Add department**.



To add a study program in the faculty or department directory on the Study Program tab, click **Add Study Program**



To create a study program, add the study program name, and description, after that press **Save** or **Save and add another**.

A screenshot of the 'Add Study Program' form. The form has a title 'Add Study Program'. Below the title, there are two input fields: 'Study Program name' and 'Description'. At the bottom right of the form, there are two buttons: 'Save' and 'Save and add another'. A green arrow points from the input fields towards the 'Save' button.

## 9.2 ADD USER

To add a new user, go to **Users** in the menu on the left. Then, select either Staff or Students and press **Add user** in the top right corner.



### Add user

Name, surname  ①      Email  ②

**Unit**      **Role**

Test  ③      Administrator  ④  ⑤

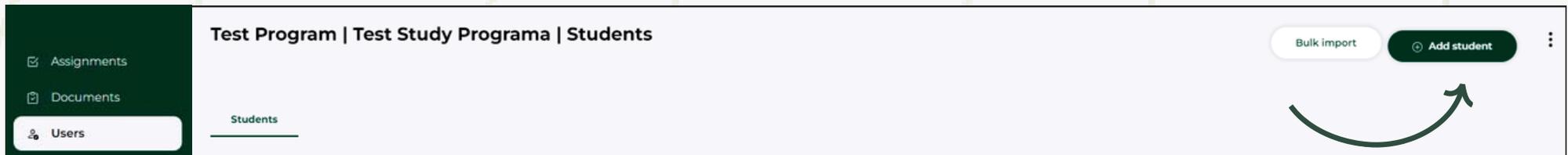
⑥

Send invitation  ⑦

⑧

1. Enter first, last name
2. User email
3. Select a faculty or department
4. Select a set of user rights
5. You can delete incorrect information by clicking icon - **Bin**
6. If you want to create more than one user role, click the + button.
7. To change the user to the system, click **Send invitation**
8. When the process is complete, press **Save**

To add a new student, go to **Users** in the menu on the left. Select your faculty, navigate to your study programs, click on a specific program, and then press **Add student** in the top right corner.

A screenshot of the 'Add student' form. The form has a title 'Add student' and a close button (X). It contains several input fields and controls:

- 1. A search box with the placeholder text 'Please select...'
- 2. A text input field for 'Name, surname'
- 3. A text input field for 'Email'
- 4. A dropdown menu for 'Student list name' with 'Test Study Programa' selected.
- 5. A dropdown menu for 'Role' with 'Student' selected.
- 6. A checkbox for 'Set document upload limit'.
- 7. A toggle switch for 'Send invitation'.
- 8. Two buttons at the bottom: 'Save' and 'Save and add another'.

1. When entering a new student, you can check in the search box whether such a user exists. If you find it, you can easily add it to the list. Create a new one if no user is found.

2. Type to enter the first and last name

3. User email

4. You can choose the students list name

5. You can choose role: student

6. To assign a limit to a student - set the document upload limit and enter the number

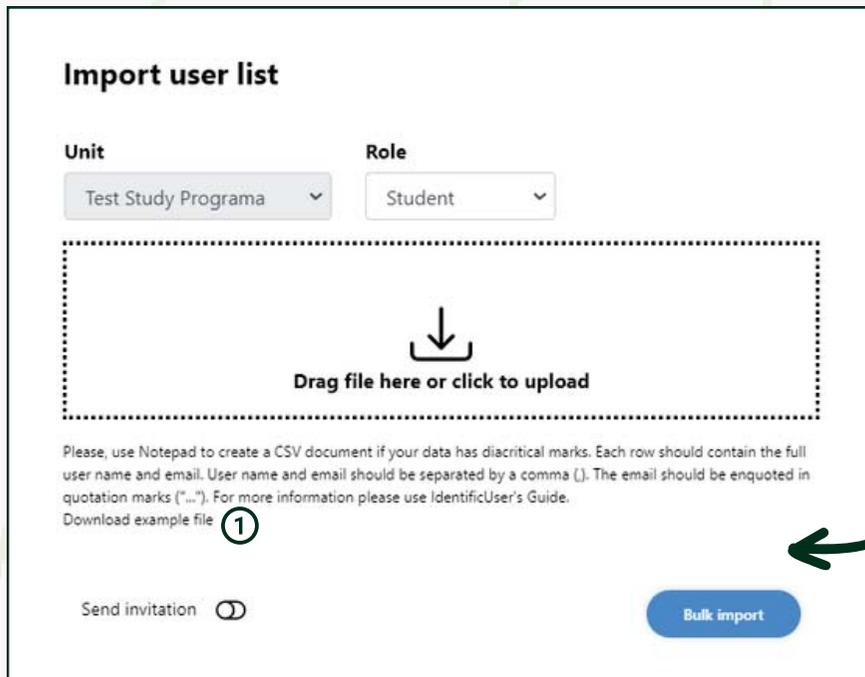
7. Choose if you want to send an invitation, and when the process is complete

8. Press **Save** or **Save and add another**

## 9.3 BULK IMPORT

If there is a need to upload users to the system and in large quantities, we recommend using **Bulk Import**.

