



DRILLBIT EXTREME- INSTRUCTOR GUIDE

Table of Contents:

<i>Sl. No</i>	Extreme Instructor Features
1.	<u>Getting Start with Your DrillBit Account</u>
2.	<u>Logging into DrillBit Plagiarism</u>
3.	<u>Forgot Password</u>
4.	<u>Instructor Account/License information</u>
5.	<u>Help section in Instructor Account</u>
6.	<u>Changing your password</u>
7.	<u>Instructor Announcements</u>
7.1	○ <u>Announcements Tab</u>
7.2	○ <u>My Announcements Tab</u>
8.	<u>Instructor Dashboard</u>
8.1.	○ <u>Classes</u>
8.2.	○ <u>Assignments</u>
8.3.	○ <u>Students</u>
8.4.	○ <u>Submission</u>
8.5.	○ <u>Top Students</u>
8.6.	○ <u>Recent Submissions</u>
8.7.	○ <u>Submission Overview</u>
8.8.	○ <u>Trend Analysis</u>
8.9.	○ <u>Document Types</u>
9.	<u>My Classes Interface</u>
9.1.	○ <u>Creating a Class</u>
9.2.	○ <u>Features of My Classes Interface</u>
9.2.1.	➤ <u>Table View (My Classes Interface)</u>
9.2.2.	➤ <u>Class View (My Classes Interface)</u>
10.	<u>Overview Inside a Class</u>
10.1.	○ <u>Students Tab</u>
10.2.	○ <u>Assignments Tab</u>

11.	<u>Managing the Students Tab</u>
12.	<u>Adding Students</u>
12.1.	○ <u>Methods to Add Students</u>
12.1.1.	➤ <u>Add Individual Student</u>
12.1.2.	➤ <u>Add Multiple Students via CSV</u>
12.1.3.	➤ <u>Add from List</u>
13.	<u>Create Assignments</u>
13.1.	○ <u>Configuring Assignment Settings</u>
13.1.1.	➤ <u>Allow Assignment Grading</u>
13.1.2.	➤ <u>Exclude Reference/Bibliography</u>
13.1.3.	➤ <u>Exclude Quotes</u>
13.1.4.	➤ <u>Exclude Small Sources</u>
13.1.5.	➤ <u>Save to Repository (Create Assignments)</u>
13.1.6.	➤ <u>Allow Resubmission</u>
13.1.7.	➤ <u>Allow Submission After Due Date</u>
13.1.8.	➤ <u>Choice of Email Notifications</u>
13.1.9.	➤ <u>Add Questions</u>
13.1.10.	➤ <u>Exclude Phrases</u>
13.1.11.	➤ <u>Viewing of Similarity % and Report</u>
13.2.	○ <u>Compare Against Databases (Create Assignments)</u>
13.2.1.	➤ <u>Student Papers (Create Assignments)</u>
13.2.2.	➤ <u>Journals & Publishers (Create Assignments)</u>
13.2.3.	➤ <u>Internet or Web (Create Assignments)</u>
13.2.4.	➤ <u>Institution Repository (Create Assignments)</u>
14.	<u>Managing Assignments</u>
15.	<u>Assignment Submission Management</u>
15.1.	○ <u>Submission Interface: Column Features and Functions</u>
15.2.	○ <u>Submission management tool</u>
15.3.	○ <u>Additional Tabs: Grades and Question & Answer</u>
15.3.1.	➤ <u>Grades Tab</u>
15.3.2.	➤ <u>Question & Answer Tab</u>
16.	<u>New Folder Creation</u>

16.1.	○ Folder Settings
16.2.	○ Compare Against Databases (Folder Settings)
17.	Folder Management
17.1.	○ Table View (Folder Management)
17.2.	○ Folder View (Folder Management)
18.	Managing Instructor Submissions
18.1.	○ Checkbox
18.2.	○ Name
18.3.	○ Title
18.4.	○ File
18.5.	○ Language
18.6.	○ Grammar Score
18.6.1.	➤ Grammar Report Metrics
18.6.2.	➤ Interactive Navigation
18.6.3.	➤ Duplicate Sub-Strings and Indexed Content
18.7.	○ AI Score
18.8.	○ Similarity
18.8.1.	➤ Features Available on the Analysis Page
18.8.1.1.	❖ Email Notification
18.8.1.2.	❖ QR Code
18.8.1.3.	❖ Save to Repository (Analysis Page)
18.8.1.4.	❖ Digital Receipt
18.8.1.5.	❖ File Information
18.8.1.6.	❖ Download
18.8.1.7.	❖ Settings
18.8.1.8.	❖ Share Analysis Page Link
18.8.1.9.	❖ Grades
18.8.1.10.	❖ More Options
18.8.1.10.1.	● Share Feedback
18.8.1.10.2.	● User Manual
18.8.1.10.3.	● Switch to Old View
18.8.1.10.	❖ Navigate to Old View

18.8.2.	➤ Similarity score percentage ranges
18.8.3.	➤ Exclude & Include Sources
18.8.3.1.	❖ Matched Sources
18.8.3.2.	❖ Excluded Sources
18.8.4.	➤ Matched Sources and Content Navigation
18.8.4.1.	❖ Matched Sources Navigation
18.8.4.1.1.	• Source Title and Type
18.8.4.1.2.	• Matched Words Breakdown
18.8.4.1.3.	• Source Metadata
18.8.4.1.4.	• Settings Data
18.8.4.1.5.	• Navigation Controls
18.8.4.2.	❖ Matched Content Navigation
18.8.5.	➤ Page View
18.9.	○ Paper ID
18.10.	○ Submission Date
18.11.	○ Actions
19.	File Upload
20.	Uploading a File in Non-English Language
20.1.	○ Upload File (Non-English)
20.2.	○ Zip (Non-English)
21.	Uploading a File in English Language
21.1.	○ Upload File (English)
21.2.	○ Google Drive (English)
21.3.	○ ZIP (English)
21.4.	○ Scanned PDF (English)
22.	Repository
23.	Managing Repository
23.1.	○ Upload from Device (Repository)
23.2.	○ Upload from Google Drive (Repository)
23.3.	○ Upload ZIP Files (Repository)
24.	Account Security Settings
25.	Support Centre

1. Getting Start with Your DrillBit Account

13th Nov 2024

Welcome to your comprehensive plagiarism detection service. DrillBit is excited to help you get started with setting up and accessing your account. Whether you're an administrator overseeing multiple users or an individual checking your content, this guide will walk you through the essential steps to ensure you're fully equipped to use DrillBit effectively.

1. **Check Your Inbox:** Once your license is created, look for a welcome email from DrillBit. This email contains your login credentials and a direct link to the DrillBit application for easy access.
2. **Find Your Login Details:** The email will provide your username, password, and a convenient link to sign in to DrillBit. Note that your username might be the same as your email address.
3. **Log In:** Enter the username and password you received in the welcome email.
4. **Update Your Password:** For security, you can update your password after your first login. Ensure your new password meets these criteria:
 - a. at least *8 characters* long
 - b. at least *1 uppercase and lowercase*
 - c. at least *1 number*
 - d. at least *1 special character*
5. **Bookmark the Login Page:** To ensure quicker access in the future, consider bookmarking the login page.

Support

Materials



[Getting Start with your DrillBit account](#)

[Logging in to DrillBit Plagiarism](#)

[Forgot password](#)

[Changing your password](#)

2. Logging in to DrillBit Plagiarism

03rd July 2025

Getting started with DrillBit is easy. Simply log in using your credentials to access your dashboard and start managing your plagiarism checks. If you encounter any login issues, don't worry—DrillBit is here to help you get back on track quickly and smoothly.

1. Log In to DrillBit:

Begin by using the credentials provided to you by DrillBit. These details, including your username and password, are typically sent to your email.

Check your inbox, spam, or junk folder if you don't see the email. If you're unable to locate it, contact your DrillBit sales representative or authorized partner for assistance.

2. Access Your Account:

Visit drillbitplagiarism.com to log in. You'll also find this link in your DrillBit welcome email.

- For convenience, bookmark this URL to make future access easier.

3. Initiate the Login Process:

On the DrillBit homepage, locate and click the "GET STARTED" button.

Support

Materials



[Logging into DrillBit Plagiarism](#)

[Getting Start with your DrillBit account](#)

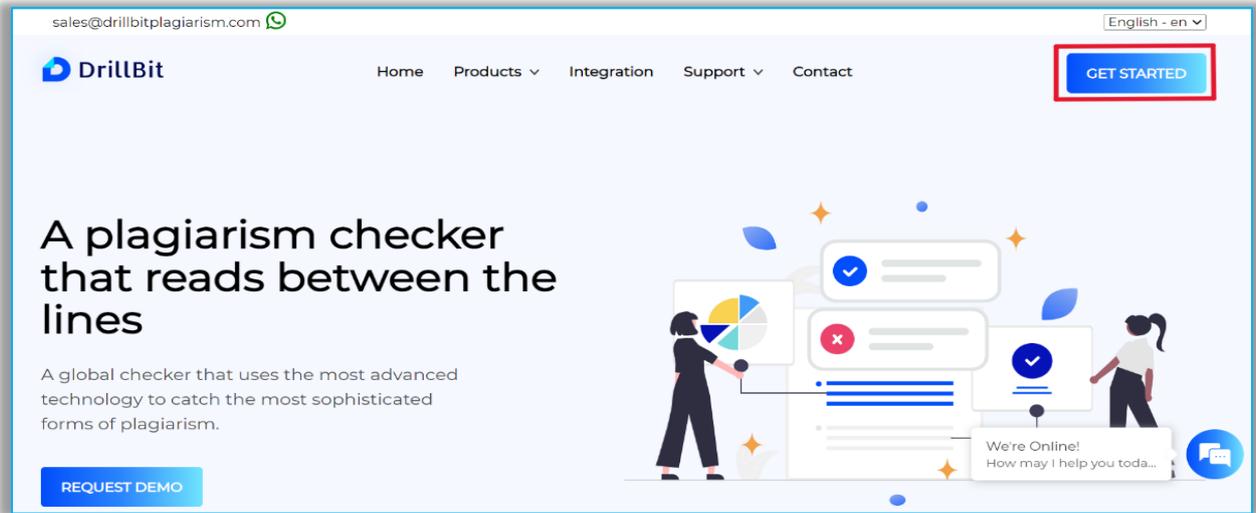
[Admin](#)

[Account/License](#)

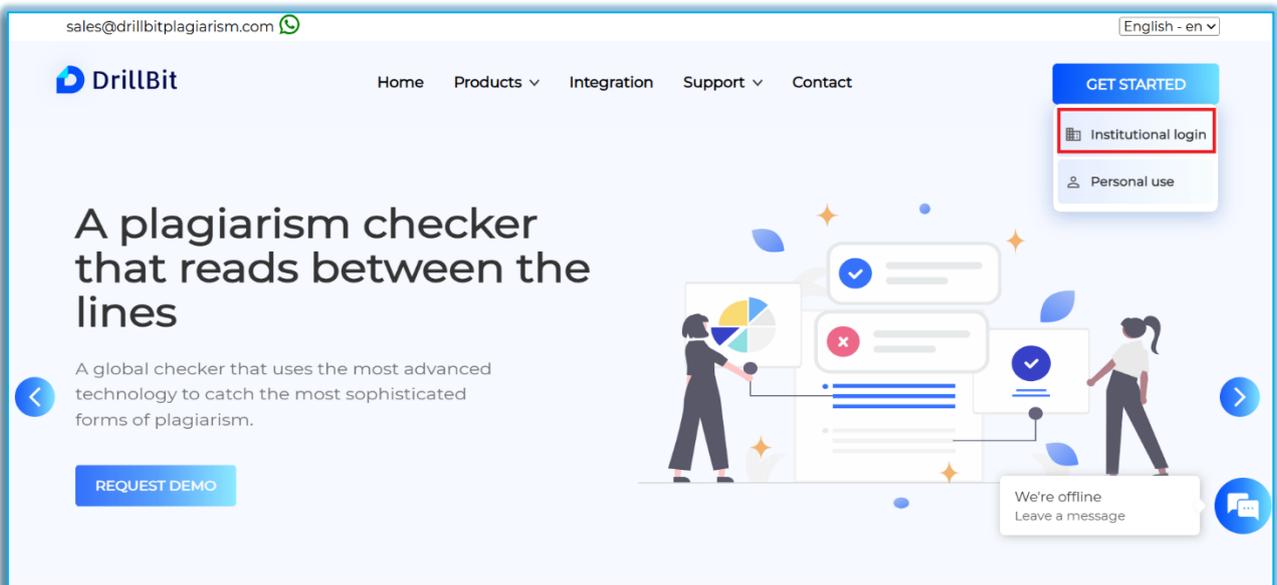
[Information](#)

[Changing Your Password](#)

Scroll To 

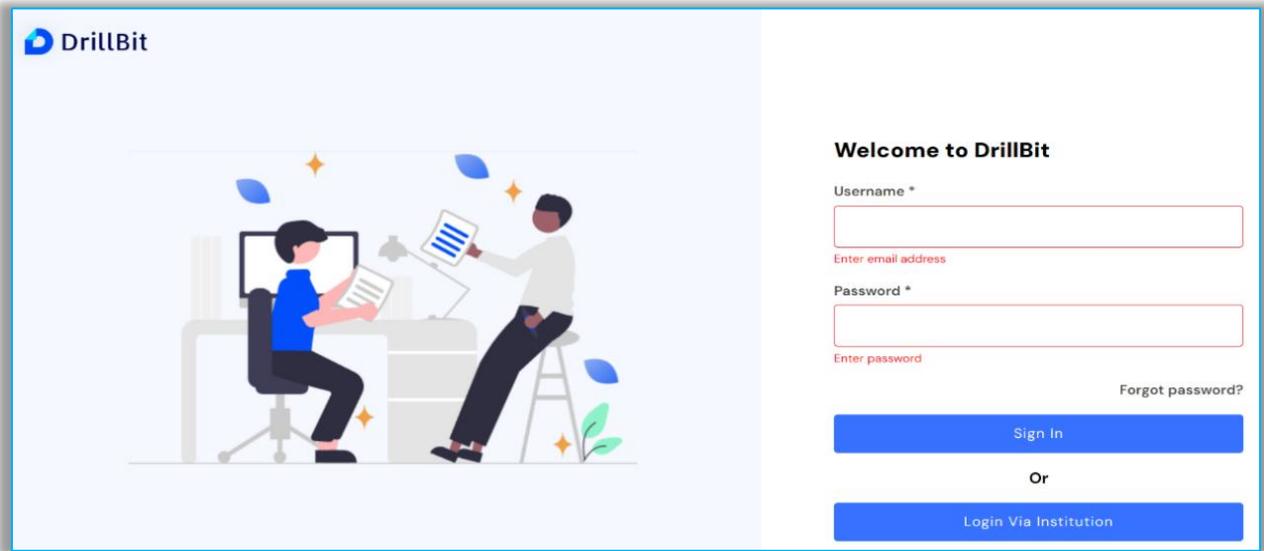


- Click on **Institutional Login** to be redirected to the institutional login page, where you can securely enter your credentials.



Enter Your Credentials: On the login page, enter your username and password in the respective fields.

Username Reminder: your username may be the same as your email address.



4. **Sign In:** After entering your credentials, click the “Sign In” button to access your account and start exploring the features on your dashboard.

After 6 consecutive incorrect login attempts, your account will be temporarily locked for one hour.

If you forget your password, click the “**Forgot Password**” link to reset it and regain access.

3. Forgot password

30th Dec 2024

If you've forgotten your password, no worries! Simply click on the "Forgot Password" link during login, and you'll receive instructions to reset it. This ensures you can quickly regain access to your account without any hassle.

Start by visiting the DrillBit login page and clicking the "Forgot Password" link.

Support



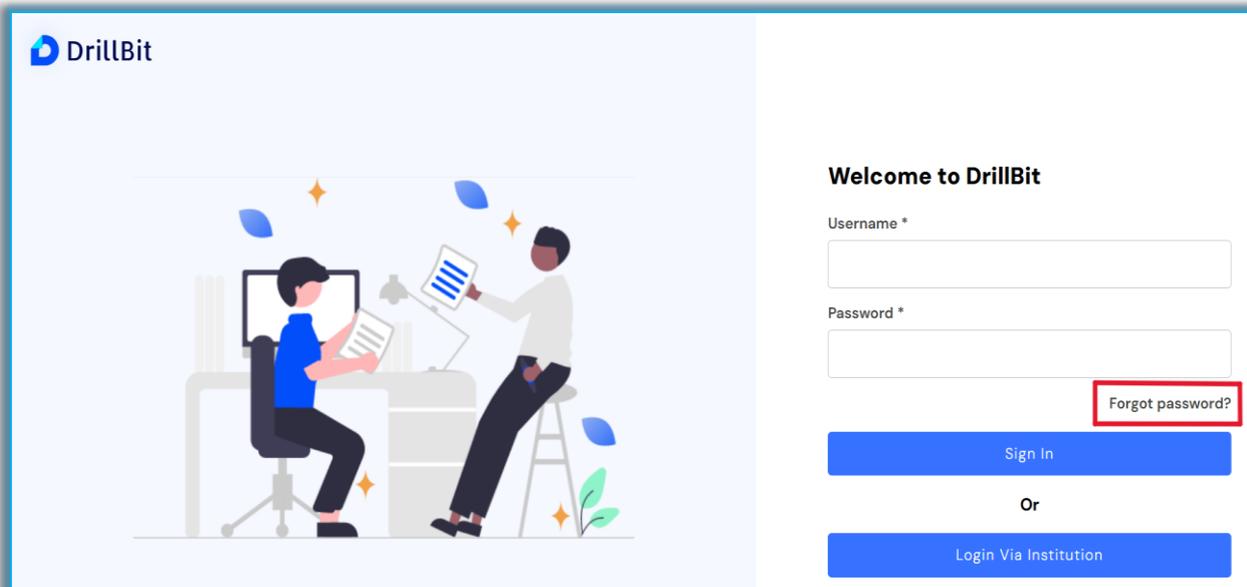
Materials

[Forgot password](#)

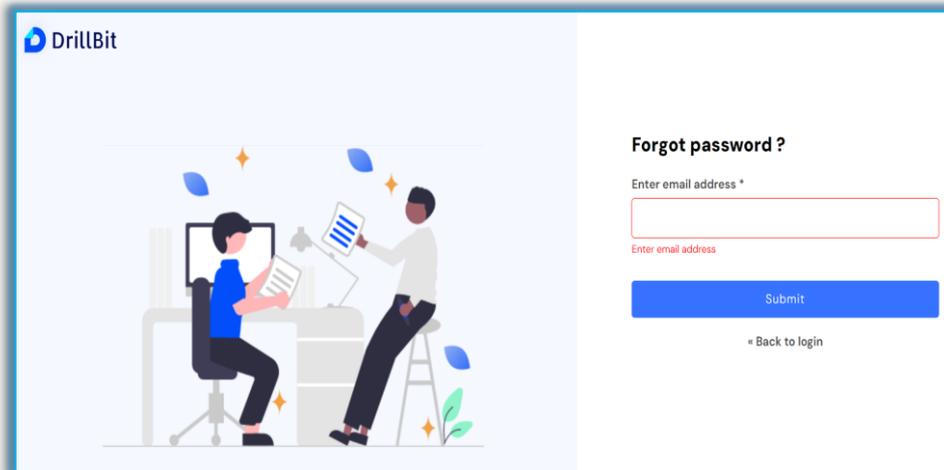
[Changing your password](#)

[Logging in to DrillBit Plagiarism](#)

[Instructor Account/License information](#)

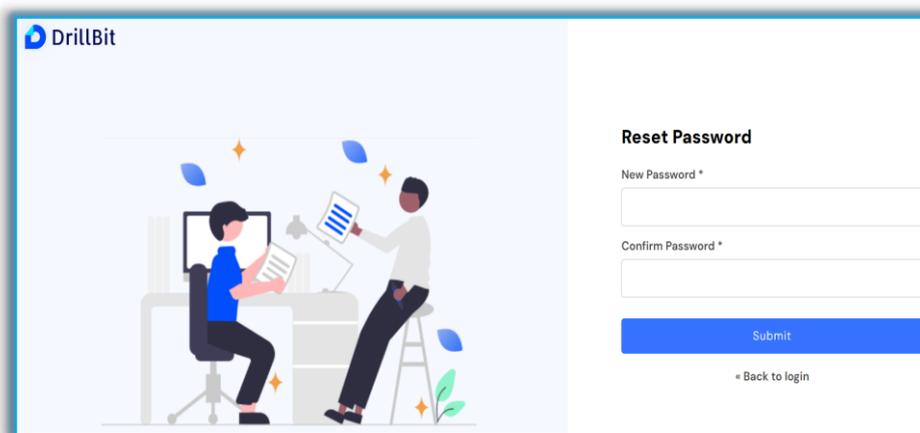


Then, enter the email address associated with your DrillBit account and click "Submit" to proceed.



Check your email for a password reset link from DrillBit. Be sure to check your inbox, spam, or junk folder if the email doesn't appear immediately.

Open the email, click on the reset link, and enter your new password. Confirm the password by re-entering it and click "**Submit**" to finalize the change.



Once updated, return to the login page and access your account using your new password.

Your password must contain:

- a. at least *8 characters* long
- b. at least *1 uppercase and lowercase*
- c. at least *1 number*
- d. at least *1 special character*

Instructor Profile

4. Instructor Account/License information

30th Dec 2024

The Account Information section provides a comprehensive overview of account details and license information. This section is available for instructors to view their account information.

Login Steps

- 1. Access the Login Page:** Open your web browser and navigate to drillbitplagiarism.com.
- 2. Enter Credentials:** On the login page, enter your Username and Password in the respective fields.
- 3. Click "Login":** Click the "Login" button to access your DrillBit account.
- 4. Navigate to Account Information:** Once logged in, locate the profile dropdown menu at the top right corner of the interface. Click on "Account Info," to access your account details.

Support

Materials

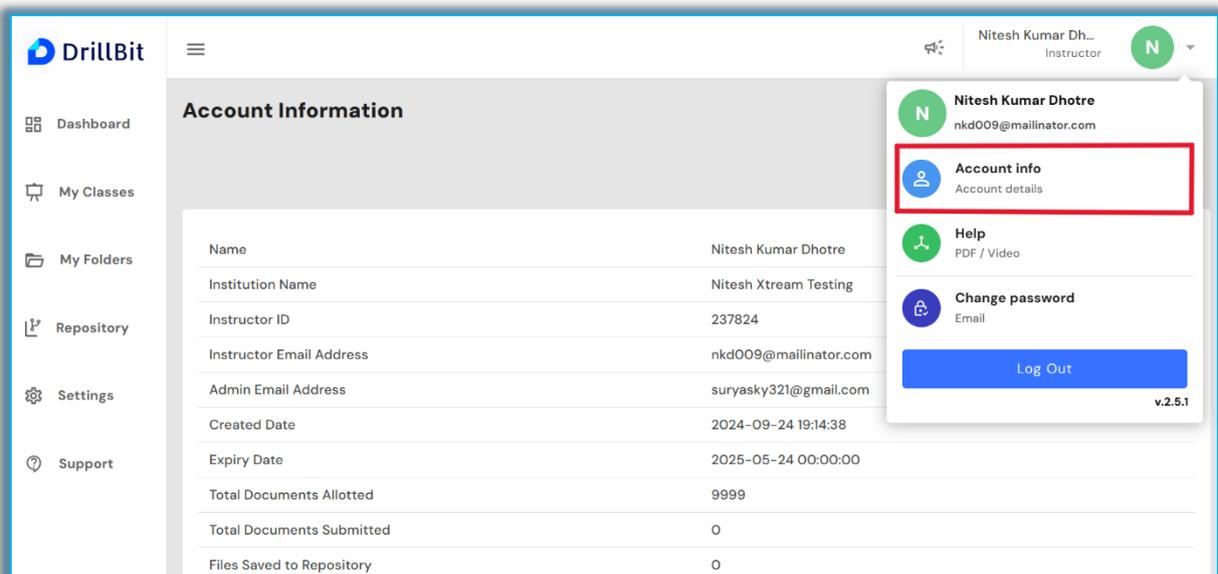


[Instructor Account/License information](#)

[Getting Start with your DrillBit account](#)

[Logging in to DrillBit Plagiarism](#)

[Changing your password](#)



Account Information

Name	Nitesh Kumar Dhotre
Institution Name	Nitesh Xtream Testing
Instructor ID	237824
Instructor Email Address	nkd009@mailinator.com
Admin Email Address	suryasky321@gmail.com
Created Date	2024-09-24 19:14:38
Expiry Date	2025-05-24 00:00:00
Total Documents Allotted	9999
Total Documents Submitted	0
Files Saved to Repository	0

Account Info
Account details

Help
PDF / Video

Change password
Email

Log Out

v.2.5.1

Instructors can view the following information in the Account Information section:

- Name: The full name of the instructor as registered in the system.
- Institution Name: The name of the institution or organization associated with the instructor's account.
- Instructor ID: A unique identifier assigned to the instructor.
- Instructor Email Address: The email address used by the instructor to log in.
- Admin Email Address: The email address of the administrator overseeing the account.
- Created Date: The date when the instructor account was created.
- Expiry Date: The expiration date of the account or license.
- Total Documents Allotted: The total number of documents allocated to the instructor's account.
- Total Documents Submitted: The number of documents submitted using the account.
- Files Saved to Repository: The number of files saved in the repository by the instructor.
- Time Zone: The configured time zone for the account to ensure proper scheduling and tracking.

Logo Viewing Permissions: Instructor can view but cannot edit the administrator-uploaded logo

5. Help Section in Instructor Account

30th Dec 2024

The Help section within the instructor account in DrillBit is designed to provide instructors with quick access to resources that assist in effectively using the application. This section contains essential tutorials to guide instructors through various features and functionalities, ensuring they can make the most of the DrillBit platform.

- **Login to DrillBit:** Start by logging into your DrillBit account at drillbitplagiarism.com.
- **Locate the Help Section:** Once logged in, navigate to the top right corner of the interface. Click on the profile dropdown menu and select "Help".

The Help section is packed with valuable resources to make sure you have the support you need:

Support



Materials

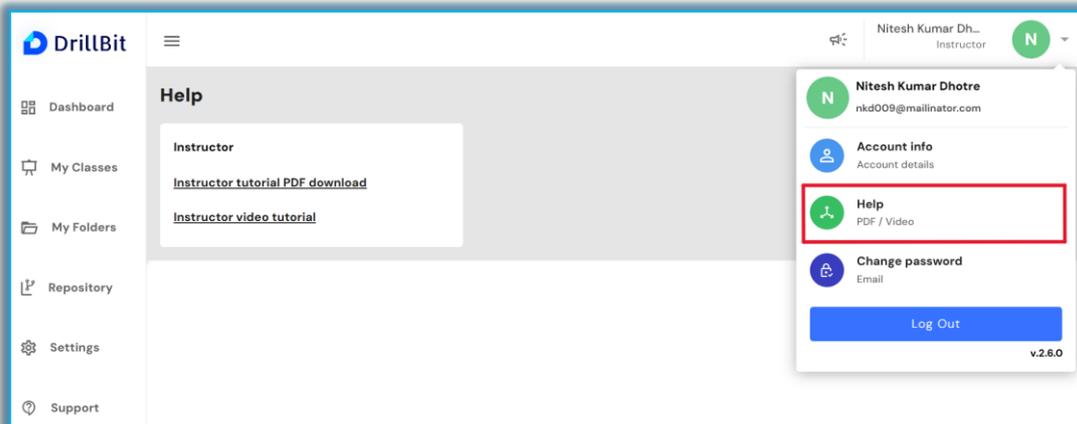
[Help Section in Instructor Account](#)

[Instructor Account/License information](#)

[Getting Start with your DrillBit account](#)

[Logging in to DrillBit Plagiarism](#)

[Changing your password](#)



- **Instructor Tutorial PDF Download:** This detailed PDF guide walks you through everything you need to know about using DrillBit. It's perfect for those who like to have a written reference at hand, complete with step-by-step instructions.
- **Instructor Video Tutorial:** Prefer learning visually? Our video tutorial offers a hands-on, interactive guide to navigating the platform. It's a great way to see the application in action and learn at your own pace.

6. Changing your password

20th Dec 2024

If you need to change your password, the process is designed to be simple and straightforward. Just follow the easy steps provided, and you'll be able to update your password with ease. If you encounter any issues or have questions, our support team is always here to help.

- a. Log in to the DrillBit application.
 - a. Access your account by entering your current username and password.
- b. **Go to Your Profile:** Click on your profile icon located in the top right corner of the screen.
- c. **Select 'Change Password':** From the dropdown menu, choose the 'Change Password' option

Support



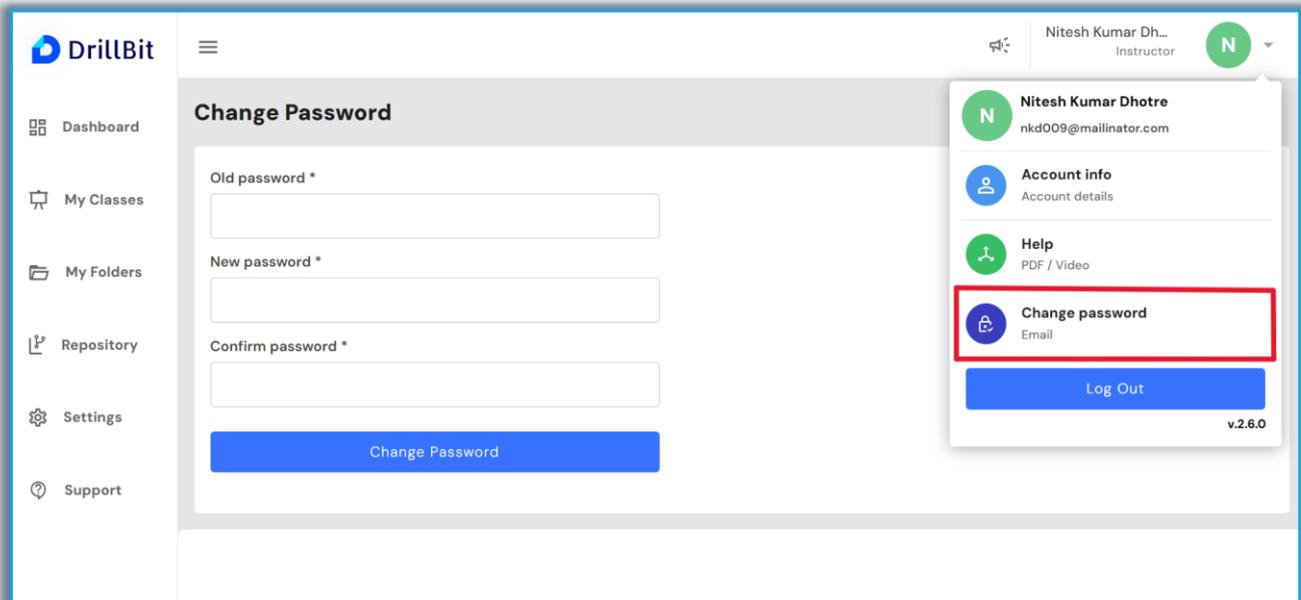
Materials

[Changing your password](#)

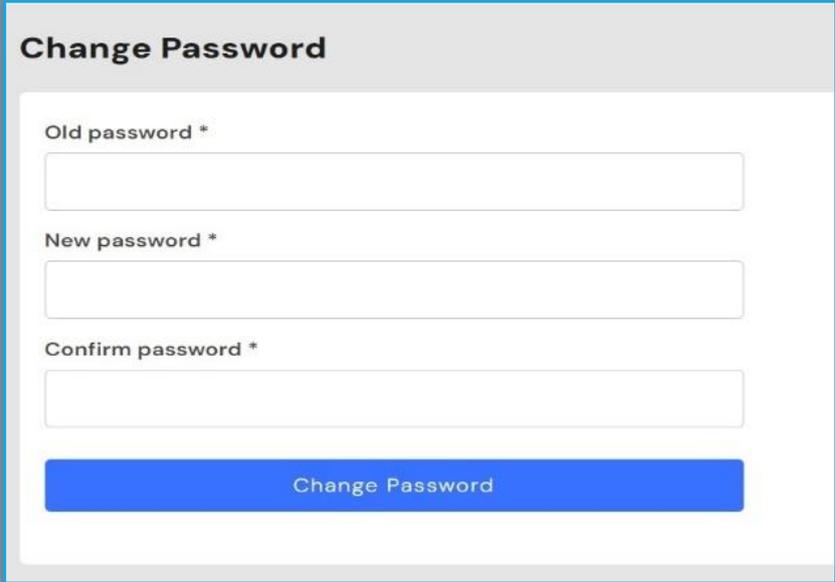
[Logging in to DrillBit Plagiarism](#)

[Forgot password](#)

[Instructor Account/License information](#)



6. **Update Your Password:** Enter your current password, then provide and confirm your new password. Make sure your new password meets these criteria:
 - a. at least *8 characters* long
 - b. at least *1 uppercase and lowercase*
 - c. at least *1 number*
 - d. at least *1 special character*
5. **Finalize the Change:** Click 'Change Password' to update your password.



Change Password

Old password *

New password *

Confirm password *

Change Password

Forgotten your Password? Select Forgot Password from the login page and DrillBit will send a password reset link to the email address registered to your account.

7. Instructor Announcements

26th Nov 2024

To Stay informed with ease using the Announcements feature in DrillBit Plagiarism. This tool enables instructors to access updates and share important information with their respective classes.

This feature ensures timely communication, helping to keep classes informed and aligned with academic schedules and activities

1. Accessing Announcements:

- Log in to the DrillBit application as an instructor and navigate to the announcements section.

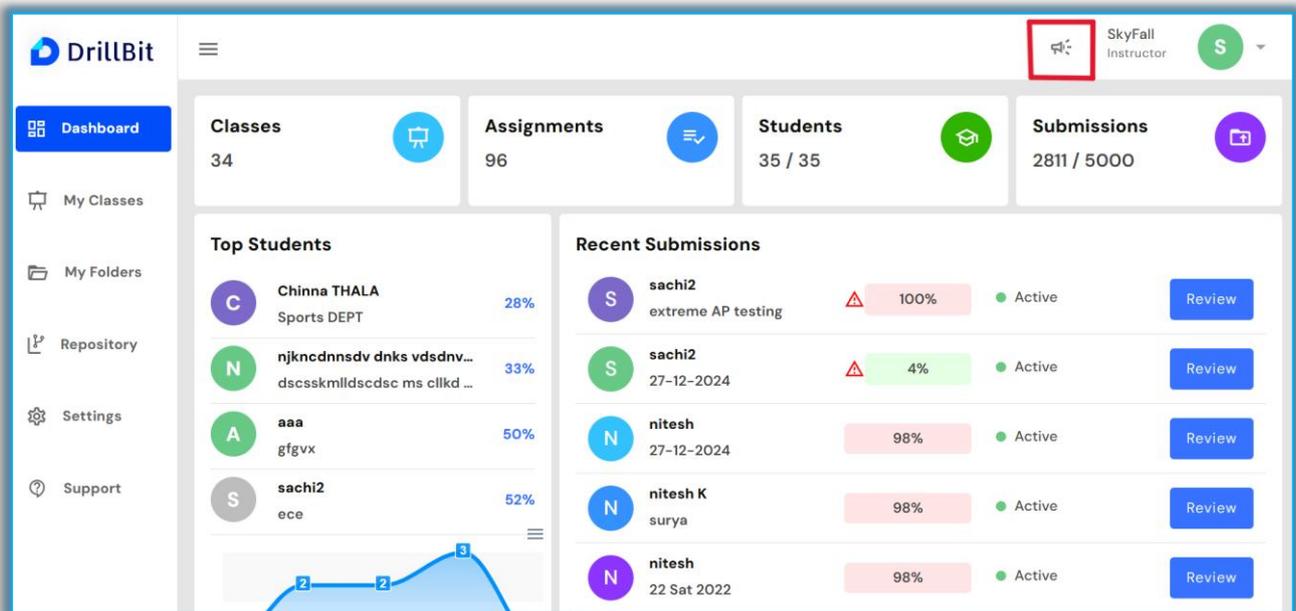
Support Materials 

[Instructor Announcements](#)

[Instructor Dashboard](#)

[My Classes Interface](#)

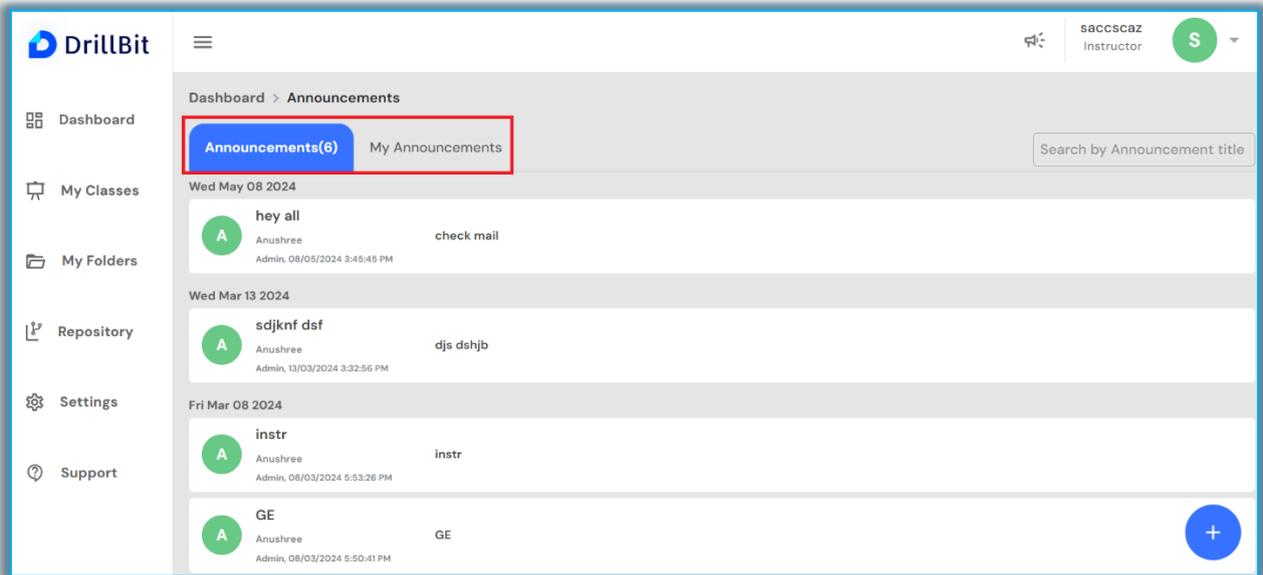
[Logging in to DrillBit Plagiarism](#)



2. Viewing Announcements from Admin's Account:

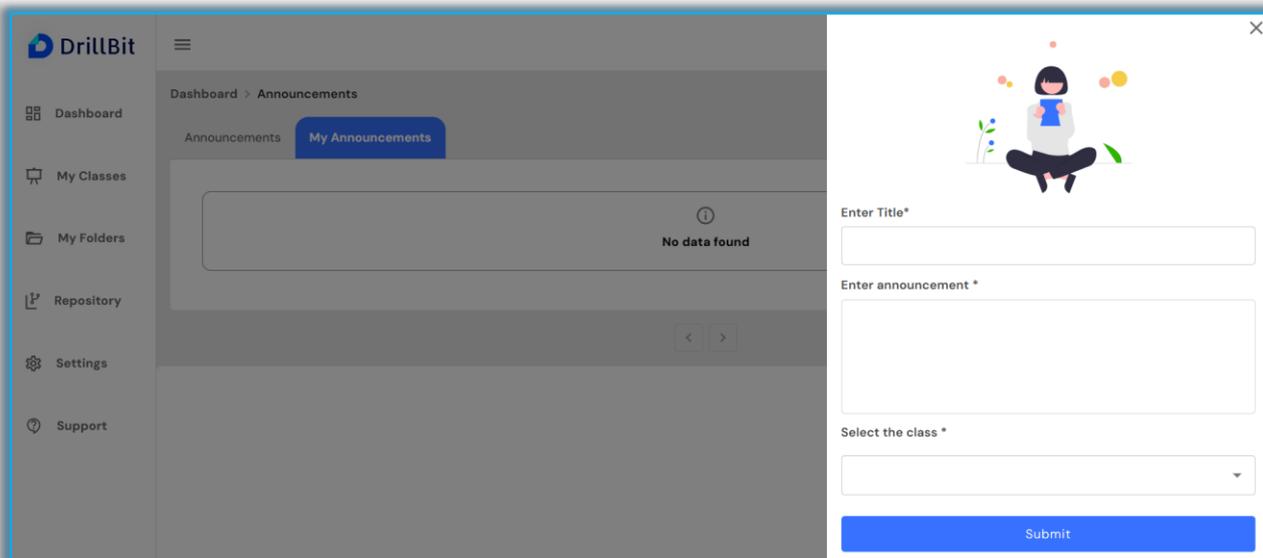
- Click the "Announcements" icon to view announcements from admins, or select "My Announcements" to see those you've created.

[Scroll To](#) 



3. Creating an Announcement:

- Click the "Plus +" icon to draft a new announcement.
- Fill in the title, add the content, and specify the class (select a specific class or "All Classes" to send the announcement to everyone).

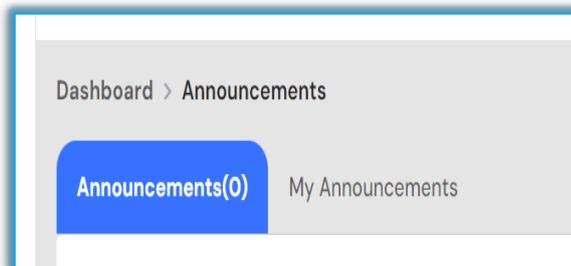


- Click "Submit" to post the announcement.

Tabs Overview:

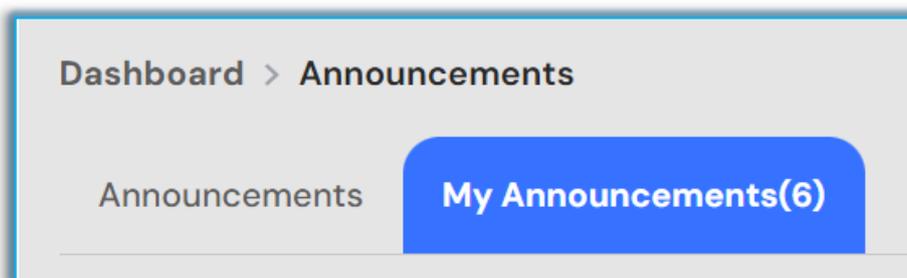
7.1. Announcements Tab:

The “Announcements” tab displays updates created by the institution admin for instructors. This functionality ensures that important announcements from the administration are accessible to all instructors.



7.2. My Announcements Tab:

The "My Announcements" tab allows instructors to view announcements they have created for their classes. This provides a centralized location to manage and review their own announcements, ensuring that relevant information is shared effectively with students.



Important Distinction: Announcements made by the institution admin will appear in the "Announcements" tab, while announcements created by instructors for their classes will be found in the "My Announcements" tab.

Quick Tip: You can search for announcements by their title, streamlining the process of finding specific information quickly within DrillBit Plagiarism.

8. Instructor Dashboard

31st Dec 2024

The Instructor Dashboard in DrillBit is a tool designed to centralize and streamline the management of academic activities. It helps instructors efficiently oversee their classes, assignments, students, and submissions while offering valuable insights through various metrics. This dashboard not only provides an overview of the academic activities but also enables instructors to identify trends and potential areas of improvement, enhancing both teaching strategies and student performance.

Support

Materials



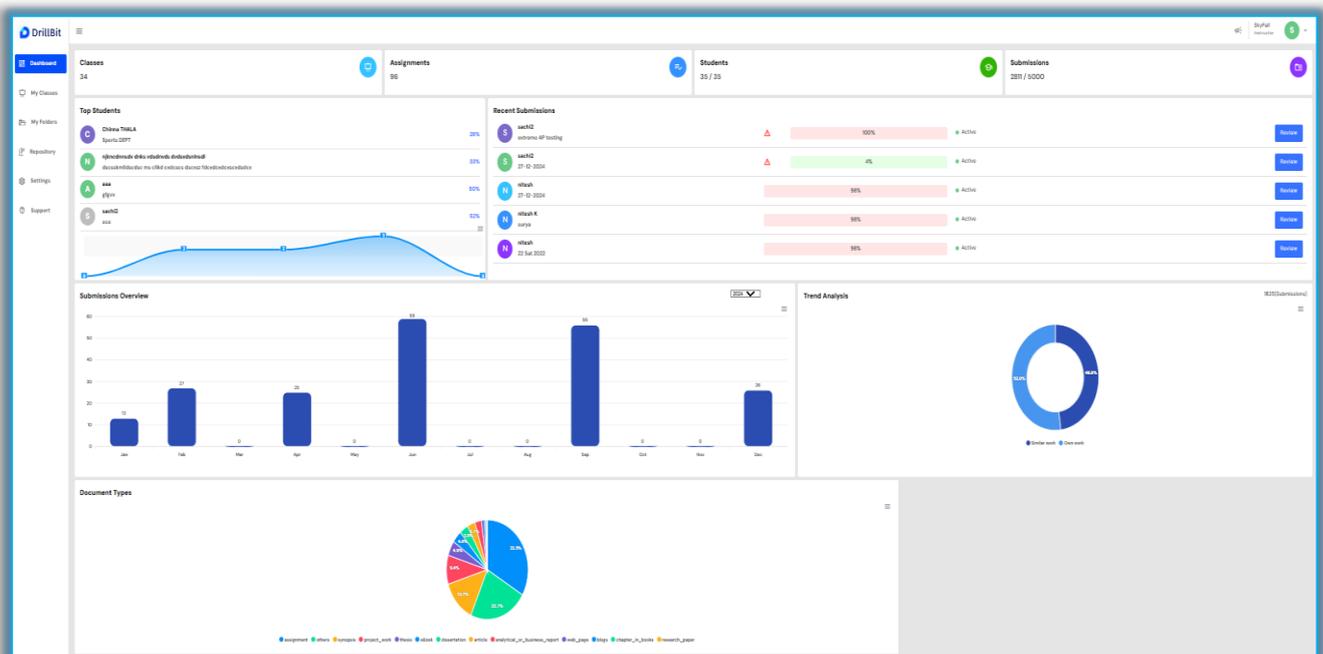
[Instructor Dashboard](#)

[My Classes Interface](#)

[Overview Inside a Class](#)

[Logging in to DrillBit Plagiarism](#)

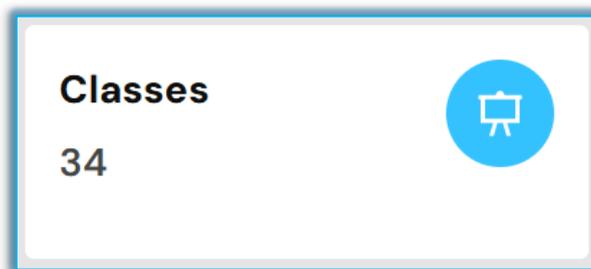
[Forgot password](#)



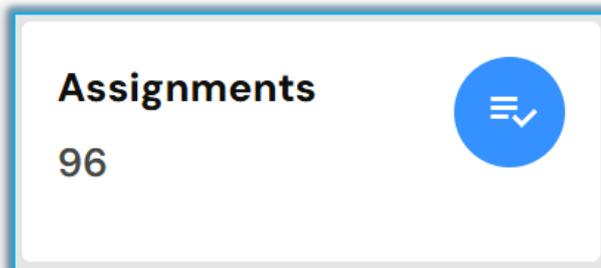
1. Access the DrillBit application.
 - a. On the login page, enter your username and password to sign in.
2. Upon login, you will be directed to the dashboard by default.

Features of the Instructor Dashboard

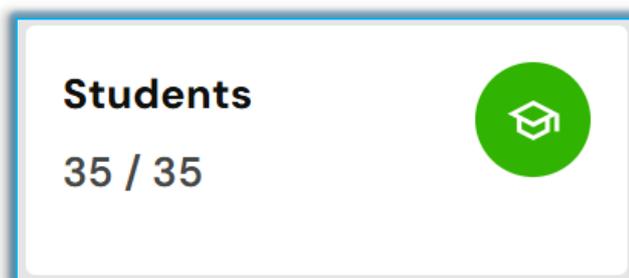
8.1. Classes: This section displays the number of classes created by the instructors.



