



# Quick Start Guide

– an introduction to using Ouriginal

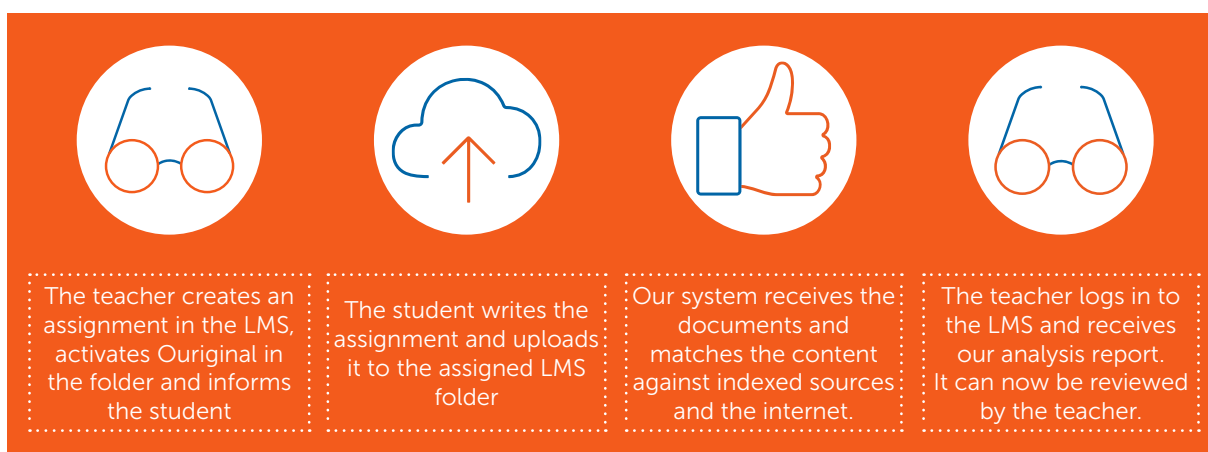


**The process begins** with a student submitting a document to our system. This can be done via an existing LMS/VLE at your institution, over secure email or through the web inbox. Our system supports a wide variety of file formats and the submitted text is then extracted from the document (no matter the language!) and processed for analysis. Once the analysis is complete, an intuitive report is created and sent to your email, LMS or web inbox.

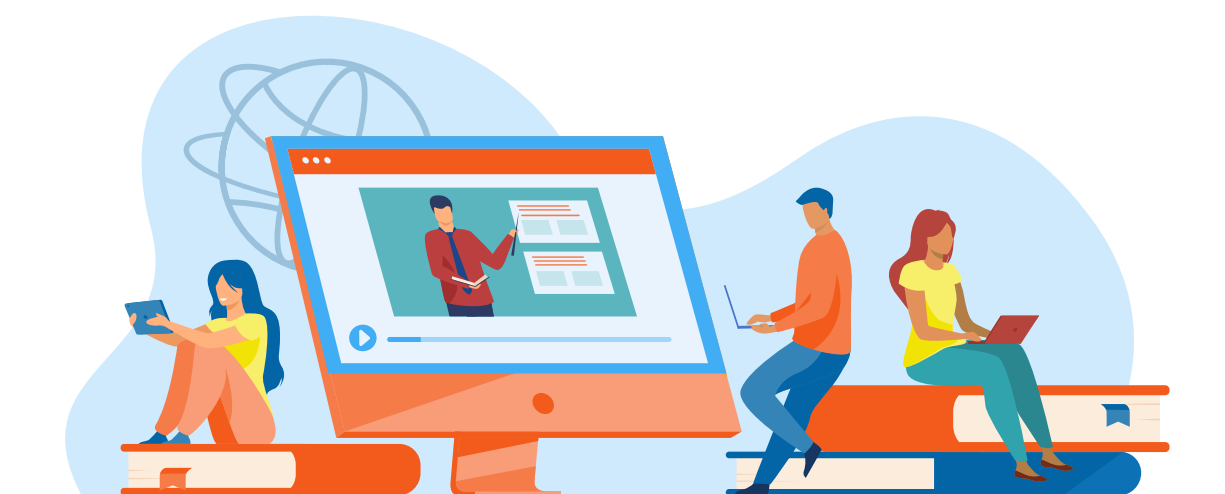
## Using Ouriginal via your LMS

Ouriginal seamlessly integrates into most of the common Learning Management Platforms such as **Google Classroom, Microsoft Teams, Canvas, Moodle, Blackboard and D2L**. It fits smoothly and non-intrusively into your workflow and for the most part, you won't even notice it is there.