You can do this by downloading the sample CSV document which is provided in the window by clicking - **( 1. ) Download example file**. The first column of the CSV file should contain the user's full name. The second column should contain the user's email. When the import is complete - users marked in green have been successfully imported, red ones will be rejected, check for errors.



**Import user list**

**Unit**  
Test Study Programa

**Role**  
Student

Drag file here or click to upload

Please, use Notepad to create a CSV document if your data has diacritical marks. Each row should contain the full user name and email. User name and email should be separated by a comma (,). The email should be enquoted in quotation marks ("..."). For more information please use IdentificUser's Guide.  
Download example file **1**

Send invitation

Bulk import

If the data has accents, create a CSV document in Notepad. You will separate a separate line for each user's data. Username and last name from the email. separate the email address with a comma (,). El. write your email address in quotation marks ("...").

You can upload the CSV document to Google Doc, and after entering all the information, download it in CSV format and upload to the system.

### To import users you need to select:

Role, academic units and check on **Send verification** to send logins information to the system.



### 9.3.1 ADDING USERS WITH NOTEPAD

1. In the Notepad window, enter the user name, surname, and e-mail address. email address in quotation marks ("...") separated by a comma (,) from the first and last name. Write each user on a new line. for example:

Name Surname, "name.identific@mailinator.com"

Name Surname, "name.identific@mailinator.com"

2. Save by clicking **Save as:**

2.1. Enter a title for the document and append .csv to the end. The name must be in quotation marks as shown in the picture.

2. 2. Select **All files** (\*. \*)

2. 3. Encoding: UTF-8

## 9.4 USER MANAGEMENT

To track the status of user registration in the system, visual indicators provide useful information:

In the Verified column, an icon ✓ (1.) indicates that the user has accepted your invitation and signed up for the system. A yellow envelope ✉ (2.) indicates the one used to connect to the system. Clicking on the yellow icon will resend the invitation to the person who has not yet completed the registration process.

ROLE	NAME SURNAME	LAST SEEN	VERIFIED
	Test	A day ago	✓ (1) ⋮ □
	Test	2 hours ago	✉ (2) ⋮ □

**Note:** just super administrators and academic unit administrators have the right to edit users.

Search (1)	(2) ROLE	(3) NAME SURNAME	(4) LAST SEEN	(5) VERIFIED	(8)
	S A E T R T S A	Ernestas Staugaitis	18 hours ago	(6) ✓ (7) ⋮ □	Edit Delete

1. Search box

2. User role (abbreviation one letter)

3. Name, surname

4. Last login information

5. Information or the user was confirmed,

6. A yellow envelope indicates that the user was not logged in.

7. Press the three dots if you want to delete or edit the user.

8. To resend the invitation, mark the checkbox next to each user's name. If you want to select multiple users at once, mark their checkboxes as well. Then, press the **Actions** button at the bottom of the page.

## 9.5 DELETE USERS

To delete users, click on the three-dot icon on the left and select **Delete** at the bottom of the page.

If you try to create a user with the same email address that has already been deleted, such a user will not be created.  
If you need further assistance with user recovery, please email [support@identific.com](mailto:support@identific.com)

ROLE	NAME SURNAME	LAST SEEN	VERIFIED
	Ernestas Test Name, surname	19 hours ago	
	Vardas Pavardė Name, surname	Never	

Edit  
Delete





## 10. DATABASE

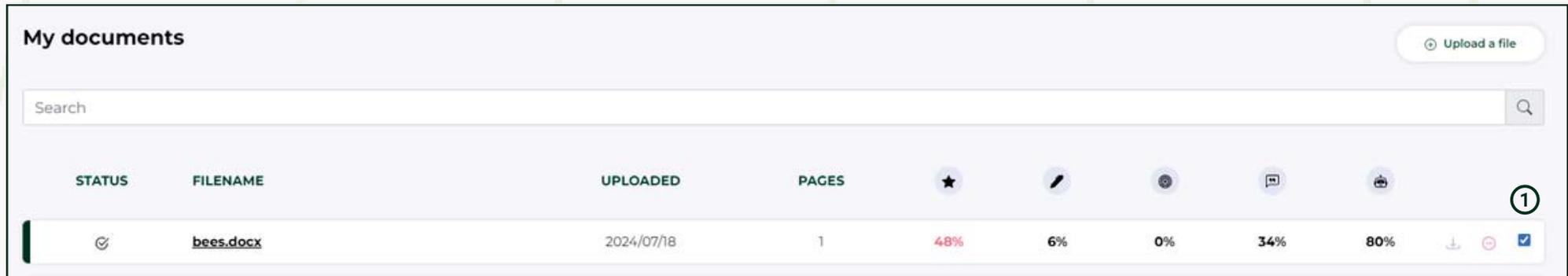
The database allows your university to create its own private database and compare students' real-time uploading paperwork with it. It means allowing indexing documents and checking between them. This is necessary if you want to prevent plagiarism between the same course, group students from unauthorized use.