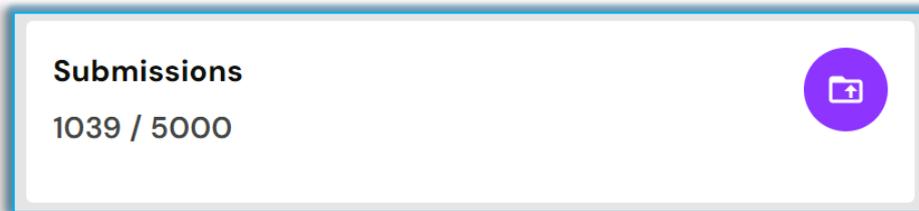
8.2. Assignments: The "Assignments" section shows the total number of assignments created by the instructor, irrespective of whether they are active or inactive.



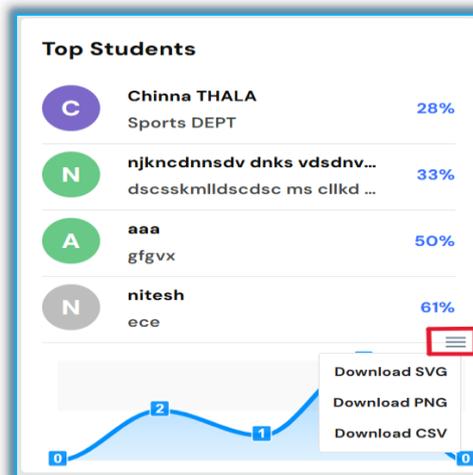
8.3. Students: The "Students" section offers a comprehensive overview of the students in the instructor's classes. It displays the total number of students enrolled, along with a breakdown showing how many students were created by the instructor and how many were allocated by the admin. This distinction helps instructors monitor their student roster and manage enrolment more effectively.



8.4. Submissions: The "Submissions" section provides a summary of the total number of documents submitted by students for review. It displays the number of submissions done by students and those allocated to the instructor by the admin. This ensures instructors can efficiently track and manage all submissions under their responsibility.



8.5. Top Students: This tab in the Admin Dashboard is a key feature designed to identify and display the students with the lowest overall performance percentages based on their submission data.



The system calculates each student's overall average percentage based on all their submissions. Students with the lowest average percentages are identified and displayed in a list, which includes the names, departments, and average percentages of four students.

The graph categorizes student counts into percentage ranges: 0-10%, 11-40%, 41-60%, 61-100%, and DocError.

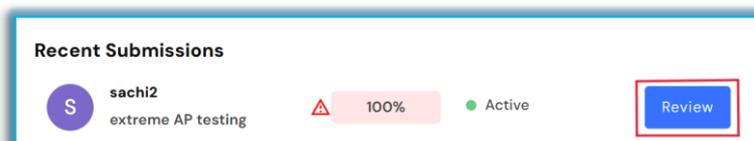
DocError: Represents scenarios such as blank submissions, documents with more than 50% images, references placed after 60% of the content, password-protected PDFs, or manipulated text.



8.6. Recent Submissions: The "Recent Submissions" graph, accessible from the submissions interface, displays the five most recent student submissions, whether made through the class interface or the submissions interface.

Student	Submission Title	Similarity	Status	Action
sachi2	extreme AP testing	100%	Active	Review
sachi2	27-12-2024	4%	Active	Review
nitesh	27-12-2024	98%	Active	Review
nitesh K	surya	98%	Active	Review
nitesh	22 Sat 2022	98%	Active	Review

It includes details such as the student's name, similarity percentage, active/inactive status, and a review button to access the submission report. This feature helps instructors stay updated on recent activity and quickly review submissions.



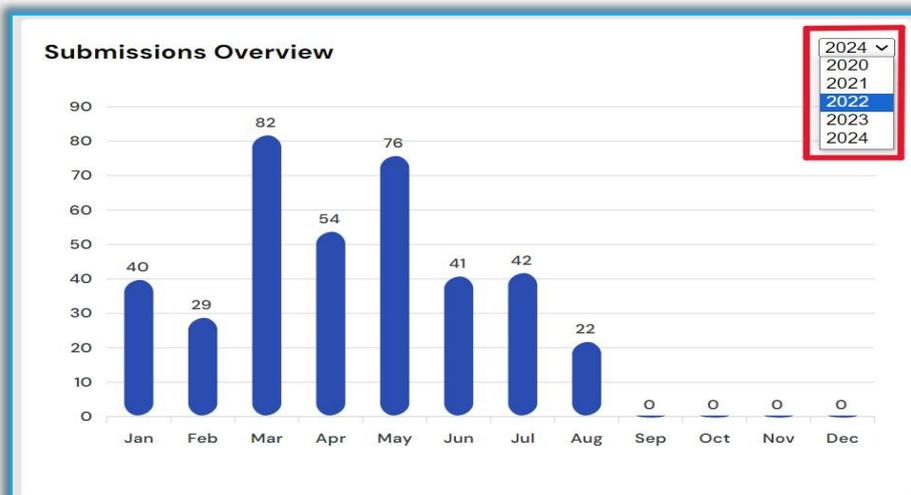
8.7. Submission Overview: Track monthly submission activity by for both instructors and users under your account. This feature provides insights into submission patterns across different months.



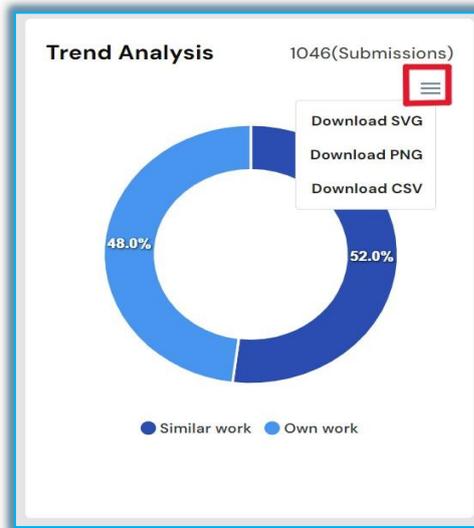
Admin can download the month-wise graph of selected year in SVG, PNG, or CSV formats.

Year-Wise View:

Analyse data from the past years to identify trends and patterns. This feature allows for year-wise data downloads in SVG, PNG, or CSV formats through the dropdown menu on the graph.

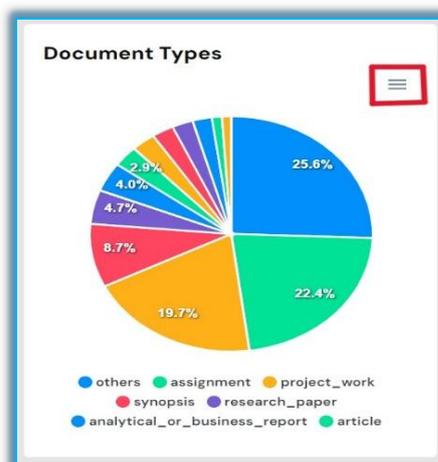


8.8. Trend Analysis: The Trend Analysis section displays the percentage distribution of similar work and own work across all submissions under the account. This visualization helps administrators understand the extent of similarity within the submissions.



Trend Analysis data can be exported in three formats (SVG, PNG and CSV) from the hamburger menu on the graph.

8.9. Document Types: A pie chart visualizes the various types of documents submitted, including thesis, dissertation, article, and others. This feature enables administrators to analyse the diversity of submissions and identify which types are most frequently used.



You can download the document types of data in SVG, PNG, and CSV formats by using the hamburger menu on the graph.

Here's a useful feature:

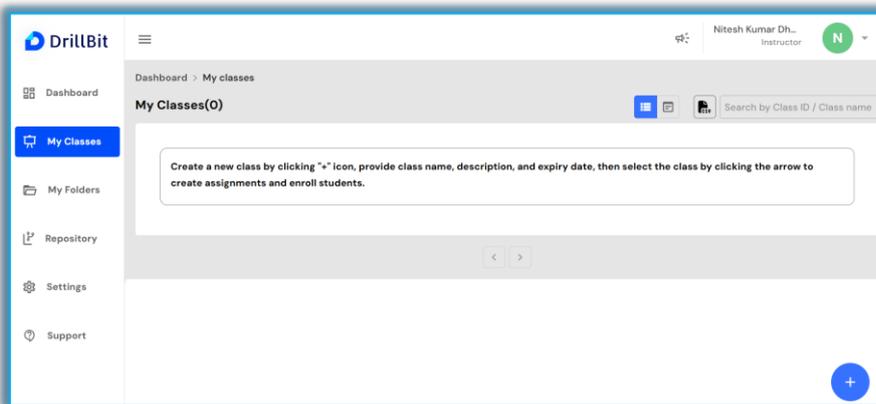
Data for the Submission Overview, Similarity Ranges, Account Validity, Trend Analysis, Document Types, and Departments can be downloaded in three formats from the hamburger menu on each Individual graph:

- **SVG (Scalable Vector Graphics):** Ideal for high-resolution, scalable graphics, making it perfect for presenting data clearly at any size.
- **PNG (Portable Network Graphics):** Provides a clear, high-quality image suitable for digital displays, allowing data to be easily shared or embedded.
- **CSV (Comma-Separated Values):** Exports the data in a tabular format for easy analysis in spreadsheets.

9. My Classes Interface

24th Feb 2025

The **My Classes** interface in DrillBit provides instructors with tools to create, manage, and organize classes effectively. It offers two views, **Table View** and **Class View**, for flexible management and organization.



Support



Materials

[My Classes Interface](#)

[Overview Inside a Class](#)

[Instructor](#)

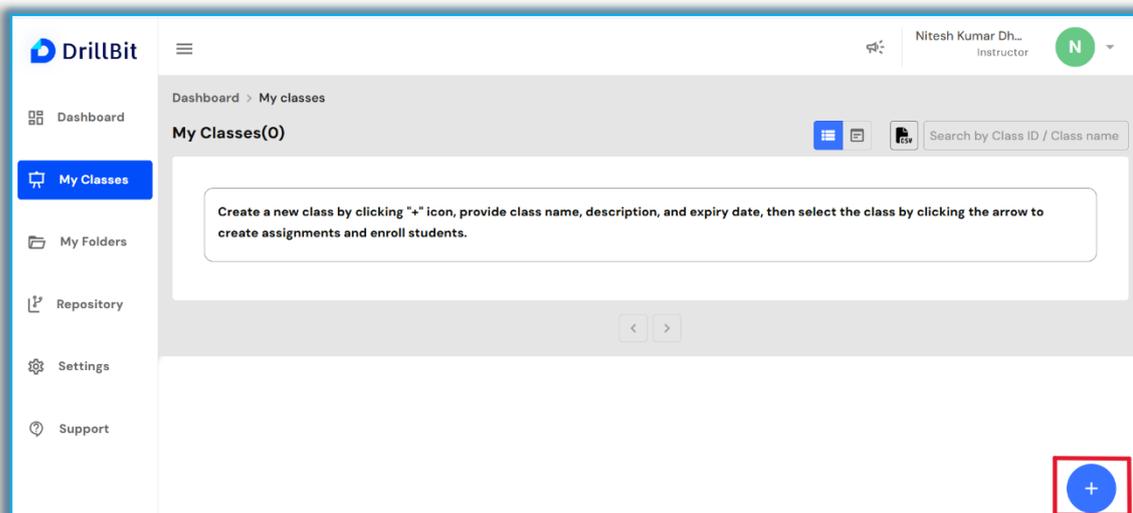
[Announcements](#)

[Instructor Dashboard](#)

[Help section in Instructor Account](#)

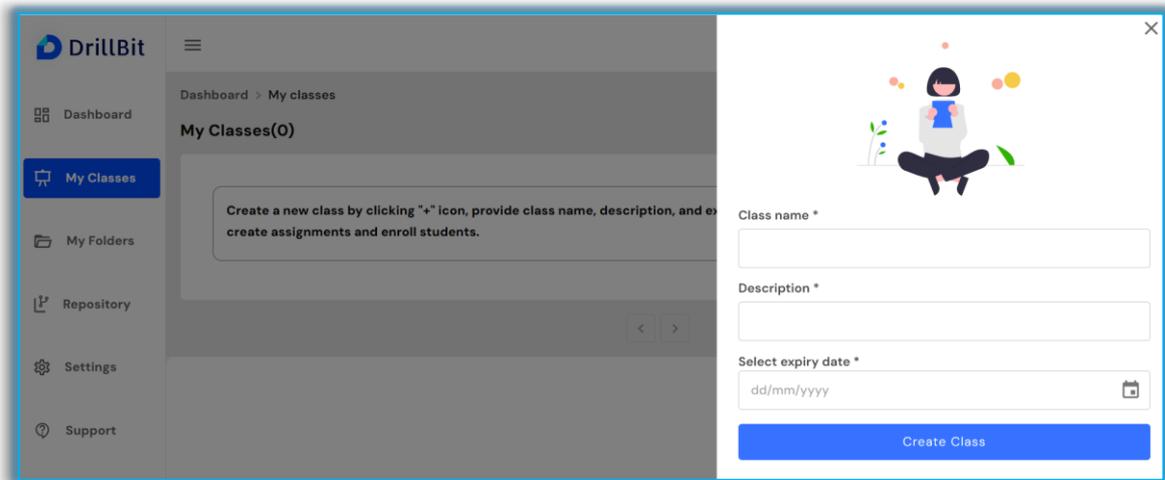
9.1. Creating a Class

1. Navigate to the **My Classes** section.
2. Click on the **"+" icon** to initiate class creation.



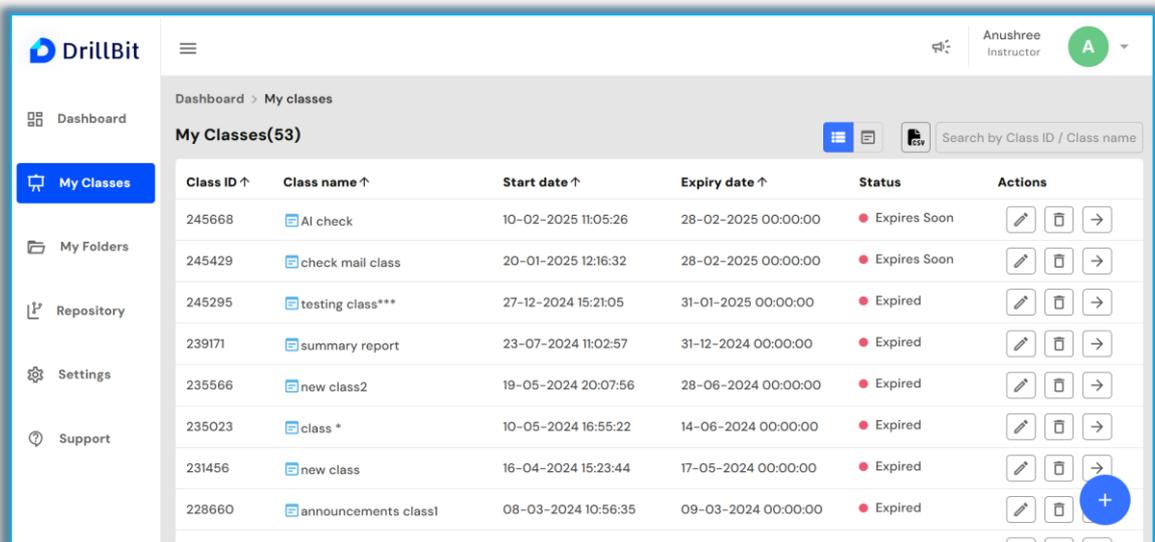
[Scroll To](#) 

3. Fill in the required fields, including Class Name (enter a name for the class), Description (provide details about the class), and Select Expiry Date (set an expiry date for the class).
4. Click the "Create Class" button to finalize the creation.



9.2. Features of My Classes Interface

9.2.1. Table View (My Classes Interface):



The screenshot displays the 'My Classes' table view in the DrillBit interface. The table has the following columns:

Class ID ↑	Class name ↑	Start date ↑	Expiry date ↑	Status	Actions
245668	AI check	10-02-2025 11:05:26	28-02-2025 00:00:00	Expires Soon	  
245429	check mail class	20-01-2025 12:16:32	28-02-2025 00:00:00	Expires Soon	  
245295	testing class***	27-12-2024 15:21:05	31-01-2025 00:00:00	Expired	  
239171	summary report	23-07-2024 11:02:57	31-12-2024 00:00:00	Expired	  
235566	new class2	19-05-2024 20:07:56	28-06-2024 00:00:00	Expired	  
235023	class *	10-05-2024 16:55:22	14-06-2024 00:00:00	Expired	  
231456	new class	16-04-2024 15:23:44	17-05-2024 00:00:00	Expired	  
228660	announcements class1	08-03-2024 10:56:35	09-03-2024 00:00:00	Expired	  

The interface also includes a search bar for 'Class ID / Class name' and a '+ Add' button at the bottom right of the table.

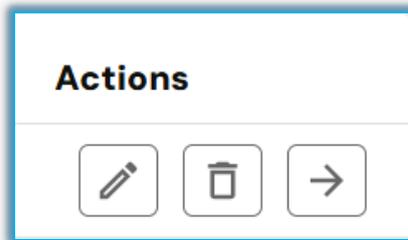
Displays class details in a tabular format with the following columns:

- Class ID: A unique identifier for the class.

- Class Name: Clicking on the class name navigates inside the class for further management.

Class ID ↑	Class name ↑	Start date ↑	Expiry date ↑	Status	Actions
245297	 extreme AP testing	28-12-2024 14:17:43	31-01-2025 00:00:00	● Active	  
245294	 27-12-2024	27-12-2024 14:54:13	10-01-2025 00:00:00	● Expires Soon	  

- Start Date: Indicates when the class was created.
- Expiry Date: Displays the expiration date of the class.
- Status: The "Status" section displays the current class status, which can be Active, Inactive, or Expires Soon (when the expiry date is near).
- Actions: Provides three options:



- Edit: The "Edit" option lets you modify the class details, including updating the Description and Expiry Date; click the "Edit Class" button to apply the changes.

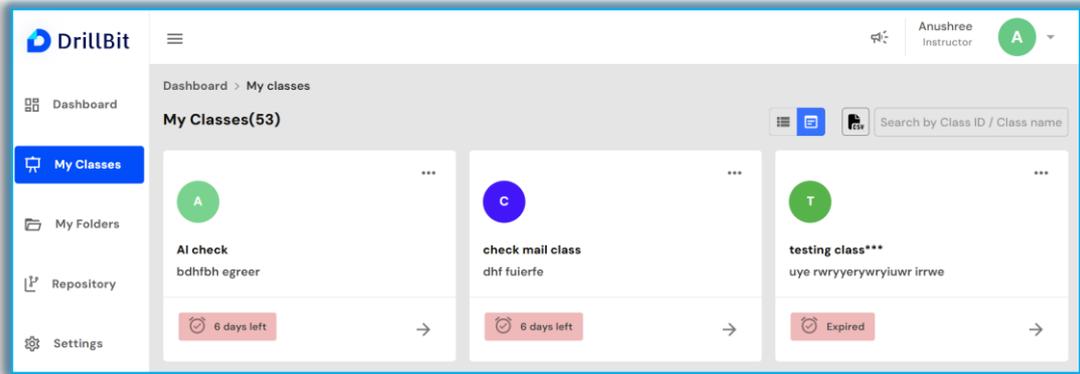
Important: The Class Name cannot be edited.

- Delete: This option removes the class along with all its associated details.
- Next: Click here to enter the class and view or manage its contents.

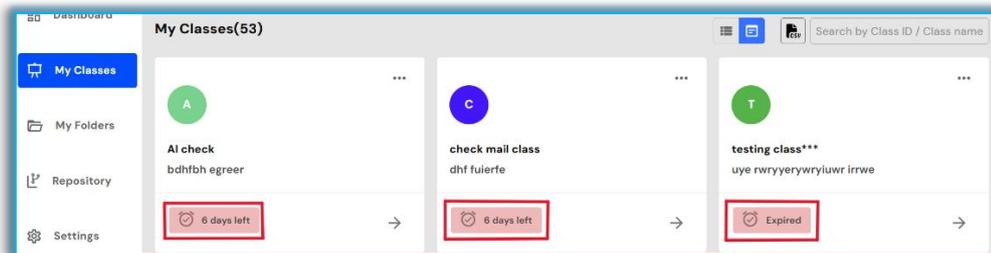
Helpful Tip: Sorting is available for Class ID, Class Name, Start Date, and Expiry Date through arrow icons next to the respective headings.

9.2.2. Class View (My Classes Interface):

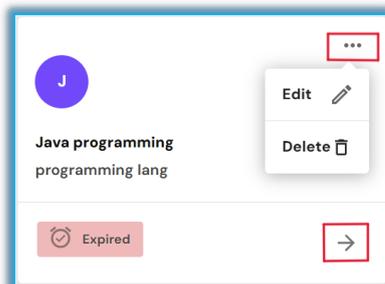
Organizes classes visually, grouping them into individual cards with the following details:



- Class Name and Description: The class name and description are prominently displayed within the interface, allowing instructors to quickly identify the class.
- Days Left/Expired Status: Displays the number of days remaining until expiration or indicates if the class has already expired.



- Actions:



- Three Horizontal Dots: Provides a dropdown menu with options to edit or delete the class, enabling quick modifications or removal.
- Right Arrow: Allows navigation into the class for accessing detailed settings or performing additional actions.

The **My Classes** interface ensures flexibility and ease of management, allowing instructors to stay organized and streamline their academic responsibilities.

10. Overview Inside a Class

24th Feb 2025

Upon entering a class in DrillBit, users gain access to two primary tabs: Students and Assignments. These tabs offer distinct functionalities for managing the class effectively. Below is an overview:

Support



Materials

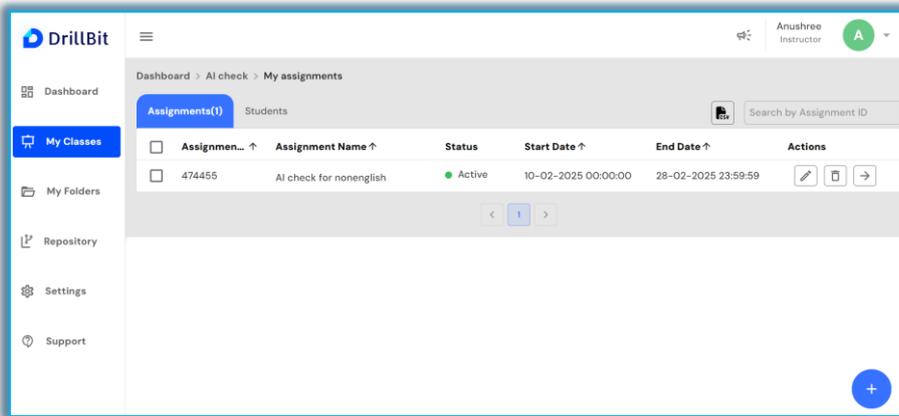
[Overview Inside a Class](#)

[My Classes Interface](#)

[Managing the Students Tab](#)

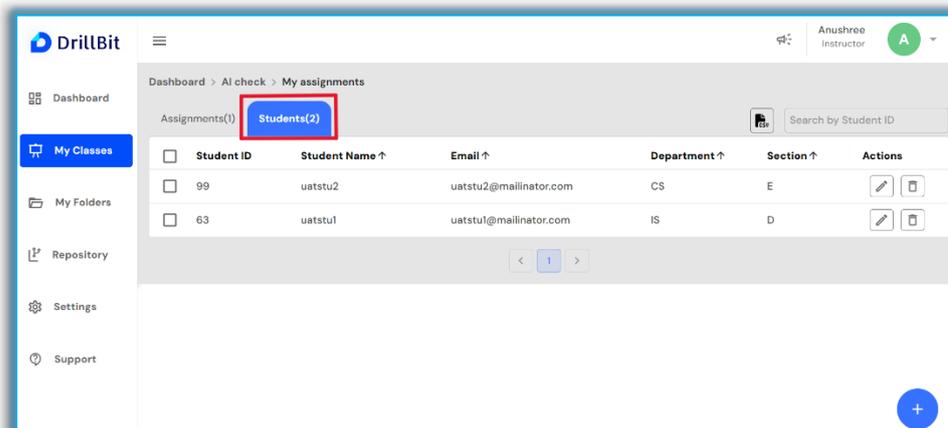
[Adding Students](#)

[Help section in Instructor Account](#)



10.1. Students Tab:

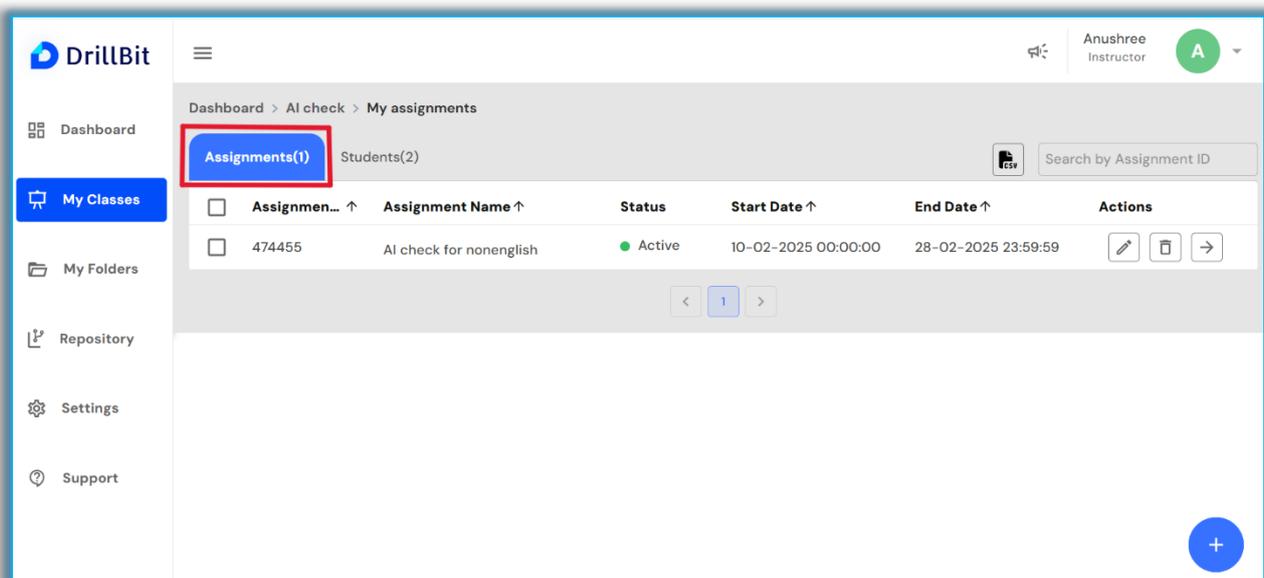
- The Students Tab allows users to add and manage students within the class.
- Users can:
 - Add individual students.
 - Bulk-add students via a CSV file.
 - Select students from a pre-existing list provided by the administrator.
- Features include sorting, searching, and downloading student data.



Note: For more information about adding students and managing students, refer to the "Manage Students" and "Add Students" documentation.

10.2. Assignments Tab:

- The Assignments Tab enables users to create and manage assignments for students.
- Users can:
 - Set assignment details.
 - Configure assignment-specific settings.
 - Manage and monitor student submissions.



Each of these tabs provides tools tailored for efficient class management, ensuring users can streamline their workflows.

Note: For more information about adding assignment and managing assignment, refer to the "Manage Assignment" and "Create Assignment" documentation.

11. Managing the Students Tab

24th Feb 2025

The **Students Tab** provides tools to manage the student roster within a class. It is essential to enrol students before creating assignments to ensure they can participate in submissions. Below are the key functionalities and navigation details:

Navigating to the Students Tab

1. Enter the desired class by clicking on the class name or the right arrow icon.
2. Select the **Students Tab** to access student management tools.

Support



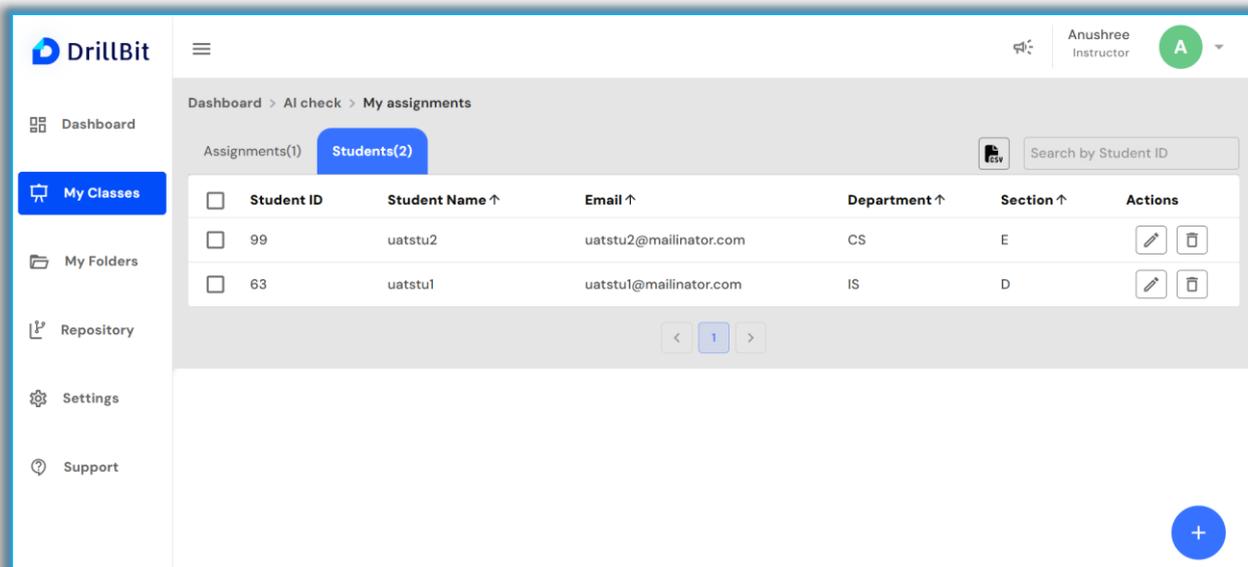
Materials

[Managing the Student Tab](#)

[Adding Students](#)

[Overview Inside a Class](#)

[My Classes Interface](#)

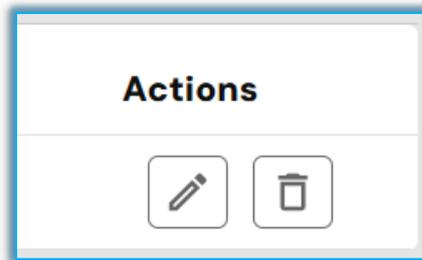


Managing Student Records

The Students Tab showcases vital information for each student, separated into the following categories:

- Student ID: Uniquely identifies each student, ensuring their records are distinct.

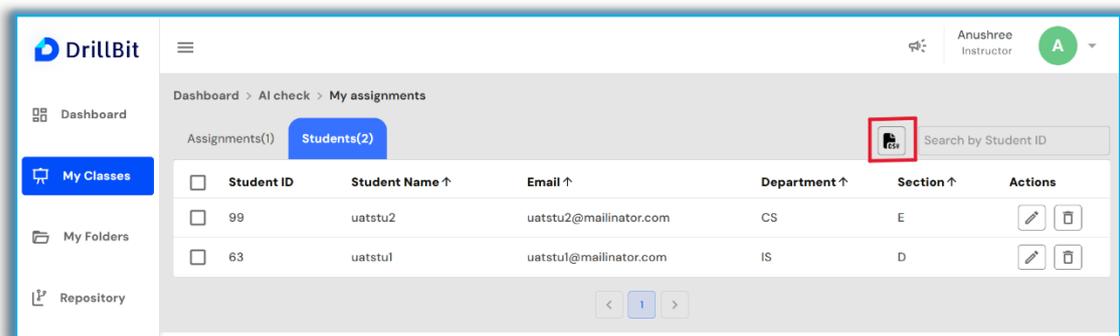
- Student Name: Helps distinguish individual participants in the class.
- Email: Displays the student's email address.
- Department and Section: Categorizes students based on their academic division and group.
- Actions:



- The **Edit** icon allows instructors to modify student details such as Student Name, Student ID, Department, Section, and Phone Number.

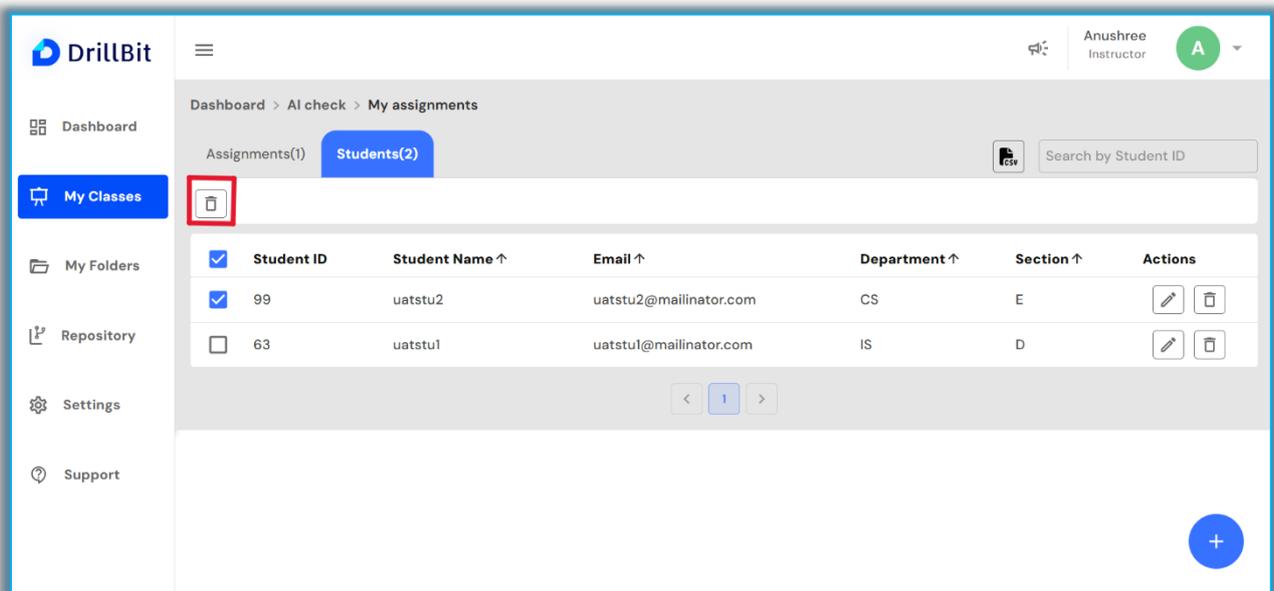
Note: The email address cannot be modified.

- The **Delete** icon enables the removal of a student from the roster, ensuring records remain up to date.
- To download the student list as a CSV file, click the download icon. This will initiate the download of a CSV file containing details such as User/Account ID, Name, Email, Creation Date, Status, Department, Section, Student ID, and Average Similarity Index.



How Can You Sort and Search Student Records? For added functionality, students can be sorted by Name, Email, Department, or Section to locate records quickly. Additionally, a search bar is available to find students by Student ID.

You can select multiple students by clicking the checkboxes. Once selected, a delete option will appear at the top, allowing you to perform bulk deletions easily.



The screenshot shows the DrillBit interface. On the left is a navigation sidebar with options: Dashboard, My Classes (highlighted), My Folders, Repository, Settings, and Support. The main content area is titled 'My assignments' and has two tabs: 'Assignments(1)' and 'Students(2)'. A search bar labeled 'Search by Student ID' is present. Below the tabs is a table with the following columns: Student ID, Student Name ↑, Email ↑, Department ↑, Section ↑, and Actions. Two rows are visible in the table. The first row has a checked checkbox and the second row has an unchecked checkbox. A red box highlights a trash icon in the top left of the table area, which is used for deleting selected records.

<input checked="" type="checkbox"/>	Student ID	Student Name ↑	Email ↑	Department ↑	Section ↑	Actions
<input checked="" type="checkbox"/>	99	uatstu2	uatstu2@mailinator.com	CS	E	 
<input type="checkbox"/>	63	uatstu1	uatstu1@mailinator.com	IS	D	 

12. Adding Students

24th Feb 2025

The **Add Students** functionality enables users to efficiently enrol students into a class. This feature simplifies the management of student records by allowing students to be added to individual classes. The instructor can then assign assignments to these students, ensuring the enrolment process meets the administrative needs of the class.

- From the DrillBit dashboard, navigate to the ‘My Classes’ section in the left sidebar and select the ‘Students’ tab.
- Click on the + icon to add students, choose your preferred method for adding students, and follow the detailed steps based on your selection.

Support

Materials

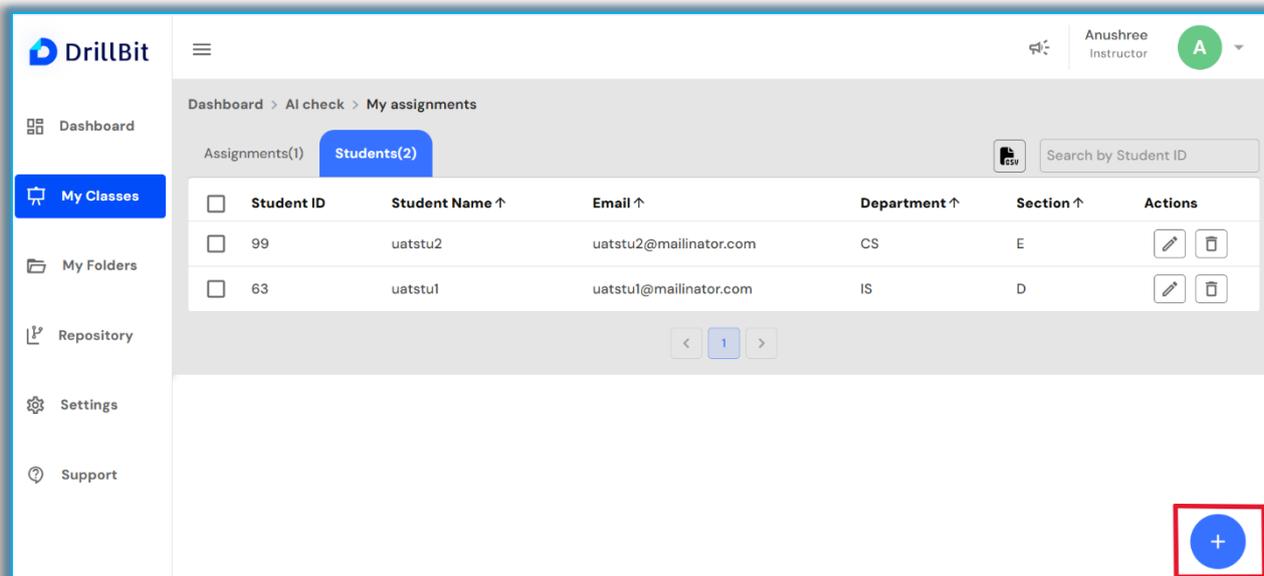


[Adding Students](#)

[Managing the Students Tab](#)

[Overview Inside a Class](#)

[Create Assignments](#)



The screenshot shows the DrillBit dashboard with the 'My Classes' section selected. The 'Students(2)' tab is active, displaying a table with the following data:

Student ID	Student Name ↑	Email ↑	Department ↑	Section ↑	Actions
99	uatstu2	uatstu2@mailinator.com	CS	E	 
63	uatstu1	uatstu1@mailinator.com	IS	D	 

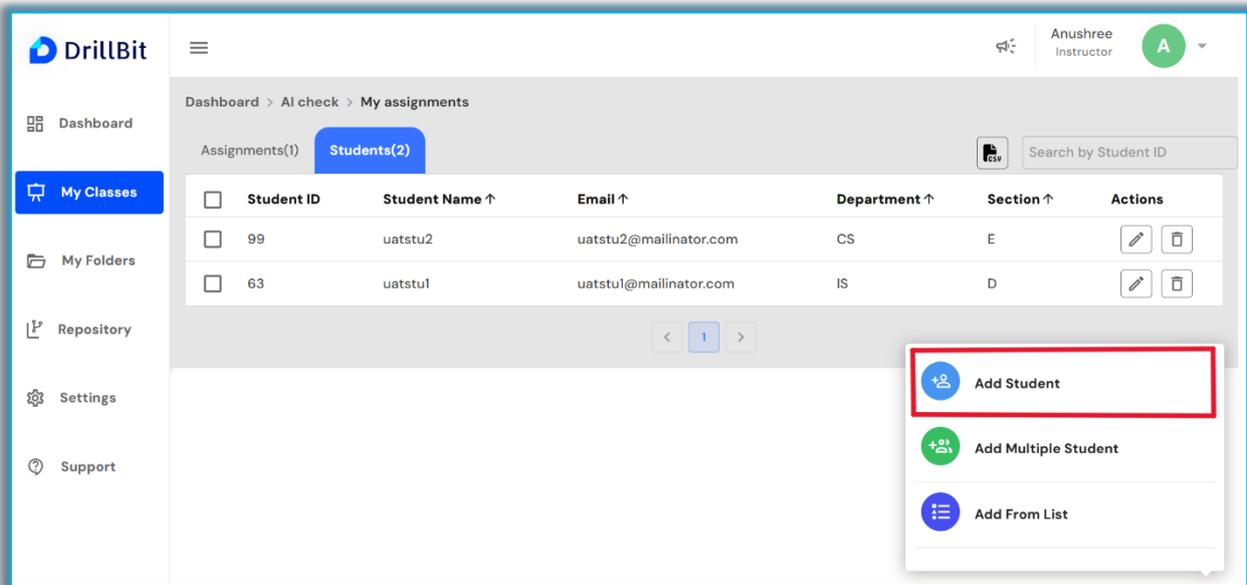
A red box highlights the '+' icon in the bottom right corner of the interface, which is used to add new students.

12.1. Methods to Add Students

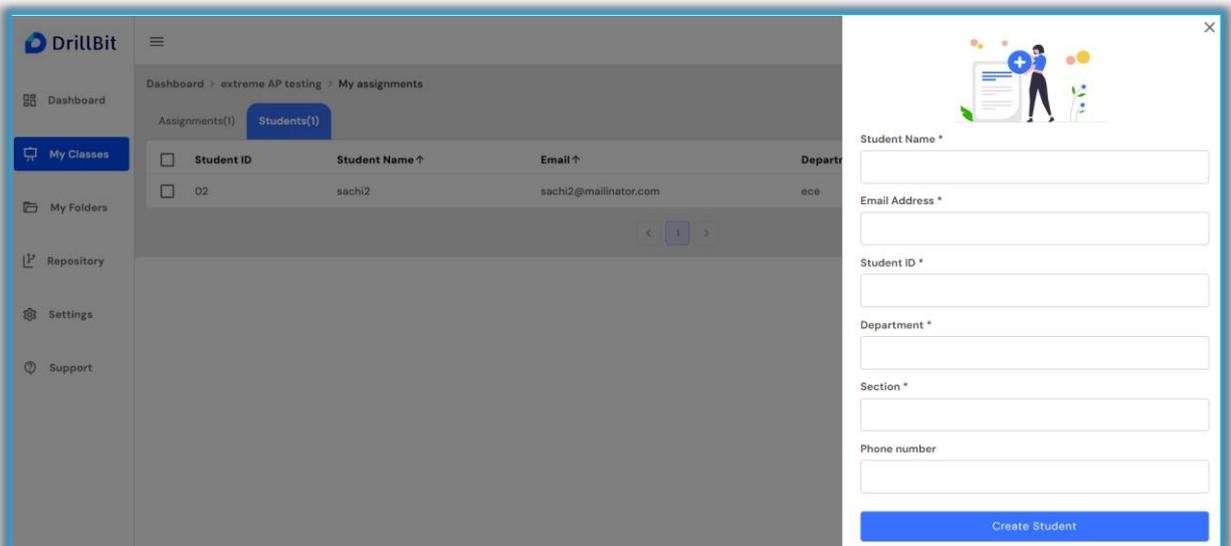
When you click on the + icon, three options are available to add students:

12.1.1. Add Individual Student:

Scroll To 



When selecting the 'Add Student' option, a side tab opens where you can enter details such as Student Name*, Email Address*, Student ID*, Department*, Section, and Phone Number.

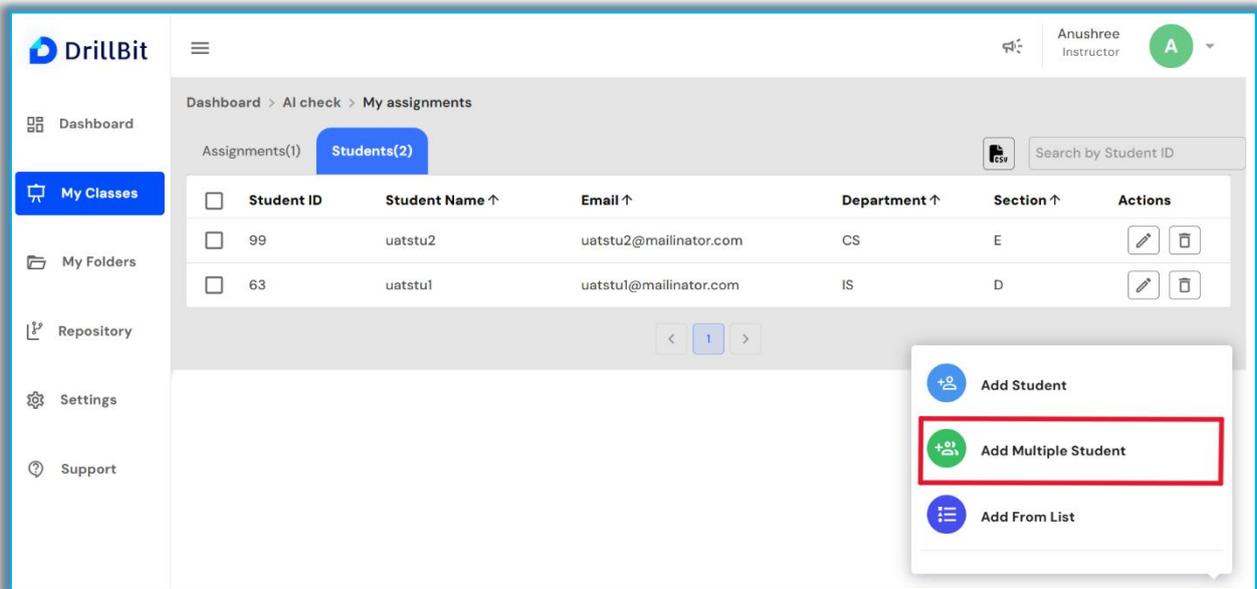


After entering all the required information, click on the 'Create Student' button to finalize the process.

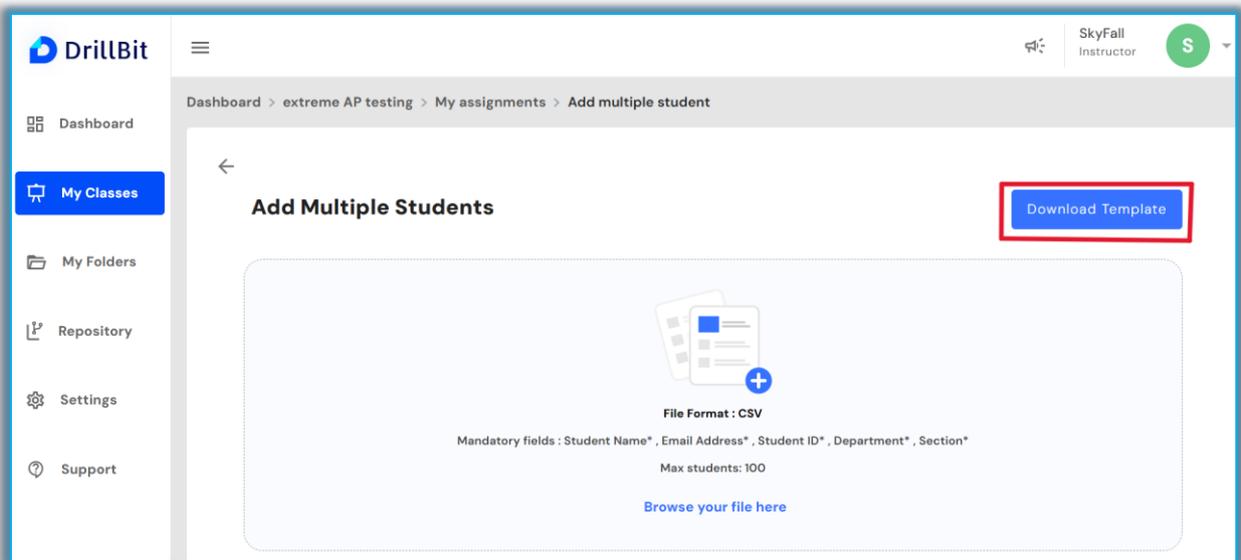
12.1.2. Add Multiple Students via CSV:

Click on the + icon and select the 'Add Multiple Students' option.

