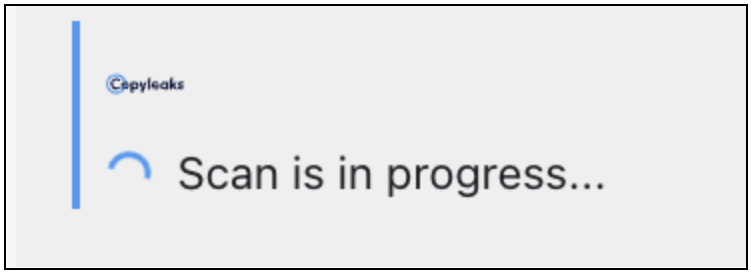
Student Guide to Copyleaks Assignments, Forums, and Quizzes

Copyleaks is a tool instructors can use to automatically scan students' posts and documents for potential plagiarism in Moodle Activities and Forums. Once your instructor has created a Moodle Assignment or Forum activity with Copyleaks settings enabled, you can submit and your instructor can grade your submission(s). Review the normal steps for submitting to the Moodle assignment or posting to the Moodle forum, as applicable.

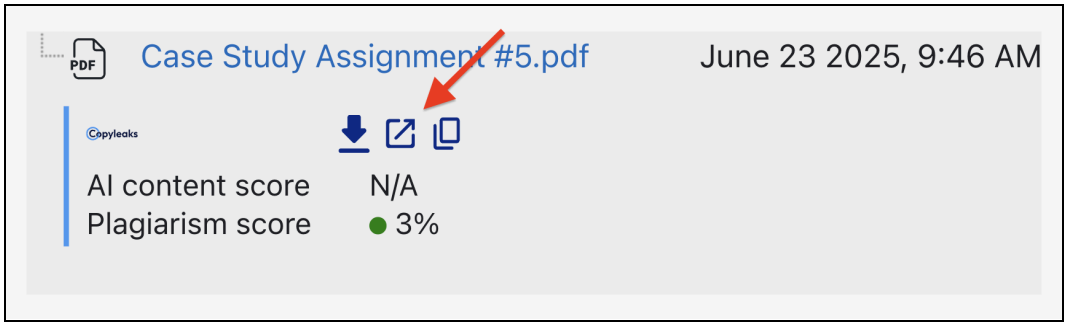
Viewing Your Plagiarism Report

After you have submitted to the Moodle Assignment or Forum, you will be able to see the submission on the activity page. Your instructor may scan the submission for plagiarized content and, depending on your instructor's settings, you may be able to view the report for your own submission. Again, depending on your instructor's settings, the report may not be generated until the due date of the activity.

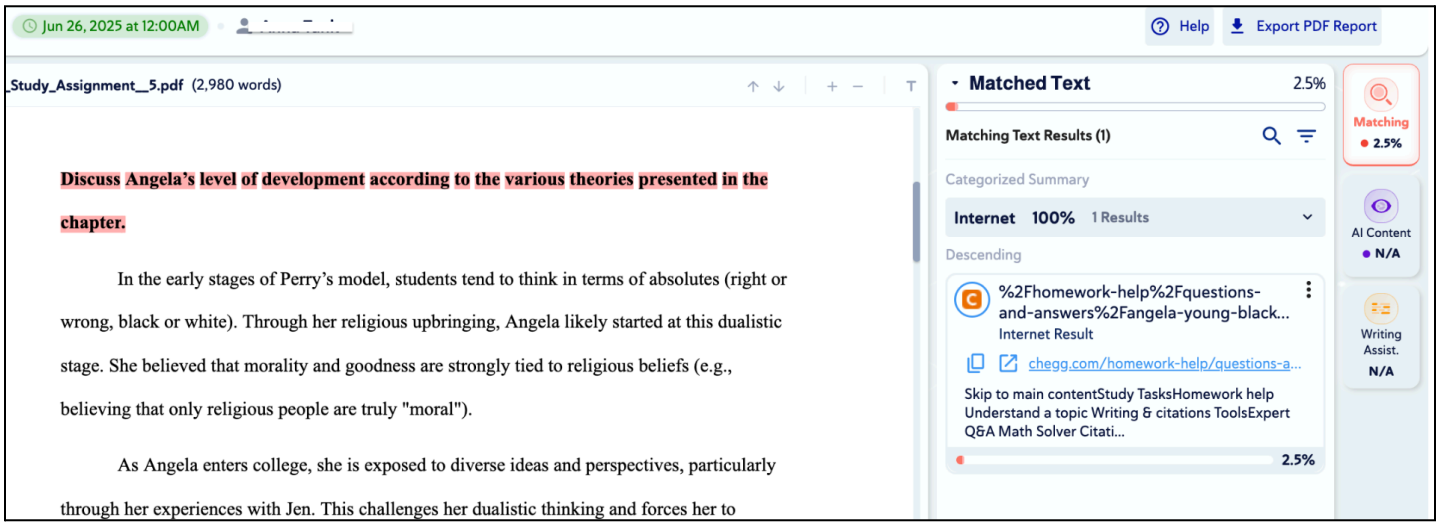
1. While Copyleaks is scanning your submission, you should see it say "Scan is in progress" for the Moodle Assignment submission or Forum post.