The system administrator has the following options:

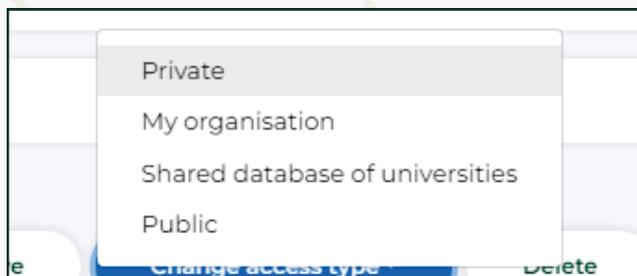
- Set up automatic indexing of documents according to university criteria
- Upload or delete previous (your library) documents
- Set the data access level for your database

## 10.1 HOW TO INDEX DOCUMENTS

To index your documents, choose the document you want to index and mark it in the right corner where there is an empty checkbox (1). Once you mark this checkbox, scroll to the end of the page and press the **Change Access Type** button.



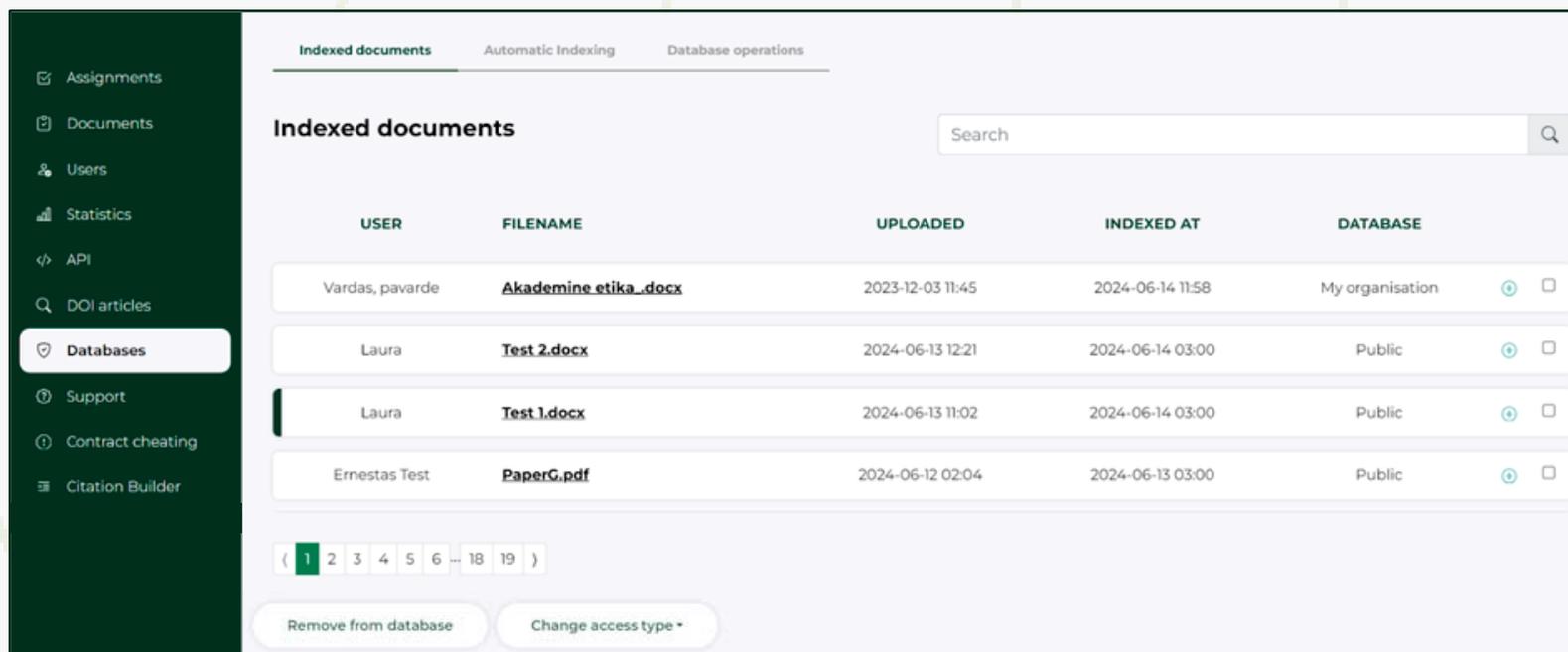
Then a options menu will appear, allowing you to choose the database in which you want to index your document: Private, My organisation, Shared database of universities, or Public. Press the chosen option and wait for the page to reload. You can always change the database using this button.