Scroll To 



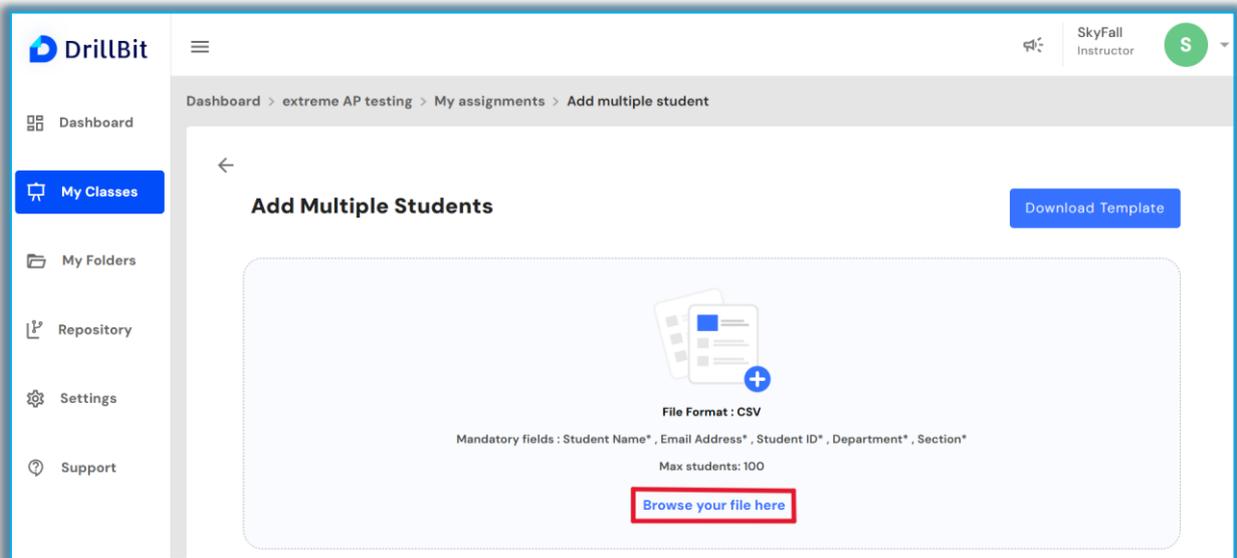
This action navigates to a window containing the 'Download Template' button. Use this button to download the provided CSV template.



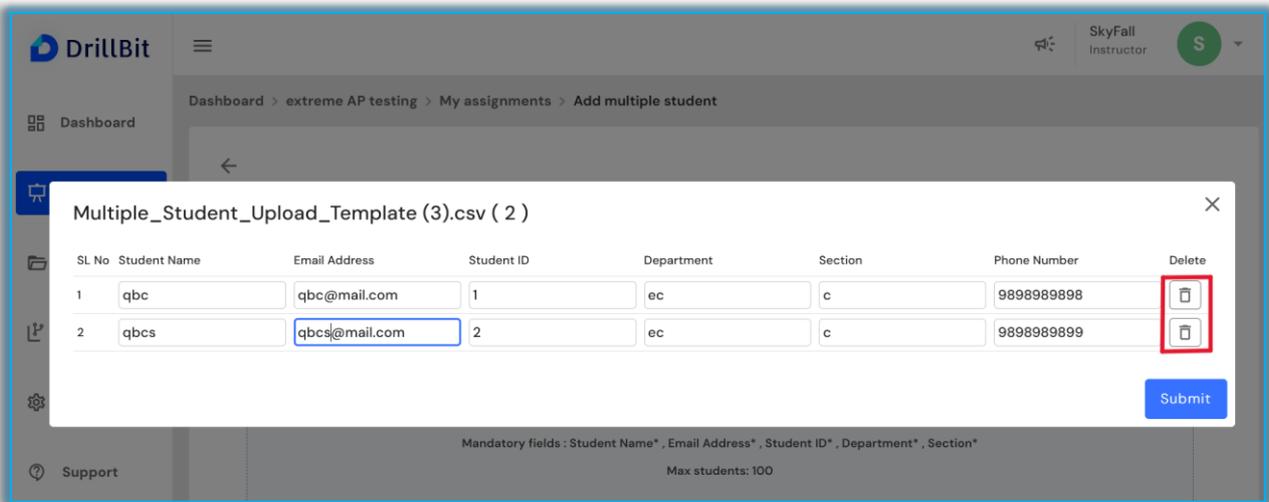
Attention: Ensure the CSV file is filled correctly and that all mandatory fields are completed to avoid errors.

Then, upload the filled CSV file by clicking on the 'Browse your file here' button.

Scroll To 

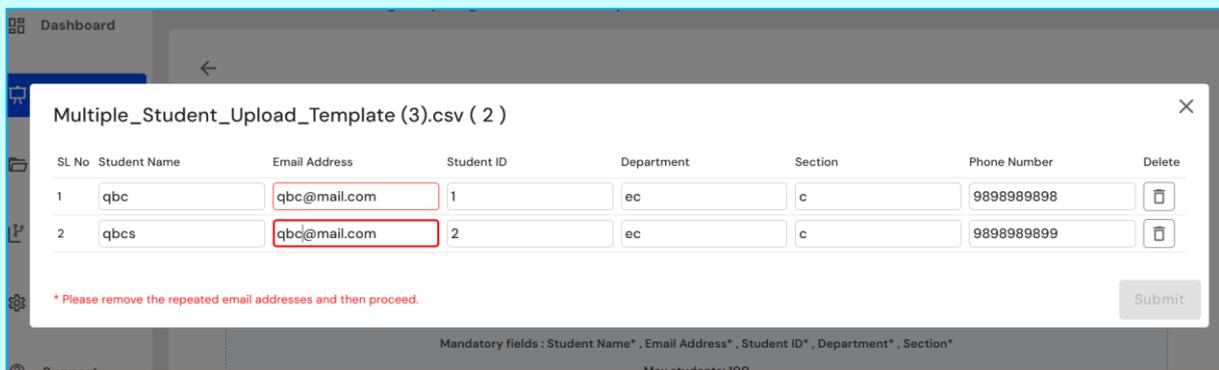


A preview of the uploaded data will be displayed, allowing you to review and correct any errors if needed.

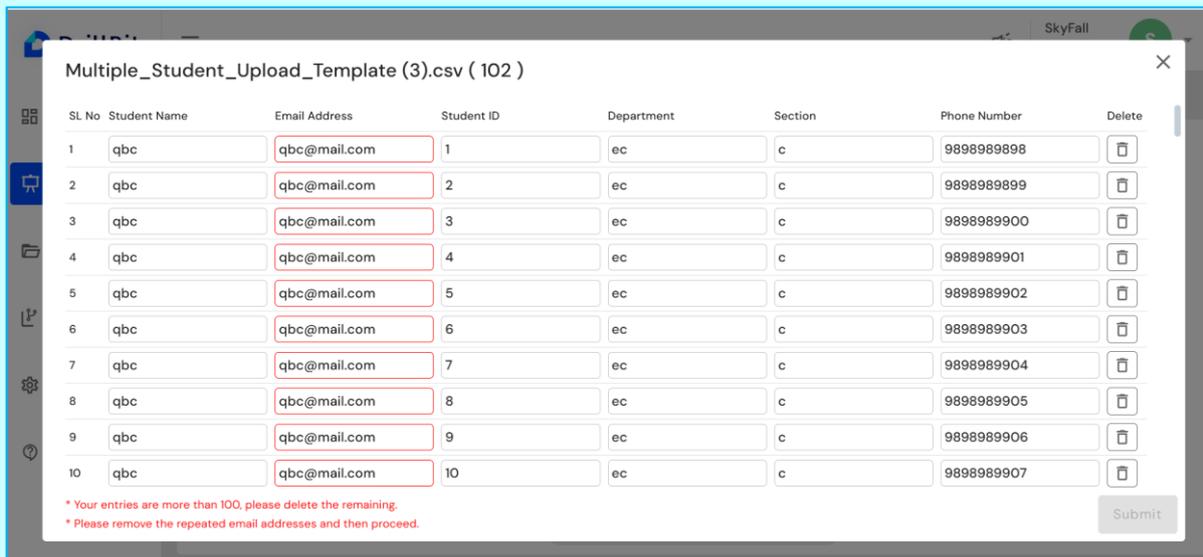


The preview also provides a **Delete** option to remove individual student entries. After making all necessary corrections, click **Submit** to complete the process.

If email addresses are repeated, the preview will display the message: "Please remove the repeated email addresses and then proceed."



If more than 100 users are added, the preview will display the message: "Your entries are more than 100, please delete the remaining."

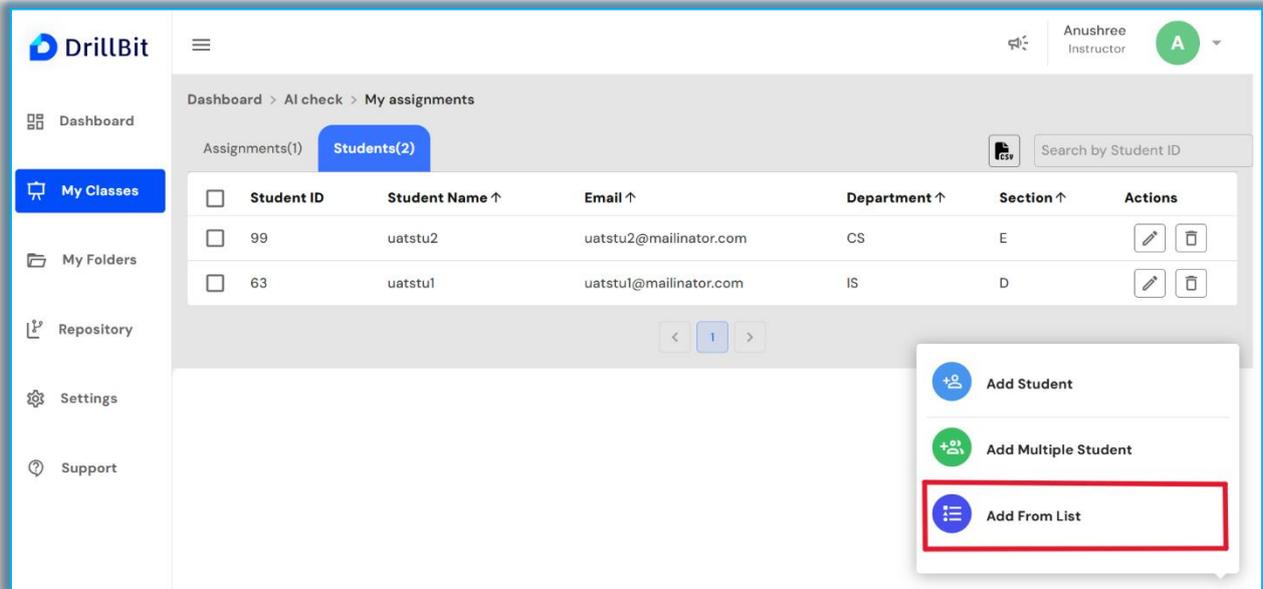


12.1.3. Add from List:

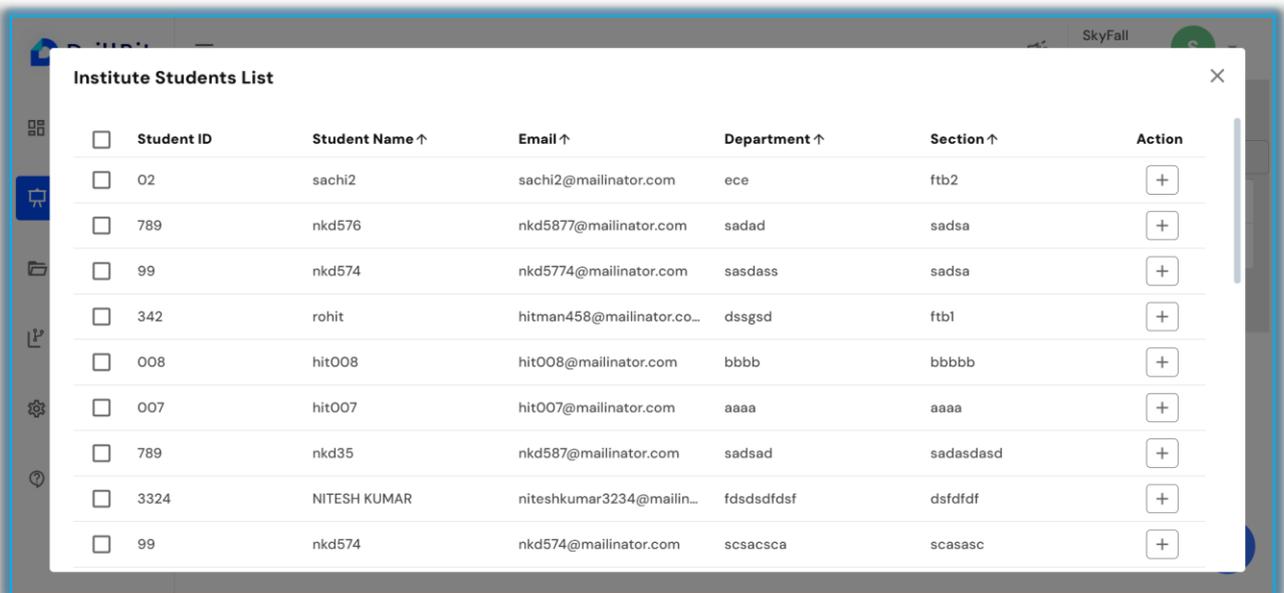
This feature allows instructors to add students to the **Student Tab** for an assignment from a pre-existing list created by an administrator. The list of students is initially created and

[Scroll To](#) 

managed at the admin level. Once the list is set up by the administrator, it becomes accessible to instructors when they select the "Add from List" option for an assignment.

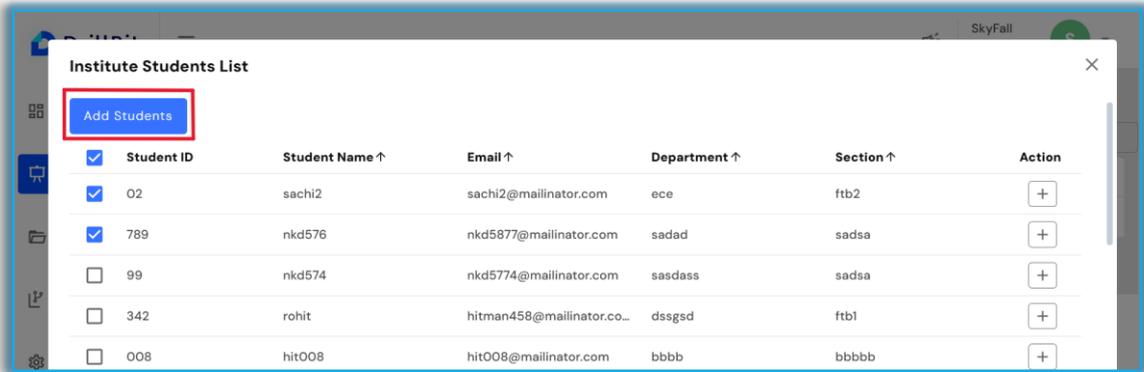


When the "Add from List" option is selected, a window will appear displaying the list of students. This list includes essential student details like Student ID, Student Name, Email, Department, and Section.

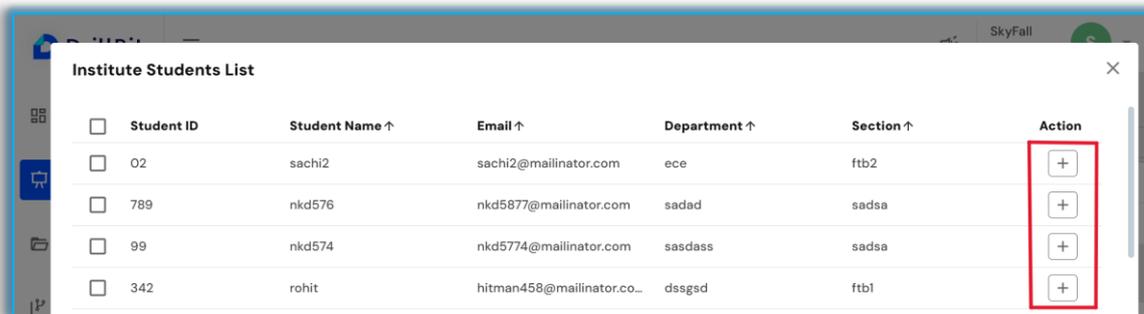


Selecting Students

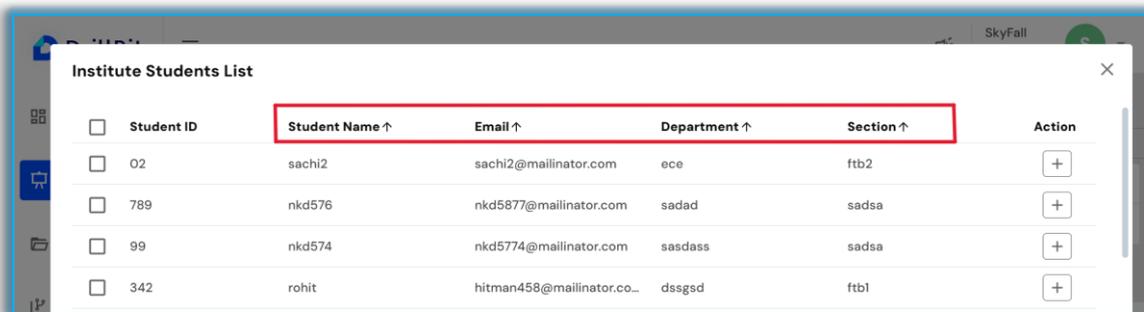
- **Bulk Selection:** Instructors can select multiple students at once by checking the checkboxes next to each student. After selecting, the "Add Students" button will appear. Clicking this button will add the selected students to the student tab in bulk.



- **Individual Selection:** To add a single student, instructors can click the "+" icon next to the student's name.



The list can be sorted by **Student Name**, **Email**, **Department**, and **Section**, allowing instructors to efficiently navigate through the student list and quickly locate the students they need to add, especially in large lists.



13. Create Assignments

24th Feb 2025

Once students are enrolled in the **Student Tab**, they will receive assignments when the instructor creates them. The **Create Assignments** feature enables instructors to set up and manage tasks for respective class, ensuring that students can submit their work in an organized and structured manner. Follow the steps below to efficiently create an assignment:

Steps to Create an Assignment

1. Navigate in the My Classes interface, then enter the class to see the Assignments Tab and Student Tab.

Support

Materials

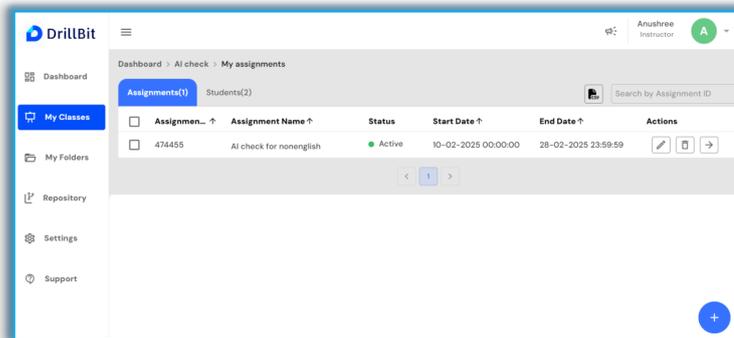


[Create Assignments](#)

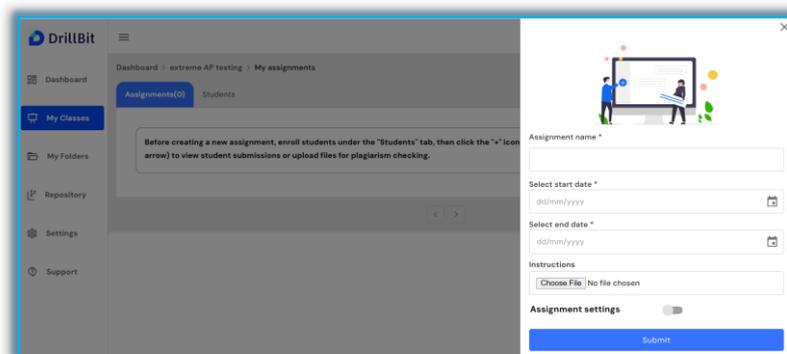
[Configuring Assignment Settings](#)

[Compare Against Databases \(Create Assignments\)](#)

[Managing Assignments](#)



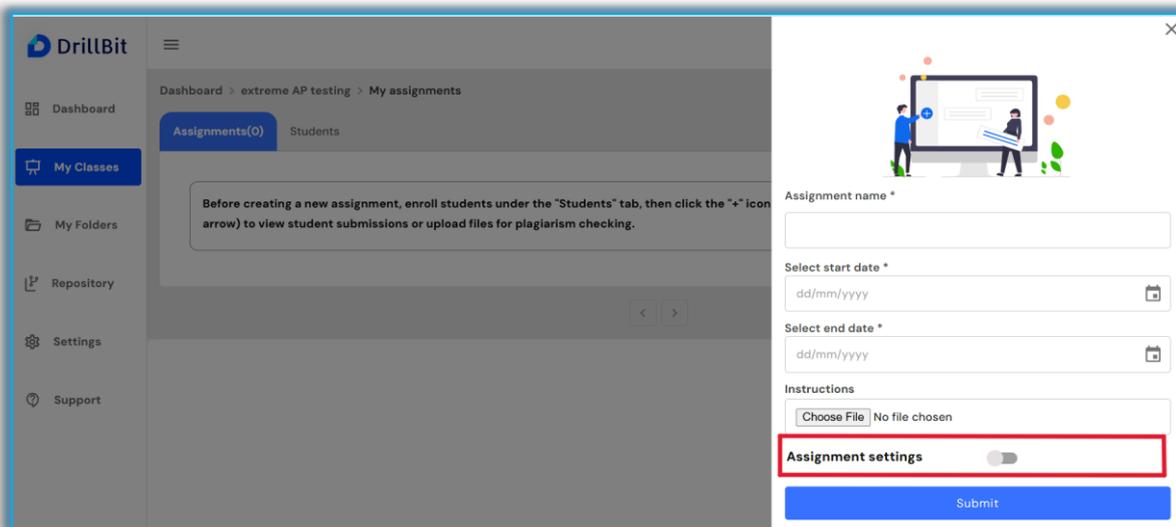
2. Click the **+** icon to open the assignment creation form. This will open a side-scroll window where you can enter the necessary details to create an assignment.



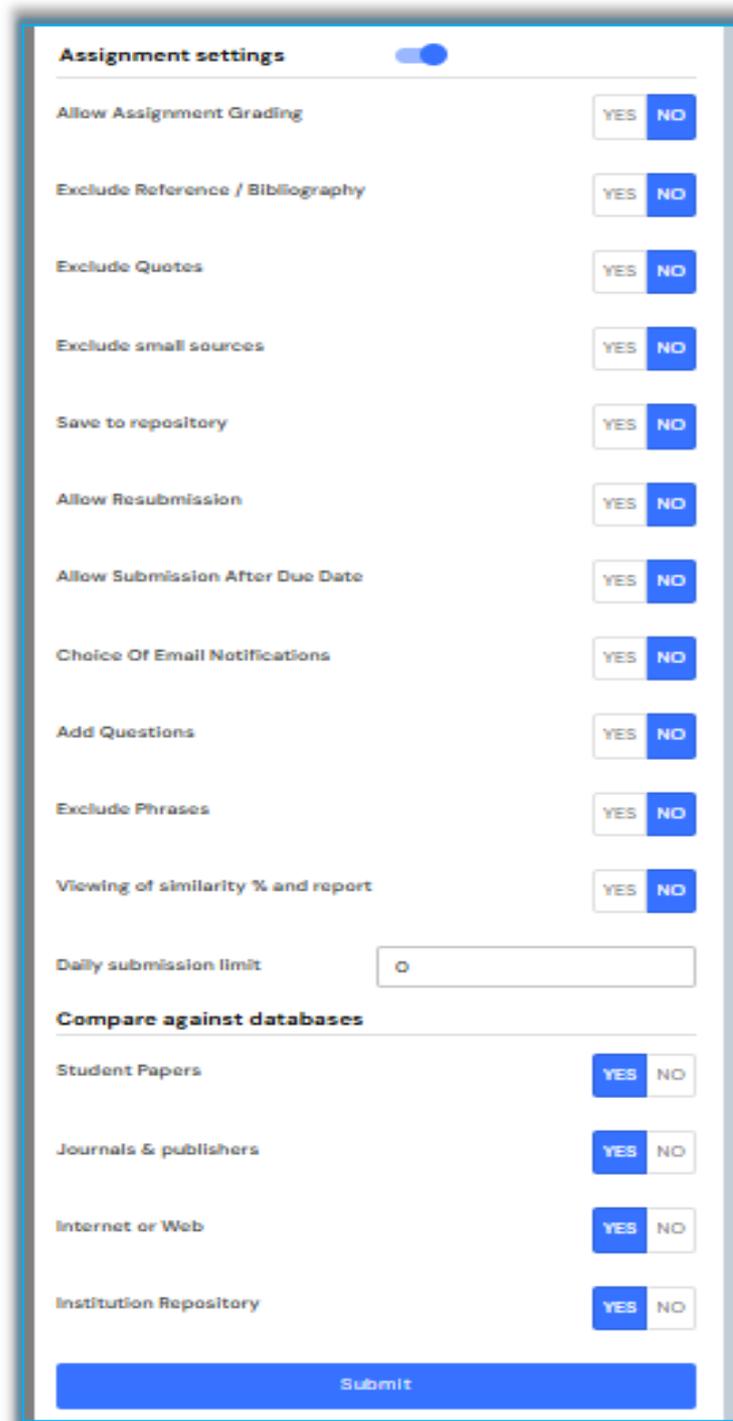
In the side-scroll window, fill in the following details:

- Assignment Name: Provide a clear, descriptive name for the assignment that will help students easily identify it.
- Select Start Date: Choose the date when the assignment will become available for students to view and start working on.
- Select End Date: Set the deadline by which students must submit their assignments. This ensures students know the time frame for their submission.
- Instructions: Enter any instructions or guidelines on how students should submit their assignments, what format is required, and any other relevant information. This section can be used to provide detailed information on how students should complete and upload their work.

13.1. Configuring Assignment Settings



- Assignment Settings (Optional): You can configure additional settings to customize the assignment based on your class's requirements. These settings are controlled using a toggle button. When toggled to "Yes," you will be able to activate the following options:



Assignment settings

Allow Assignment Grading YES NO

Exclude Reference / Bibliography YES NO

Exclude Quotes YES NO

Exclude small sources YES NO

Save to repository YES NO

Allow Resubmission YES NO

Allow Submission After Due Date YES NO

Choice Of Email Notifications YES NO

Add Questions YES NO

Exclude Phrases YES NO

Viewing of similarity % and report YES NO

Daily submission limit

Compare against databases

Student Papers YES NO

Journals & publishers YES NO

Internet or Web YES NO

Institution Repository YES NO

Submit

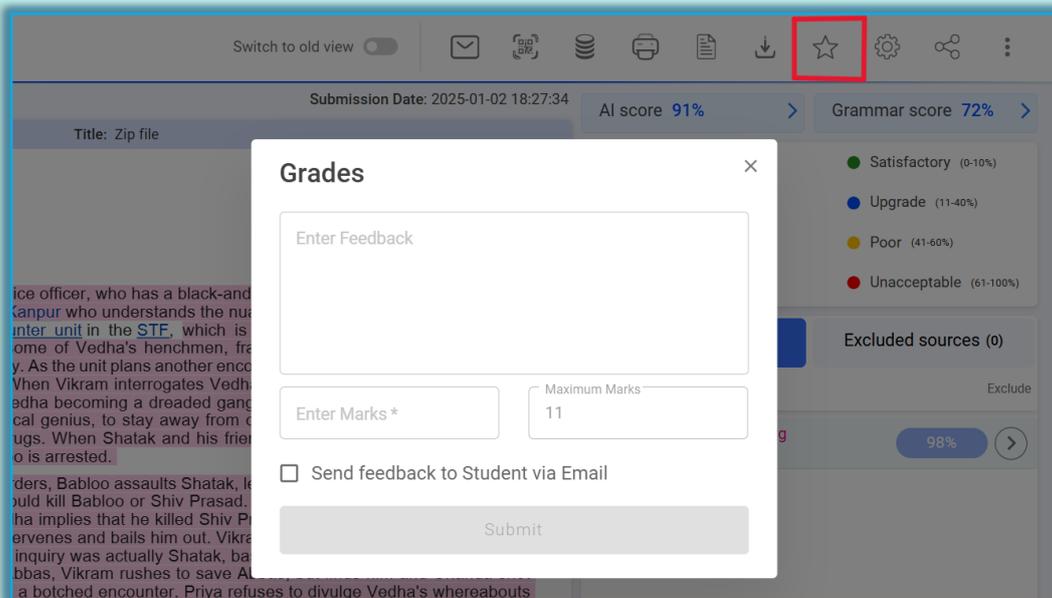
13.1.1. Allow Assignment Grading: When toggled to **Yes**, a prompt labelled "Enter Max Assignment Marks" will appear, allowing the instructor to specify the maximum marks for the assignment.

Assignment settings

Allow Assignment Grading

Enter Max Assignment Marks

Extra Information: Once enabled, the grading option will also be displayed on the **Analysis Page**, allowing instructors to enter feedback, record obtained marks, and optionally send feedback to students via email. This ensures detailed performance tracking and seamless communication with students.



13.1.2. Exclude Reference/Bibliography: Toggle this option to **Yes** if you want to exclude references and bibliographic material from the plagiarism check. This prevents non-original text, such as citations, from being flagged.

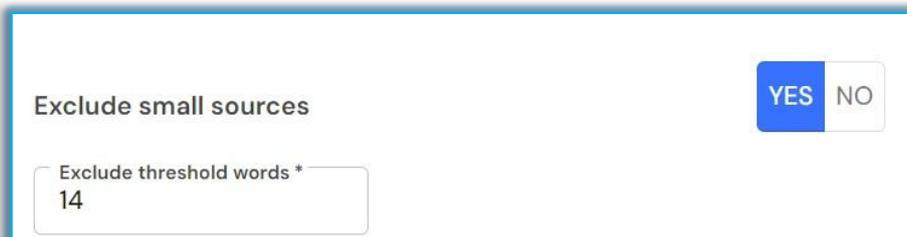
Exclude Reference / Bibliography

13.1.3. Exclude Quotes: If toggled to **Yes**, quoted material will be excluded from the plagiarism check. This is useful for ensuring that properly cited quotes are not mistakenly flagged as plagiarized content.



The screenshot shows a white rectangular box with a blue border. On the left side, the text "Exclude Quotes" is displayed. On the right side, there is a toggle switch with two buttons: "YES" (highlighted in blue) and "NO" (white with a grey border).

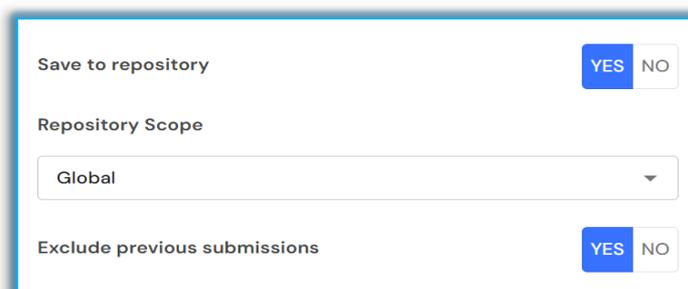
13.1.4. Exclude Small Sources: When the 'Exclude Small Sources' option is enabled during folder creation, users can specify a word count to exclude matched sources below a certain size from the report. The minimum value is 1, with a standard limit of 14 words as per guidelines, and a maximum of 9,999. Any matched sources with words less than or equal to the entered number will be excluded from the report.



The screenshot shows a white rectangular box with a blue border. At the top left, the text "Exclude small sources" is displayed. At the top right, there is a toggle switch with "YES" (highlighted in blue) and "NO" (white with a grey border) buttons. Below the toggle, there is a text input field with the placeholder text "Exclude threshold words *" and the value "14" entered.

13.1.5. Save to Repository (Create Assignments): This option saves the assignment to the global or institutional repository for future use and comparison. When toggled to **Yes**, two options will appear: "**Repository Scope**" and "**Exclude Previous Submissions**".

Repository Scope: Allows the instructor to select either the global or institutional repository where the submissions will be stored.

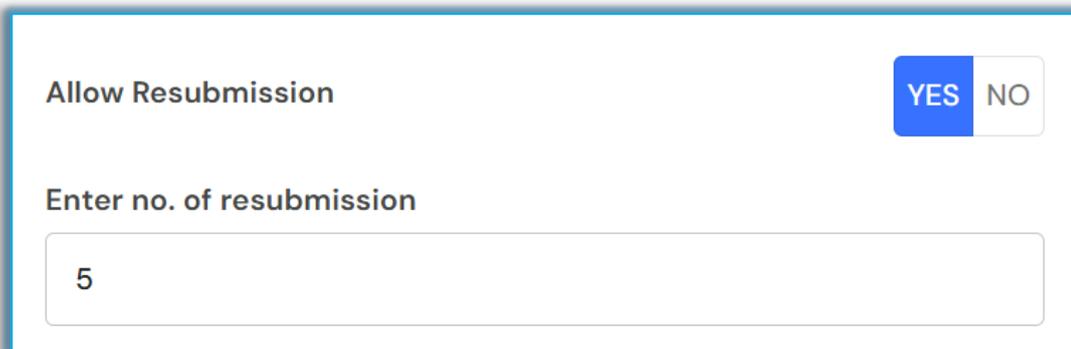


The screenshot shows a white rectangular box with a blue border. At the top, the text "Save to repository" is displayed next to a toggle switch with "YES" (highlighted in blue) and "NO" (white with a grey border) buttons. Below this, the text "Repository Scope" is displayed above a dropdown menu showing "Global" with a downward arrow. At the bottom, the text "Exclude previous submissions" is displayed next to another toggle switch with "YES" (highlighted in blue) and "NO" (white with a grey border) buttons.

Repository Scope: Allows the instructor to select either the global or institutional repository where the submissions will be stored.

Exclude Previous Submissions: When enabled, previously submitted copies of the same document will not be included in the comparison.

13.1.6. Allow Resubmission: When toggled to **Yes**, a field labelled "Enter No. of Resubmissions" will be displayed, allowing the instructor to specify the number of times a student can resubmit the assignment.



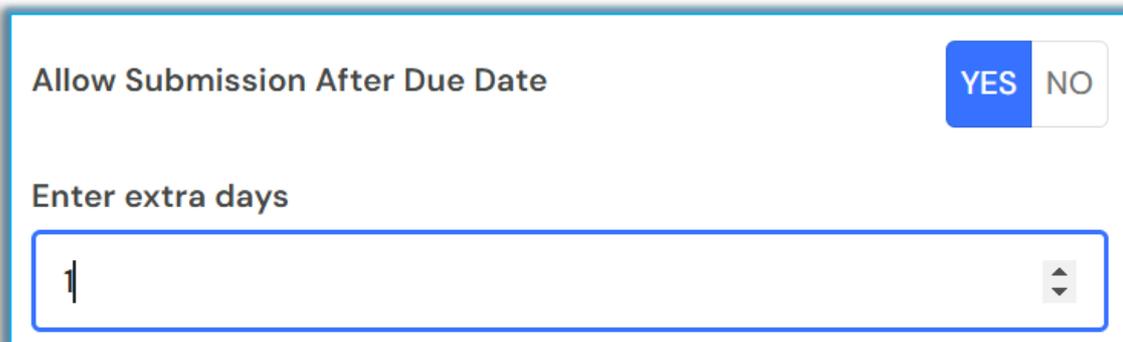
Allow Resubmission YES NO

Enter no. of resubmission

5

This setting permits students to resubmit their work up to the specified number of attempts. When toggled to **No**, only one submission is allowed per student.

13.1.7. Allow Submission After Due Date: Enabling this option will display a field labelled "Enter Extra Days," where the instructor can specify the number of days students are allowed to submit the assignment beyond the due date.



Allow Submission After Due Date YES NO

Enter extra days

1

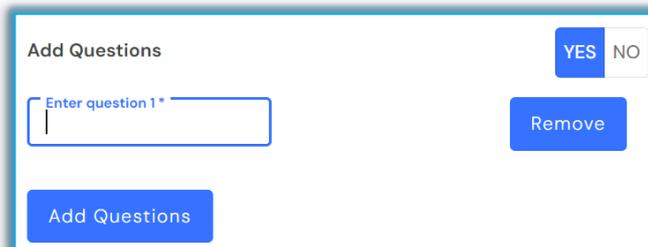
13.1.8. Choice of Email Notifications: Decide whether students should receive email notifications about assignment creation, updates, or changes.

13.1.9. Add Questions: This option allows instructors to include specific questions in the assignment. Enabling this feature will display an "Add Questions" button.



The screenshot shows a white rectangular panel with a blue border. At the top left, the text "Add Questions" is displayed. At the top right, there are two buttons: a blue "YES" button and a white "NO" button with a blue border. Below these, centered, is a blue "Add Questions" button. A red rectangular box highlights the "Add Questions" button.

Clicking the button opens a space to enter questions, each accompanied by a "Remove" button for easy editing.



The screenshot shows the same white panel with a blue border. The "Add Questions" text is at the top left. The "YES" and "NO" buttons are at the top right. Below them is a text input field with the placeholder text "Enter question 1*" and a blue "Remove" button to its right. At the bottom left, there is a blue "Add Questions" button.

Adding Multiple Questions: Instructors can add up to a maximum of 5 questions.

13.1.10. Exclude Phrases: When the exclude phrases, option is toggled to 'Yes,' a box will appear where up to 15 phrases, each up to 200 characters long, can be entered. This ensures that commonly used or technical terms are excluded from the similarity check, allowing for more accurate plagiarism detection.



The screenshot shows a white rectangular panel with a blue border. At the top left, the text "Exclude Phrases" is displayed. At the top right, there are two buttons: a blue "YES" button and a white "NO" button with a blue border. Below these, there is a text input field with the placeholder text "Enter phrases 1*" and the text "icicle has been acceptec" entered. To the right of the input field is a blue "Remove" button. At the bottom left, there is a blue "Add Phrases" button.

The excluded phrases are case-sensitive, so make sure to enter them exactly as they appear in the documentation for accurate exclusion from the similarity check.

13.1.11. Viewing of Similarity % and Report: If enabled, students can view the similarity percentage and detailed plagiarism report once the assignment has been processed.

Viewing of similarity % and report YES NO

Additional Details: After the assignment is processed, the similarity percentage and a detailed report will be visible to the student.



Filename ↑	Langu... ↑	Pape... ↑	Date ↑	Grammar Qua... ^{BETA}	AI Score	Similarity	Mar...	Status	Feedba...
↓ A18.docx	English	2929645	02-01-202...	69%	98%	25%	0	active	

- **Daily Submission Limit:** Enter a number in the space provided next to "Daily Submission Limit." This number defines how many times a student can submit the assignment per day, as set by the instructor.

Daily submission limit

13.2. Compare Against Databases (Create Assignments):

At least one of the following comparison options must be selected for the folder creation to proceed. This is necessary for determining what the submitted documents will be checked against.

13.2.1. Student Papers (Create Assignments): Documents submitted to this folder will be compared against other student papers. This ensures that student submissions are checked for originality by cross-referencing previous work submitted to DrillBit.

13.2.2. Journals & Publishers (Create Assignments):

If selected, uploaded files will be compared against databases of academic journals and publications. This helps in verifying the originality of scholarly articles, dissertations, and other research papers.

13.2.3. Internet or Web (Create Assignments):

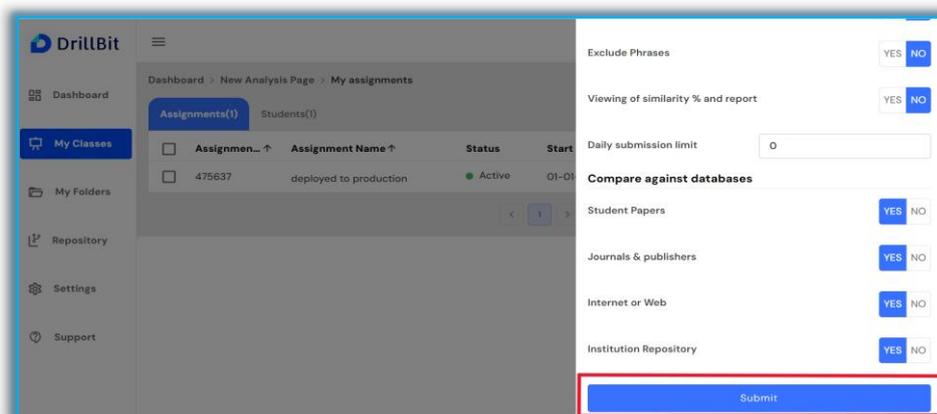
Selecting this option will compare the uploaded files against content available on the internet or web. This ensures that documents are checked for similarities with freely available online content, including websites, blogs, and articles.

13.2.4. Institution Repository (Create Assignments):

By enabling this option, documents will be compared against your institution's repository of previous submissions. This is useful for checking similarities within your own institution's database, ensuring that content is not reused or duplicated.

Finalizing the Assignment

- Review all the details entered to ensure that they are correct and meet the assignment's objectives.



- Once you have entered all the necessary information and configured the optional settings as needed, click Create Assignment to save and publish the task. The assignment will then be available to students based on the set start and end dates.

14. Managing Assignments

24th Feb 2025

The Assignments Tab in DrillBit enables users to efficiently organize and oversee class assignments. Below are the key functionalities available:

Viewing Assignments

- After creating an assignment in the My Classes interface, enter the class to access the Assignments Tab and Student Tab.

Support

Materials



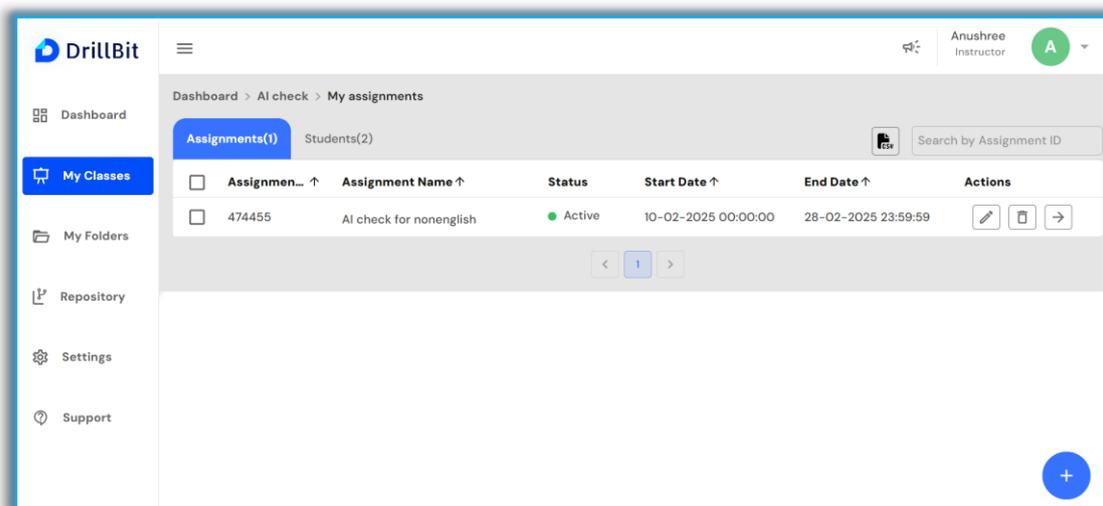
[Managing Assignments](#)

[Assignment Submission Management](#)

[Additional Tabs: Grades and Question & Answer](#)

[Create Assignments](#)

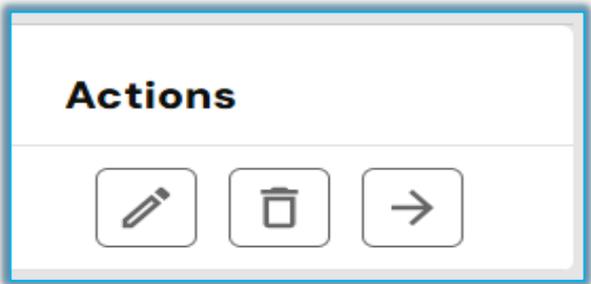
[Overview Inside a Class](#)



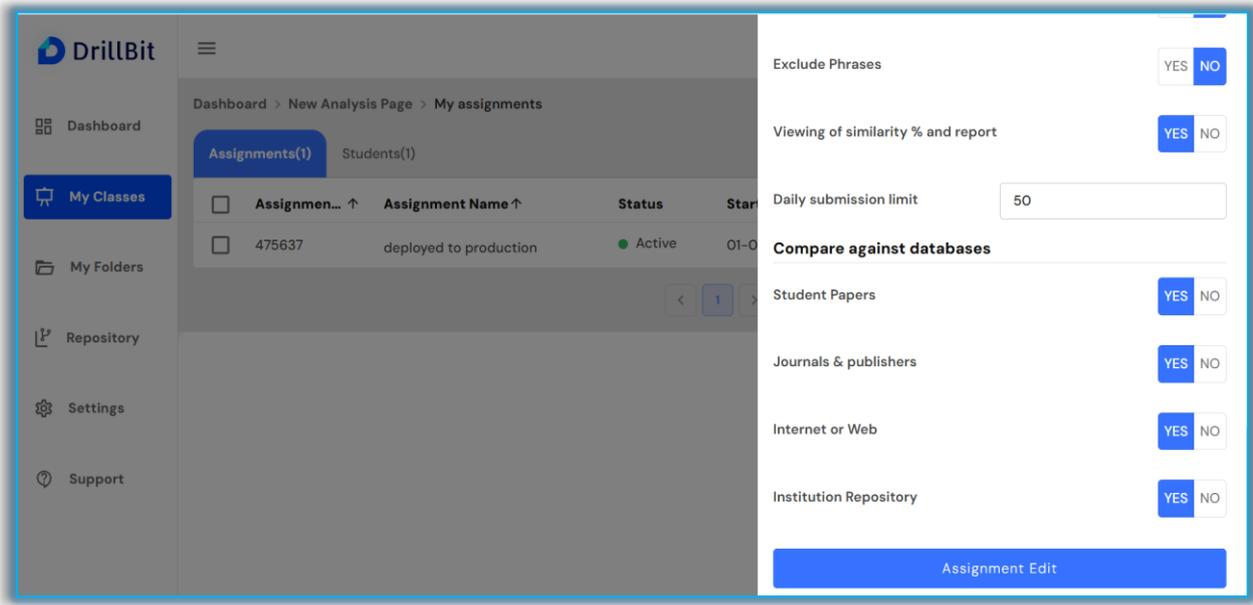
- The Assignments Tab displays the following information:
 - **Assignment ID:** A unique identifier assigned to each assignment for easy reference and tracking within the system.
 - **Assignment Name:** The title or descriptive name given to the assignment, allowing instructors and students to quickly identify the task.

Additional Insight: Click on the Assignment Name to access the detailed assignment page.

- **Status:** Indicates the current state of the assignment, such as "Active," "Completed," or "Expired." This helps users track which assignments are available for submission and which are no longer active.
- **Start Date:** The date when the assignment becomes available to students, marking the beginning of the submission window.
- **End Date:** The deadline for students to submit their work. Once the end date passes, the assignment will be closed for submissions.
- **Actions:**



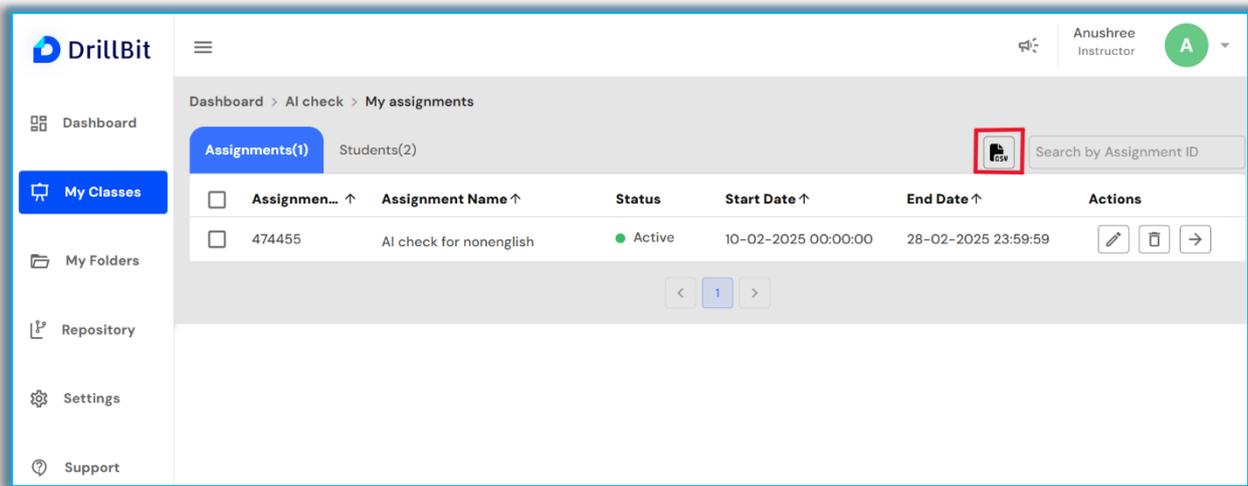
- **Edit:** Click the edit icon to modify details such as Assignment Name, Start and End Dates, and assignment-specific settings like submission limits and grading options, then save changes by clicking **Assignment Edit**.