2. Once a scan is complete, the scores will be displayed next to your Moodle Assignment submission or Forum post. You may need to refresh your browser to see the scores populate. The higher the score, the higher the percentage of the submission that is potentially plagiarized, according to the scanner. To view a submission's report, click the icon in the middle above the score, as indicated below.

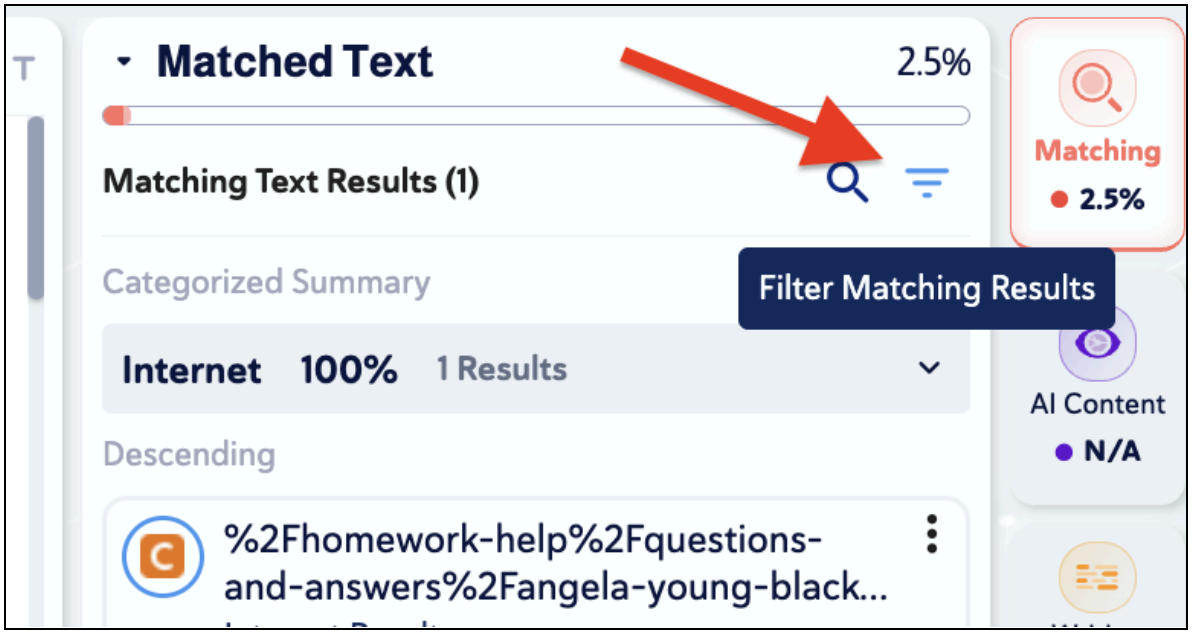


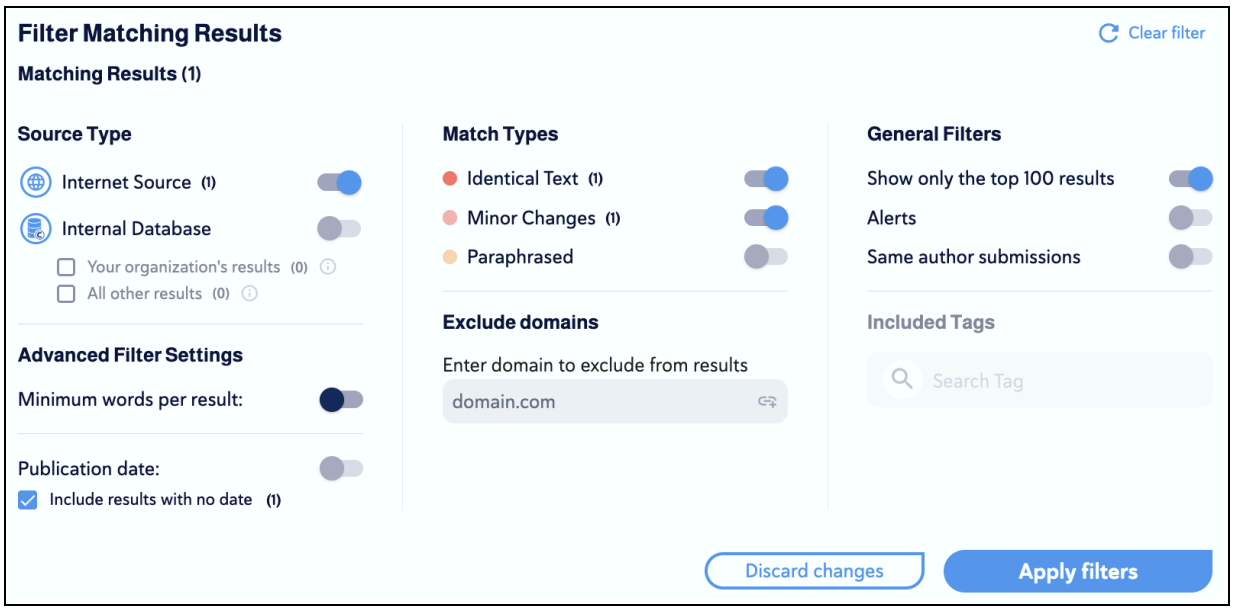
3. This will open the report in a new tab. If you have multiple submissions or posts, there will be a separate score and report for each submitted file or text.