## 10.1 INDEXED DOCUMENTS

Indexing functionality is available via the Database on the menu. In this window you can see all the indexed documents, find the required documents, and perform management actions for a specific or several documents:

- Remove documents from the database
- Change the access type



The screenshot displays the 'Indexed documents' interface. On the left is a dark green sidebar with navigation options: Assignments, Documents, Users, Statistics, API, DOI articles, Databases (highlighted), Support, Contract cheating, and Citation Builder. The main content area has three tabs: 'Indexed documents' (selected), 'Automatic Indexing', and 'Database operations'. Below the tabs is a search bar and a table of indexed documents.

USER	FILENAME	UPLOADED	INDEXED AT	DATABASE	
Vardas, pavarde	<u>Akademine etika .docx</u>	2023-12-03 11:45	2024-06-14 11:58	My organisation	
Laura	<u>Test 2.docx</u>	2024-06-13 12:21	2024-06-14 03:00	Public	
Laura	<u>Test 1.docx</u>	2024-06-13 11:02	2024-06-14 03:00	Public	
Ernestas Test	<u>PaperG.pdf</u>	2024-06-12 02:04	2024-06-13 03:00	Public	

Below the table is a pagination control showing page 1 of 19, and two buttons: 'Remove from database' and 'Change access type'.





# 11. CONTRACT CHEATING

When pressing Contract cheating in the menu on the left, you will see this window. In this window, you can see document names, upload dates, statuses, stylistic similarity percentages, and associated risks.

In the top right corner, there's a **Start checking** button for initiating document analysis.



Document name	Data	Status	Stylistic similarity	Risk
DI Testas.docx	2024-04-03 04:36	✔	56%	Medium
EGZAMINO UŽDUOTIS - 12.23_.docx	2024-04-03 04:35	✔	83%	Low
EdTech naujų narių priėmimo tvarka.docx	2023-11-07 13:56	✔	55%	Medium



Suspected contract cheating occurs when there is a suspicion that a student's work may have been written by someone else. You can upload the work in question and compare it to other student works from the same year. The algorithm evaluates the writing style of all works and provides an analysis to determine whether the work was likely written by another person or by the author themselves.

(1.) - Upload one or more documents by the same author

The screenshot shows a web interface titled "Contract cheating". It features three numbered steps: 1. "Upload one or more documents by the same author (doc, docx)", 2. "Upload the key document you want to check (doc, docx)", and 3. "Start checking". A green arrow points from step 2 to step 3.

(2.) - Upload the key document you want to check

(3.) - Press **start checking**



# 12. CITATION BUILDER

To create a citation rule, follow these steps:

Create a citation reference rule name (1.), and set the citation length in words if needed (2.). In the text window, paste your citation rules examples. (3.) Create a citation reference rule by the text example. You can drag and drop boxes that should be used in this citation rule, or add them with a click (4.). When you are done with the citation rule, press **Test** to make sure that the builder will mark your citation reference rule. If it highlights your citation in the text window, press (5.) **Save** to create a new rule. If the builder doesn't highlight the citation, keep editing the characters. Mark your citation, check your rule, and continue from step 4. In the right corner, you can find saved citations such as APA and APA6.

The screenshot shows the 'Citation Builder' interface. It includes a 'Name' field (1), a 'Citation length in words' field (2), a row of selection buttons (Bracket Start, Bracket End, Word, Space, Numbers, Character, Dot, //n, Sentence, Quotes, Quote mark start, Quote mark end, Dash, Everything), a dashed box for pasting text (3), a 'Regex' field (3), and 'Save' (5) and 'Test' (4) buttons. A 'Saved citations' panel on the right shows 'APA' and 'APA6' with toggle switches. A green arrow points from the 'Test' button towards the 'Saved citations' panel.



## 13. SUPPORT

In this section you can find our support email. Feel free to ask questions, leave comments, or send recommendations about the functionality of the Identific system. You can also download the user guide [here](#).

Reporting issues helps us fix problems promptly. Provide details like screenshots or descriptions to help us understand the issue better. For login problems, ensure you're using the correct email and try resetting your password [here](#).

Check your email, including the SPAM folder, for reset instructions. If you can't reset your password, if a document isn't being checked, or for any other questions or recommendations, email **[support@identific.com](mailto:support@identific.com)**.

The logo for 'identific' features the word in a white, lowercase, sans-serif font. The letter 'i' is stylized with a small yellow square above its dot. The entire logo is set against a dark grey rectangular background.

identific

# Plagiarism checker and AI detector user guide

2024