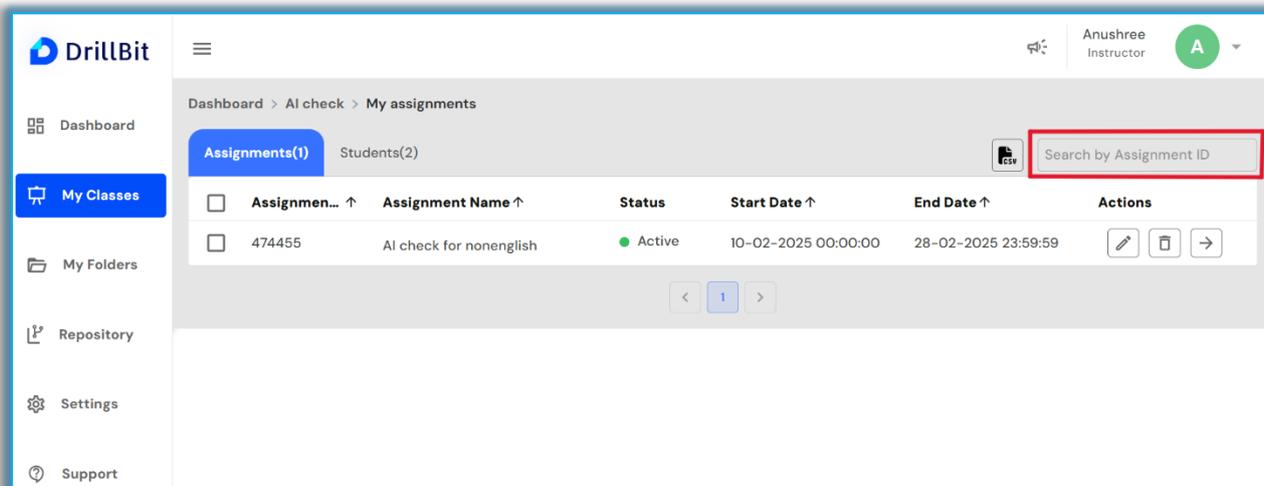
[Scroll To](#) 

- **Delete:** Click the delete icon to remove the assignment.
- **Next:** Navigate into the assignment details page.

The **Download CSV** icon located at the top allows instructor to download a CSV file containing details such as Assignment ID, Assignment Name, Email, Creation Date, End Date, Exclude Small Sources, Exclude References, Exclude Quotes, Class ID, and Status.



Use the search bar to search for assignments by entering the **Assignment ID**.



15. Assignment Submission Management

24th Feb 2025

After creating an assignment in DrillBit and when students submit their work, instructors can navigate to the assignment for detailed submission management by either clicking on the Assignment Name or the Next Arrow located in the Actions column.

Support

Materials



[Assignment Submission Management](#)

[Managing Assignments](#)

[Create Assignments](#)

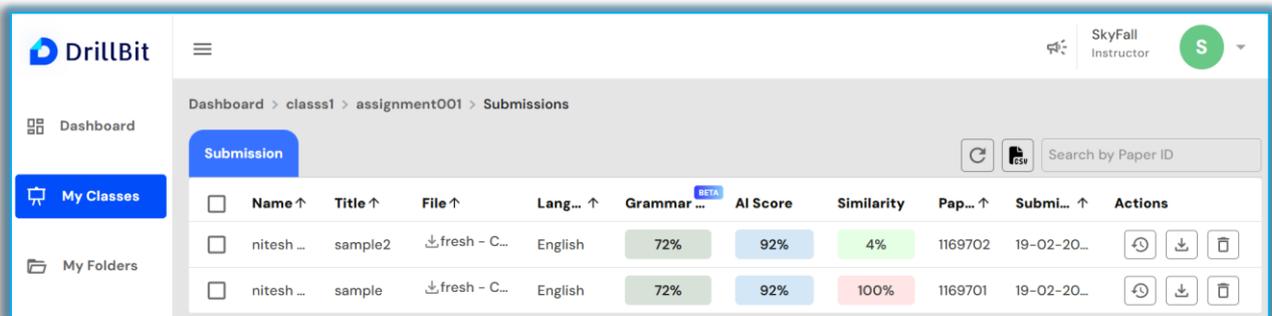
[My Classes Interface](#)

[New Folder Creation](#)



15.1. Submission Interface: Column Features and Functions:

Upon entering the assignment, the Submissions Tab displays all student submissions. The interface includes the following elements and functionalities:



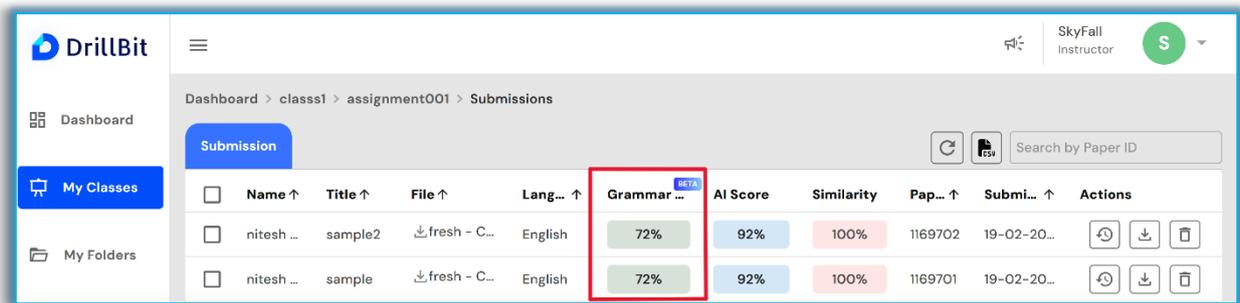
The "Name" column displays the name of the student who submitted the file, while the "Title" column shows the title of the submission.

File: The "File" column contains a download icon just click on it to download the original submitted file.

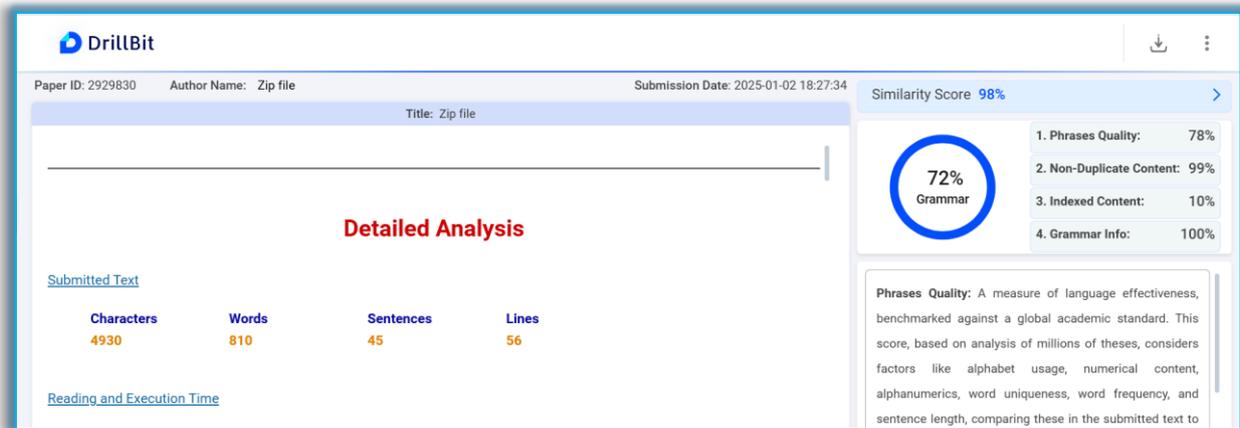


Language: Displays the language of the submitted document.

Grammar Quality: The Grammar Score reflects the quality and effectiveness of writing in the content, with a higher score indicating fewer grammatical errors and improved readability. A high grammar score suggests that the content is well-structured and professional, offering a clear indicator of quality for users.

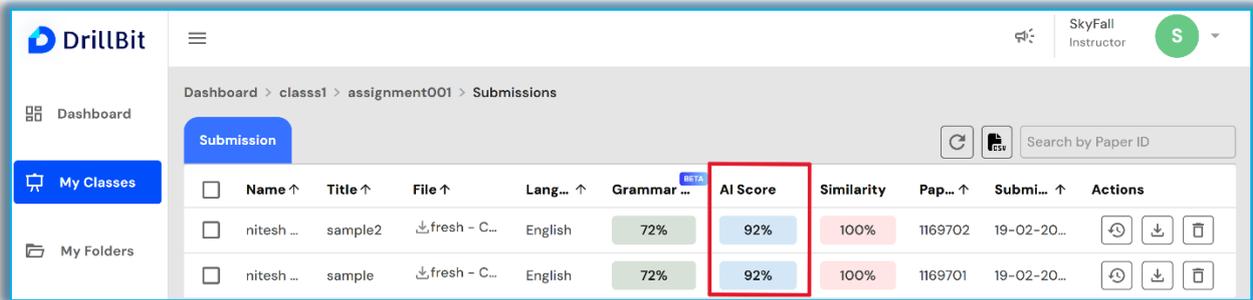


Clicking on the percentage will open a detailed Grammar Report for further insights.



AI Score: The AI Score helps identify sections of content that may have been generated using AI tools, offering valuable insights into authenticity and originality. A higher AI Score suggests a greater likelihood of AI-generated content, providing users with a clear perspective on the nature of the work.

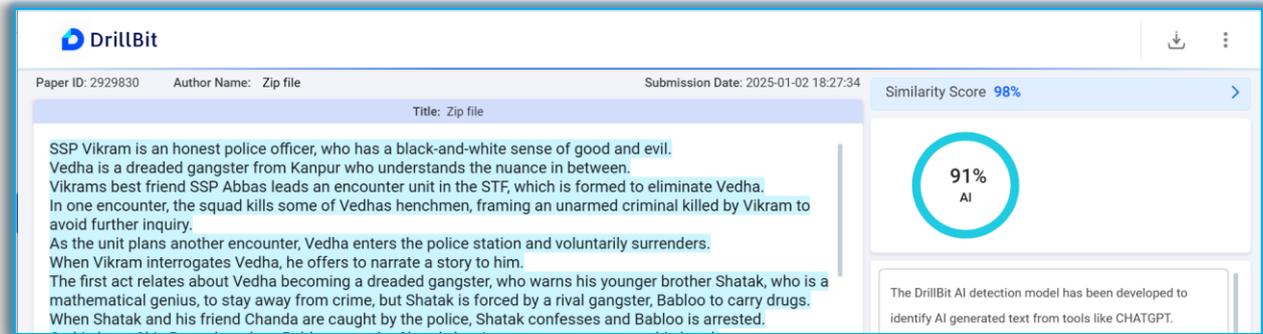
Scroll To 



The screenshot shows the DrillBit interface with a table of submissions. The 'AI Score' column is highlighted with a red box. The table has columns: Name, Title, File, Lang..., Grammar, AI Score, Similarity, Pap..., Submi..., and Actions.

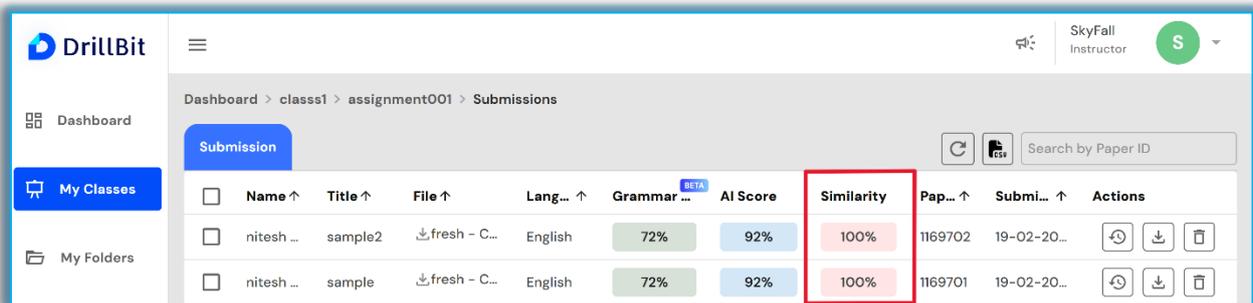
Name	Title	File	Lang...	Grammar	AI Score	Similarity	Pap...	Submi...	Actions
nitesh ...	sample2	fresh - C...	English	72%	92%	100%	1169702	19-02-20...	[Refresh] [Download] [Trash]
nitesh ...	sample	fresh - C...	English	72%	92%	100%	1169701	19-02-20...	[Refresh] [Download] [Trash]

Clicking on the percentage will open a detailed AI Report for further insights.



The screenshot shows a detailed AI report for a submission. It includes the Paper ID (2929830), Author Name (Zip file), Submission Date (2025-01-02 18:27:34), and a Similarity Score of 98%. The main content is a text snippet from a document, and a circular gauge shows an AI score of 91%. A note at the bottom states: "The DrillBit AI detection model has been developed to identify AI generated text from tools like CHATGPT."

Similarity: The similarity percentage detected by DrillBit for the submission. This shows how much of the document matches external sources and is key in assessing the originality of the content.

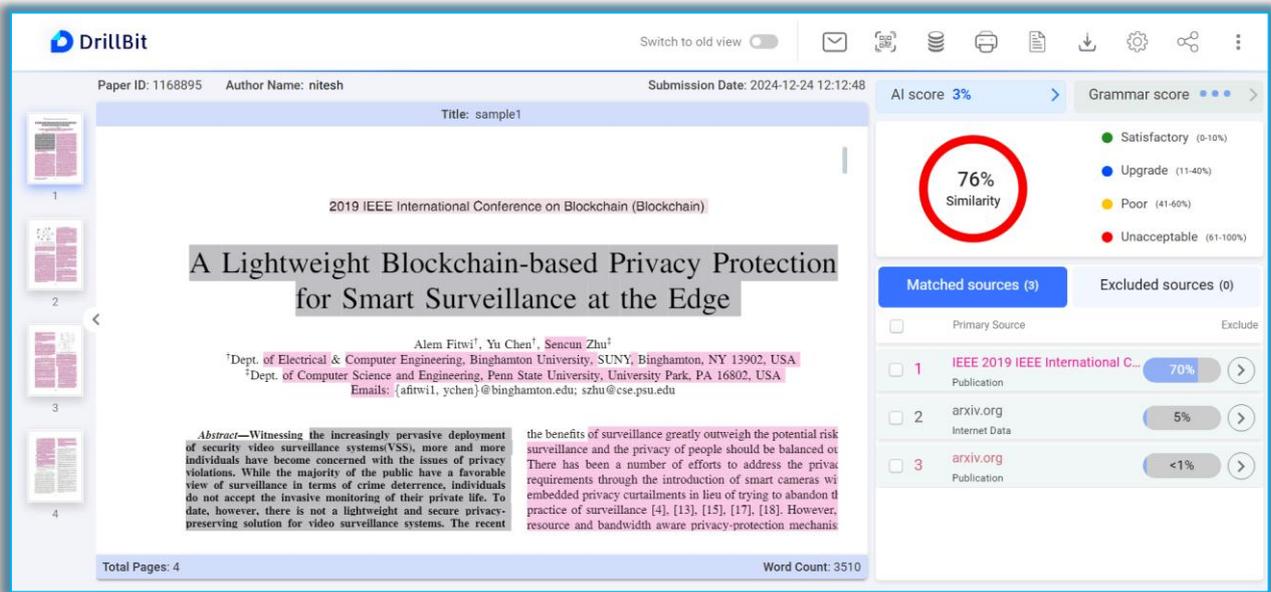


The screenshot shows the same DrillBit Submissions page as above, but with the 'Similarity' column highlighted by a red box. The table data is identical to the previous screenshot.

Name	Title	File	Lang...	Grammar	AI Score	Similarity	Pap...	Submi...	Actions
nitesh ...	sample2	fresh - C...	English	72%	92%	100%	1169702	19-02-20...	[Refresh] [Download] [Trash]
nitesh ...	sample	fresh - C...	English	72%	92%	100%	1169701	19-02-20...	[Refresh] [Download] [Trash]

To view detailed insights and findings, click on the percentage value. This will take you directly to the analysis report in DrillBit, where you can explore a comprehensive analysis of the selected submission, including matched sources, similarity percentages, and other relevant data.

Scroll To 



The "Paper ID" column displays the unique identifier for each submission, while the "Submission Date" column shows the date of submission.

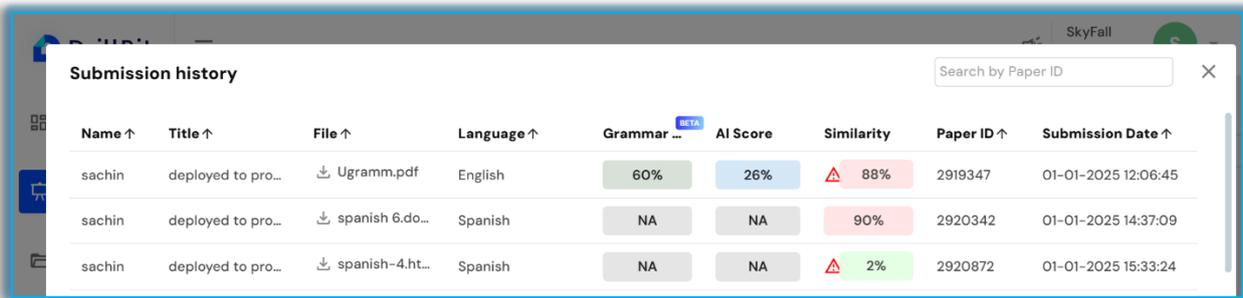
Actions: Contains three icons:



Submission History: Clicking on the "Submission History" icon allows you to view the complete history of submissions for a particular student.

A window opens displaying detailed information, including Name, Title, File, Language, Grammar Quality, AI Score, Similarity, Paper ID, and Submission Date.

Scroll To 



Name ↑	Title ↑	File ↑	Language ↑	Grammar ... <small>BETA</small>	AI Score	Similarity	Paper ID ↑	Submission Date ↑
sachin	deployed to pro...	Ugramm.pdf	English	60%	26%	88%	2919347	01-01-2025 12:06:45
sachin	deployed to pro...	spanish 6.do...	Spanish	NA	NA	90%	2920342	01-01-2025 14:37:09
sachin	deployed to pro...	spanish-4.ht...	Spanish	NA	NA	2%	2920872	01-01-2025 15:33:24

Sorting is available for the columns Name, Title, File, Language, Paper ID, and Submission Date, making it easy to organize and locate specific entries.



Name ↑	Title ↑	File ↑	Language ↑	Grammar ... <small>BETA</small>	AI Score	Similarity	Paper ID ↑	Submission Date ↑
sachin	deployed to pro...	Ugramm.pdf	English	60%	26%	88%	2919347	01-01-2025 12:06:45
sachin	deployed to pro...	spanish 6.do...	Spanish	NA	NA	90%	2920342	01-01-2025 14:37:09
sachin	deployed to pro...	spanish-4.ht...	Spanish	NA	NA	2%	2920872	01-01-2025 15:33:24

Additionally, a search bar is provided in this window, enabling you to search for a submission by entering its Paper ID.

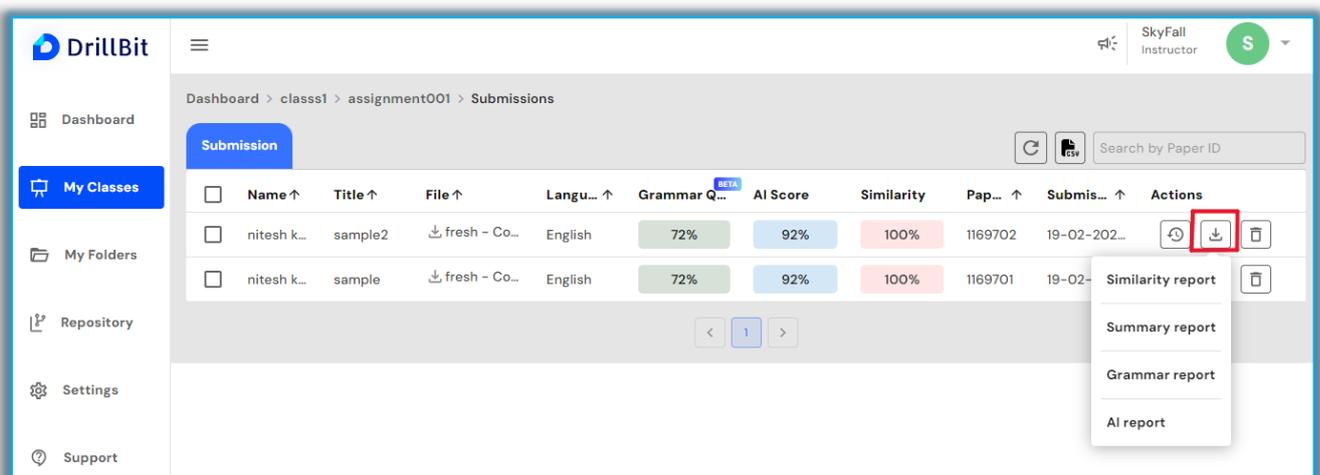


Name ↑	Title ↑	File ↑	Language ↑	Grammar ... <small>BETA</small>	AI Score	Similarity	Paper ID ↑	Submission Date ↑
sachin	deployed to pro...	Ugramm.pdf	English	60%	26%	88%	2919347	01-01-2025 12:06:45
sachin	deployed to pro...	spanish 6.do...	Spanish	NA	NA	90%	2920342	01-01-2025 14:37:09
sachin	deployed to pro...	spanish-4.ht...	Spanish	NA	NA	2%	2920872	01-01-2025 15:33:24

Additional Insights: Clicking on the percentages displayed in the Grammar Quality, AI Score, and Similarity columns will redirect you to their respective detailed reports, offering further analysis and insights.

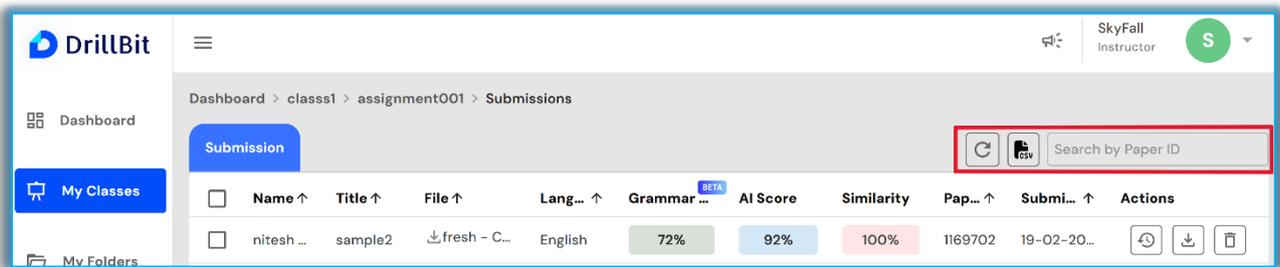
Similarity Report Download: This option allows instructor to download four types of reports after a plagiarism check:

- i. **Similarity Report:** Provides a detailed report with highlighted matched sources, enabling users to review and analyse the specific sections of their document that contain similarities with external sources. This report helps in identifying potential plagiarism and improving the originality of the content.
- ii. **Summary Report:** Offers a concise, one-page overview of the plagiarism detection results, giving instructor a quick summary of the overall similarity percentage and key findings from the check.
- iii. **Grammar Report:** Downloads as a PDF, evaluating the document’s grammar quality with insights on overall grammar score, phrase quality, non-duplicate content, indexed content, and grammar details, including detected mistakes and improvement suggestions.
- iv. **AI Report:** Generates a PDF report highlighting the percentage of AI-generated content detected. The report includes matched sections with AI-generated text for better analysis.



Delete: Allows for the deletion of specific submission from the assignment.

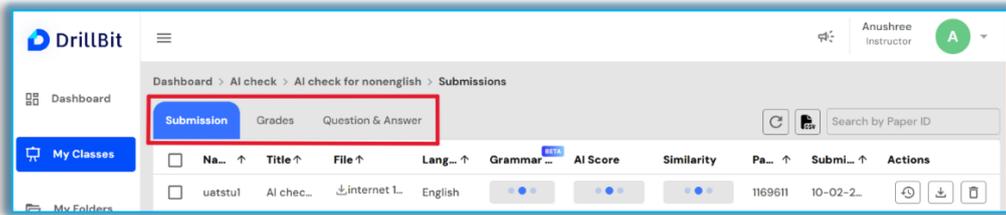
15.2. Submission management tool:



- **Refresh Icon:** Clicking on the **Refresh** icon updates only the submission section, ensuring that the latest submissions and changes are displayed without refreshing the entire page.
- **Search Bar:** Located at the top of the submission interface, the search bar allows instructors to find a specific submission by entering its Paper ID.
- **Download CSV:** The **Download CSV** icon enables instructors to download a detailed CSV file containing submission information, including Author Name, Title, Similarity, File Size (in KB), Pages, Paper ID, Assignment/Folder Name, Class Name, Submission Date, Email, Repository Status, Folder/Assignment ID, Document Type, File Name, Language, and College Name.

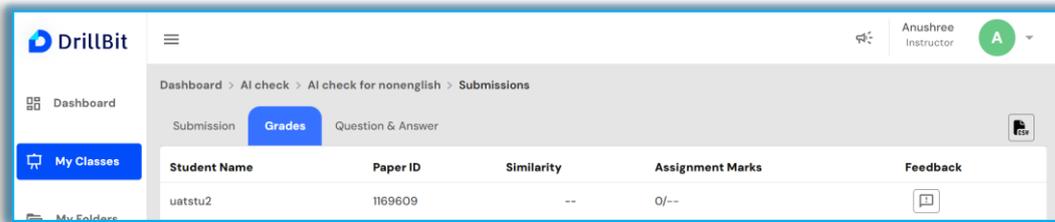
15.3. Additional Tabs: Grades and Question & Answer:

When the instructor enables the **Allow Assignment Grading** and/or **Add Questions** options in the assignment settings, additional tabs will be displayed next to the **Submissions** tab to enhance functionality. If **Allow Assignment Grading** is enabled, the **Grades** tab will appear, providing tools to manage grading and feedback for submissions. If **Add Questions** is enabled, the **Question & Answer** tab will be displayed, allowing instructors to view and evaluate student responses to assigned questions. When both options are enabled, both tabs will be accessible for comprehensive submission management.

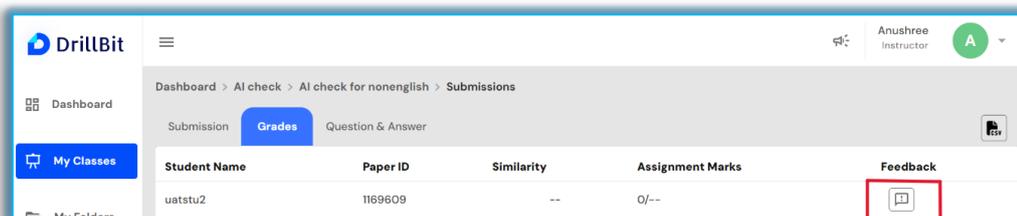


15.3.1. Grades Tab:

The **Grades Tab** is available within the assignment interface and provides detailed grading and feedback options for instructors. This tab allows instructors to assign grades and provide feedback for each student. The following information is displayed:

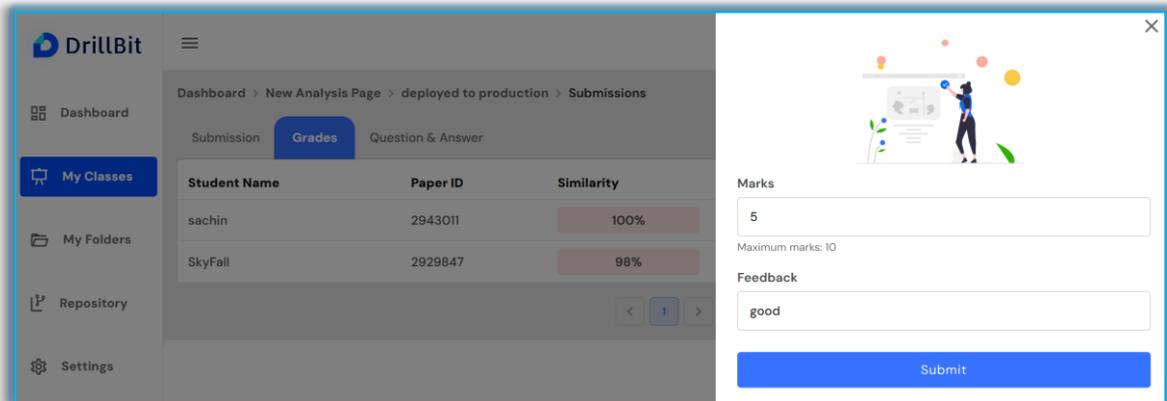


- **Student Name:** Displays the name of the student.
- **Paper ID:** Displays the unique identifier for the submission.
- **Similarity:** Displays the similarity percentage detected by DrillBit. You can click on the displayed similarity percentage to directly access the analysis page for further review.
- **Assignment Marks:** Displays the marks scored by the student along with the total marks assigned for the assignment by the instructor.
- **Feedback:** A **Feedback icon** is displayed for each submission.



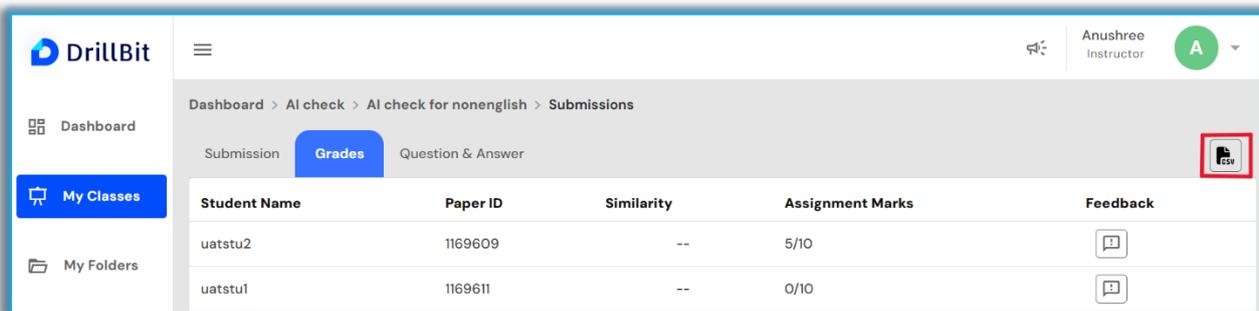
[Scroll To](#) 

Clicking on this icon opens a side-scroll window where instructors can enter the marks and provide detailed feedback on the student's submission. After entering the marks and feedback.



Click **Submit** to submit them to the student.

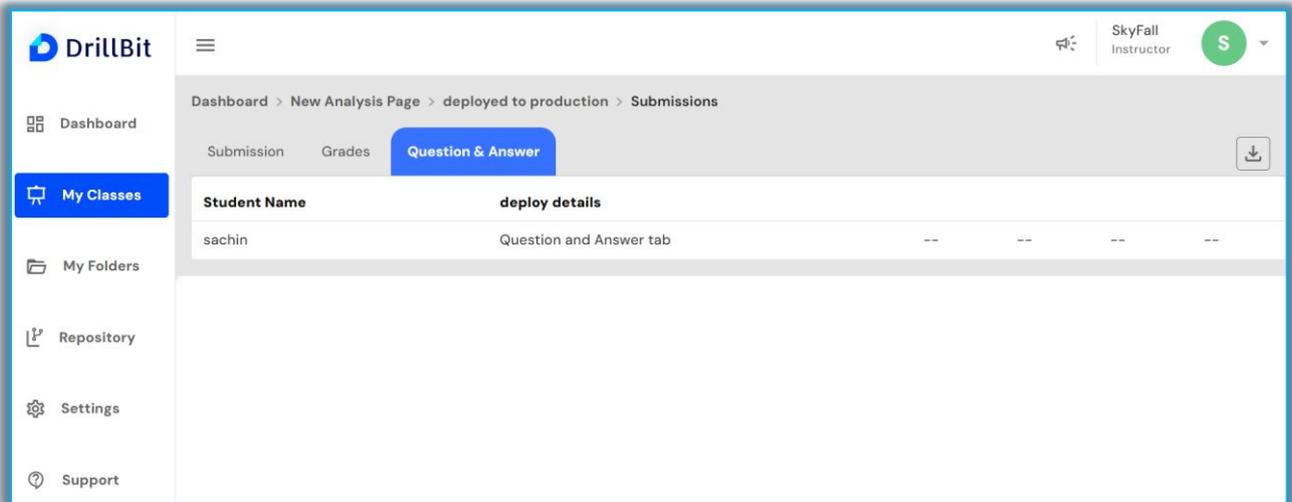
Additionally, the **Download CSV** icon is available at the top of the Grades tab, allowing instructors to download a CSV file containing detailed information like Assignment ID, Assignment Name, Student ID, Student Name, Paper ID, Similarity, Assignment Marks, Obtained Marks, and Feedback.



15.3.2. Question & Answer Tab:

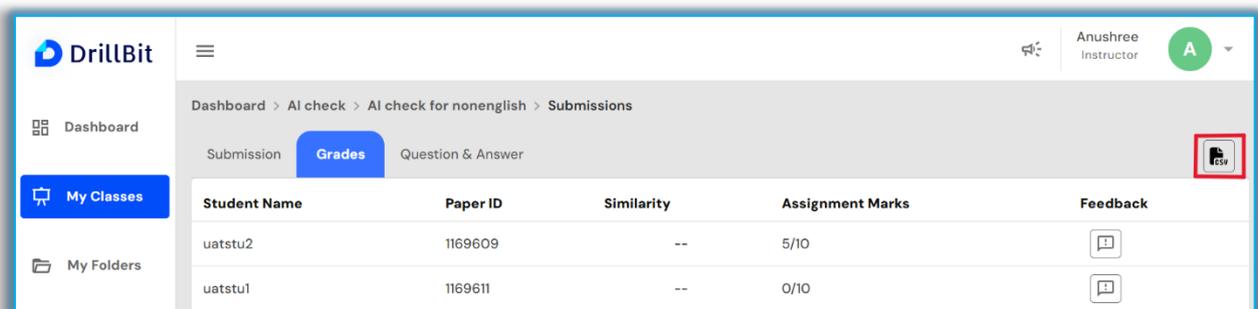
The Question & Answer tab is available inside the assignment interface and provides a detailed view of student responses to questions set by the instructor. The following information is displayed:

Scroll To 



- **Student Name:** Displays the name of the student.
- **Question Asked by Instructor:** Shows the question posed by the instructor to the student.
- **Answer Given by Student:** Displays the answer provided by the student in response to the instructor's question.

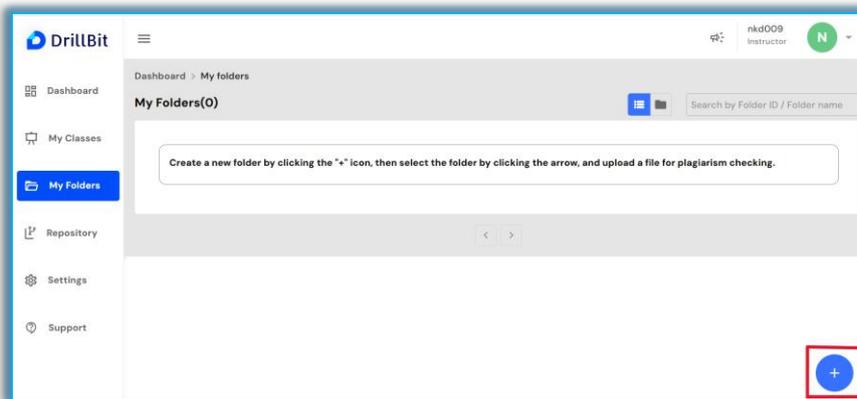
A **Download CSV** icon is also present in the **Question & Answer** tab, allowing instructors to download a CSV file containing details like Student Name and the questions asked by the instructor.



16. New Folder Creation

1st Jan 2025

To create a new folder, log in to DrillBit, navigate to 'My Folder' in the left sidebar, and click the "+" icon at the bottom of the page.



Support

Materials



[New Folder Creation](#)

[Folder Management](#)

[Managing Instructor Submissions](#)

[File Upload](#)

[Uploading a File in Non-English Language](#)

[Uploading a File in English Language](#)

When creating a new folder, the following information will be requested:

Enter folder name *

Exclude Reference / Bibliography YES NO

Exclude Quotes YES NO

Exclude small sources YES NO

Grammar Check YES NO

Exclude Phrases YES NO

Email Notification YES NO

Compare against databases

Student Papers YES NO

Journals & publishers YES NO

Internet or Web YES NO

Institution Repository YES NO

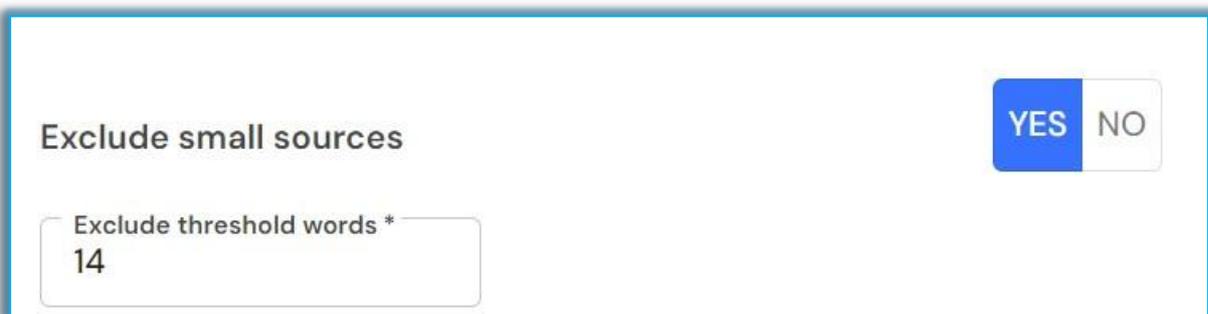
Submit

Enter Folder Name *: Enter the name you'd like to assign to the new folder in this field.

16.1. Folder Settings:

You will be presented with several Yes/No toggle options to customize the folder settings based on your needs:

1. Exclude Reference / Bibliography: Toggle this option to **Yes** if you want to exclude references and bibliographic material from the plagiarism check. This prevents non-original text, such as citations, from being flagged.
2. Exclude Quotes: If toggled to **Yes**, quoted material will be excluded from the plagiarism check. This is useful for ensuring that properly cited quotes are not mistakenly flagged as plagiarized content.
3. Exclude Small Sources: When the 'Exclude Small Sources' option is enabled during folder creation, users can specify a word count to exclude matched sources below a certain size from the report. The minimum value is 1, with a standard limit of 14 words as per guidelines, and a maximum of 9,999. Any matched sources with words less than or equal to the entered number will be excluded from the report.



The screenshot shows a user interface for the 'Exclude small sources' setting. It features a toggle switch with 'YES' selected and 'NO' unselected. Below the toggle is an input field labeled 'Exclude threshold words *' with the value '14' entered.

Grammar Check: Enable it to perform a grammar check on all submissions within the folder. This ensures that documents are reviewed not only for plagiarism but also for language quality.

4. **Exclude Phrases:** When the exclude phrases, option is toggled to 'Yes,' a box will appear where up to 15 phrases, each up to 200 characters long, can be entered. This ensures that commonly used or technical terms are excluded from the similarity check, allowing for more accurate plagiarism detection.



The excluded phrases are case-sensitive, so make sure to enter them exactly as they appear in the documentation for accurate exclusion from the similarity check.

5. **Email Notification:** This option lets you choose whether or not to receive email notifications for submissions related to this folder.

16.2 Compare Against Databases (New Folder Creation):

At least one of the following comparison options must be selected for the folder creation to proceed. This is necessary for determining what the submitted documents will be checked against.

1. **Student Papers:**

Documents submitted to this folder will be compared against other student papers.

This ensures that student submissions are checked for originality by cross-referencing previous work submitted to DrillBit.

2. Journals & Publishers:

If selected, uploaded files will be compared against databases of academic journals and publications. This helps in verifying the originality of scholarly articles, dissertations, and other research papers.

3. Internet or Web:

Selecting this option will compare the uploaded files against content available on the internet or web. This ensures that documents are checked for similarities with freely available online content, including websites, blogs, and articles.

4. Institution Repository:

By enabling this option, documents will be compared against your institution's repository of previous submissions. This is useful for checking similarities within your own institution's database, ensuring that content is not reused or duplicated.

Once you have configured all necessary settings and selected the appropriate comparison databases, click **Submit** to finish the folder creation process.

17. Folder Management

18th Nov 2024

Upon logging in to DrillBit, instructor will see 'My Folder' in the left sidebar. Clicking this option will navigate to a section where folder management can be performed.

Folder Information:

When you access "My Folder," you will see a list of folders with the following details:

Support



Materials

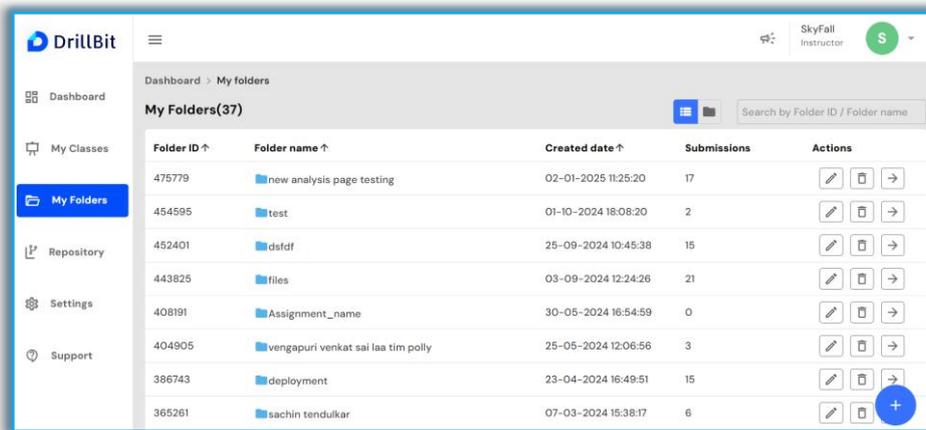
[Folder Management](#)

[New Folder Creation](#)

[File Upload](#)

[Managing Instructor](#)

[Submissions](#)



Folder ID ↑	Folder name ↑	Created date ↑	Submissions	Actions
475779	new analysis page testing	02-01-2025 11:25:20	17	  
454595	test	01-10-2024 18:08:20	2	  
452401	dsfdf	25-09-2024 10:45:38	15	  
443825	files	03-09-2024 12:24:26	21	  
408191	Assignment_name	30-05-2024 18:54:59	0	  
404905	vengapuri venkat sai lea tim polly	25-05-2024 12:06:56	3	  
386743	deployment	23-04-2024 16:49:51	15	  
365261	sachin tendulkar	07-03-2024 15:38:17	6	  

- Folder ID: The unique ID assigned by DrillBit for identifying the folder.
- Folder Name: The name assigned to the folder.



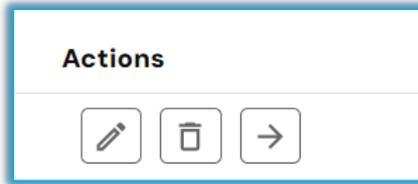
Folder ID ↑	Folder name ↑	Created date ↑	Submissions	Actions
474472	cgchgchg	20-02-2025 10:52:25	4	  

- Created Date: The date on which the folder was created.

Instructor can navigate into a folder by clicking on its name to manage or view submissions.

- Submissions: The number of submissions made inside the folder.

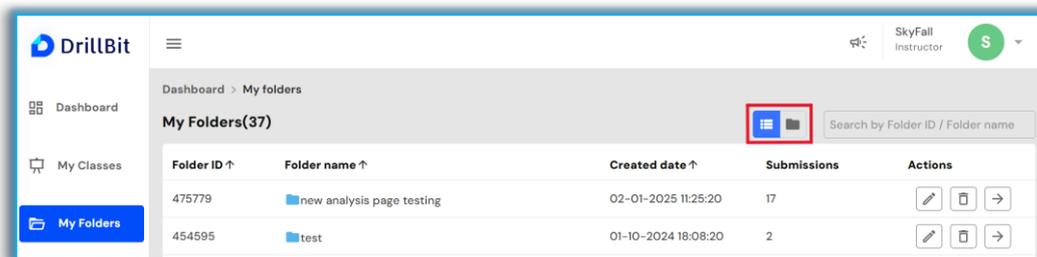
- **Actions:** This section provides various options for managing the folder:



- **Edit:** Adjust folder settings, including changing the folder name, updating details, or modifying other properties.
- **Delete:** Remove the folder from the system, along with all its contents. Use this option with caution.
- **Next:** Move into the folder to view and manage its contents, such as submissions.

Viewing the Folder

You have two options to view and manage your folders:



17.1. Table View (Folder Management):

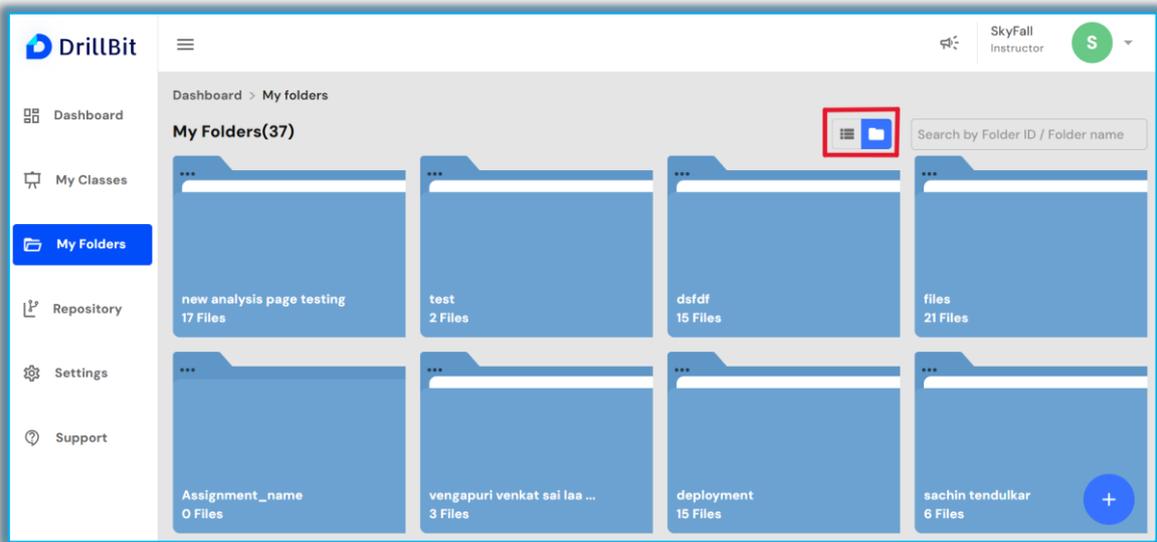
- Displays folders in a tabular format with columns for Folder ID, Folder Name, Created Date, Submissions, and Actions.

You can sort the folders by Folder ID, Folder Name, or Created Date. Sorting options are available via the arrow icons next to each of these headings, allowing users to sort the folders according to their preference.

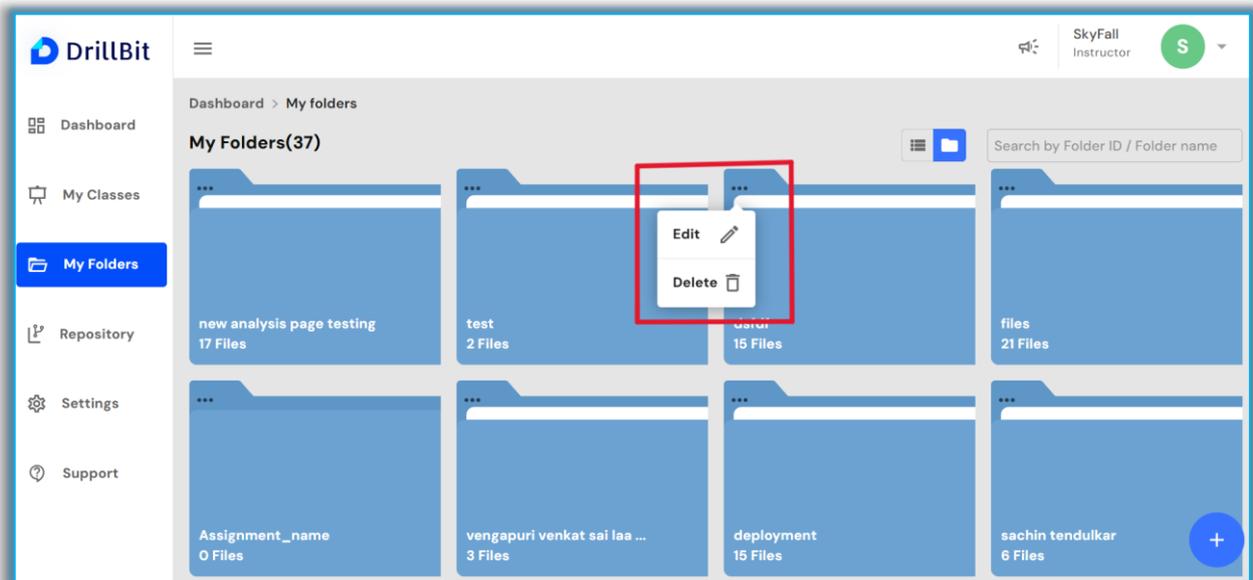
To access submissions within a folder, the user has two options: click on the folder name or use the "Next" button.