Before you start, make sure that the System Administrator has enabled the integration. Once completed, the process can be described simply in the four following steps:



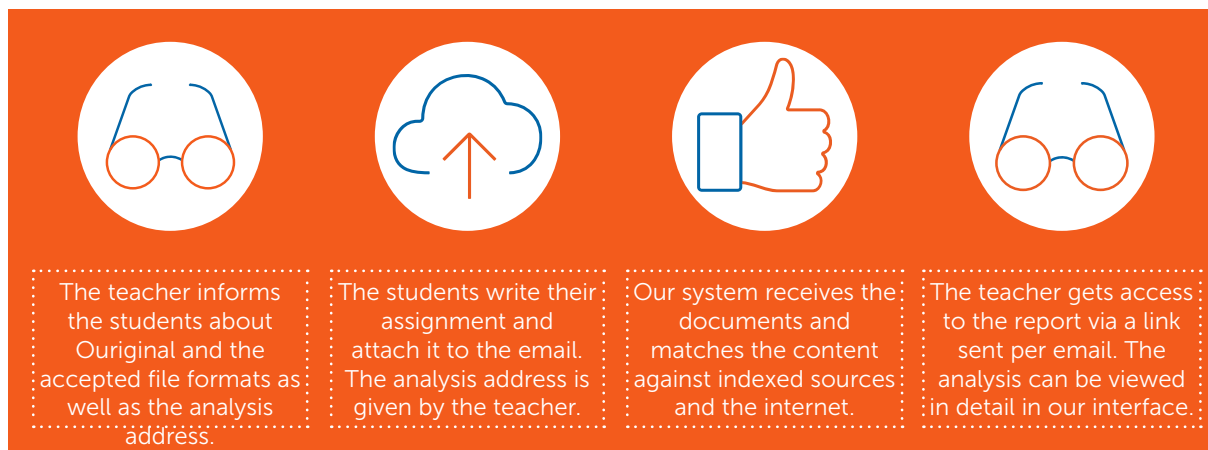
Find more information on [www.ouriginal.com](http://www.ouriginal.com)





# Using Ouriginal via Email

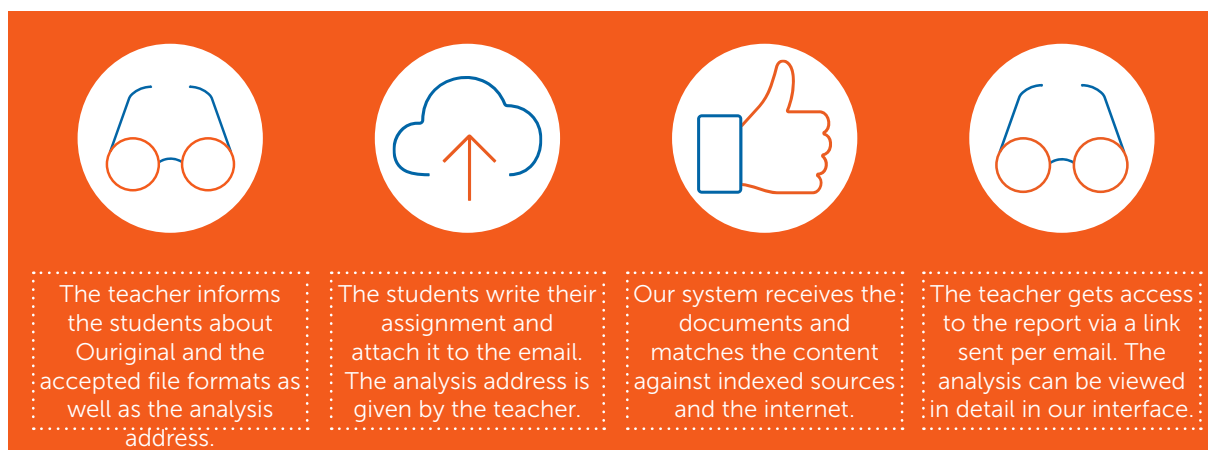
Ouriginal can also be accessed by sending the submissions as **email attachments**. If you have several documents that you want to package as a **.zip file**, you can do so via email. Your students can send in their documents to an analysis email address created by Ouriginal. Every teacher using the system will receive their own analysis email address.