a. The Plagiarism Report will indicate the scan properties. These include how recently the scan was completed, the number of results found, the number of similar words, the level of similarity found in the submission to other sources (identical, minor changes, related meaning, and omitted words), and the percentage of the content that matched other sources.

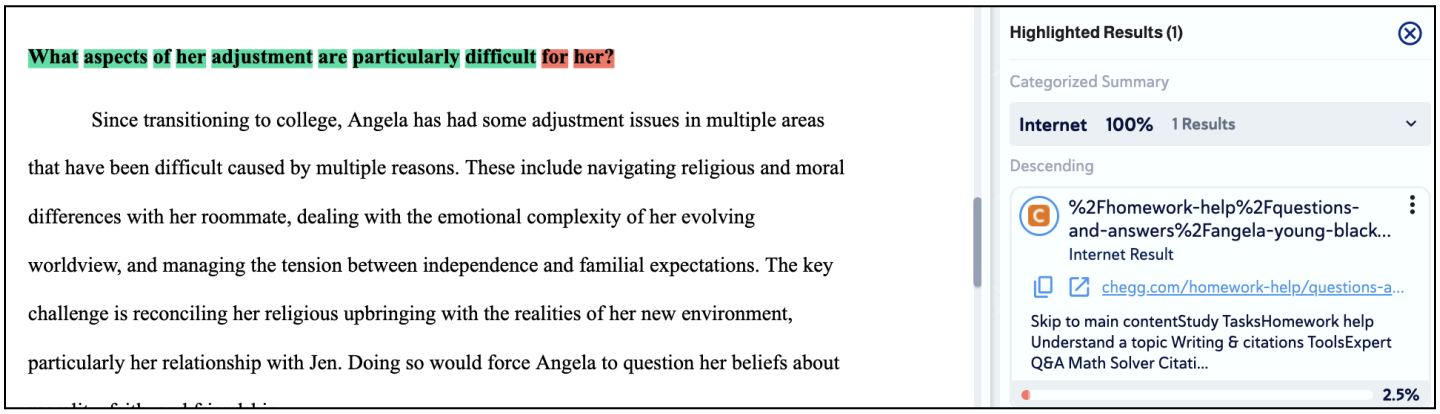
b. Clicking the menu underneath the matching percentage score (showed below) will allow you to filter the matching text results based on the type of match.