17.2. Folder View (Folder Management):

- Shows a simplified view with a visual representation of folders.



- Click the three dots present on the folder to see options for Edit and Delete. Click directly on the folder name to move inside it.



Use the search bar to quickly find folders by entering the Folder ID or Folder Name.

18. Managing Instructor Submissions

18th Nov 2024

To manage instructor submissions in DrillBit, navigate to the **My Folder** section. Select the desired folder and move inside to view and manage the submitted files. Once inside the folder, the following file details will be visible for each submission:

Support



Materials

[Managing Instructor Submissions](#)

[New Folder Creation](#)

[Folder Management](#)

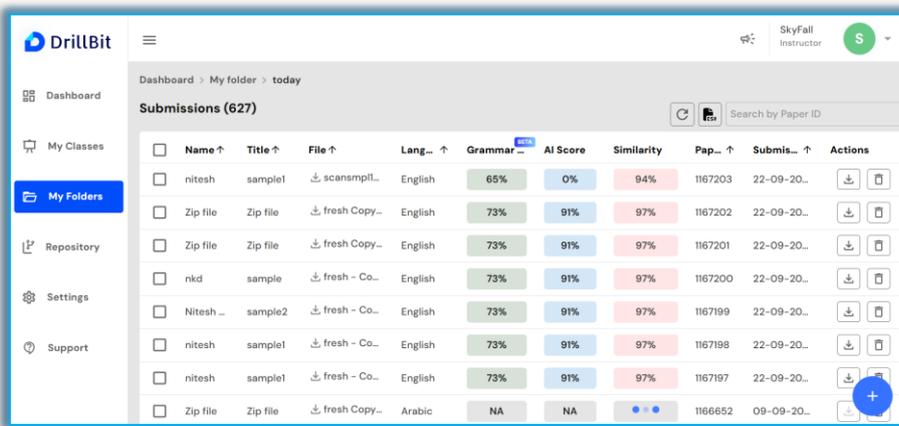
[File Upload](#)

[Repository](#)

[My Classes Interface](#)

[Instructor](#)

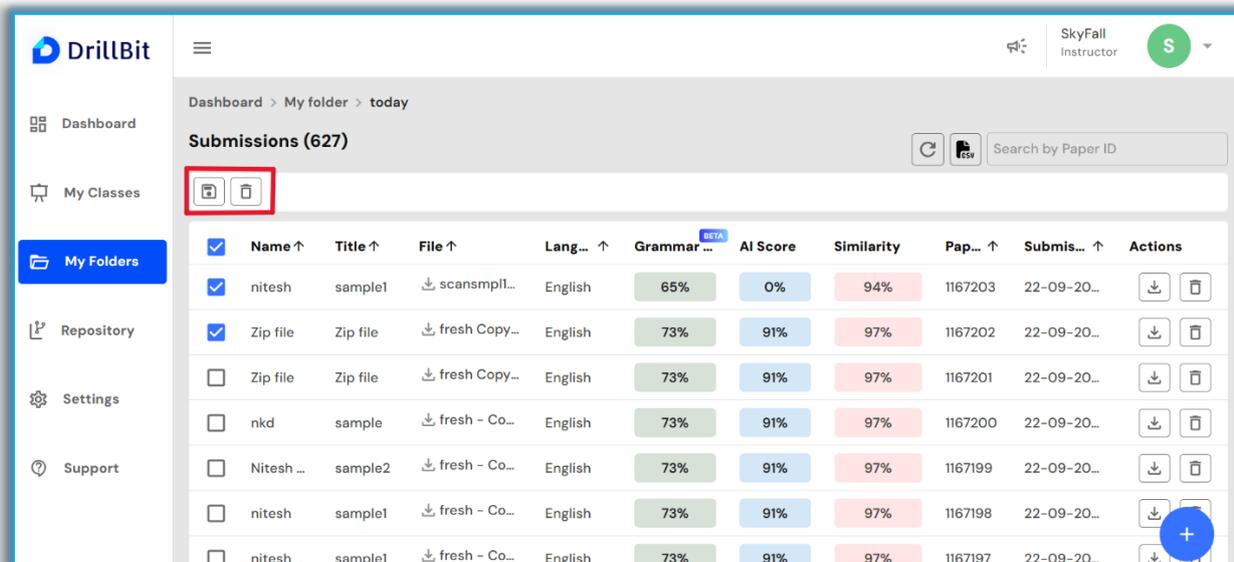
[Dashboard](#)



<input type="checkbox"/>	Name ↑	Title ↑	File ↑	Lang... ↑	Grammar... ↑	AI Score	Similarity	Pap... ↑	Submis... ↑	Actions
<input type="checkbox"/>	nitesh	sample1	scansmp1...	English	65%	0%	94%	1167203	22-09-20...	Download, Delete
<input type="checkbox"/>	Zip file	Zip file	fresh Copy...	English	73%	91%	97%	1167202	22-09-20...	Download, Delete
<input type="checkbox"/>	Zip file	Zip file	fresh Copy...	English	73%	91%	97%	1167201	22-09-20...	Download, Delete
<input type="checkbox"/>	nkd	sample	fresh - Co...	English	73%	91%	97%	1167200	22-09-20...	Download, Delete
<input type="checkbox"/>	Nitesh ...	sample2	fresh - Co...	English	73%	91%	97%	1167199	22-09-20...	Download, Delete
<input type="checkbox"/>	nitesh	sample1	fresh - Co...	English	73%	91%	97%	1167198	22-09-20...	Download, Delete
<input type="checkbox"/>	nitesh	sample1	fresh - Co...	English	73%	91%	97%	1167197	22-09-20...	Download, Delete
<input type="checkbox"/>	Zip file	Zip file	fresh Copy...	Arabic	NA	NA		1166652	09-09-20...	Download, Delete

18.1. Checkbox:

Allows you to select multiple submissions.



<input type="checkbox"/>	Name ↑	Title ↑	File ↑	Lang... ↑	Grammar... ↑	AI Score	Similarity	Pap... ↑	Submis... ↑	Actions
<input checked="" type="checkbox"/>	nitesh	sample1	scansmp1...	English	65%	0%	94%	1167203	22-09-20...	Download, Delete
<input checked="" type="checkbox"/>	Zip file	Zip file	fresh Copy...	English	73%	91%	97%	1167202	22-09-20...	Download, Delete
<input checked="" type="checkbox"/>	Zip file	Zip file	fresh Copy...	English	73%	91%	97%	1167201	22-09-20...	Download, Delete
<input type="checkbox"/>	nkd	sample	fresh - Co...	English	73%	91%	97%	1167200	22-09-20...	Download, Delete
<input type="checkbox"/>	Nitesh ...	sample2	fresh - Co...	English	73%	91%	97%	1167199	22-09-20...	Download, Delete
<input type="checkbox"/>	nitesh	sample1	fresh - Co...	English	73%	91%	97%	1167198	22-09-20...	Download, Delete
<input type="checkbox"/>	nitesh	sample1	fresh - Co...	English	73%	91%	97%	1167197	22-09-20...	Download, Delete

After selecting files, you can:

- a. **Save to Repository:** This option allows you to save selected submissions into the repository for future access and reference. The repository is a secure location where files are stored for long-term use, and when a new submission is made, it will be compared against the stored files during the similarity check, enhancing plagiarism detection.

Extra Information: The file saved from submissions to the repository will be stored in the global repository.



<input type="checkbox"/>	Name ↑	Title ↑	File ↑	Lang... ↑	Grammar... ^{BETA}	AI Score	Similarity	Pap... ↑	Submis... ↑	Actions
<input type="checkbox"/>	Zip file	Zip file	↓ spanish ch...	Spanish	NA	100%	2% 	1169664	11-02-202...	 
<input type="checkbox"/>	Zip file	Zip file	↓ indonesian...	Indonesi...	NA	97%	3%	1169663	11-02-202...	 

A green symbol will be shown in the similarity column beside the percentage when a file is saved to the repository, indicating its status.

If the similarity percentage exceeds 30%, the file will not be uploaded to the repository. The application will display the following error message: “1 File(s) failed to save, as similarity is higher than 30% or due to Unprocessed Submissions/Doc Error”.

These options—**Save to Repository**, **Bulk Submission Report Download**, and **Multiple Deletion**—will only be visible when multiple checkboxes are selected.

- b. **Multiple Deletion:** The delete option allows users to remove multiple submissions from the folder simultaneously. By selecting the checkboxes previous to the file name, users can perform batch deletions in a single action.

18.2. Name:

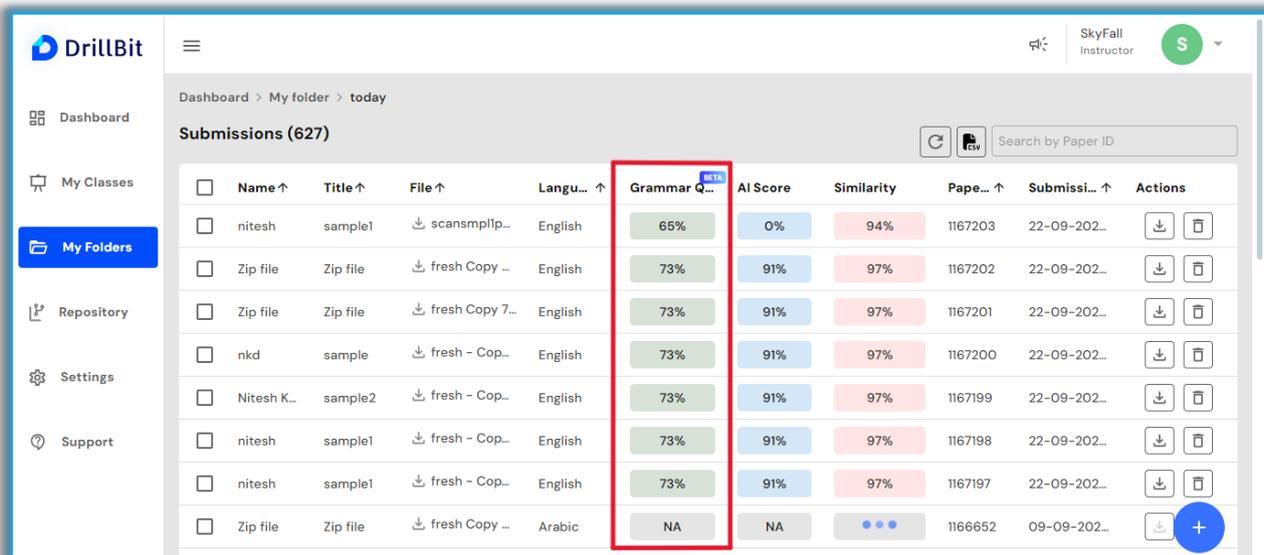
The file name of the document submitted for plagiarism checking. This helps in quickly identifying the content of the document.

18.3. Title: The title associated with the submission, usually representing the project or assignment name, which provides context for the file.

18.4. File: A download icon is available to retrieve the original file. This allows you to download the exact document that was submitted for plagiarism check.

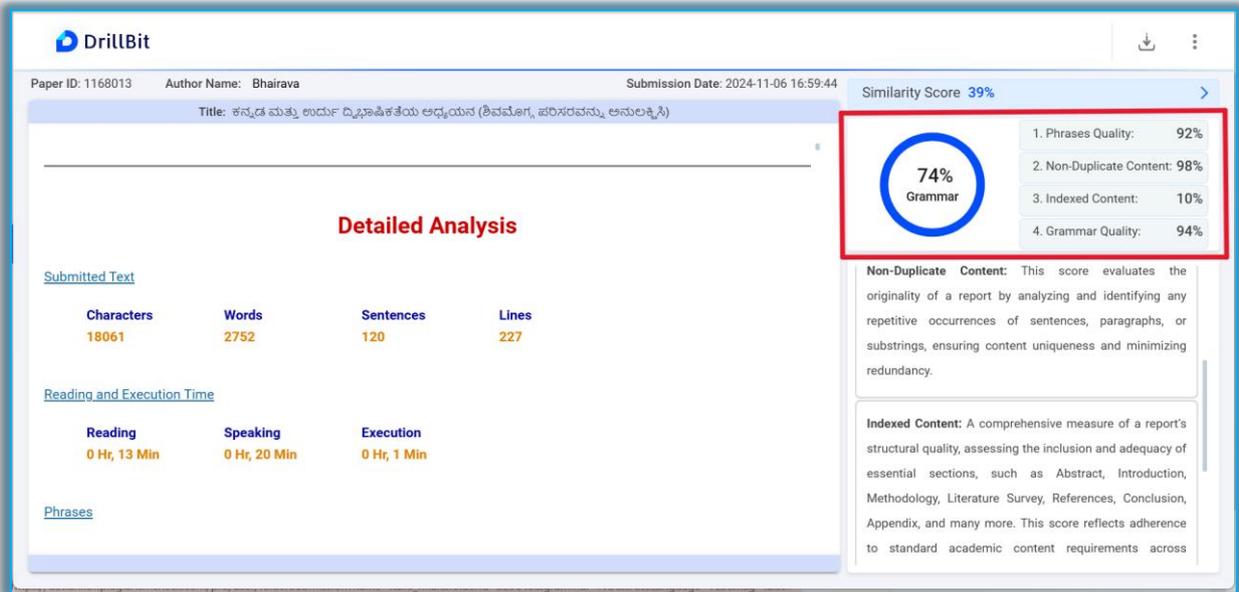
18.5. Language: Displays the language in which the document was written, assisting with language-specific analysis and allowing the user to ensure that submissions are in the correct language.

18.6. Grammar Score: The Grammar Score reflects the quality and effectiveness of writing in the content, with a higher score indicating fewer grammatical errors and improved readability. A high grammar score suggests that the content is well-structured and professional, offering a clear indicator of quality for instructors. This score can be accessed through the Analysis Report.



Name	Title	File	Language	Grammar Score	AI Score	Similarity	Paper ID	Submission Date	Actions
nitesh	sample1	scansmplp...	English	65%	0%	94%	1167203	22-09-202...	Download, Delete
Zip file	Zip file	fresh Copy ...	English	73%	91%	97%	1167202	22-09-202...	Download, Delete
Zip file	Zip file	fresh Copy 7...	English	73%	91%	97%	1167201	22-09-202...	Download, Delete
nkd	sample	fresh - Cop...	English	73%	91%	97%	1167200	22-09-202...	Download, Delete
Nitesh K...	sample2	fresh - Cop...	English	73%	91%	97%	1167199	22-09-202...	Download, Delete
nitesh	sample1	fresh - Cop...	English	73%	91%	97%	1167198	22-09-202...	Download, Delete
nitesh	sample1	fresh - Cop...	English	73%	91%	97%	1167197	22-09-202...	Download, Delete
Zip file	Zip file	fresh Copy ...	Arabic	NA	NA	...	1166652	09-09-202...	Download, Add

The grammar score is presented alongside other essential metrics, including Phrase Quality, Non-Duplicate Content, Content Index, and Grammar Quality, providing a comprehensive evaluation of the document's language and structural standards.



18.6.1. Grammar Report Metrics:

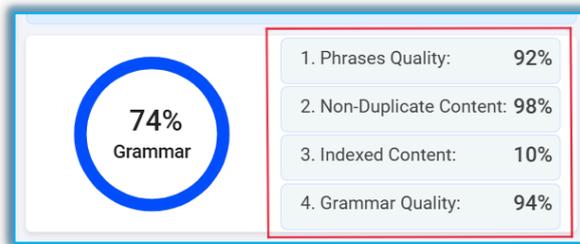
The Grammar Report includes the following components, which provide detailed insights into different aspects of the document:

1. Phrase Quality: Measures language effectiveness, benchmarked against global academic standards. Derived from the analysis of millions of theses, this score evaluates factors such as alphabet usage, numerical content, alphanumeric, word uniqueness, word frequency, and sentence length, comparing these elements in the submitted text to ensure high-quality phrasing.
2. Non-Duplicate Content: Evaluates the originality of the report by identifying and analysing repetitive occurrences of sentences, paragraphs, or substrings. This score ensures content uniqueness while minimizing redundancy.
3. Indexed Content: A comprehensive measure of a report's structural quality, evaluating the inclusion and adequacy of essential sections such as Abstract, Introduction, Methodology, Literature Survey, References, Conclusion, Appendix, and more. This score reflects adherence to standard academic content requirements across multiple critical sections.
4. Grammar Quality: This metric evaluates grammatical accuracy by analysing elements such as spelling, article and preposition usage, punctuation, orthographic consistency, adverb

and adjective usage, compound words, and tense consistency. This metric generates a percentage that reflects the overall grammatical precision of the report.

18.6.2. Interactive Navigation:

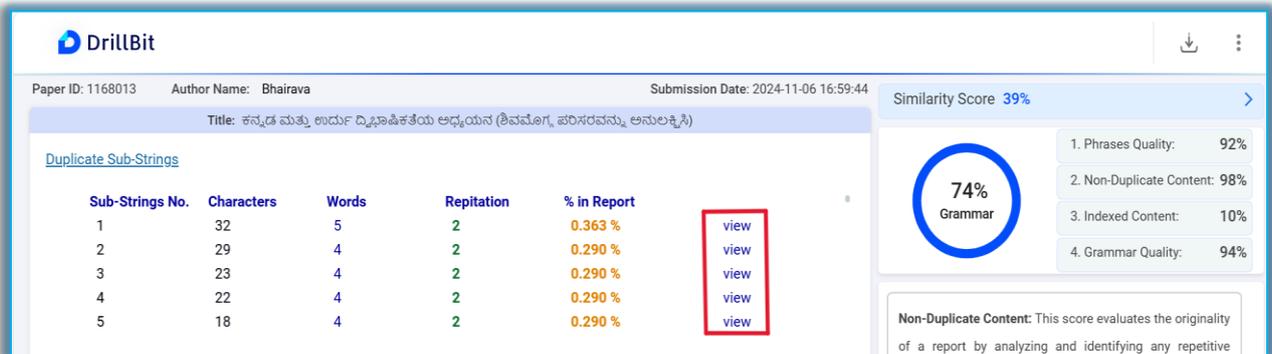
Each of the four metrics—Phrase Quality, Non-Duplicate Content, Content Index, and Grammar Quality—is displayed in the report as clickable items. Selecting any metric redirects the user to its corresponding section in the content for detailed analysis.



18.6.3. Duplicate Sub-Strings and Indexed Content

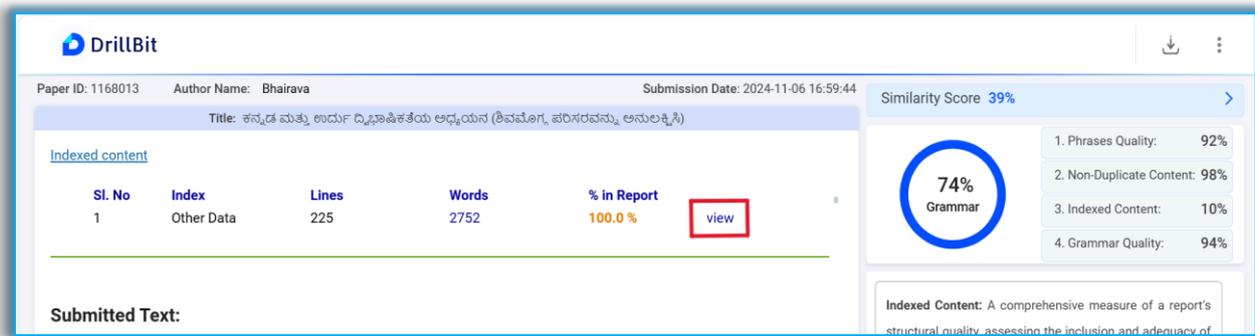
Duplicate Sub-Strings and Indexed Content are grouped under dedicated headings in the report, ensuring easy identification and review.

Duplicate Sub-Strings: This section groups repetitive substrings by their occurrences and provides a detailed breakdown. Metrics include the Substring Number (a unique identifier for the substring), Characters (total characters in the substring), Words (total words in the substring), Repetition (number of occurrences), and Percentage in Report (the substring's contribution to the document's overall content). A view Option is provided for each substring, enabling users to locate and highlight it directly in the content.



[Scroll To](#) 

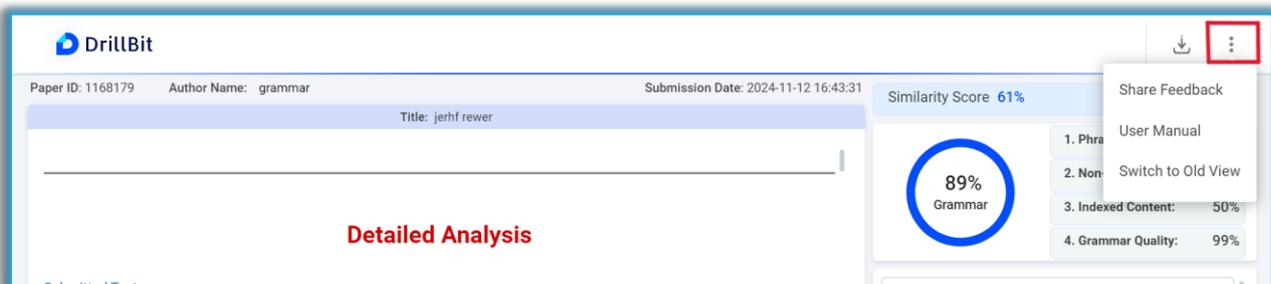
Indexed Content: This section categorizes content into predefined sections to ensure completeness and adherence to academic standards. Metrics include the Index (section name), Lines (total lines in the section), Words (total words in the section), and Percentage in Report (the section's contribution to the document). A 'View' option is available for each section, allowing users to highlight the indexed content directly in the report.



Click the download icon to download the grammar report for offline use.



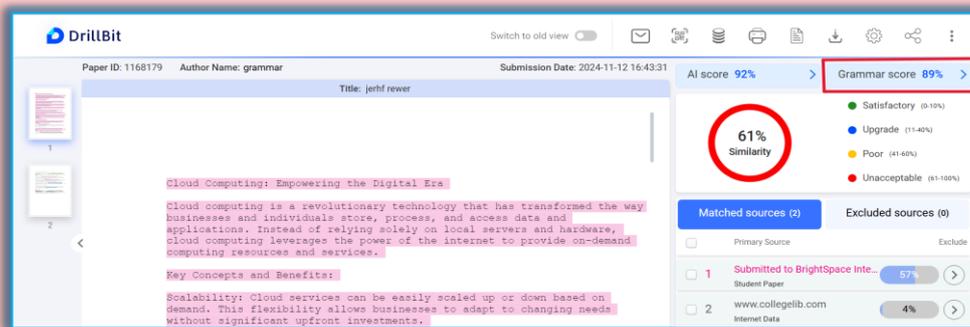
Access additional options through the three-dot menu to share feedback on the new analysis page, open the user guide, or switch back to the previous analysis page layout.



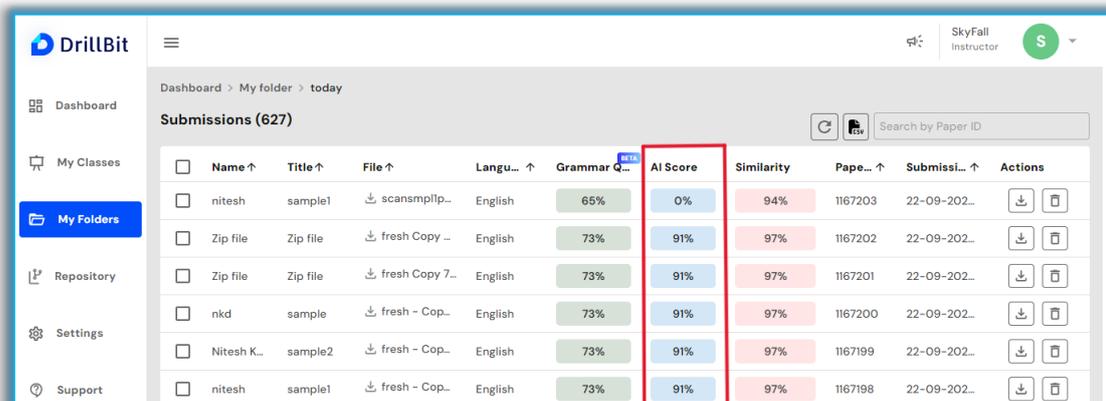
A similarity score navigator is present, enabling users to easily return to the similarity report for further analysis.



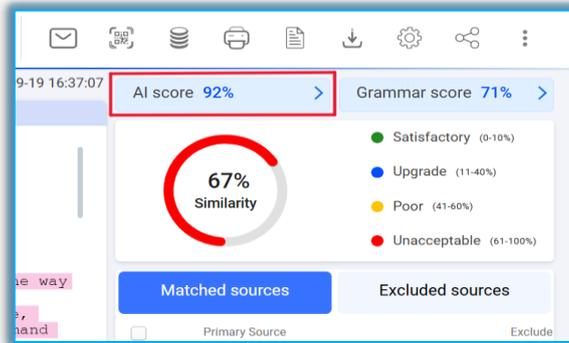
You can also view the grammar report through the Analysis Report. For more information, please refer to the 'Analysis Report' documentation.



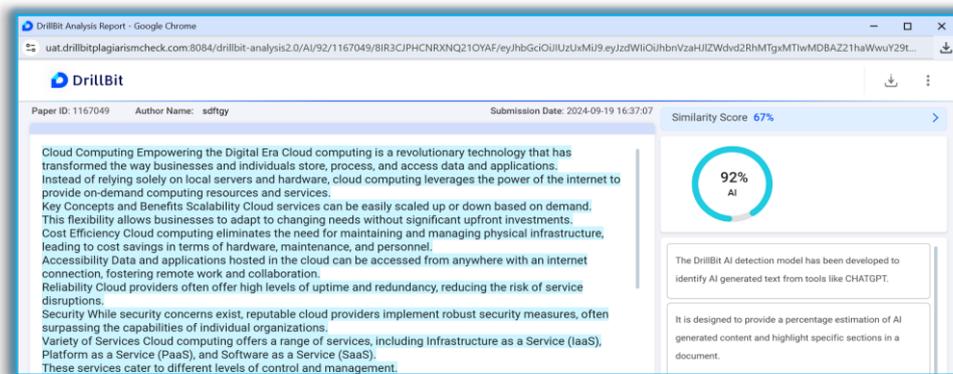
18.7. AI Score: The AI score in your analysis report helps you spot any sections that might have been created with AI tools. It's designed to flag parts of the content that could appear less original, giving you a clear view of authenticity within your work. This insight can be valuable if you're aiming to ensure the content truly reflects and maintains originality.



To view the AI report, select the 'AI score' option.



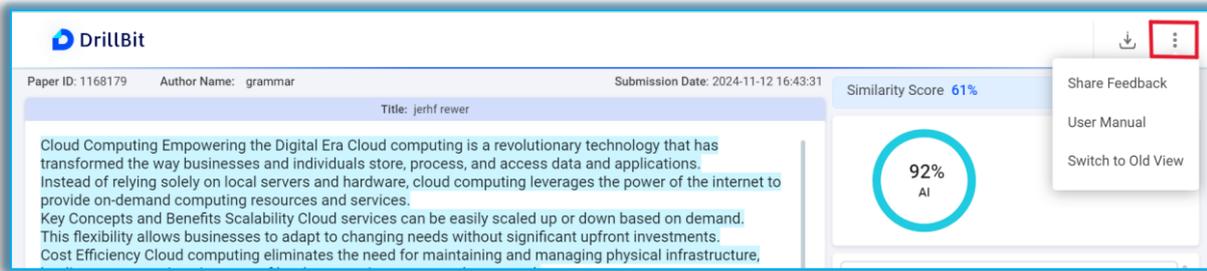
When content is flagged as potentially AI-generated, the flagged sections are highlighted, giving a visual indication of non-original content. A higher AI score means that the content is more likely to have been generated by AI, aiding users in assessing the originality of the text. This score can be accessed both in the analysis report in DrillBit and through the submissions interface.



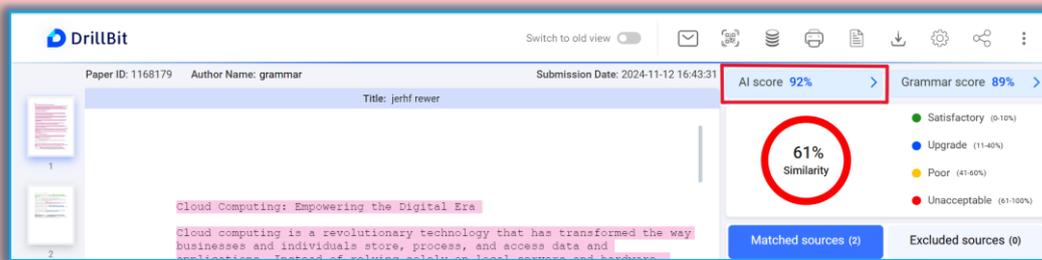
The download icon allows you to download the AI report.



Additionally, use the three-dot menu to share feedback on the new analysis page, access the user guide, or switch to the previous analysis page layout.



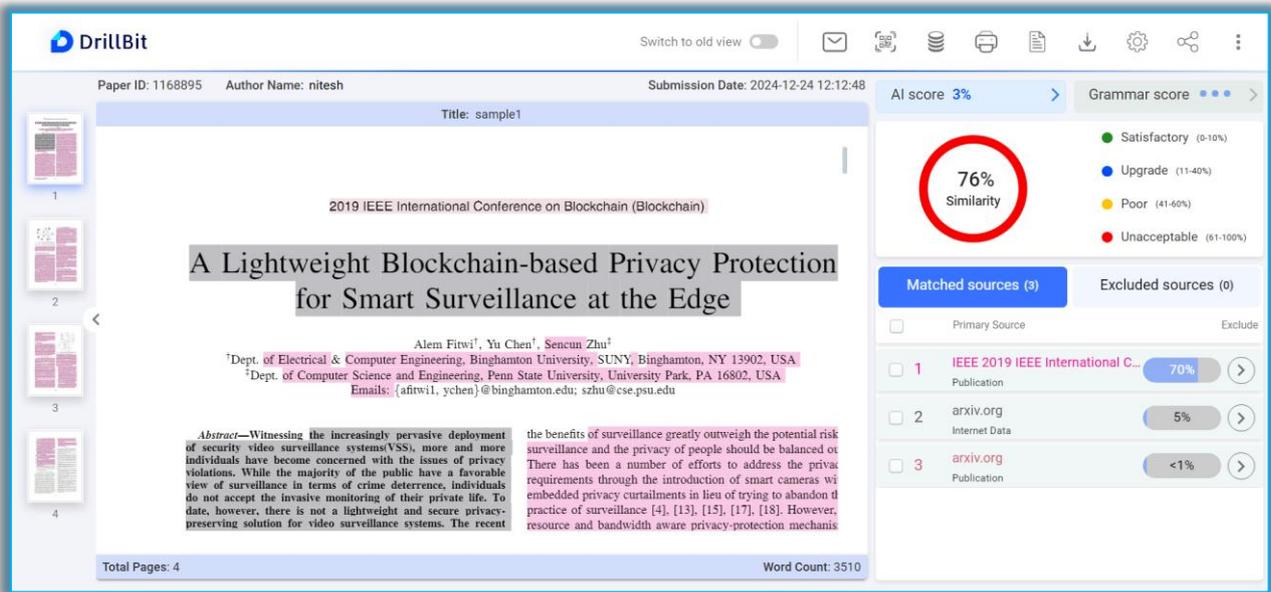
You can also view the AI report through the Analysis Report. For more information, please refer to the ‘Analysis Report’ documentation.



18.8. Similarity: The similarity percentage detected by DrillBit for the submission. This shows how much of the document matches external sources and is key in assessing the originality of the content.

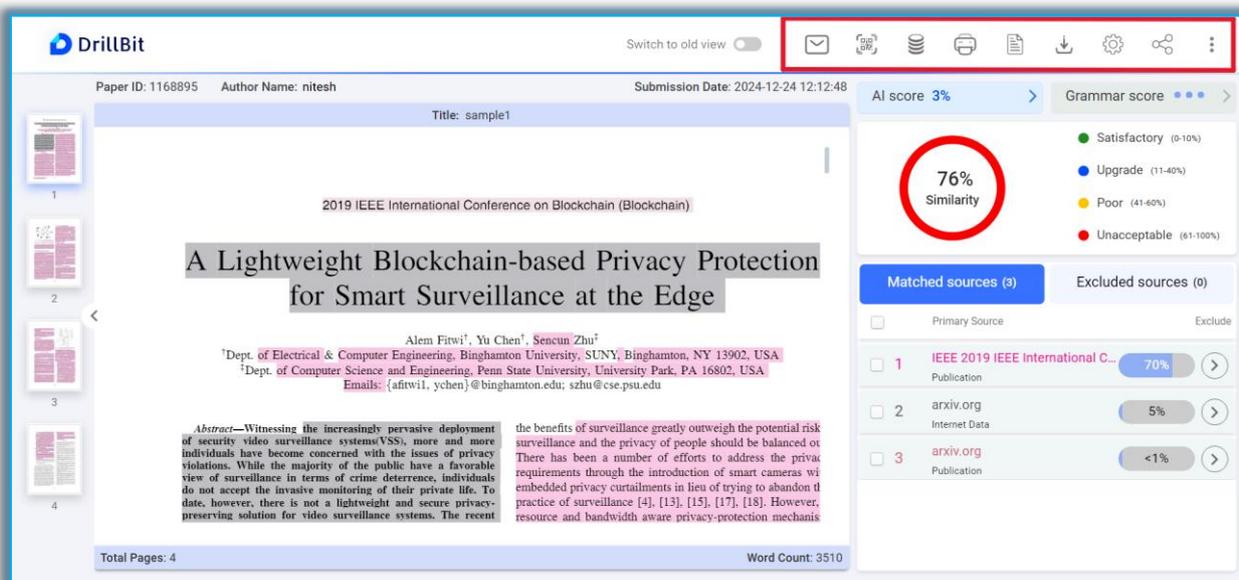
Name	Title	File	Language	Grammar Score	AI Score	Similarity	Paper ID	Submission Date	Actions
nitesh	sample1	scansmplp...	English	65%	0%	94%	1167203	22-09-202...	 
Zip file	Zip file	fresh Copy ...	English	73%	91%	97%	1167202	22-09-202...	 

To view detailed insights and findings, click on the percentage value. This will take you directly to the analysis report in DrillBit, where you can explore a comprehensive analysis of the selected submission, including matched sources, similarity percentages, and other relevant data.



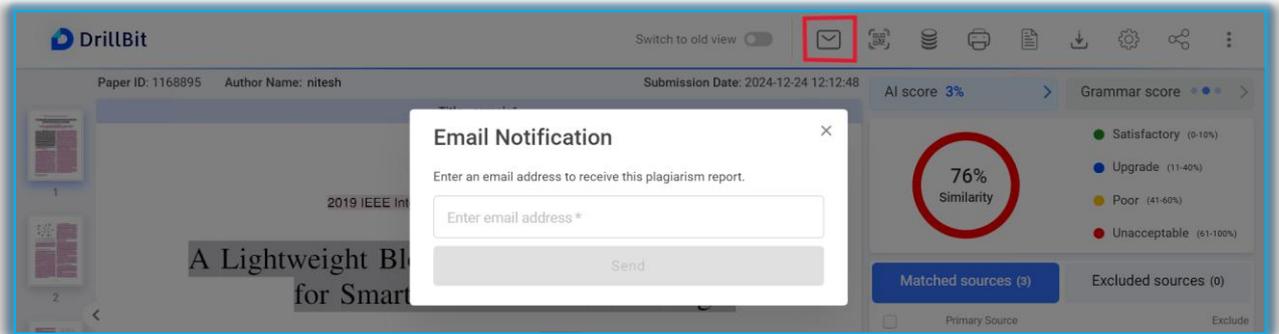
18.8.1. Features Available on the Analysis Page:

The Analysis page in DrillBit includes a range of features designed to streamline the reviewing and sharing of similarity reports, support efficient document management, customize report settings, facilitate feedback sharing, and enable secure collaboration, all aimed at enhancing functionality and simplifying access to detailed information for informed decision-making based on report findings.



[Scroll To](#) 

18.8.1.1. Email Notification: By selecting the email icon, a popup opens where you can enter the recipient's email address. Once entered, a link to download the similarity report will be sent to the specified email, enabling convenient access and sharing.

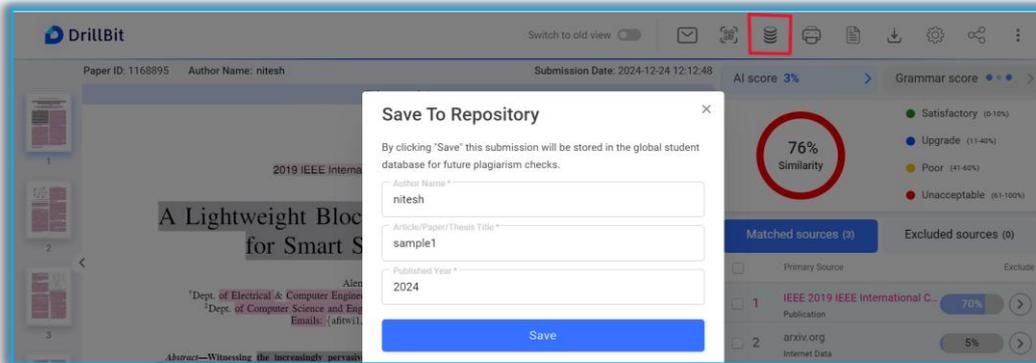


Selecting the "Download Report" link in the email will allow the recipient to download the similarity report.

18.8.1.2. QR Code: This feature allows users to download the plagiarism report by scanning the QR code with a mobile device, giving instant access to the report without navigating the platform. This is particularly useful for quick and on-the-go review and collaboration.



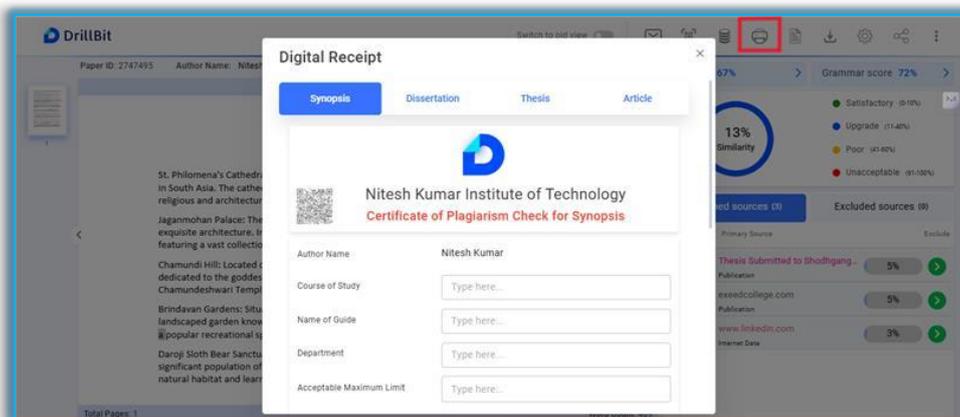
18.8.1.3. Save to Repository (Analysis Page): Users can save analysed documents to the DrillBit repository for future reference and comparison. This option adds the document to the global repository.



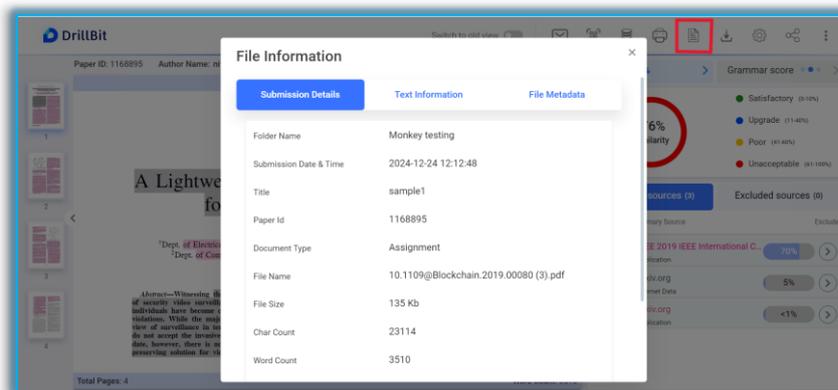
Only documents with a similarity percentage below 30% can be saved to the DrillBit repository via Analysis Report.

Check this out! For more details, refer to the "DrillBit Repository" documentation.

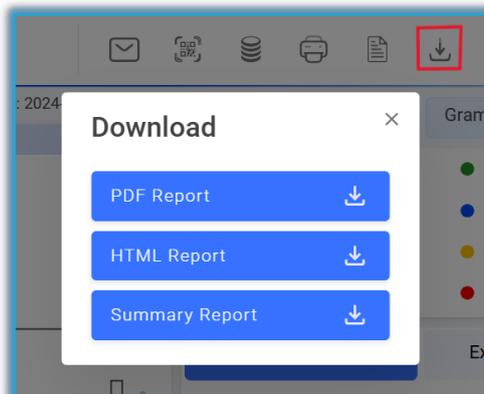
18.8.1.4. Digital Receipt: You can receive a confirmation of analysis completion with a digital receipt, which serves as a digital acknowledgment of submission and analysis. Select the document type such as synopsis, dissertation, thesis, or article and fill in the required details to print the receipt.



18.8.1.5. File Information: The file info icon provides comprehensive details about the submitted document. It includes Submission Details (such as upload date and user information), Text Info (word count and character count), and File Metadata (file name, file size, and file format). This feature aids in document tracking and management by offering a clear snapshot of essential file and submission data at a glance.

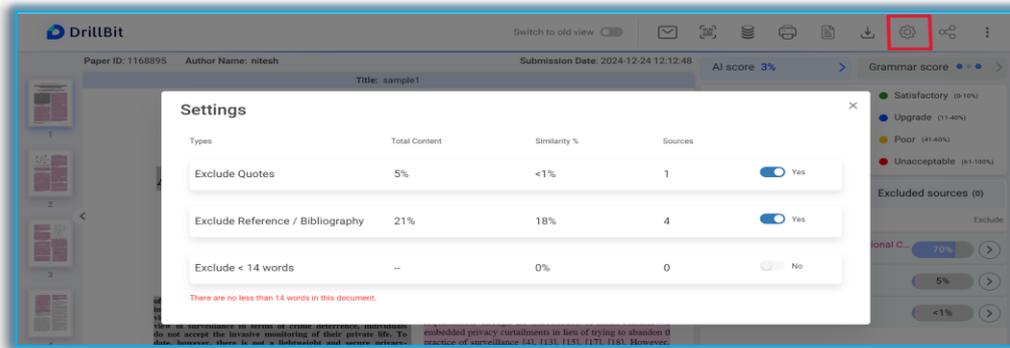


18.8.1.6. Download: Export the plagiarism report in PDF, HTML, or Summary Report format. The PDF offers a printable version, the HTML provides an interactive, web-friendly view, and the Summary Report gives key details like submission info, similarity percentage, and excluded sources for easy access and sharing.



18.8.1.7. Settings: This provides customizable options to refine plagiarism results by excluding quotes, exclude reference/bibliography, and exclude <14 words (based on folder settings). The tab is organized into four columns:

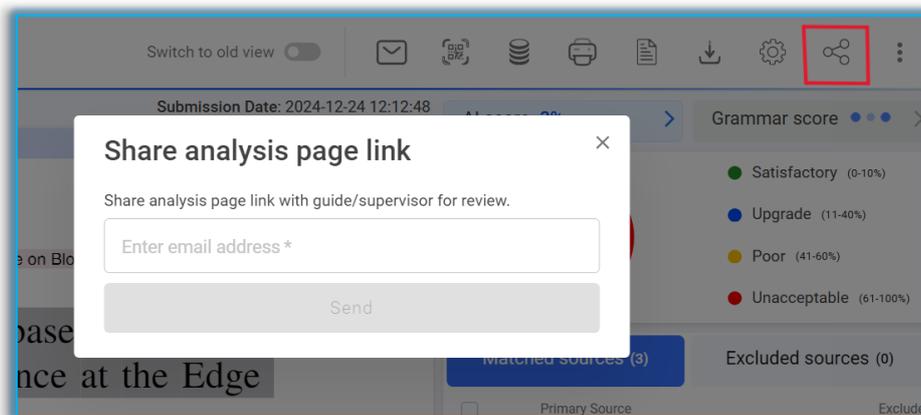
Total Content, Similarity %, Sources, and an Exclude/Include Toggle to adjust results dynamically.



Exclude and include settings should be configured during folder creation or when editing a folder.

In folder settings, if the threshold value for "Exclude Small Sources" is set higher than the total word count of the uploaded file, the setting will automatically default to excluding sources with fewer than 14 words.

18.8.1.8. Share Analysis Page Link: Allows users to share the analysis page link with guides or supervisors via email. Selecting this icon opens a pop-up to enter the recipient's email, who will then receive an email with an "Access Analysis Page" button valid for 5 hours. The recipient can review the analysis, adjust exclude/include settings, and use all features on the analysis page without needing to log in to DrillBit initially.



After entering the email address, the recipient will receive an email containing a button to access the analysis page.

The link to access the analysis page remains active for 5 hours from the time the email was sent.

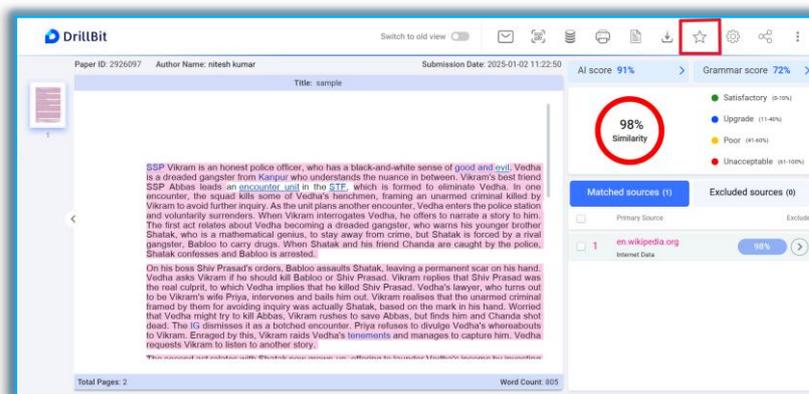
If extended access is needed, the recipient can select 'Revoke Access' in the same email received to access the analysis page. This action allows them to request a new link for an additional time period.

18.8.1.9. Grades:

When the instructor sets the 'Allow Assignment Grading' option to Yes in the assignment settings, a grading icon appears on the Analysis Page.

To grade an assignment:

1. Navigate to the Analysis Page and locate the grading icon at the top.
2. Click on the grading icon to open a grading popup.

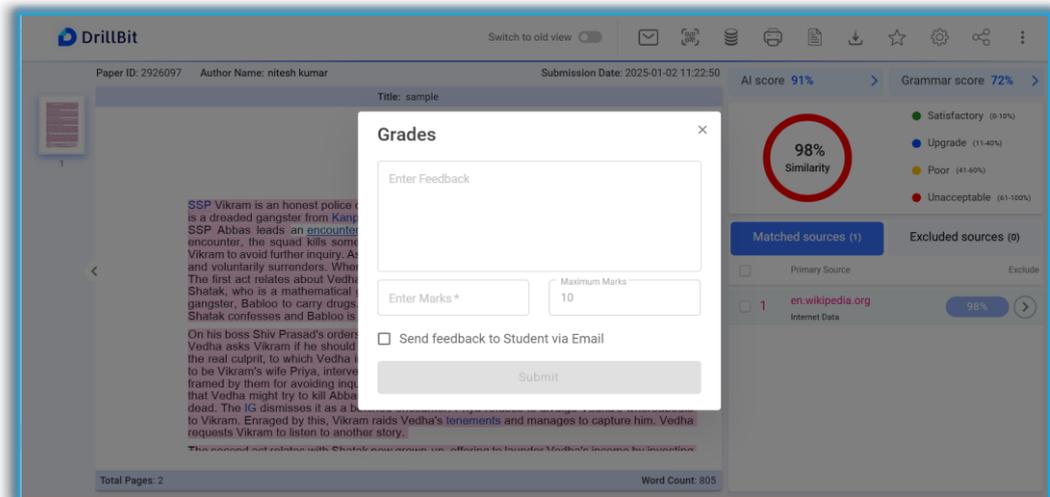


In this popup, the instructor can:

- Provide **Feedback** to the student, such as suggestions or comments about their work.
- Enter the **Marks** awarded for the assignment.