# Using Ouriginal via Web inbox

Additionally, Ouriginal can be accessed via a **web inbox**. You will receive an email invite from us to create an account.

Once created, you can access your account through **[www.ouriginal.com/login](http://www.ouriginal.com/login)**. To hand in documents, your students will have to create their own student accounts, found at the login. All documents that were sent to your analysis address will be collected in your web inbox and entail an analysis of the document.



**Pro Tip:** You can **Mix and Match** the different ways to use Ouriginal and completely adapt it to your workflow. Meaning your students can send in the documents via email (without creating a web inbox account) and you will still be able to see it in your web inbox. It is also possible to see documents sent in via the **LMS in your email or web inbox**. However, note that documents sent in via email or web inbox **cannot** be seen in your LMS.



# The Analysis - An overview

The analysis can be separated in three main parts:

1. The submitted document
2. The findings in the form of matching text or warnings
3. The sources/content found in the analysis

You can access findings as a whole under our **"entire document"** tab, get specific information of the matching text under **"findings"** and see detailed information about the sources under **"sources"**. The colours under the matching text help you distinguish between text that has been added or removed (red) and text that has been changed (green). The percentage under **"matching text"** shows the similarity of the current finding.

**Warnings** include two categories:

1. Suspiciously long words
2. Suspicious use of characters or symbols

Pro Tip: You can access a detailed guide through our analysis by clicking **"help"** under your profile. You can return to the analysis overview at any time as well as exclude matches from being shown.



## Useful information to get started with Ouriginal

A helpful checklist to keep in mind:

- **If Ouriginal is used via email**, the submitted document needs to be sent as an attached file. Any text pasted into, or written directly in the body of the email will NOT be analyzed.
- **If an email is sent to the analysis address without an attachment**, the email will be refused and will not be analyzed. Please note that you will NOT get an error message in this case.
- **We support the following file formats**: doc, .docx, .xls, .xlsx, .sxw, .ppt, .pptx, .pdf, .pdf 2.0, .txt, .rtf, .html, .htm, .wps, .odt, .odp, .ods, .tif, .tiff, .ps, .hwp, .zip and .pages (4)
- **If students submit documents with an incorrect file format**, such as "essay.%&@" or "my\_assignment.xxx", they will receive an error message from our system saying it cannot be analysed. The email won't be forwarded to the educator in this case.
- If you are using Ouriginal over email, students can hand in several documents at once by packaging them in a zip file. We do however, **recommend to send in documents individually**.
- If your document has been received by our system, you will get a notification email. **If you have any images in the email itself** (such as a logotype in the signature) you will receive an error message in regards to the image itself, but **it will not interfere with the actual analysis**.
- **If students send in the same document multiple times** from the same mail address, our system will not match them against each other. It will, however, treat it as two different documents if sent in through different email addresses. As an educator, you can turn off the multiple matches in your analysis.
- **If you are using a spam filter**, you might have to specify the domains ouriginal.com and ouriginal.se as trusted services. This is due to security guidelines. If you cannot mark them yourself as "trusted", please talk to your school admin.

Find more information on [www.ouriginal.com](http://www.ouriginal.com) or contact us at [support@ouriginal.com](mailto:support@ouriginal.com)