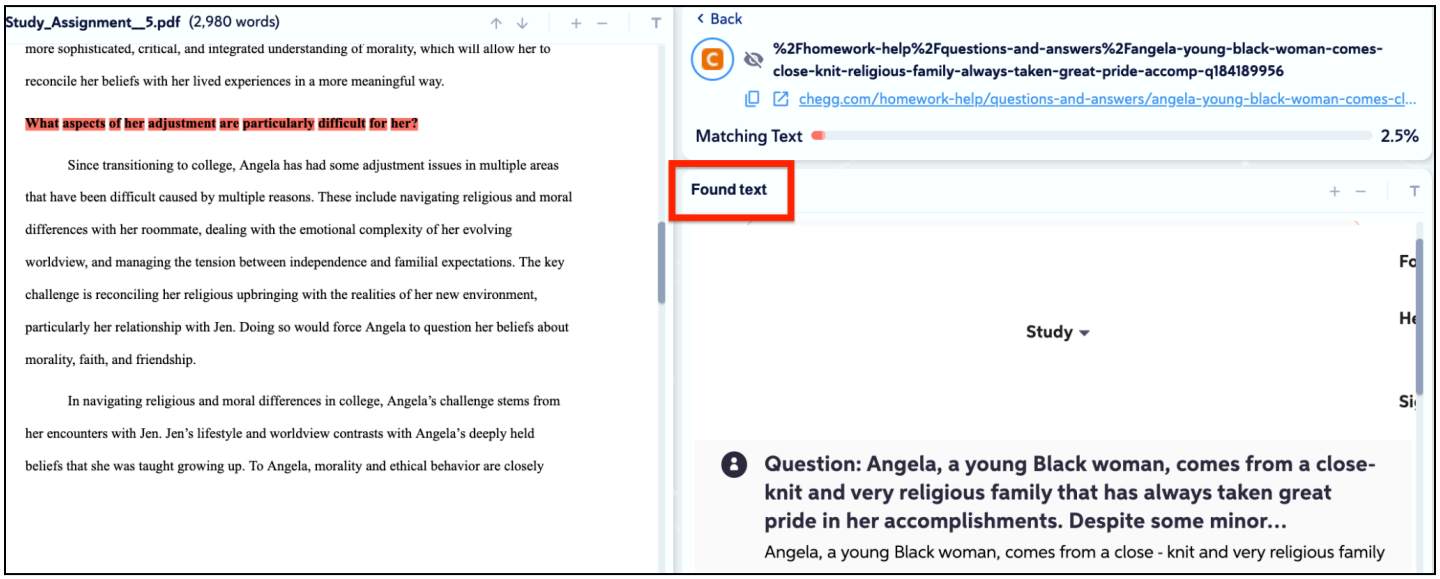


4. You may assess the information you find in the report by comparing the submission to the results that Copyleaks provides. Understand that this is the same plagiarism report that your instructor will see.

    a. Click the highlighted text in the submission to see its specific results. This will turn the selected text green. Its results indicate potential sources for information/language that is used in the selected text. You can hold down **Shift** on your keyboard to select multiple words.



b. Click an individual result to open it and directly compare the result's text to the submission's text.



c. Click the "Back" in the top left corner of the **Found Text** window to close the result.

5. When you are done viewing the report, close the window.

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