[Scroll To](#) 

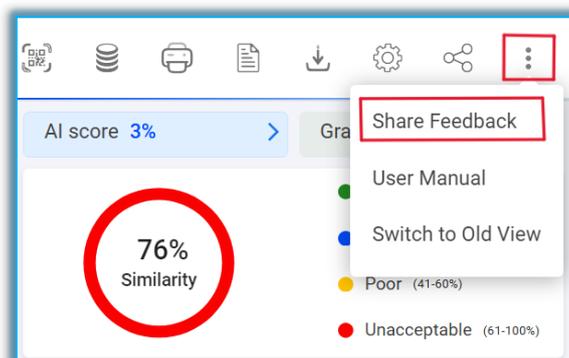
- Optionally, check the box to **Send feedback to Student via Email** if this option is enabled.



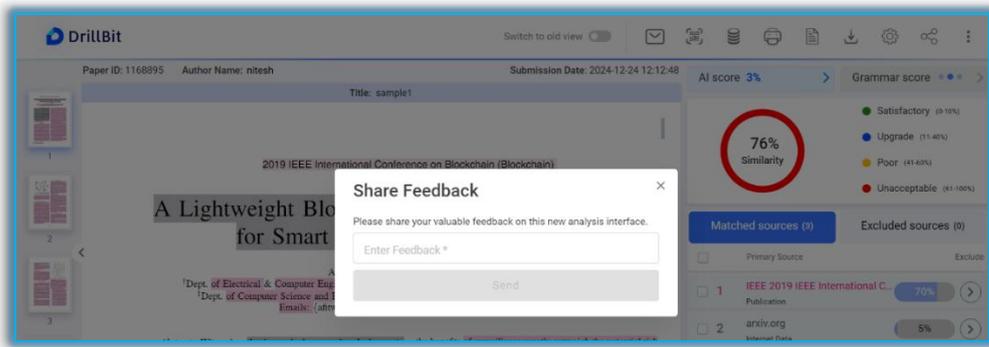
Once all details are entered, click **Submit** to finalize and save the marks and feedback.

18.8.1.10. More Options:

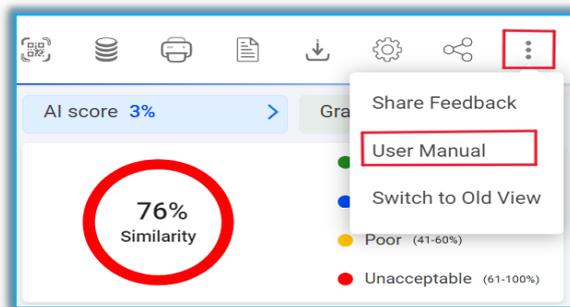
18.8.1.10.1. Share Feedback: Use the Share Feedback feature to provide direct feedback about their experience with the new analysis page. It serves as an easy way for users to submit comments, suggestions, or report issues, helping DrillBit enhance the user experience through valuable insights.



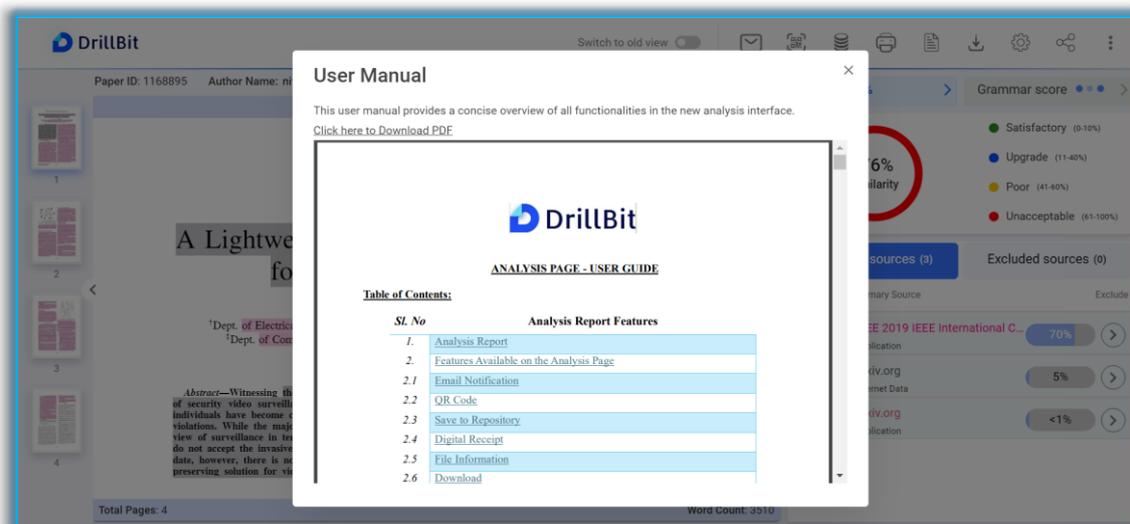
When users click on 'Share Feedback,' a pop-up appears, allowing them to provide their input on the new analysis page. After completing their feedback, they can click 'Send' to submit it.



18.8.1.10.2. User Manual: A comprehensive user manual is available on the analysis page, featuring an organized list and detailed screenshots for each feature. This guide serves as a handy reference to help users familiarize themselves with DrillBit’s features and navigate the platform effectively.

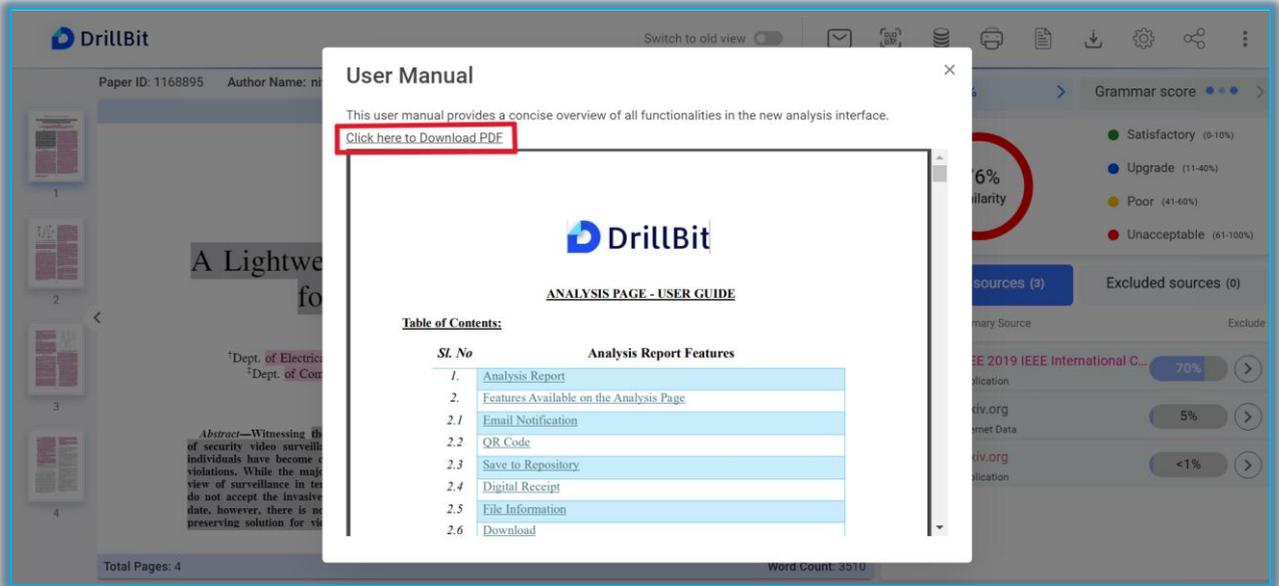


When we click on user manual, a pop-up appears, providing access to the analysis report guide.

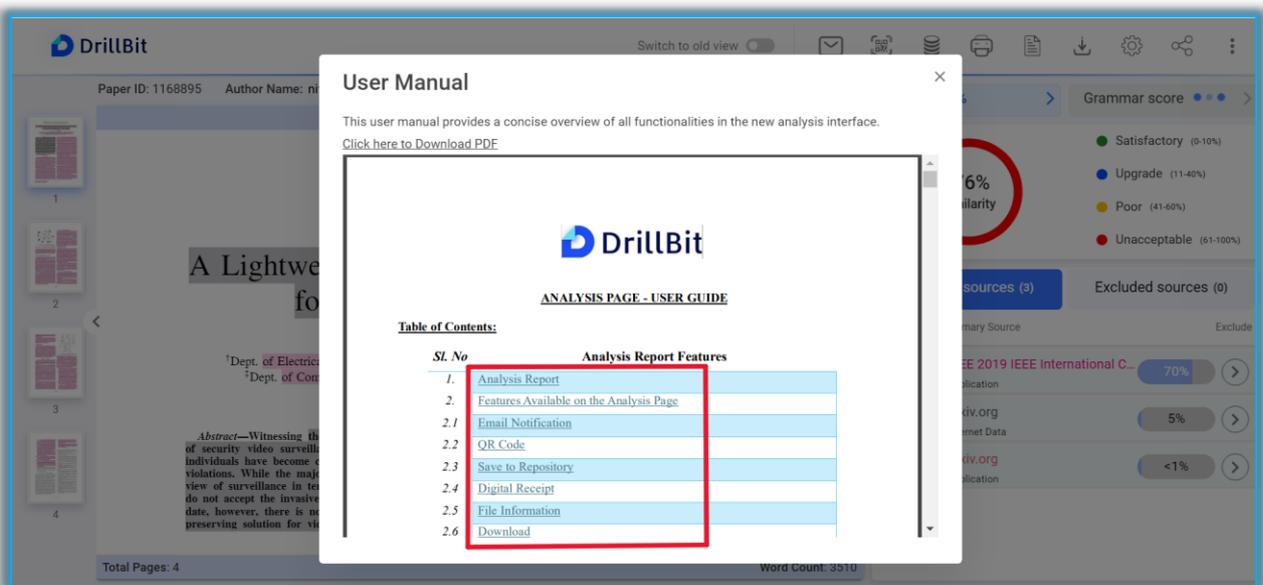


Scroll To 

The guide includes a "Click here to Download PDF" link, enabling users to download the manual locally for offline use.

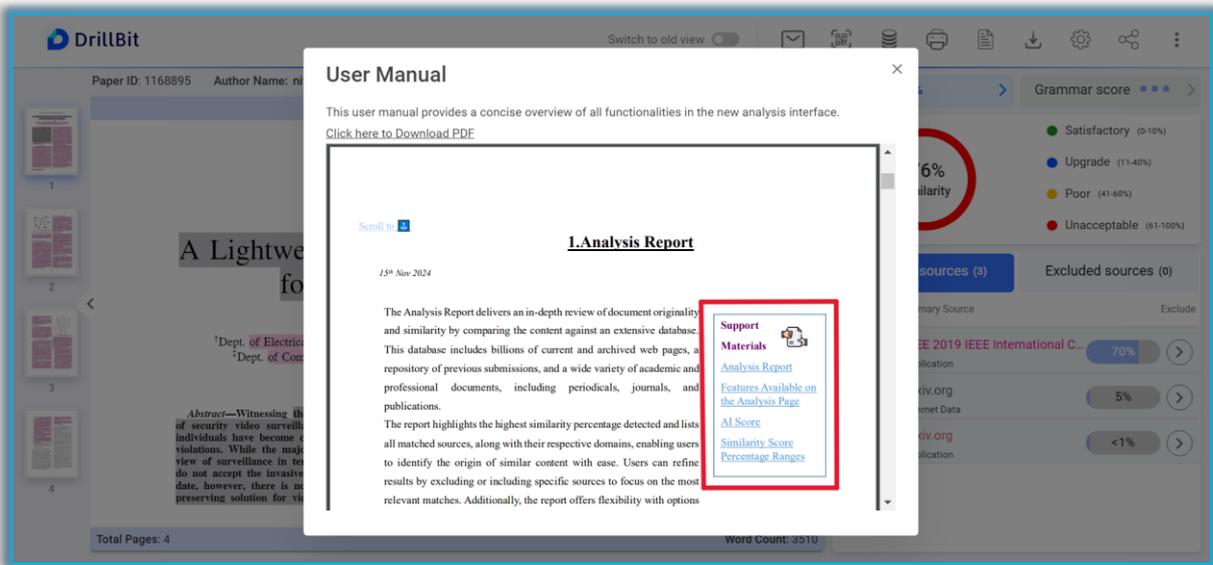


The user manual features a 'Table of Contents' with links that redirect to specific topics, allowing for easy navigation.

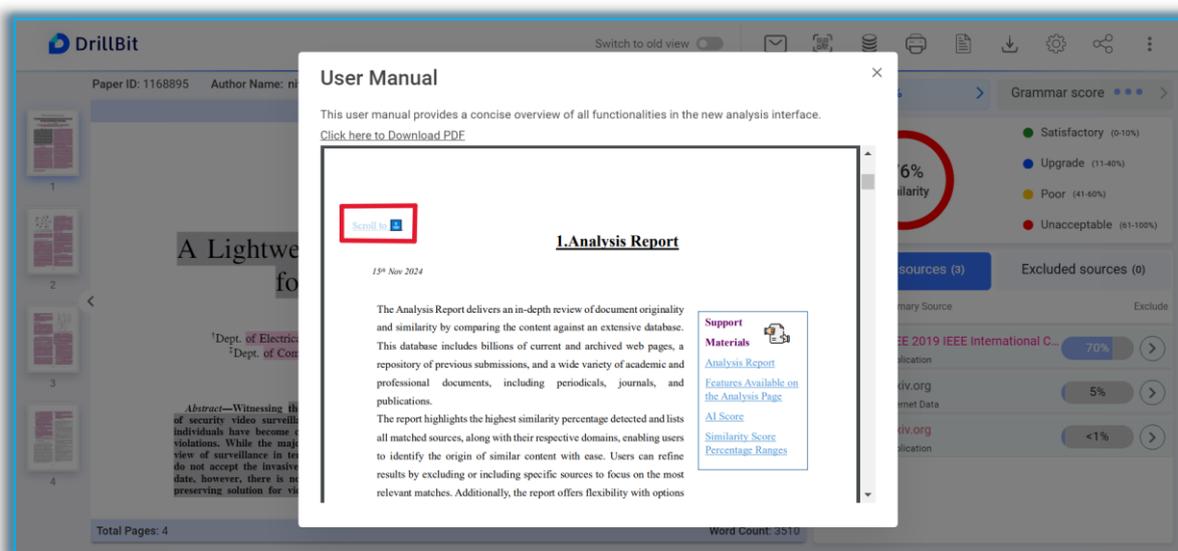


[Scroll To](#) 

Each individual topic contains support materials, including additional links for further assistance.

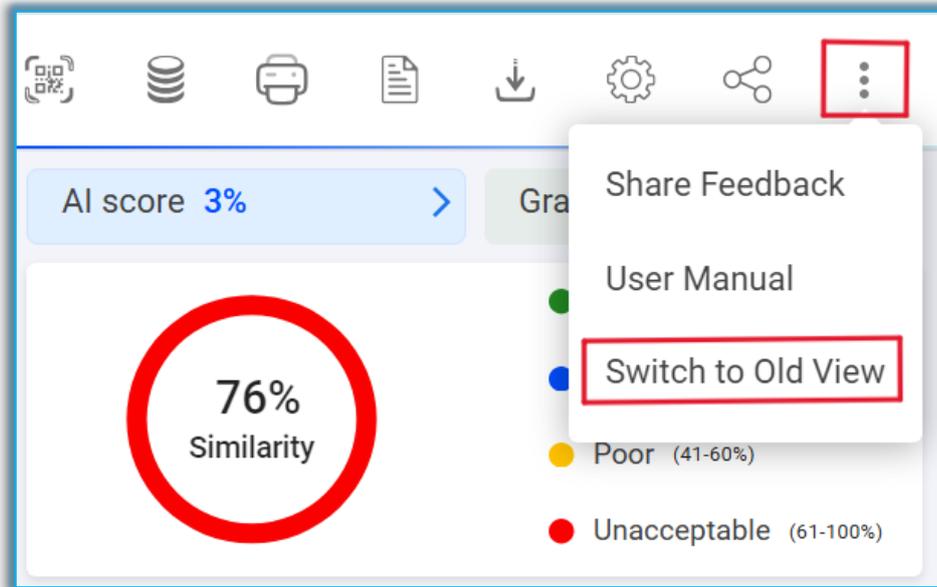


Additionally, every page of the guide is equipped with a "Scroll to Top" option, which redirects users back to the Table of Contents for quick access to other sections.

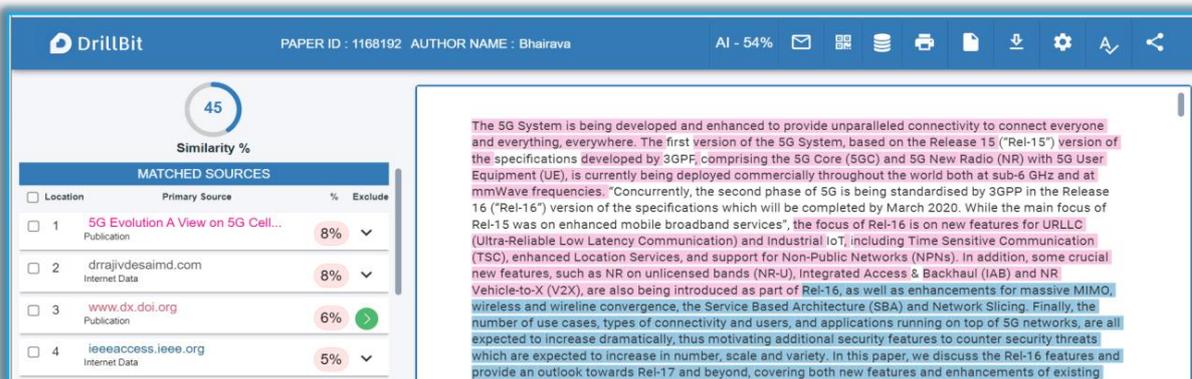


18.8.1.10.3. Switch to Old View: Users have the option to toggle back to the previous version of the analysis page through the "Switch to Old View" feature. This option provides flexibility and ensures a

smoother transition for users adapting to the new interface, catering to individual preferences and enhancing overall user satisfaction.



When the "Switch to Old View" option is selected, the previous version of the analysis report will be displayed, allowing users to access and utilize the old analysis report seamlessly.

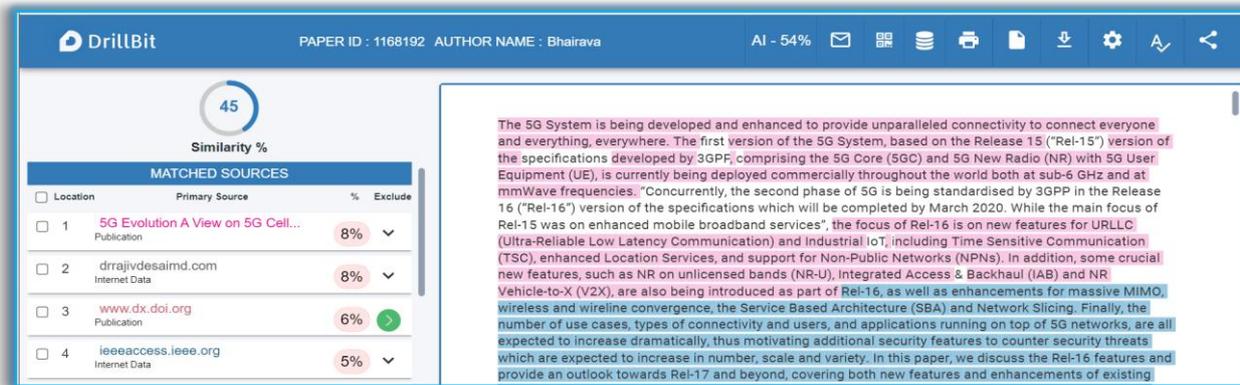


18.8.1.10. Navigate to Old View: The toggle option provides users with a simple way to switch to the previous version of the Analysis page.

- Click on toggle to switch to the old version of the Analysis page.

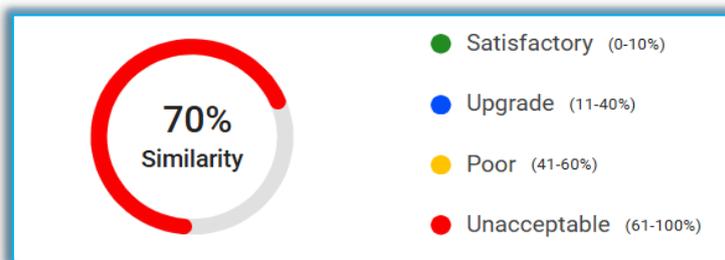


When the toggle is switched to the old view, the application will display the previous Analysis page with its older layout and features.



18.8.2. Similarity score percentage ranges:

Understanding the similarity score ranges in DrillBit's plagiarism check tool can help you assess the originality of a submission effectively, as similarity percentages are categorized to allow quick interpretation of results, following university-defined scoring ranges.



Here's how the ranges are categorized:

- Satisfactory (0-10%): This range indicates minimal similarity, generally acceptable and likely original. A score within this range suggests the submission contains minimal

matching content, showing a high level of originality. It is commonly considered satisfactory without further review.

-  **Upgrade (11-40%)**: Moderate similarity, suggesting a need for review and possible content improvement. Scores in this range suggest that there are some matches to external sources.
-  **Poor (41-60%)**: High similarity within this range indicates significant overlap that should be addressed to ensure originality. A score in this range raises concerns about the submission's originality, prompting the author to carefully examine the matched content and consider revisions to enhance its uniqueness.
-  **Unacceptable (61-100%)**: Very high similarity, suggesting a critical need for revisions as the content lacks originality. Immediate action is recommended to address these issues and ensure academic integrity.

These ranges assist users in assessing documents and determining the necessary steps to meet originality standards.

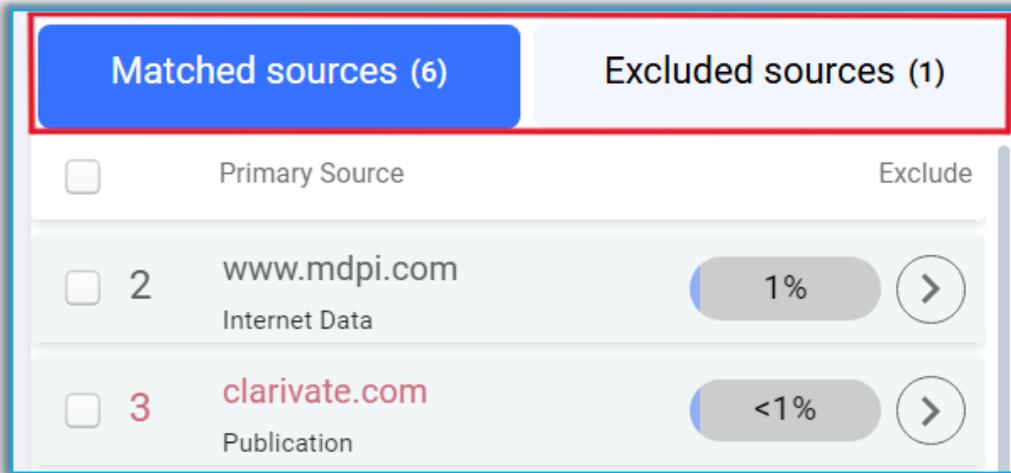
18.8.3. Exclude & Include Sources:

Options to exclude and include sources allow users to manage the content that contributes to the overall similarity percentage.

In the analysis report, two tabs are available:

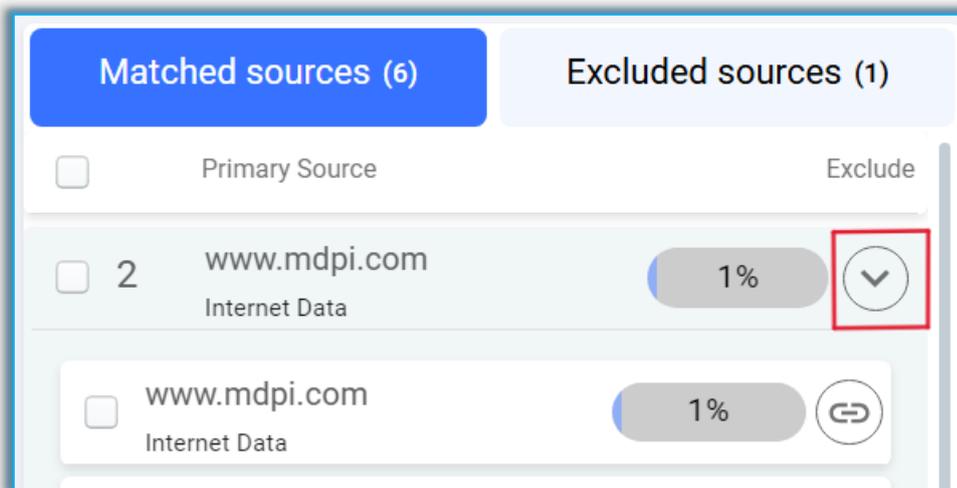
Matched Sources and Excluded Sources.

These tabs display the count of matched and excluded sources next to their labels, providing users with a clear overview.



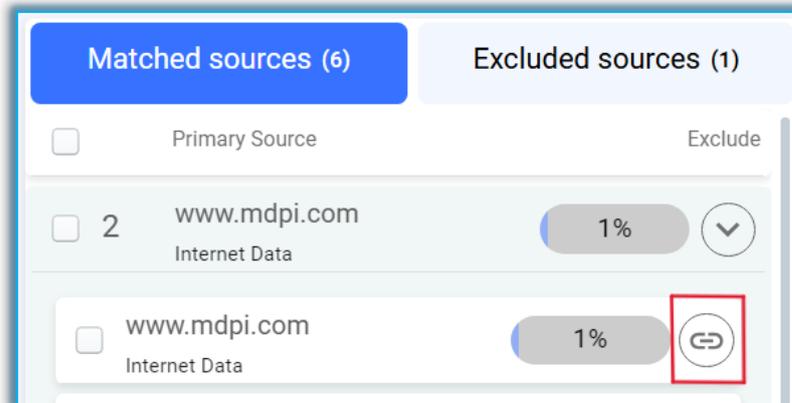
18.8.3.1. Matched Sources: The Matched Sources tab displays all sources containing potentially plagiarized or similar content found in the analysis. This tab allows users to review each source contributing to the similarity score.

If content is matched across multiple sources, DrillBit groups these under a primary source with the highest percentage, listing additional sources as alternate sources. This approach provides a clear view of similar content sources while focusing on the primary match.

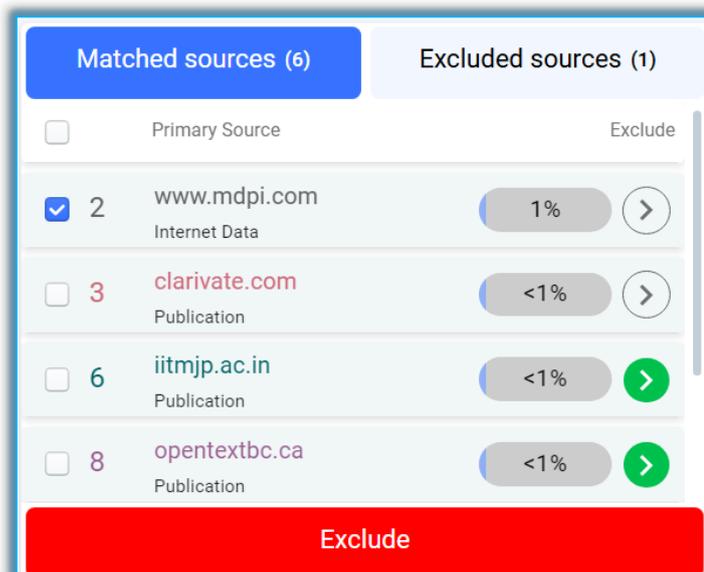


To view alternative sources, click the dropdown icon next to the primary source.

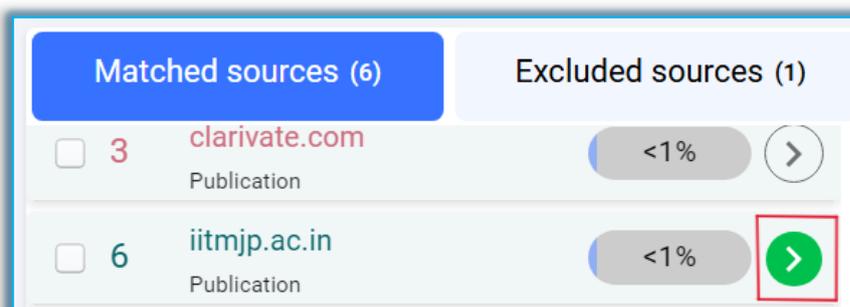
A link icon appears next to each source, allowing you to visit the site where the matched source is located.



To exclude a source, select the checkbox next to the relevant source, then choose the "Exclude" button.



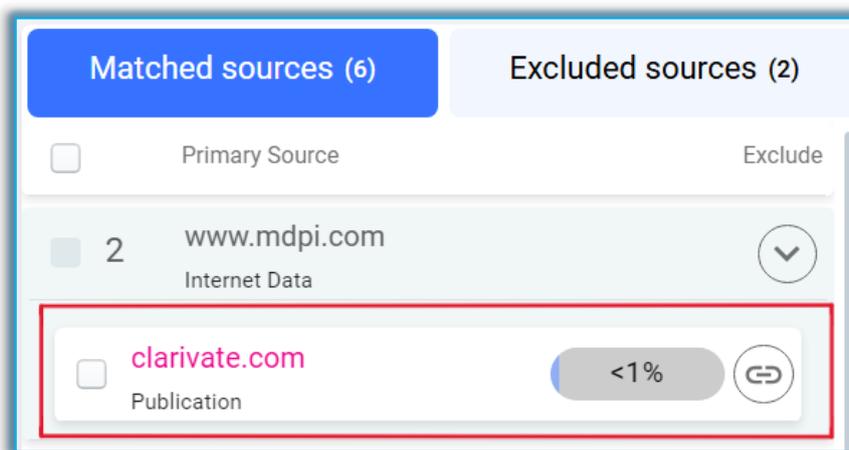
You can exclude a direct source by clicking the green arrow.



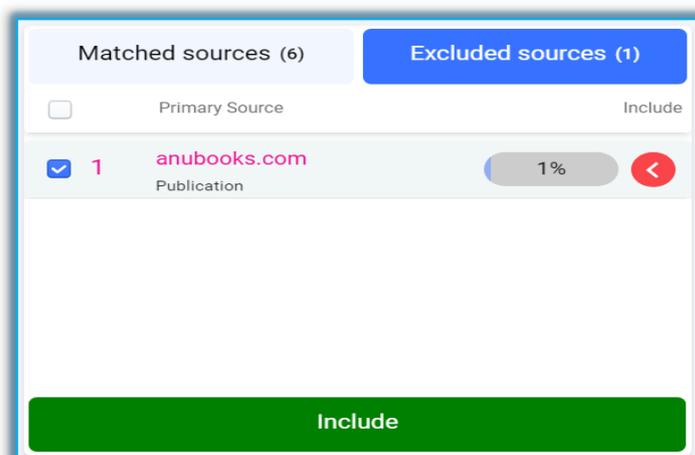
This action moves the selected source from the matched sources tab to the excluded sources tab, ensuring that excluded sources are not included in the final similarity score.

When a green arrow appears next to matched sources, it indicates that no alternative sources are available. Clicking the arrow will directly exclude the source.

When a primary source is excluded, the alternative source is automatically highlighted, allowing users to focus on the next relevant source.



18.8.3.2. Excluded Sources: The Excluded Sources tab contains all sources that have been moved from the matched sources. To re-include an excluded source in the analysis, select the checkbox next to the desired source and click the 'Include' button.

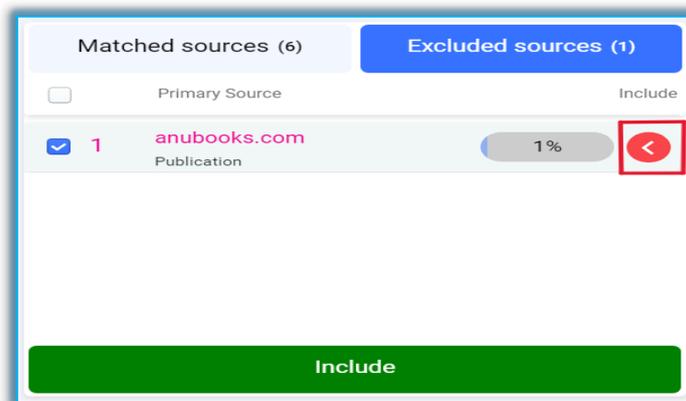


[Scroll To](#) 

This action will move the source back to the matched sources tab, incorporating it into the similarity check and updating the report accordingly.

If the primary source is excluded along with all alternative sources, including the primary source again will automatically include all the alternative sources by default.

You can include sources by clicking the red arrow, which will move the source to the matched sources tab.



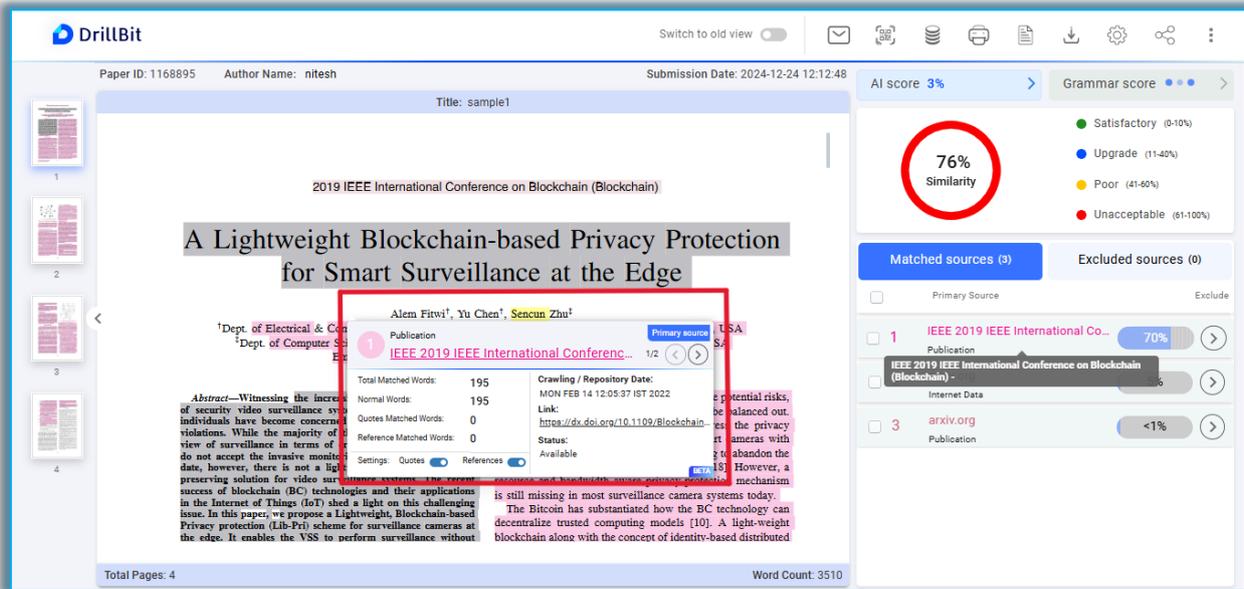
Users can exclude or include multiple sources at once by selecting checkboxes, providing flexibility and control over similarity analysis.

18.8.4. Matched Sources and Content Navigation: To review matched content within a document, simply click on any listed source in the analysis report. This action will navigate you directly to the corresponding matched content within the document, allowing users to easily identify and view the context of the match. This functionality ensures that users can quickly understand how a particular source relates to the content being analysed, providing a seamless experience for examining matches.

Excluding and including sources will directly impact the similarity percentage and the final analysis report.

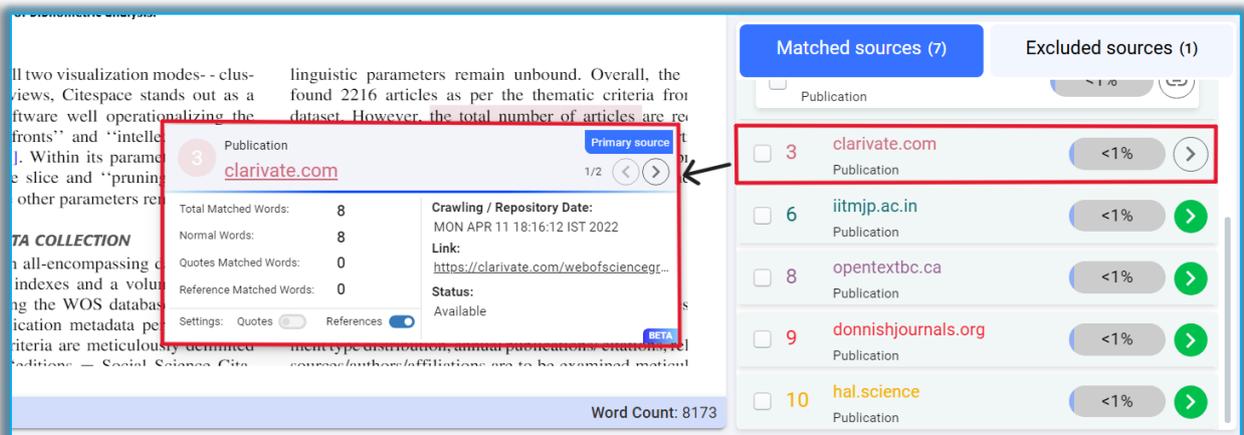
18.8.4.1. Matched Sources Navigation:

When a source is selected from the matched sources list, the first word of the corresponding matched content is highlighted in yellow within the content block, and a source block pop-up appears.



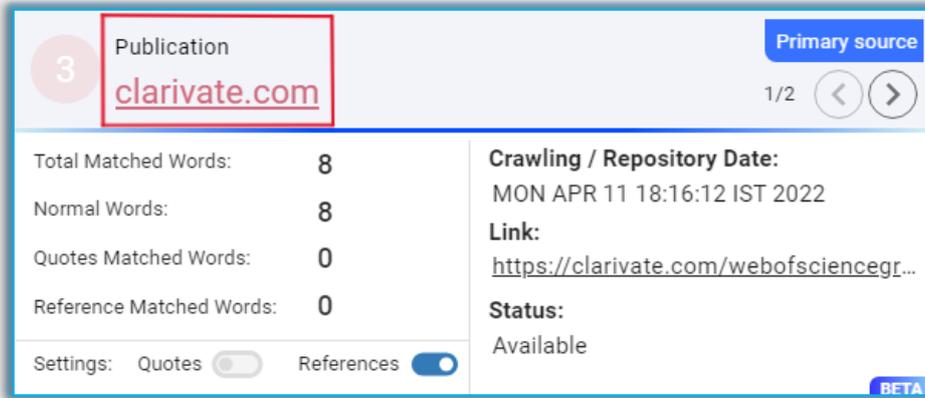
The source block pop-up is an essential feature that provides comprehensive details about the content matched from a specific source.

Below are the key elements visible in the source block:



18.8.4.1.1. Source Title and Type:

The source name (e.g., clarivate.com) is prominently displayed, along with the type of source (e.g: Publication, Internet Data, etc.).

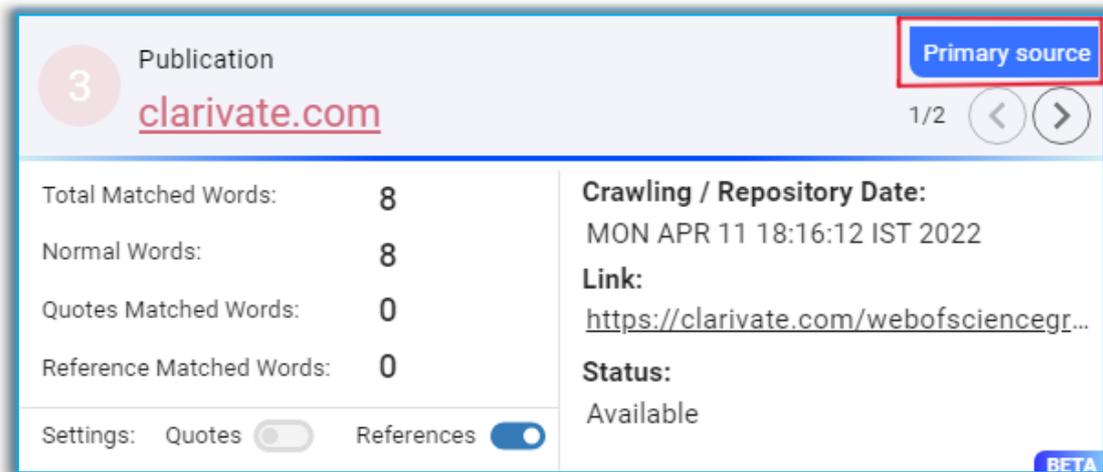


3 Publication **Primary source**
clarivate.com 1/2 < >

Total Matched Words:	8	Crawling / Repository Date:	MON APR 11 18:16:12 IST 2022
Normal Words:	8	Link:	https://clarivate.com/webofsciencegr...
Quotes Matched Words:	0	Status:	Available
Reference Matched Words:	0		

Settings: Quotes References **BETA**

A label (e.g., Primary Source) indicates the classification of the source.

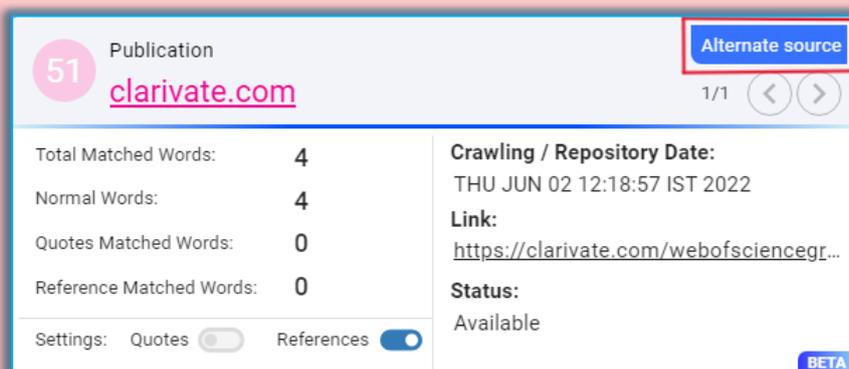


3 Publication **Primary source**
clarivate.com 1/2 < >

Total Matched Words:	8	Crawling / Repository Date:	MON APR 11 18:16:12 IST 2022
Normal Words:	8	Link:	https://clarivate.com/webofsciencegr...
Quotes Matched Words:	0	Status:	Available
Reference Matched Words:	0		

Settings: Quotes References **BETA**

When an alternative source is selected, the label updates to reflect it as an **Alternate Source**.



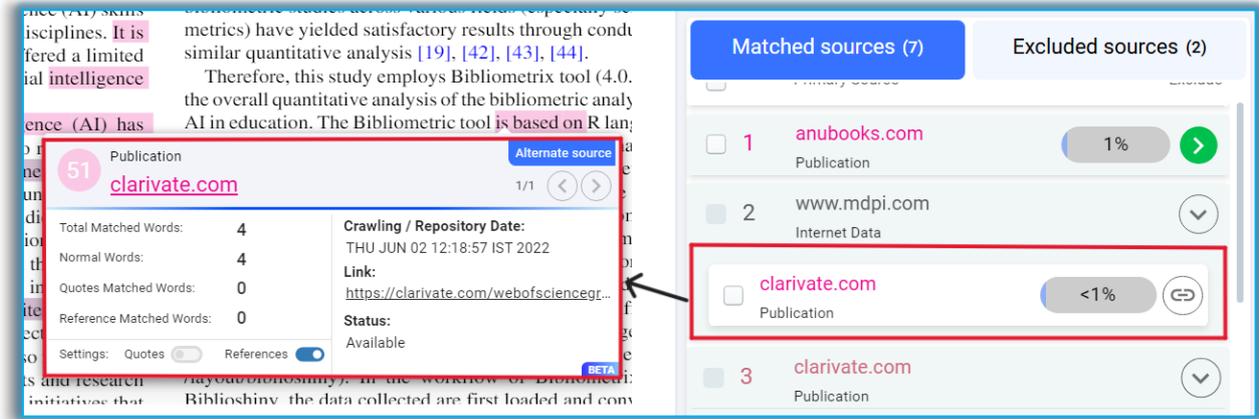
51 Publication **Alternate source**
clarivate.com 1/1 < >

Total Matched Words:	4	Crawling / Repository Date:	THU JUN 02 12:18:57 IST 2022
Normal Words:	4	Link:	https://clarivate.com/webofsciencegr...
Quotes Matched Words:	0	Status:	Available
Reference Matched Words:	0		

Settings: Quotes References **BETA**

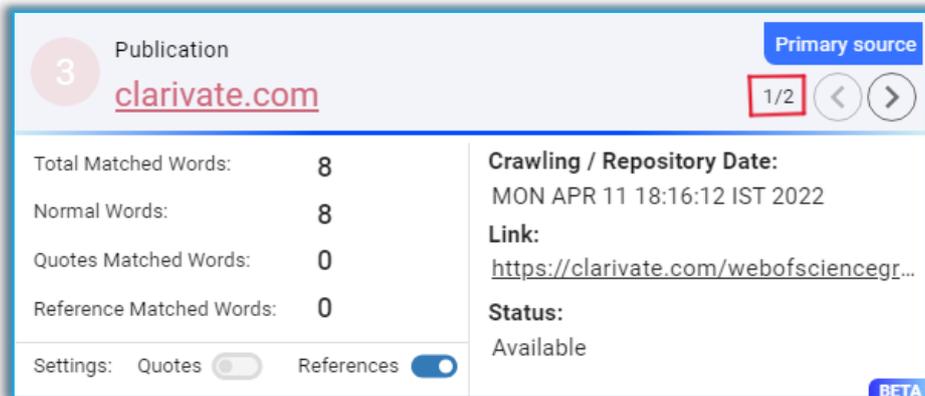
Scroll To 

After excluding the primary source, when we click on the alternative source, it now navigates to the content.



18.8.4.1.2. Matched Words Breakdown:

The source block pop-up displays 1/2, indicating that it contains information about the first match source out of a total of two detected sources.

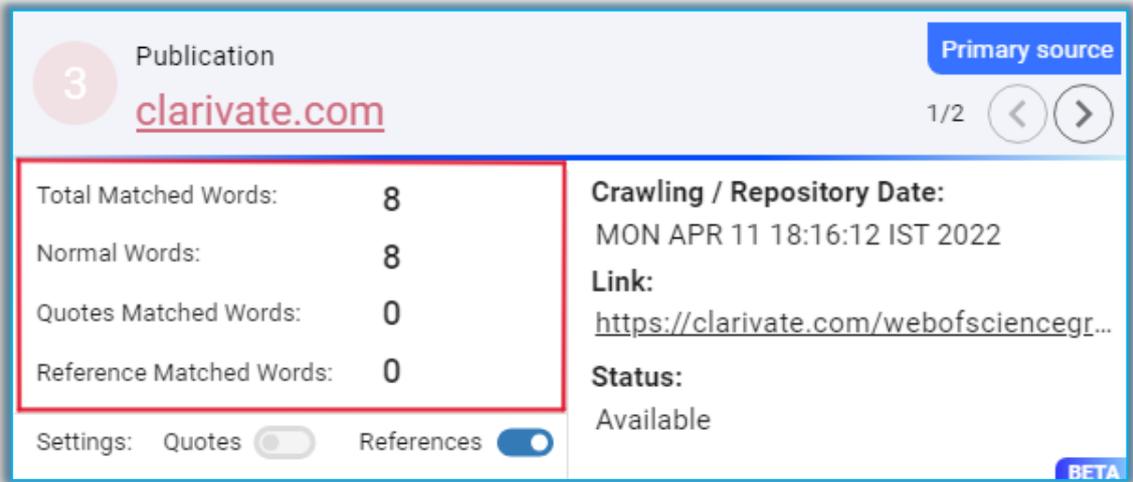


Total Matched Words: The total number of words matched from this specific location within the source (e.g., 1/2 indicates the first of two locations).

Normal Words: The count of matched words that are neither quoted nor part of references.

Quotes Matched Words: The number of words matched within quoted text.

Reference Matched Words: The count of matched words found within the references section.



3 Publication <u>clarivate.com</u>		Primary source
Total Matched Words:	8	Crawling / Repository Date: MON APR 11 18:16:12 IST 2022
Normal Words:	8	Link: https://clarivate.com/webofsciencegr...
Quotes Matched Words:	0	Status: Available
Reference Matched Words:	0	

Settings: Quotes References

BETA

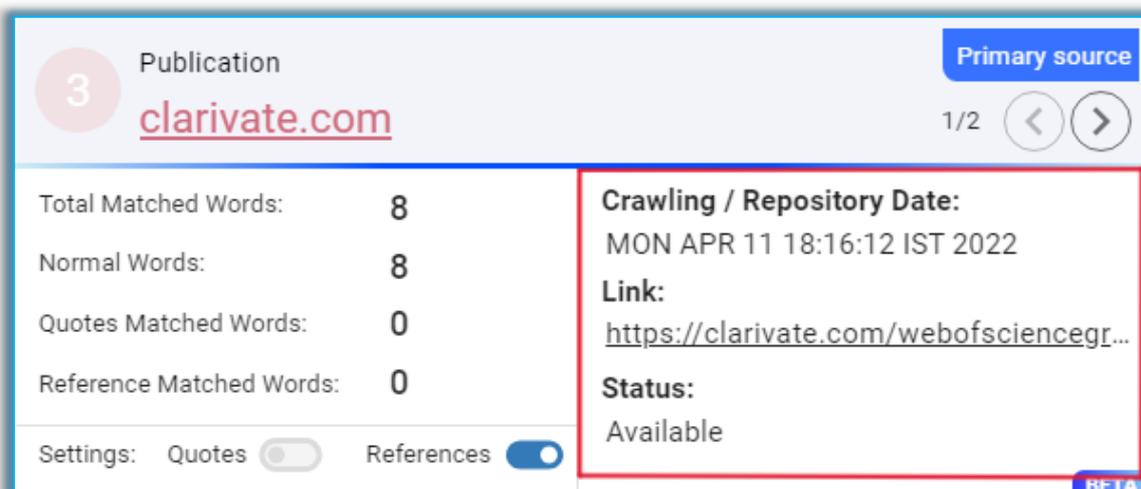
18.8.4.1.3. Source Metadata:

Crawling/Repository Date: Indicates the date and time when the source content was last indexed or updated in the DrillBit repository (e.g., MON_APR_11_18:16:12_IST_2022).

Domain: Shows the URL or domain from where the matched content originates (e.g.: <https://clarivate.com/webofsciencegr...>)

Clicking on the domain link redirects users to the respective website, allowing them to view the source content directly.

Status: Indicates the source availability (e.g., available, not available.).



3 Publication <u>clarivate.com</u>		Primary source
Total Matched Words:	8	Crawling / Repository Date: MON APR 11 18:16:12 IST 2022
Normal Words:	8	Link: https://clarivate.com/webofsciencegr...
Quotes Matched Words:	0	Status: Available
Reference Matched Words:	0	

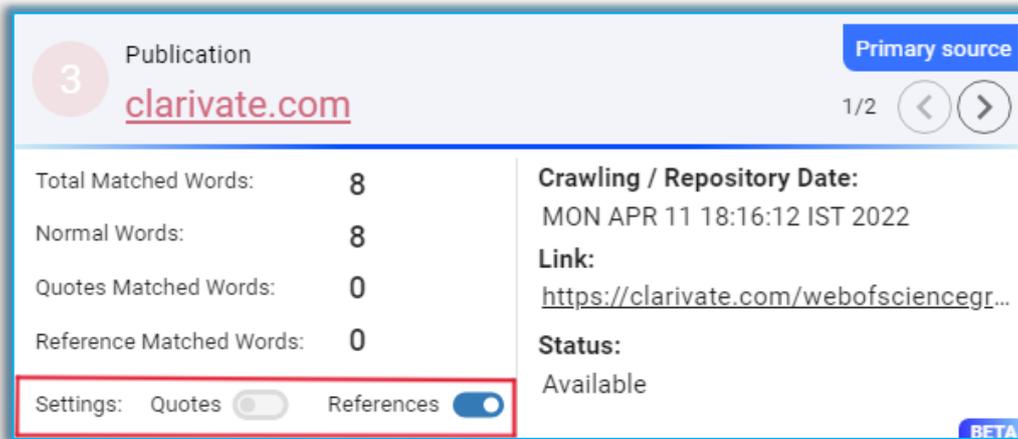
Settings: Quotes References

BETA

18.8.4.1.4. Settings Data:

Quotes: Indicates whether quotes are excluded or included. If no match is detected, the toggle for this setting is disabled, and any changes made in the settings are immediately reflected in the matched source block.

References: Indicates whether references are excluded or included. If no match is detected, the toggle for this setting is disabled. Any changes made in the settings are immediately reflected in the matched source block.



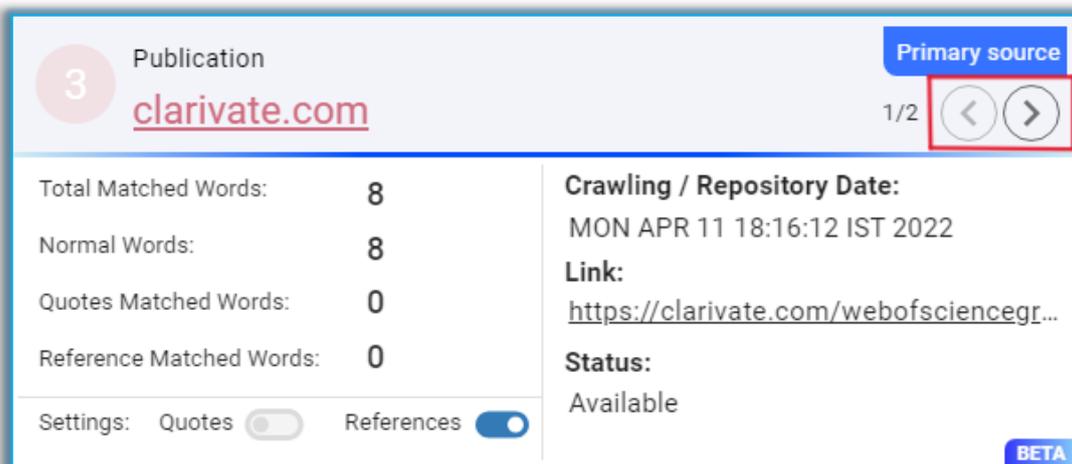
3 Publication Primary source
clarivate.com 1/2 < >

Total Matched Words:	8	Crawling / Repository Date:	MON APR 11 18:16:12 IST 2022
Normal Words:	8	Link:	https://clarivate.com/webofsciencegr...
Quotes Matched Words:	0	Status:	Available
Reference Matched Words:	0		

Settings: Quotes References BETA

18.8.4.1.5. Navigation Controls:

If multiple sections of the document match the same source, you can navigate through each match using the next arrow and preview arrow to view the subsequent matched content from the same source.

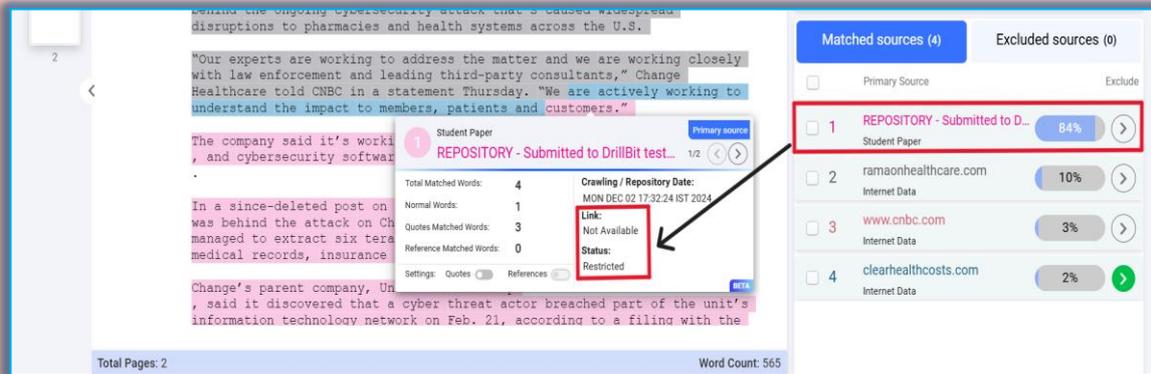


3 Publication Primary source
clarivate.com 1/2 < >

Total Matched Words:	8	Crawling / Repository Date:	MON APR 11 18:16:12 IST 2022
Normal Words:	8	Link:	https://clarivate.com/webofsciencegr...
Quotes Matched Words:	0	Status:	Available
Reference Matched Words:	0		

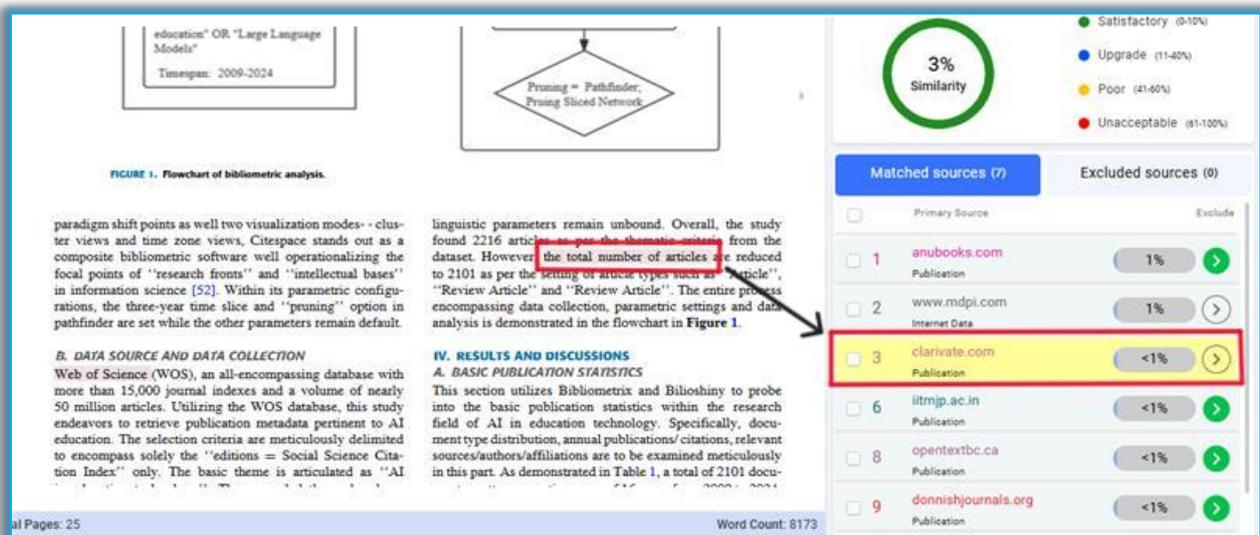
Settings: Quotes References BETA

If the source is from a Student/Repository Paper, the Domain field will display as Not Available, and the Status will be shown as Restricted.



18.8.4.2. Matched Content Navigation:

When viewing matched content in the document, you can easily trace the corresponding source by clicking on the highlighted section of the content. Once clicked, the matched source will be highlighted in the sources list, enabling you to view exactly which external source corresponds to the selected content. This two-way navigation feature enhances the efficiency of comparing the document content with its matches, making it easier to evaluate the relevance and context of each match.



18.8.5. Page View

DrillBit analysis page includes a convenient side scroll navigation system that enhances user experience and simplifies access to various sections. This feature allows users to quickly scroll through pages in the side panel. By clicking on any page in the side scroll area, users can navigate directly to that specific page in the main analysis window, enabling faster and more intuitive access to analysis content.



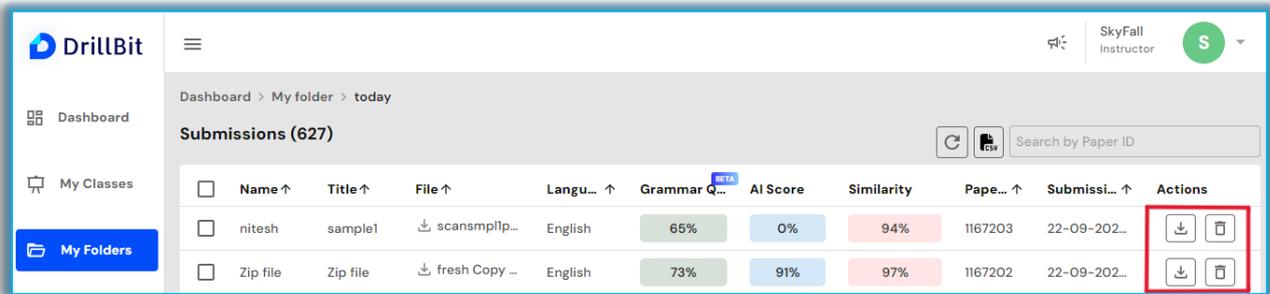
Clicking on any page within the side scroll panel instantly loads the selected page in the main analysis view.

The colour will be set according to the report upload initially in the page scroll. After performing operations, the colour will be reflected on the page, but it will not change in the page scroll.

18.9. Paper ID: Each submission is assigned a unique Paper ID by DrillBit. This ID is important for tracking and searching specific submissions, especially when managing a large number of files.

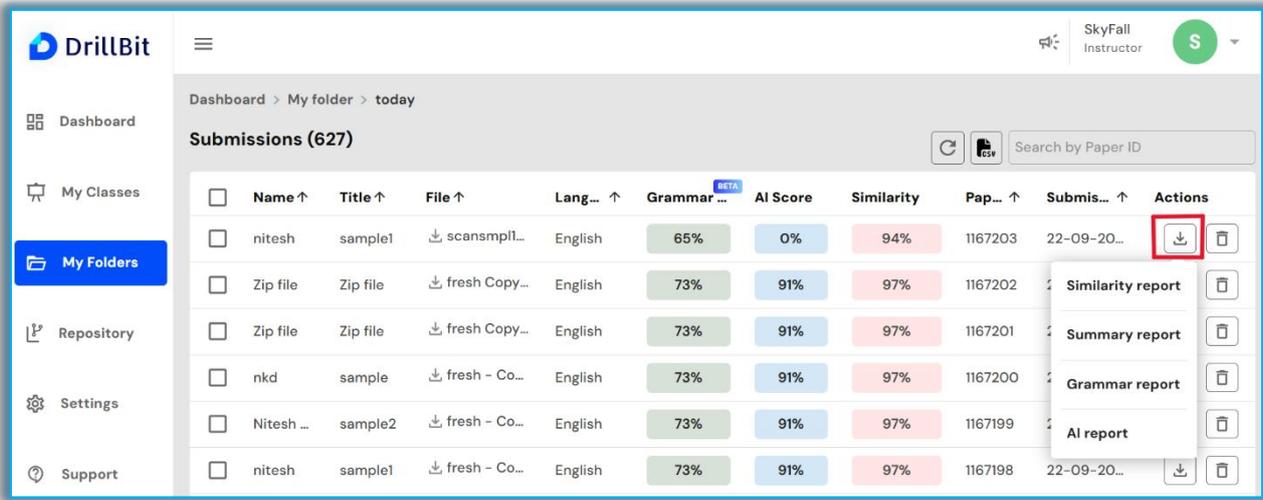
18.10. Submission Date: Shows the exact date and time of submission, providing an accurate record of when the file was uploaded for analysis.

18.11. Actions: In this column users have access to the following actions:



Similarity Report Download: This option allows users to download four types of reports after a plagiarism check:

- i. **Similarity Report:** Provides a detailed report with highlighted matched sources, enabling users to review and analyse the specific sections of their document that contain similarities with external sources. This report helps in identifying potential plagiarism and improving the originality of the content.
- ii. **Summary Report:** Offers a concise, one-page overview of the plagiarism detection results, giving users a quick summary of the overall similarity percentage and key findings from the check.
- iii. **Grammar Report:** Downloads as a PDF, evaluating the document's grammar quality with insights on overall grammar score, phrase quality, non-duplicate content, indexed content, and grammar details, including detected mistakes and improvement suggestions.
- iv. **AI Report:** Generates a PDF report highlighting the percentage of AI-generated content detected. The report includes matched sections with AI-generated text for better analysis.



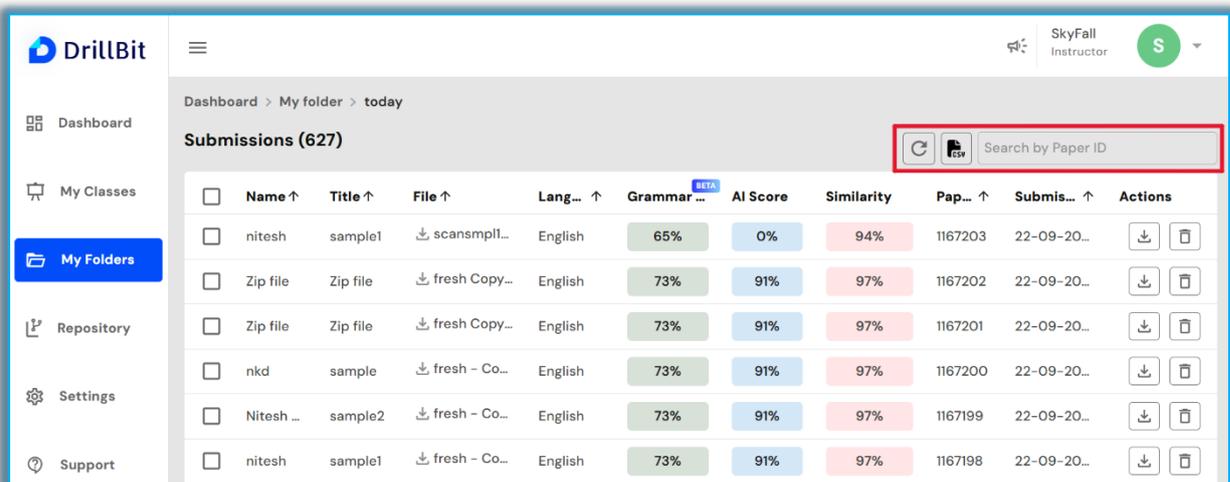
Delete: Allows for the deletion of specific reports from the system.

Sorting options are available for **Name**, **Title**, **File**, **Language**, **Paper ID**, and **Submission Date**. Click the arrow icon next to each column name to sort the submissions in ascending or descending order.

Additional Features

- **Top Icons**

At the top of the submission page, you will find three icons:



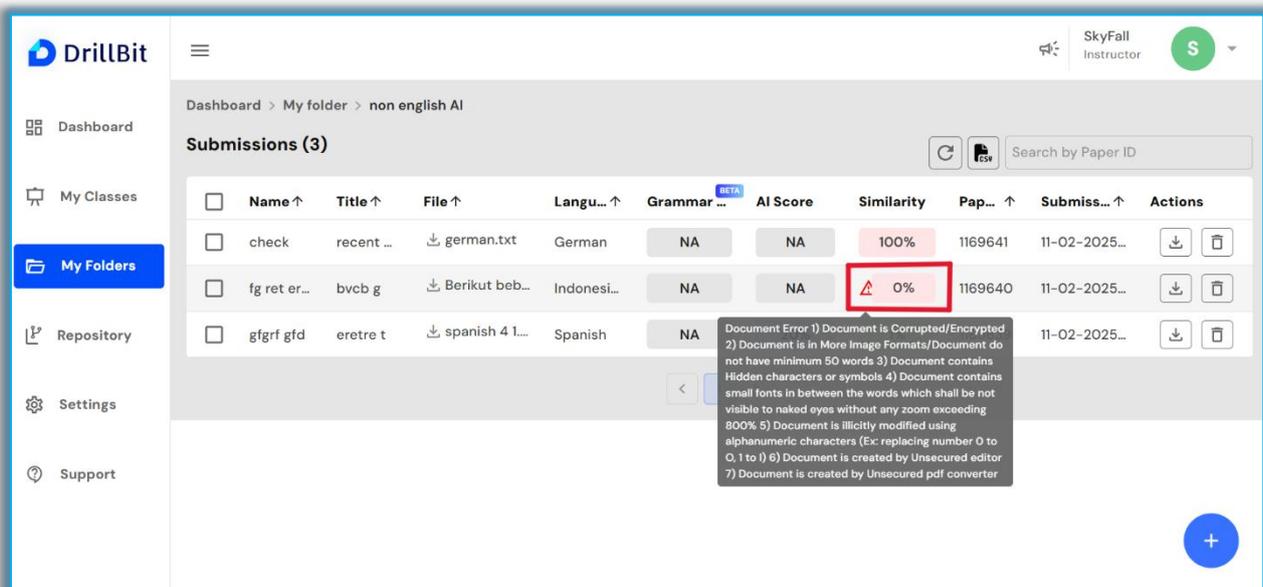
1. **Refresh:** Refresh the page to see any updates or new submissions.
2. **Submission Report Download:** This feature allows you to download a comprehensive CSV report for all the files within the folder.

The CSV file includes detailed information such as Author Name, Title, Similarity, AI Score, File Size (in KB), Pages, Paper ID, Folder Name, Submitted Date, Repository Status, Email, Folder ID, Document Type, File Name, Language, College Name, and Grammar. This report provides a complete overview of the submissions and their associated details.

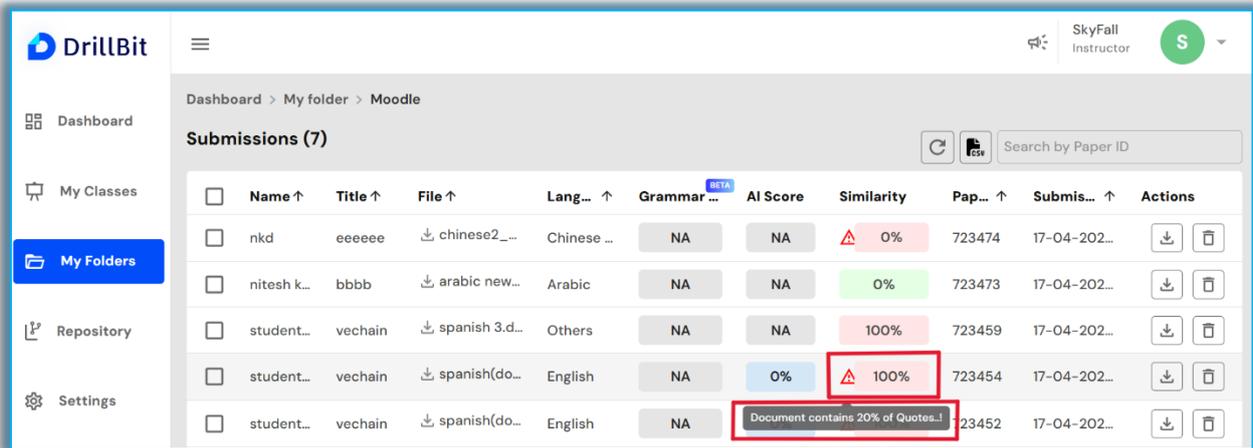
3. **Search Bar:** Allows searching for a specific submission by entering the Paper ID.

Document Error:

After a file is uploaded for plagiarism checking, a 0% with red background may appear in the file management overview, indicating a 'Document Error'.

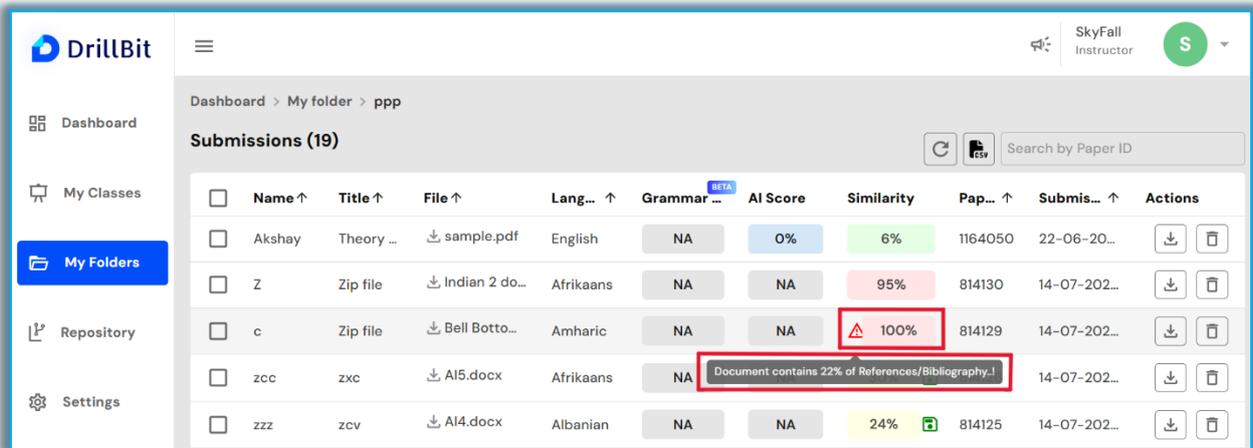


This alert symbol can also appear due to issues such as excessive quotes, DocErrors, or if the document contains too many references.



The screenshot shows the DrillBit interface with a sidebar on the left containing 'Dashboard', 'My Classes', 'My Folders', 'Repository', and 'Settings'. The main content area displays 'Submissions (7)' for a folder named 'Moodle'. A table lists submissions with columns for Name, Title, File, Language, Grammar, AI Score, Similarity, Paper ID, Submission Date, and Actions. The second row from the bottom has a red triangle alert icon in the Similarity column, and a tooltip below it reads 'Document contains 20% of Quotes...!'. The Similarity value for this row is 100%.

Name	Title	File	Lang...	Grammar	AI Score	Similarity	Pap...	Submis...	Actions
nkd	eeeeee	chinese2_...	Chinese ...	NA	NA	0%	723474	17-04-202...	Download, Delete
nitesh k...	bbbb	arabic new...	Arabic	NA	NA	0%	723473	17-04-202...	Download, Delete
student...	vechain	spanish 3.d...	Others	NA	NA	100%	723459	17-04-202...	Download, Delete
student...	vechain	spanish(do...	English	NA	0%	100%	723454	17-04-202...	Download, Delete
student...	vechain	spanish(do...	English	NA	NA	Document contains 20% of Quotes...!	23452	17-04-202...	Download, Delete



The screenshot shows the DrillBit interface with a sidebar on the left containing 'Dashboard', 'My Classes', 'My Folders', 'Repository', and 'Settings'. The main content area displays 'Submissions (19)' for a folder named 'ppp'. A table lists submissions with columns for Name, Title, File, Language, Grammar, AI Score, Similarity, Paper ID, Submission Date, and Actions. The third row from the bottom has a red triangle alert icon in the Similarity column, and a tooltip below it reads 'Document contains 22% of References/Bibliography...!'. The Similarity value for this row is 100%.

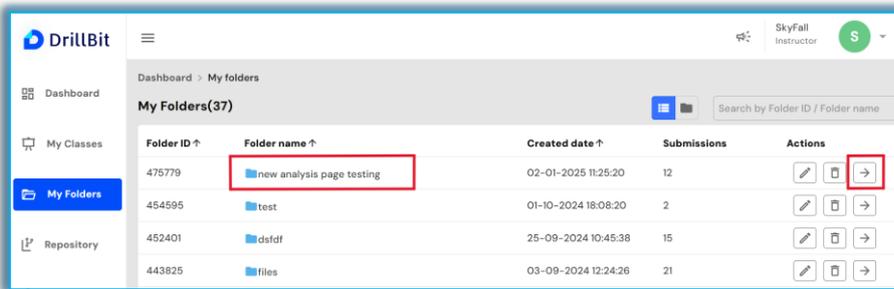
Name	Title	File	Lang...	Grammar	AI Score	Similarity	Pap...	Submis...	Actions
Akshay	Theory ...	sample.pdf	English	NA	0%	6%	1164050	22-06-20...	Download, Delete
Z	Zip file	Indian 2 do...	Afrikaans	NA	NA	95%	814130	14-07-202...	Download, Delete
c	Zip file	Bell Botto...	Amharic	NA	NA	100%	814129	14-07-202...	Download, Delete
zcc	zxc	AI5.docx	Afrikaans	NA	NA	Document contains 22% of References/Bibliography...!		14-07-202...	Download, Delete
zzz	zcv	AI4.docx	Albanian	NA	NA	24%	814125	14-07-202...	Download, Delete

For more information regarding the specific causes and details of document errors, please refer to the 'DocError' documentation.

19. File Upload

07th Jan 2025

Navigate to My Folder and Access the Folder: After logging in to the DrillBit application, click on 'My Folder' from the sidebar. Select the desired folder by clicking on folder name or the next icon in the Action column to enter the submission page.



Support



Materials

[File Upload](#)

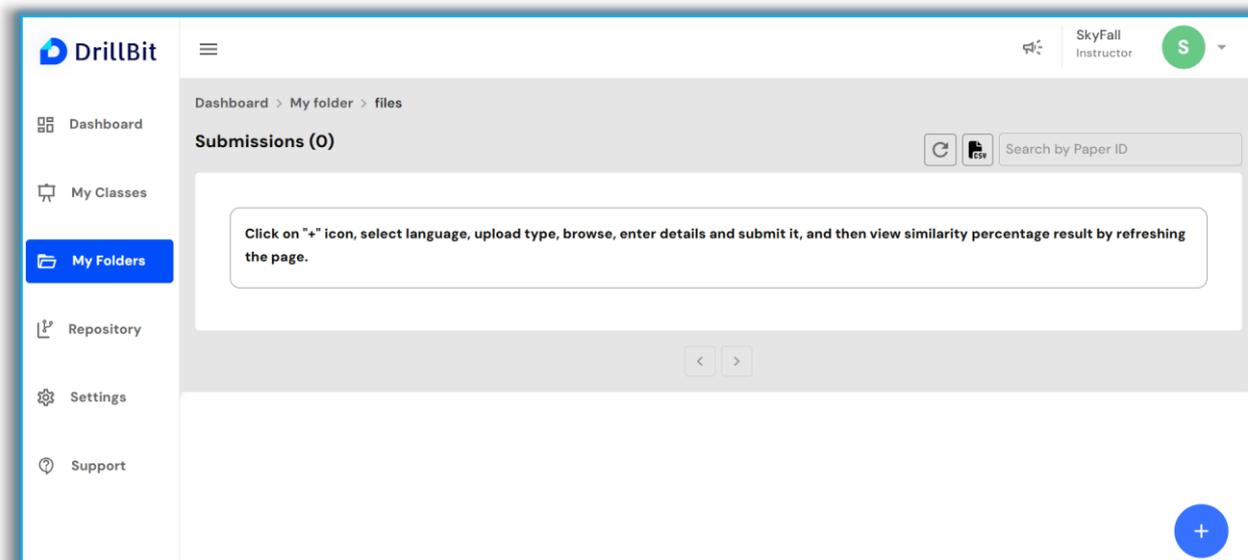
[Uploading a File in Non-English Language](#)

[Uploading a File in English Language](#)

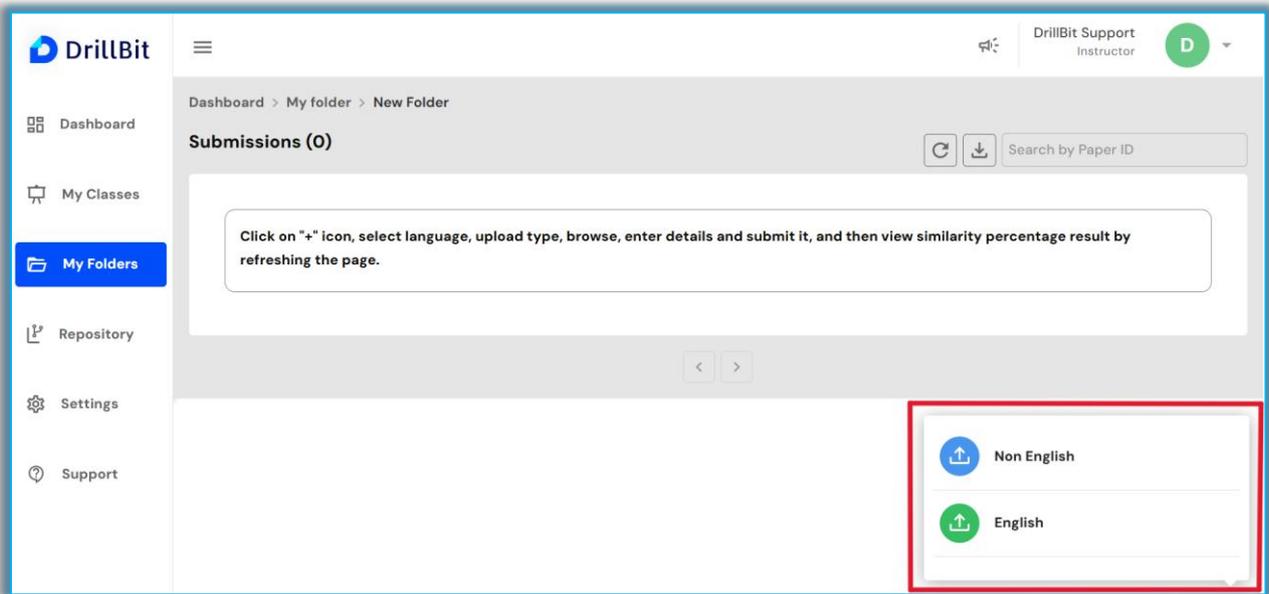
[New Folder Creation](#)

[Folder Management](#)

1. **Add a Submission:** On the submission page, click the + icon at the bottom of the page to make a new submission.



2. **Choose Language Option:** Clicking the + icon will present three options based on language:



- **Non-English:** Upload documents in languages other than English that are not specifically regional Indian languages. This includes a range of international languages, ensuring correct processing and evaluation for originality.
- **English:** Upload documents in English. This option processes the document for plagiarism against English-language sources.

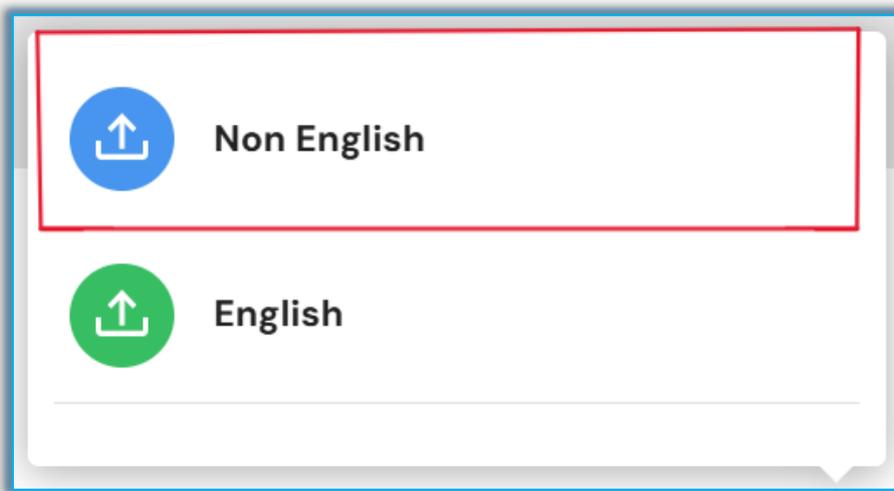
For further assistance with uploading files and managing submissions, please refer to the relevant sections in the DrillBit documentation.

Curious About Upload Time for Results? When a file is uploaded, it typically takes 5-10 minutes to generate results for documents containing 50-100 pages. However, the processing time may vary depending on the total page count of the file.

20. Uploading a File in Non-English Language

07th Jan 2025

To upload a file in a non-English language in DrillBit Plagiarism, log in to your account, navigate to **My Folder**, enter the desired folder, and click on the + icon to upload a file. Then, select “Non-English” as the language option.



Support



Materials

[Uploading a file in Non-English Language](#)

[Uploading a file in English Language](#)

[File Upload](#)

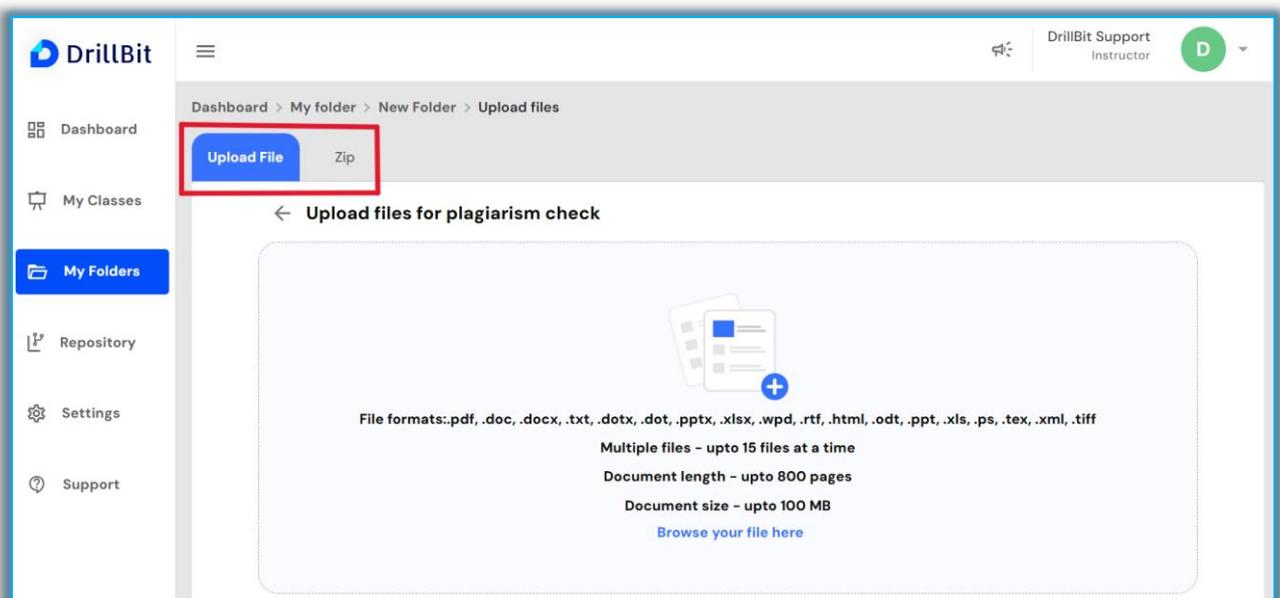
[Folder Management](#)

[New Folder Creation](#)

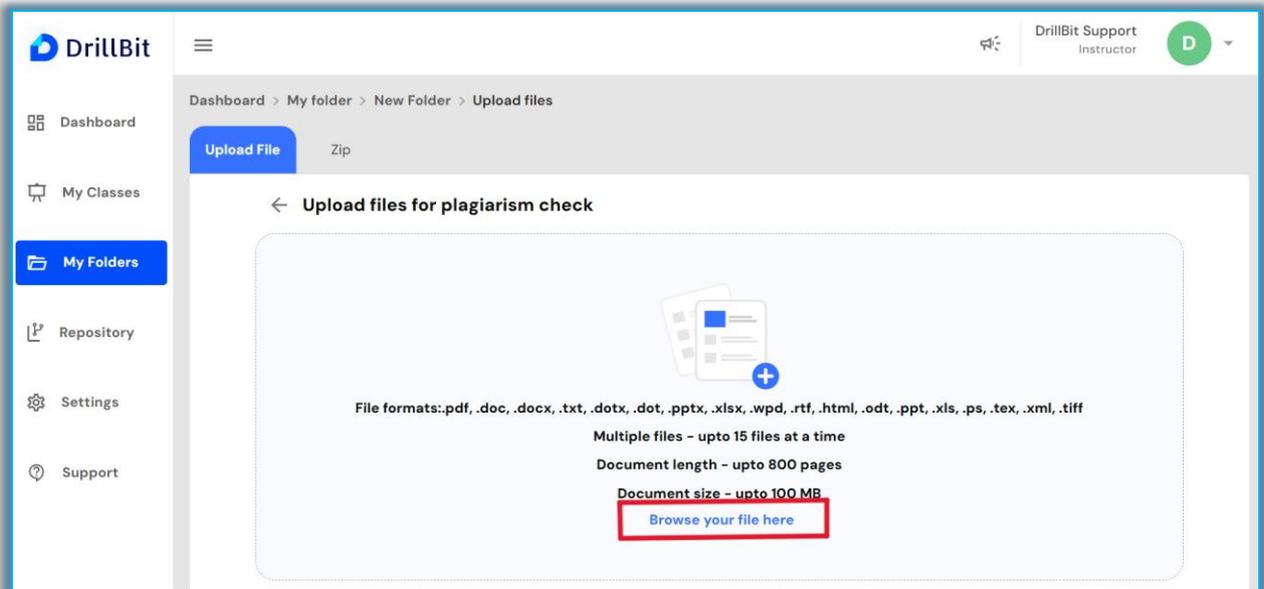
[My Classes Interface](#)

[Instructor Dashboard](#)

You will have two methods to upload your file:



20.1. Upload File (Non-English): You can upload files directly from your local device. Click on the 'Browse your file here' link to select and upload a file from your device.



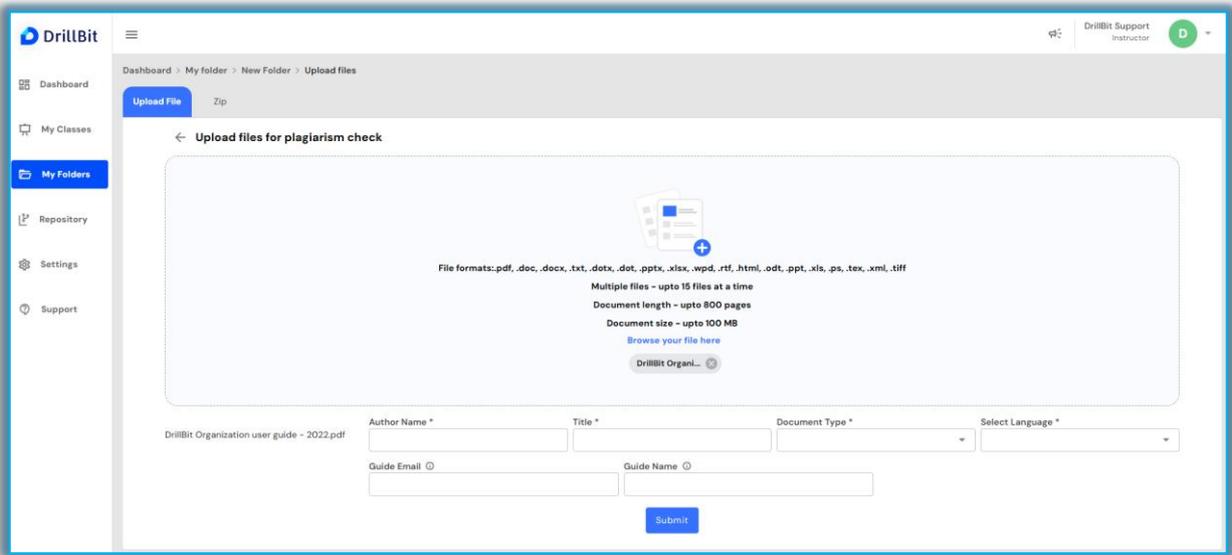
- Supported file formats include .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .rtf, .html, .odt, .ppt, .xls, .ps, .tex, .xml, .tiff.
- Users can upload up to 15 files simultaneously.
- Each document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

After selecting a file, you will need to fill in the following fields:

- **Author Name:** Enter the name of the author of the document.
- **Title:** Provide a descriptive title for your document.
- **Document Type:** Select the type of document from the available options.
- **Select Language:** Choose the language of the file
- **Guide Email:** Optionally, provide your guide's email address for review or sharing the analysis report.

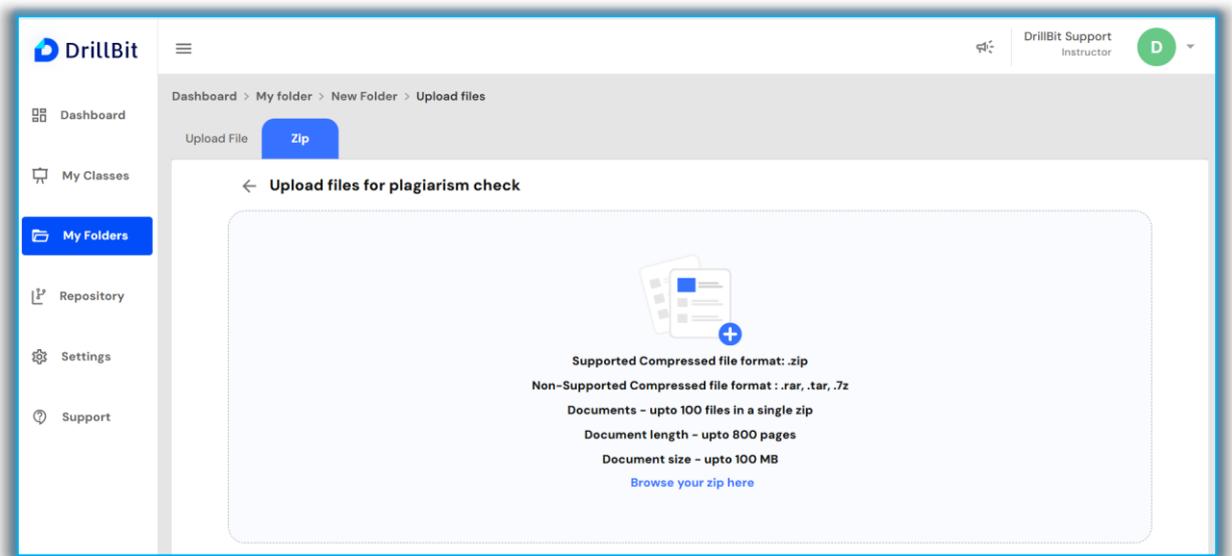
- **Guide Name:** Enter the name of your guide for review or sharing purposes.

Did you know? DrillBit supports 175+ languages.



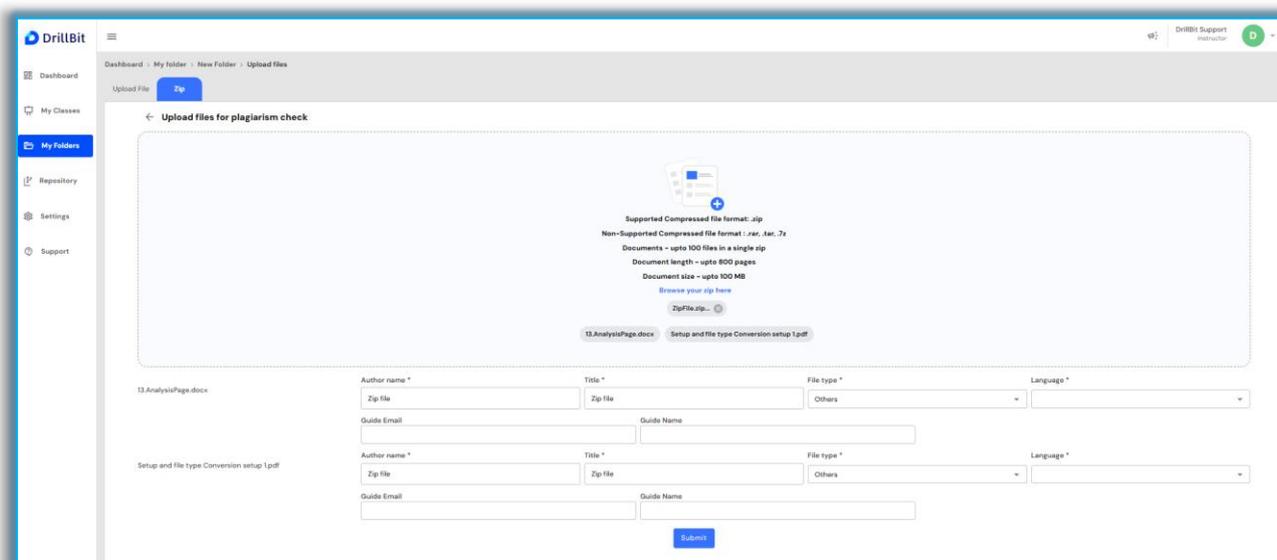
- Once all the required fields are completed, proceed by clicking the **Submit** button to begin the upload process.

20.2. Zip (Non-English): Instructor can also upload a compressed ZIP file, which helps in submitting multiple files in bulk.



- Supported compressed file format is .zip.
- Formats such as .rar, .tar, and .7z are not supported.
- Users can include up to 100 files in a single ZIP.
- Each document within the ZIP can be up to 800 pages in length.
- The maximum file size for each document within the ZIP is 100 MB.

When you click the 'Upload Zip File' button, the ZIP file will be unzipped, and you will be prompted to enter details for each file, including Author Name, Title, File Type, Language, Guide Email, and Guide Name.



DrillBit

Dashboard > My folder > New Folder > Upload files

Upload File **Zip**

← Upload files for plagiarism check

Supported Compressed file format: zip
Non-Supported Compressed file format: .rar, .tar, .7z
Documents - upto 100 files in a single zip
Document length - upto 800 pages
Document size - upto 100 MB
Browse your zip here
ZipFile.zip

13.AnalysisPage.docx Setup and file type Conversion setup 1.pdf

13.AnalysisPage.docx	Author name *	Title *	File type *	Language *
	Zip file	Zip file	Others	
	Guide Email	Guide Name		

Setup and file type Conversion setup 1.pdf	Author name *	Title *	File type *	Language *
	Zip file	Zip file	Others	
	Guide Email	Guide Name		

Submit

After entering the required information for each file, click "Submit" to upload the files for plagiarism checking.

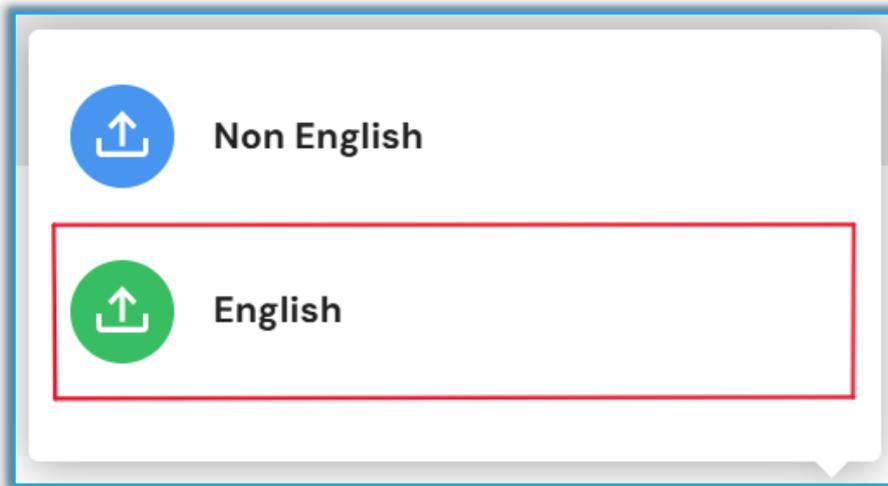
Select Language: DrillBit supports the following non-English languages:

Abkhazian/Abkhaz, Adyghe, Afrikaans, Albanian, Alemannisch, Amharic, Aragonese, Aramaic, Armenian, Aromanian, Asturianu, Azerbaijani, Basa Banjar, BasaAceh/Achinese, BasaBali/Balinese, Bashkir, Basque, Bavarian, Belarusian, Bishnupriya, Bosnian, Bulgarian, Cantonese, Catalan, Cebuano, Central Kurdish, Chechen, Chichewa, Chinese (Simplified), Chinese (Traditional), Chuvash, Colognian/Kolsch, Cornish, Corsican, Croatian, Czech, Danish, Divehi, Doteli, Dutch, Dzongkha, Egyptian Arabic, Erzya, Esperanto, Estonian, Ewe, Extremaduran, Faroese, Filipino, Finnish, French, Galician, Gaurani, Georgian, German, Gilaki, Greek, Haitian Creole, Hausa, Hawaiian, Hebrew, Hmong, Hungarian, Icelandic, Igbo, Indonesian, Irish, Italian, Japanese, Javanese, Kabardian, Kabiye, Karachay-Balkar, Karakalpak, Kashubian, Kazakh, Khmer, Kinyarwanda, Komi-Permyak, Korean, Kurdish/Kurmanji, Kyrgyz, Ladino, Lao, Latin, Latvian, Lingala, Lithuanian, Lower Sorbian, luxembourgish, Macedonian, Malagasy, Malay, Maltese, Mandarin, Manx, Maori, Minang, Mirandese, Moksha, Mon, Mongolian, Myanmar/Burmese, Nauruan, Nepali, Northern Luri, Northern Sami, Northern Sotho, Norwegian, Novial, Nynorsk, Occitan, Oromo, Ossetian, Pali, Pangasinan, Papiamentu, Pashto, Pennsylvania German Polish, Portuguese, Quechua, Romanian, Romansh, Russia Buriat, Russian, Sakha, Samoan, Sango, Scots Gaelic, Serbian, Sesotho, Shan, Shona, Silesian, Slovak, Slovenian, Somali, South Azerbaijani, Spanish, Sundanese, Swahili, Swedish, Tagalog, Tajik, Talian, Tatar, Thai, Tigrinya, Tok Pisin, Tonga, Tsonga, Tswana, Turkish, Turkmen, Tuvan/Tuvanian, Twi, Twi-Akan, Udmurt, Ukrainian, Upper Sorbian, Uyghur, Uzbek, Venda, Venetian, Vietnamese, Walloon/walon, Waray, Welsh, West Frisian, Wolof, Xhosa, Yiddish, Yoruba, Zeelandic, Zulu and others.

21. Uploading a File in English Language

07th Jan 2025

To upload a file in English in DrillBit Plagiarism, log in to your account, navigate to **My Folder**, enter the desired folder, and click on the + icon to upload a file.



Support



Materials

[Uploading a file in English Language](#)

[Uploading a file in Non-English Language](#)

[File Upload](#)

[New Folder Creation](#)

[My Classes Interface](#)

[Instructor Dashboard](#)

Select the **English** option, and choose from the following four methods to upload your file:

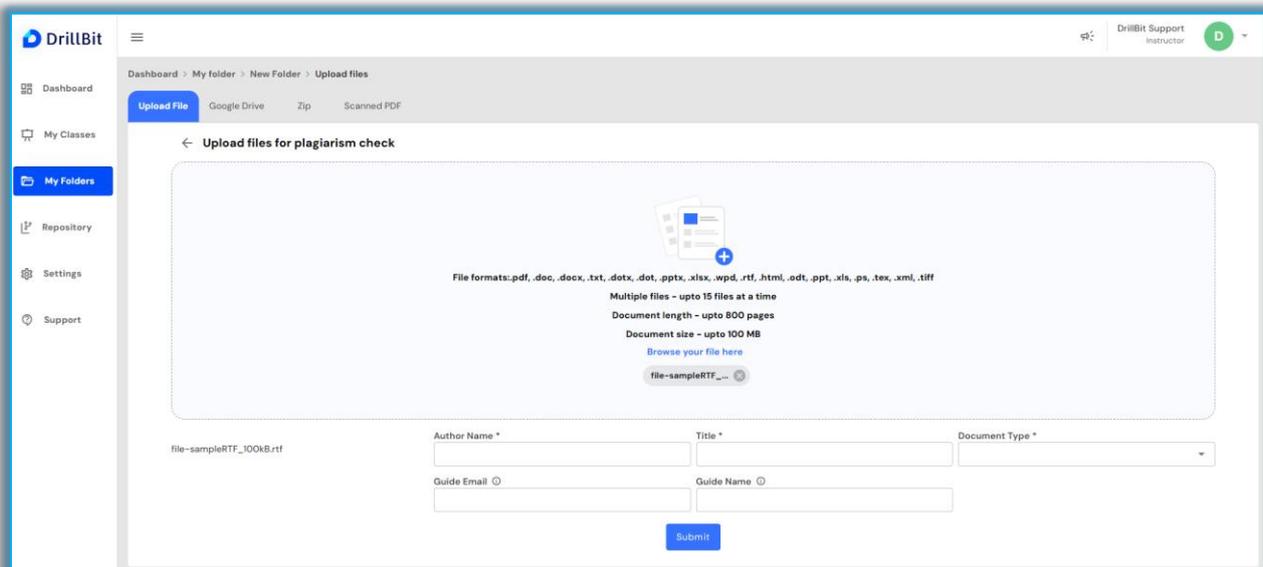
21.1. Upload File (English):

You can upload files directly from your local device.

After uploading the file using “Browse your file here” link, the following fields and options need to be filled or selected:

- Supported file formats include .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .rtf, .html, .odt, .ppt, .xls, .ps, .tex, .xml, and .tiff.
 - Users can upload up to 15 files simultaneously.
 - Each document can be up to 800 pages in length.
 - The maximum file size for each document is 100 MB.
-
- **Grammar Check** (checkbox): Available if a grammar checker license is active.

- **Plagiarism Check** (checkbox): Option to run a plagiarism check on the document.
- **Author Name**: Enter the name of the document's author.
- **Title**: Provide a title for the document.
- **Document Type**: Select the appropriate type of document from the provided options.
- **Guide Email**: Optionally, provide your guide's email for sharing the report.
- **Guide Name**: Enter the guide's name for sharing or review purposes.

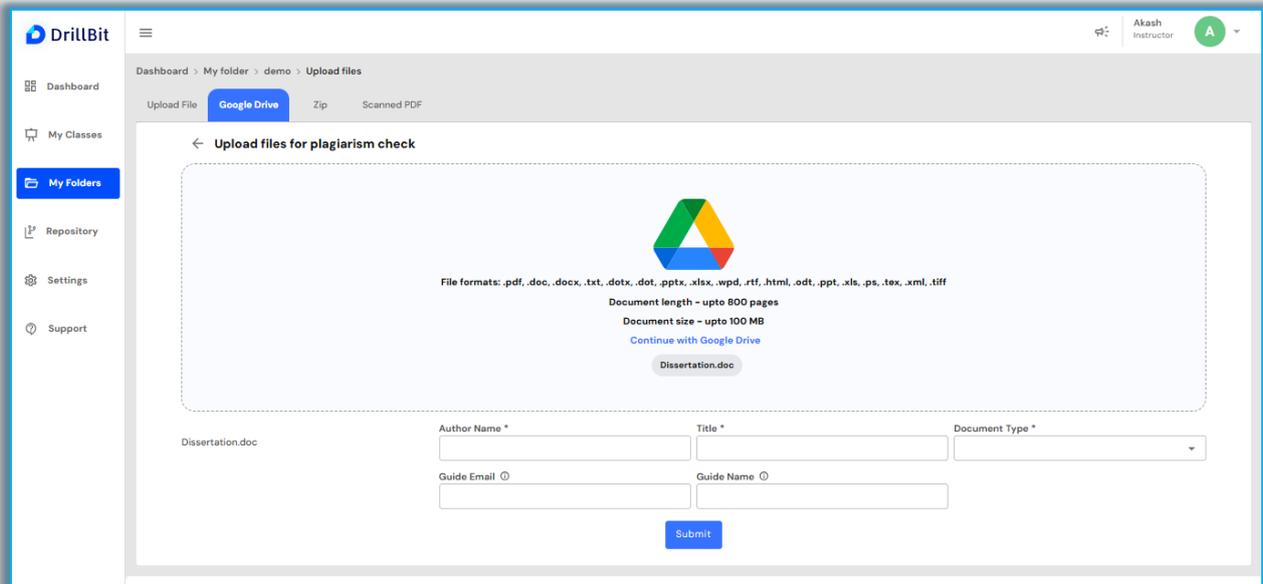


- Fill in the required fields and then click submit to proceed with the upload.

21.2. Google Drive (English): You can upload files directly from your google drive account. This method allows seamless integration, providing an easy way to select and submit files stored in the cloud.

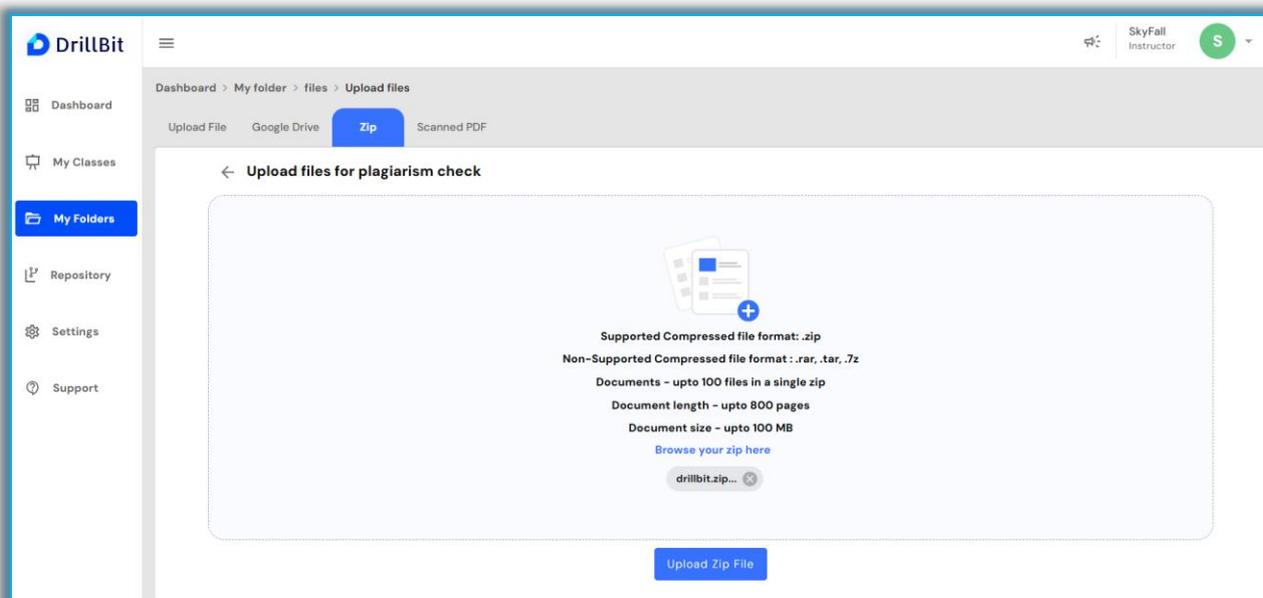
- Supported file formats include .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .rtf, .html, .odt, .ppt, .xls, .ps, .tex, .xml, and .tiff.
- Each document can be up to 800 pages in length.

- Enter the author and guide's names, guide's email, document title, and select the document type.



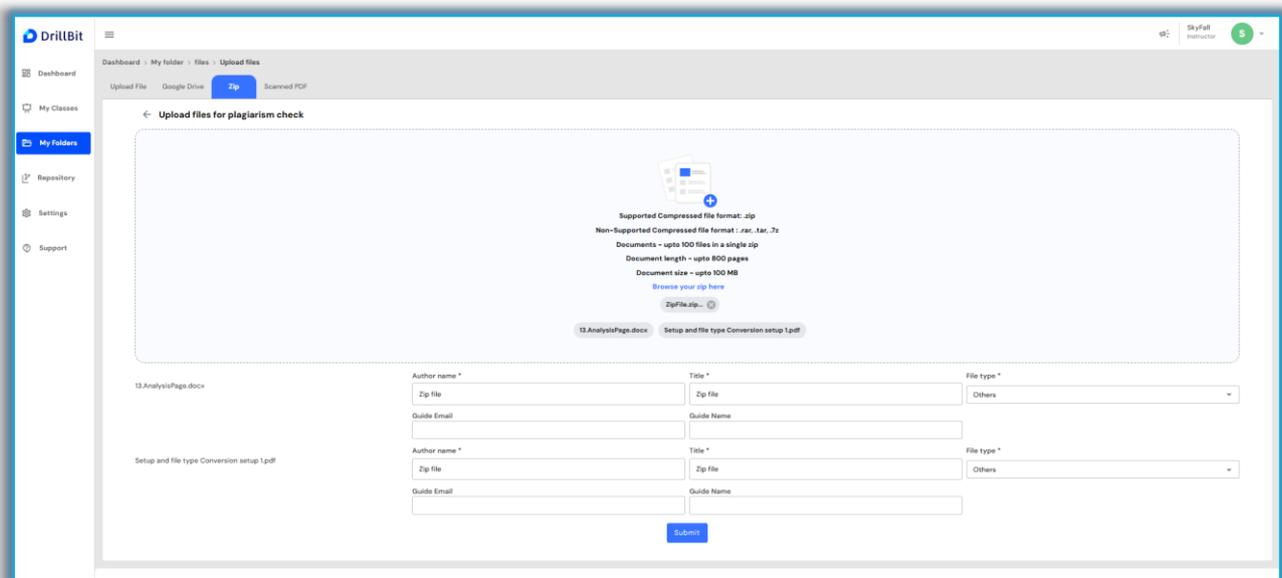
- Enter the required information and click submit to initiate the upload.

21.3. ZIP (English): You can also upload compressed ZIP files, allowing bulk submission of multiple documents.



- Supported compressed file format is .zip.
- Non-supported formats include .rar, .tar, and .7z.
- Users can upload up to 100 documents in a single ZIP file.
- Each document can be up to 800 pages in length.

- After selecting a ZIP file from 'Browse your zip here' link, click the 'Upload Zip File' button, the ZIP file will be unzipped, and you will be prompted to enter details for each file, including Author Name, Title, File Type, Language, Guide Email, and Guide Name.



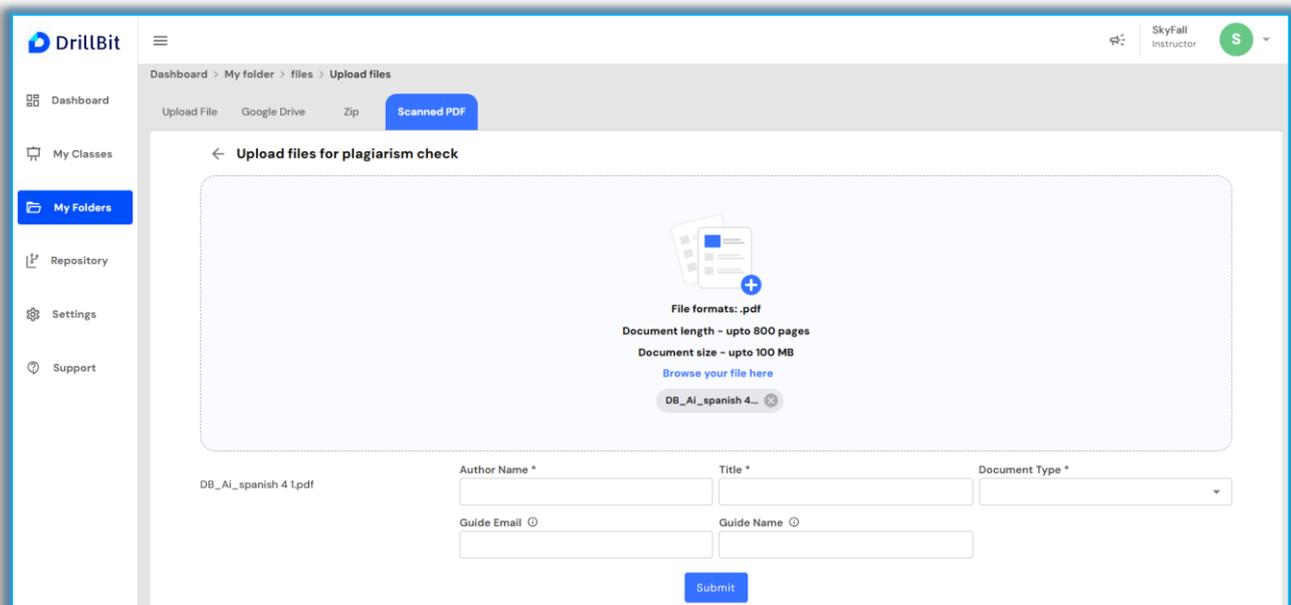
- After entering the required information for each file, click "Submit" to upload the files for plagiarism checking.

21.4. Scanned PDF (English): Scanned PDFs can also be uploaded if you are working with non-editable document formats. This method is useful for handling scanned documents where text cannot be easily edited.

- Supported file formats include .pdf.
- Document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

After uploading the scanned PDF, you will need to fill in the following details:

- **Author Name:** Enter the author's name.
- **Title:** Provide a title for the document.
- **Document Type:** Select the relevant type of document.
- **Guide Email:** Provide the email of your guide for sharing the analysis.
- **Guide Name:** Enter the name of the guide for review purposes.



DrillBit

Dashboard > My folder > files > Upload files

Upload File Google Drive Zip Scanned PDF

← Upload files for plagiarism check

File formats: .pdf
Document length - upto 800 pages
Document size - upto 100 MB
[Browse your file here](#)
DB_AI_spanish 4... x

DB_AI_spanish 4 1.pdf

Author Name * Title * Document Type *

Guide Email Guide Name

Submit

- Complete the necessary details and select **Submit** to start the upload.

22. Repository

07th Jan 2025

A repository in the context of plagiarism detection and academic integrity, is a centralized storage system where documents and other types of content are collected, stored, and managed. Think of it as a comprehensive reference library, where each new submission is compared against this vast database to ensure originality.

1. Navigating to the Repository in DrillBit Plagiarism

After logging into your DrillBit Plagiarism account, you can access the repository by selecting the "Repository" option from the left sidebar. This section allows you to manage and upload documents for plagiarism detection, categorized into Institution and Global Repositories.

- a. **Institution Repository:** Designed for content submitted within a specific institution or organization. It helps detect plagiarism by comparing new submissions against past work within the same institution, ensuring academic integrity among students and faculty.
- b. **Global Repository:** Provides access to a broader range of content, including published works, journal articles, newspapers, theses, research papers and more from various institutions and sources globally. It allows for a more comprehensive plagiarism check by comparing submissions against a vast range of external sources.

Support

Materials



[Repository](#)

[Managing Repository](#)

[Account Security](#)

[Settings](#)

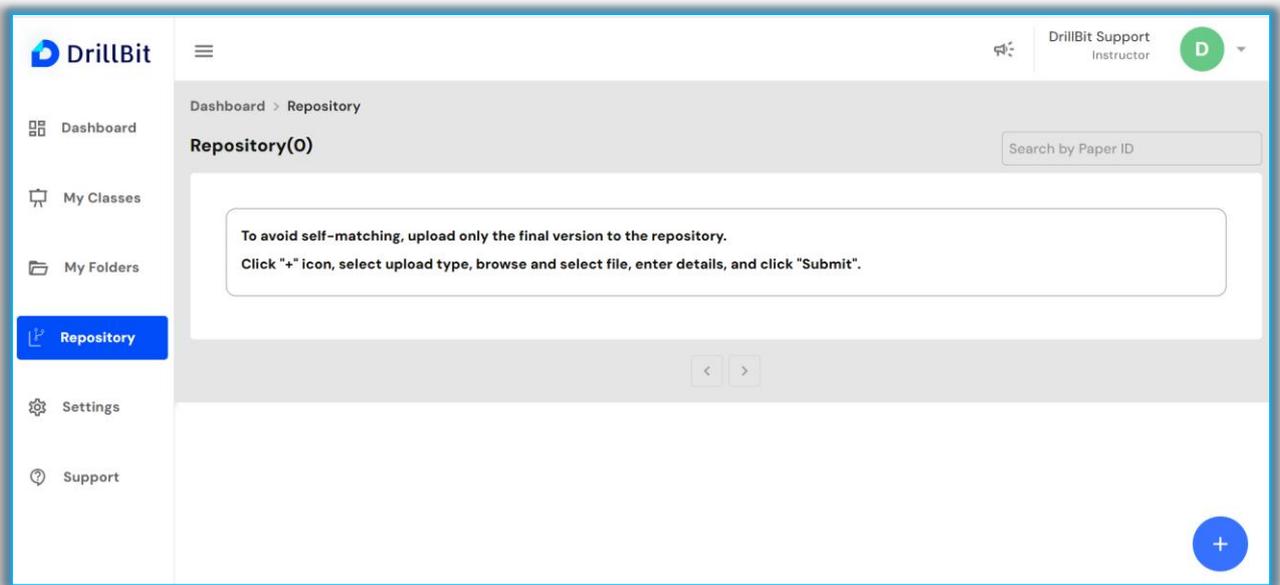
[Support Centre](#)

[File Upload](#)

[My Classes Interface](#)

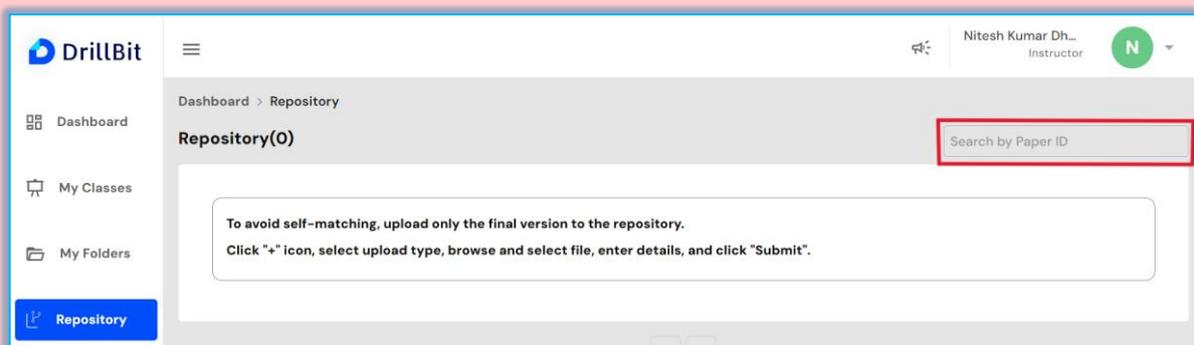
[Instructor Dashboard](#)

[Scroll To](#) 



- Files uploaded by the instructor to the repository will be displayed on the repository interface for easy access and management.
- Administrators can delete files from the repository by clicking the delete icon next to the file.

You can search for a paper by entering its unique paper ID in the search bar.



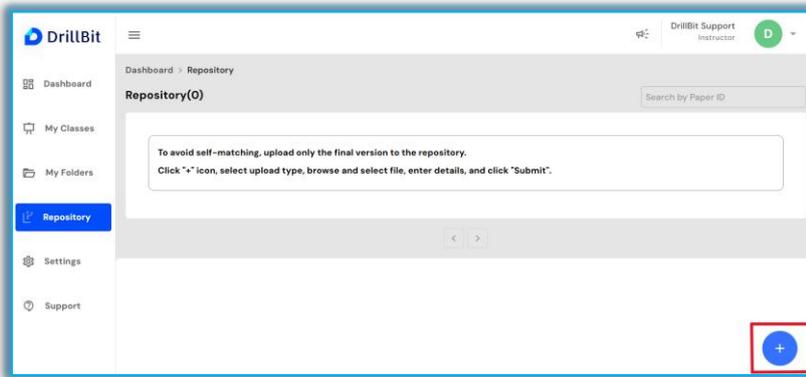
Sorting: The sorting option is available for Paper ID, Name, Email ID, Title, Language, and Added Date. To use sorting, click on the arrow mark next to each

23. Managing Repository

07th Jan 2025

Managing Files in the Repository:

To upload a new file, click the "+" icon in the repository section.



Support 

Materials

[Managing Repository](#)

[Repository](#)

[Support Centre](#)

[Instructor Dashboard](#)

[Instructor Account/License information](#)

[Logging in to DrillBit](#)

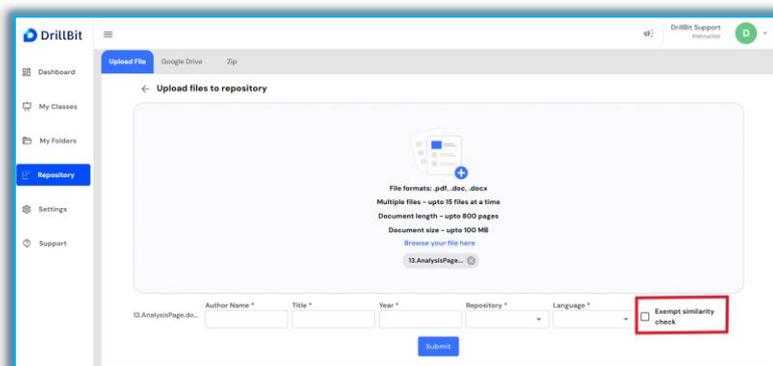
[Plagiarism](#)

Uploading Files to the Repository

Administrators have the flexibility to upload documents to the repository through three methods, each designed to accommodate different needs and preferences:

23.1. Upload from Device (Repository):

Allows instructors to directly upload files stored on their local devices. It is ideal for quickly adding individual documents to the repository. Click on “Browse your file here” link select and upload the file.



To ensure that documents are correctly catalogued and searchable within the repository, instructors are required to provide specific details during the upload process:

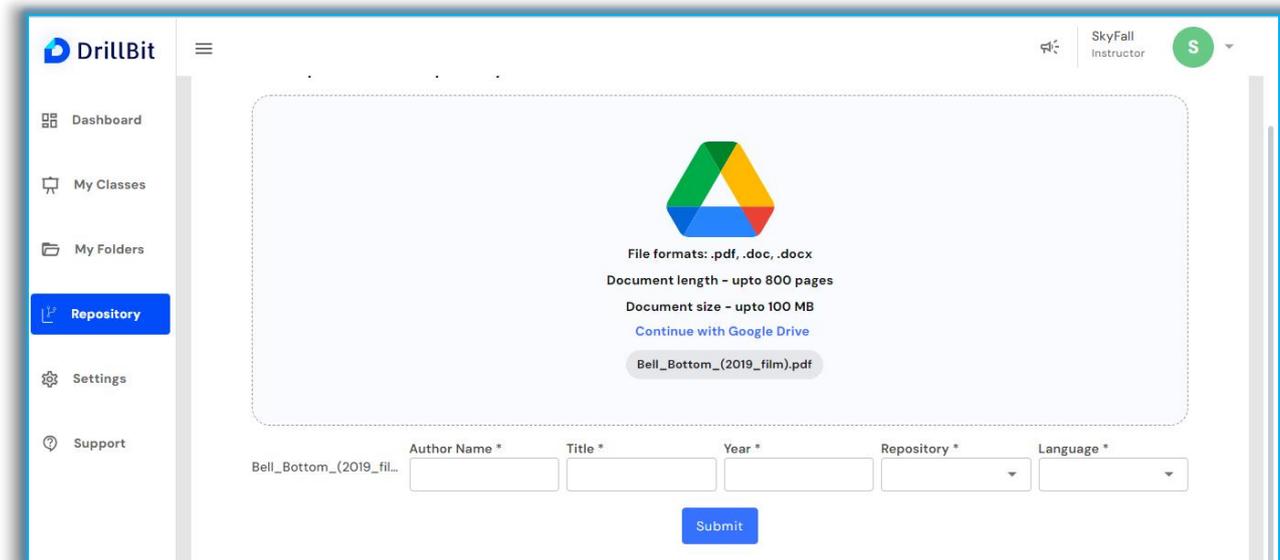
- **Author Name:** The name of the individual who authored the document. This information is crucial for proper attribution and future reference.
- **Title:** The title of the document, which helps in identifying and retrieving the document during searches.
- **Year:** The year of publication or creation, which can be used to track the document's relevance and timeline.
- **Repository:** Instructors must specify whether the document should be stored in the Global Repository or the Institution Repository, depending on the desired scope of plagiarism checks.
- **Language:** The language in which the document is written, with options for English and Non-English, ensuring accurate processing and analysis.
- **Exempt Similarity Check:** An optional checkbox that, when selected, excludes the uploaded document from being compared in future plagiarism checks. This is useful for original research or confidential documents that should not be part of the comparative analysis.

- Supported file formats include .pdf, .doc, and .docx.
- Users can upload up to 15 files simultaneously.
- Each document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

23.2. Upload from Google Drive (Repository):

For those who store their documents in the cloud, this option facilitates easy uploads directly from Google Drive, but instructors will need to sign in to their Google

Drive account first. This is especially convenient for users who work across multiple devices.



Click on “Continue with Google Drive” link to select the files from the drive.

- Supported file formats include .pdf, .doc, and .docx.
- Users can upload 1 file at a time.
- Each document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

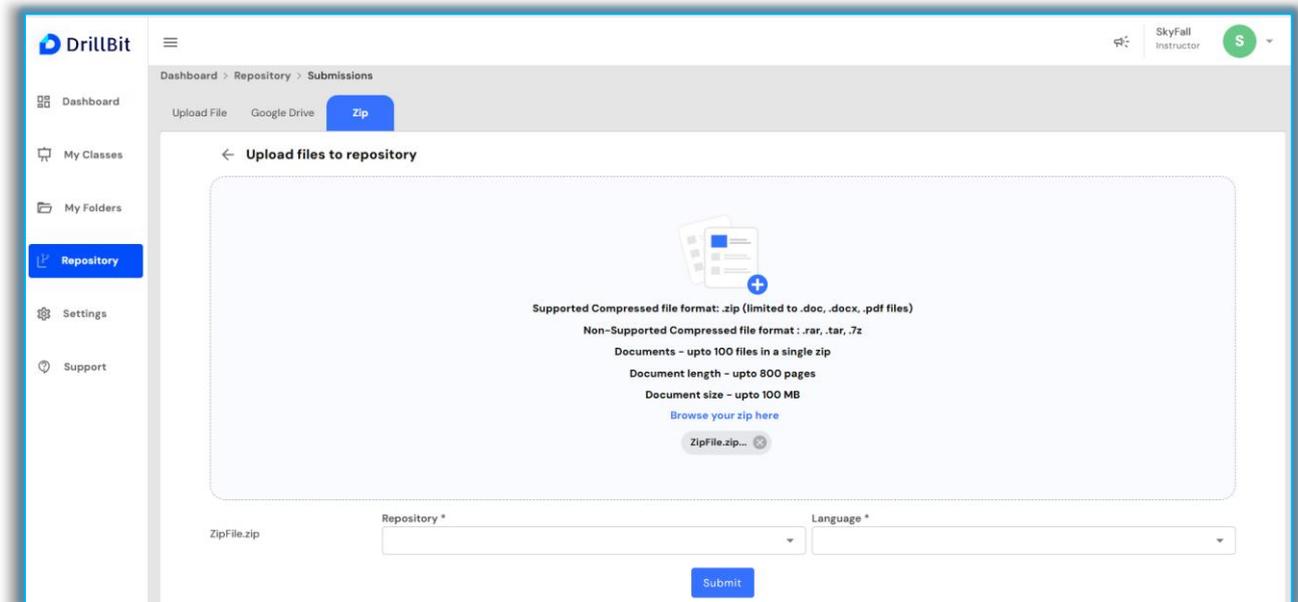
After upload, you'll need to provide details such as the author's name, title, and year of the document. Additionally, you must specify whether the document should be stored in the Global Repository or the Institution Repository and select the language of the document.

Finally, click "Submit" to complete the upload

23.3. Upload ZIP Files (Repository):

This method allows you to upload multiple documents compressed into a single .zip file. It is particularly useful when handling large volumes of documents or when organizing files into categories before upload.

After selecting the ZIP file using the 'Browse your ZIP here' link, you will need to choose the Repository (Global or Institution) and the Language of the documents.



- Supported Compressed File Format: .zip (limited to .doc, .docx, .pdf files)
- Non-Supported Compressed File Formats: .rar, .tar, .7z
- Documents: Up to 100 files in a single zip
- Document Length: Up to 800 pages
- Document Size: Up to 100 MB

Click the "Submit" button to upload a ZIP file.

24. Account Security Settings

28th Dec 2024

The settings section offers essential security feature, such as Multi-Factor Authentication (MFA), to help safeguard your account and enhance your overall security.

Multi-Factor Authentication (MFA) for Security

To enhance the security of administrator accounts, DrillBit has implemented Multi-Factor Authentication (MFA). MFA adds an extra layer of protection goes beyond just a password, requiring an additional verification step to significantly reduce the risk of unauthorized access. Enabling MFA is a simple step that greatly strengthens your account's security.

Steps to Enable Multi-Factor Authentication (MFA)

1. Log in to DrillBit as an administrator.
2. Navigate to the settings section on the left sidebar of the application.
3. In the Multi-Factor Authentication section, you will see the option to enable MFA.

Support
Materials



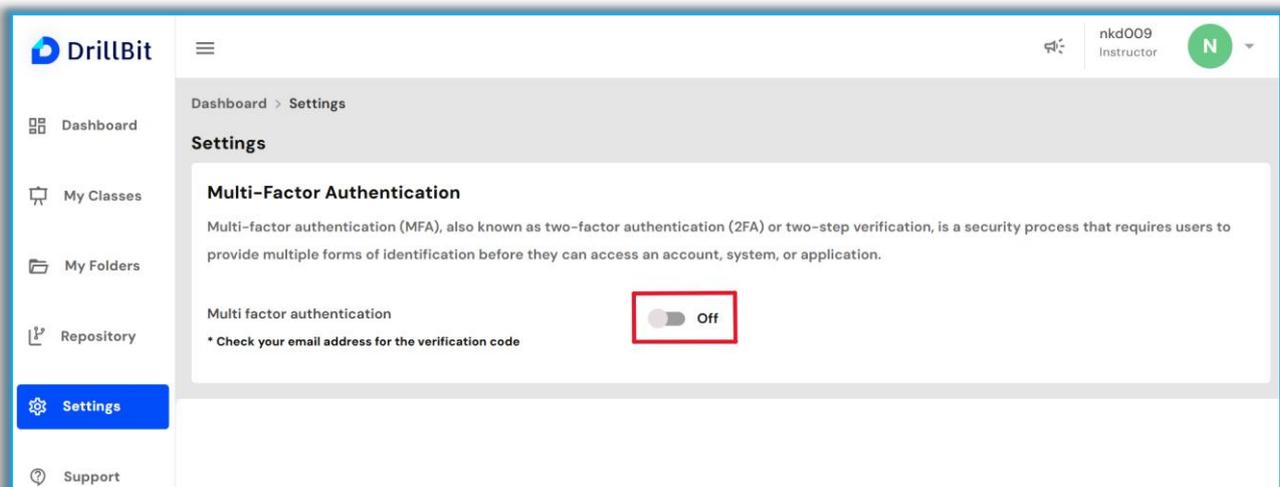
[Account Security Settings](#)

[Instructor Announcements](#)

[Instructor Dashboard](#)

[Repository](#)

[Managing Repository](#)

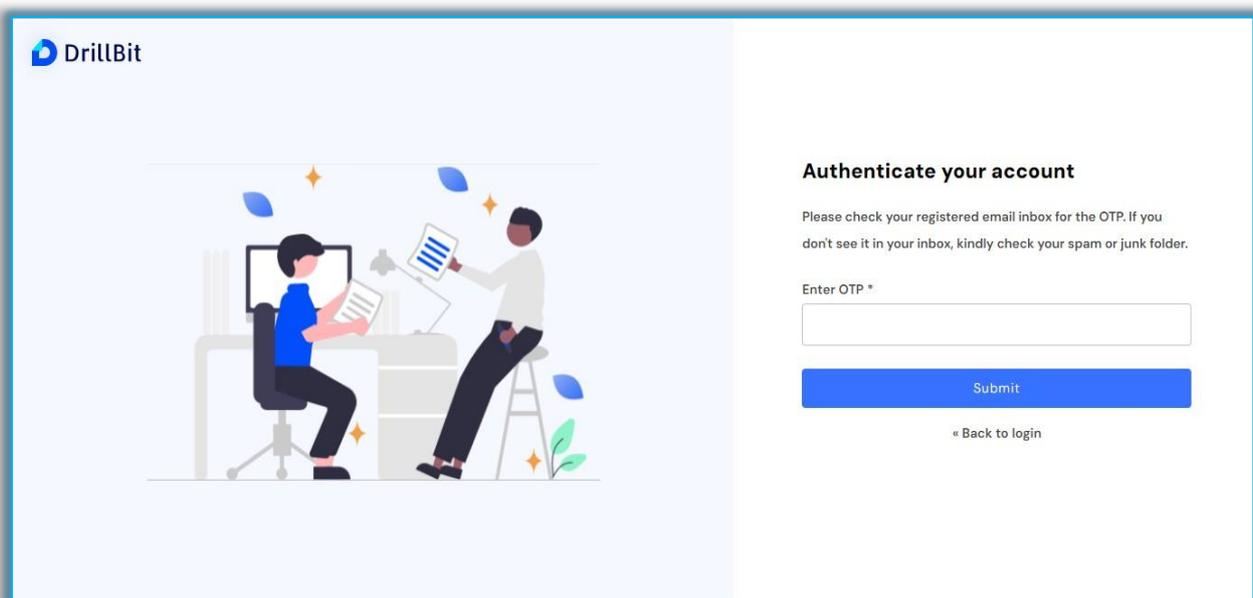


4. Toggle the switch to enable MFA.

[Scroll To](#) 

5. A pop-up window will appear asking, "Are you sure you want to activate Multi-Factor Authentication?" Select Yes to confirm.

Login Process: After MFA is enabled, administrators will first enter their password when logging in. Following successful password entry, an OTP will be sent from DrillBit to the administrator's registered email address. The administrator must then enter this OTP on the login page to complete the authentication process.



Additional Information: If you need to disable MFA, you can do so by toggling the switch off in the same settings section. A confirmation pop-up will appear with the message, "Are you sure you want to deactivate Multi-Factor Authentication?" Select **Yes** to confirm and deactivate MFA.

Ensure your registered email address is correct to avoid issues with receiving OTPs. After 3 consecutive incorrect attempts to enter the OTP, you will need to log in again and request a new OTP.

25. Support Centre

18th Nov 2024

The Support functionality offers a streamlined ticketing system crafted to handle any queries or issues administrators might encounter. This system is designed to help you efficiently report problems and get the assistance you need, ensuring that your concerns are addressed quickly and effectively.

Creating a Support Ticket

1. **Access the Support Centre:** Start by navigating to the Support Centre within the DrillBit application. This section allows you to submit support tickets and track the status of existing ones.

Support 

Materials

[Support Centre](#)

[Instructor Dashboard](#)

[Repository](#)

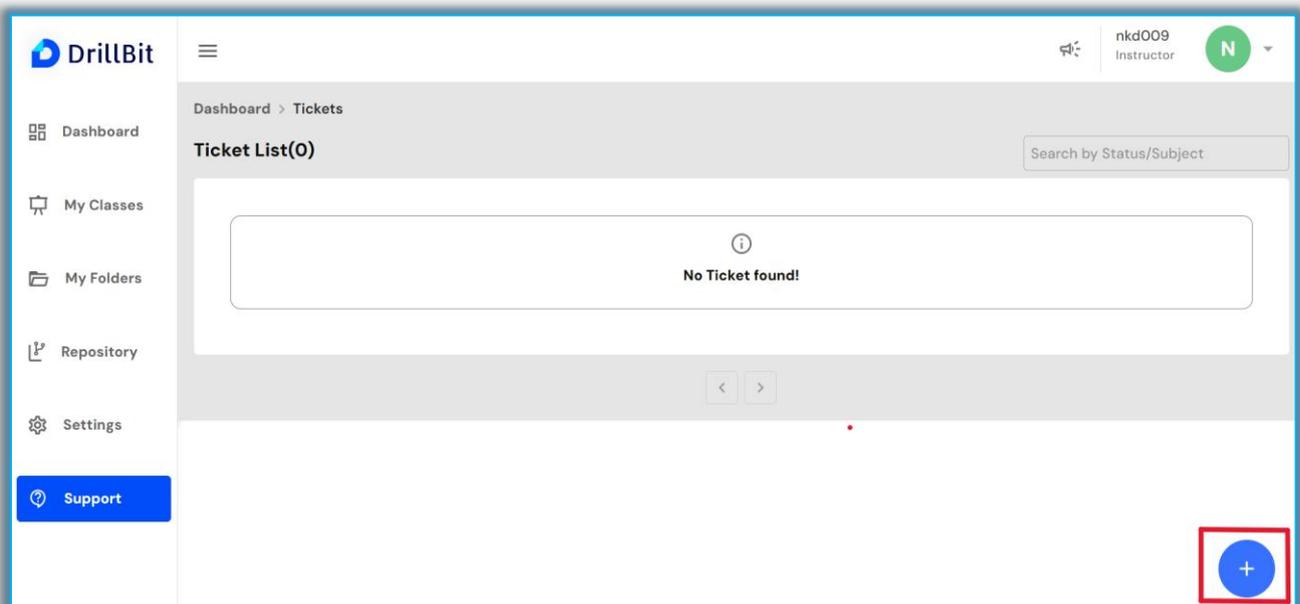
[Manage Repository](#)

[Account Security Settings](#)

[Help section in Instructor Account](#)

[Logging into DrillBit](#)

[Plagiarism](#)



2. **Initiate a New Ticket:** Click the plus icon to begin creating a new support request. This is where you start your journey to getting the help you need.
3. **Complete the Ticket Form:**

- a. **Issue Category:** Choose the appropriate category for your issue, such as Technical, Billing, Account, General, or Others. Selecting the right category ensures the request is routed to the correct team.
- b. **Priority:** Set the priority level of your ticket—High, Medium, or Low—to indicate how urgently you need assistance.
- c. **Subject:** Provide a brief, clear subject line for your ticket to quickly convey the main issue.

Description: Enter a detailed description of the issue or query being faced. The more detail provided, the better the support team can understand and address the concern.

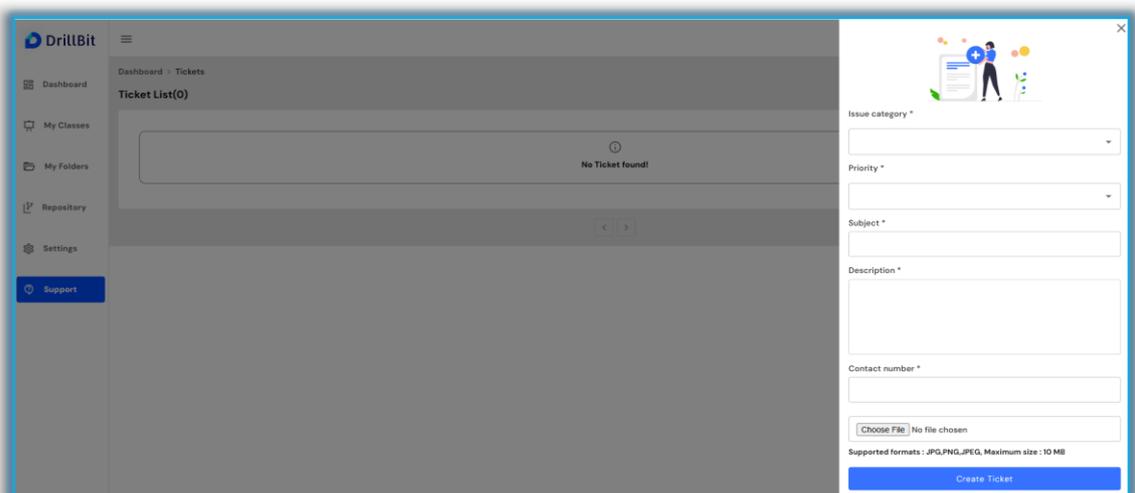
Contact Number: Provide a contact number where further information can be requested if needed.

Attachments: Attach any relevant files that could help resolve the issue.

Supported file formats for attachments include JPG, PNG, and JPEG, with a maximum file size of 10 MB.

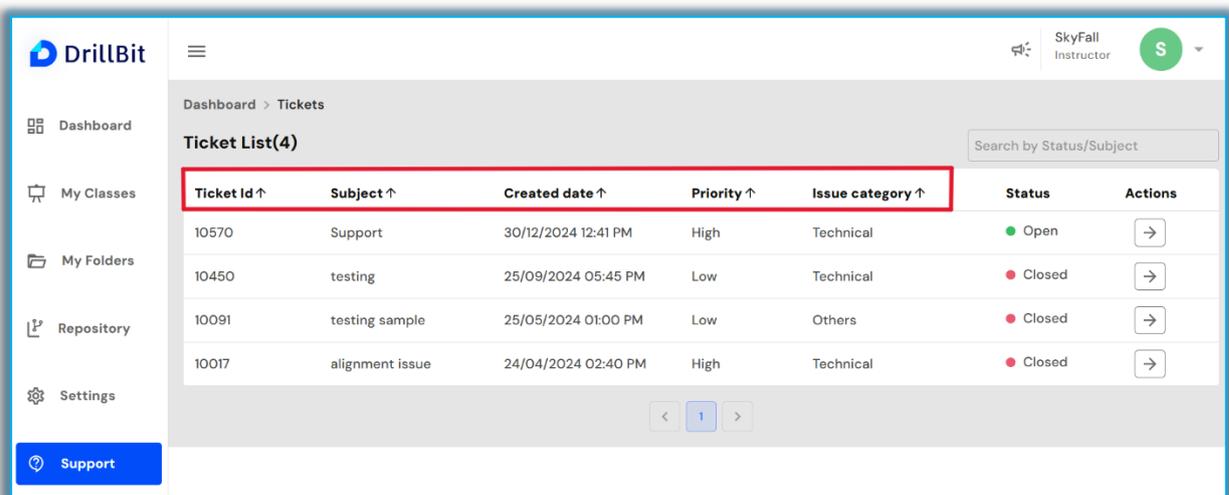
4. Submitting the Ticket:

- o Once all required fields are completed and any necessary files are attached, click the “Create Ticket” button to submit the ticket.



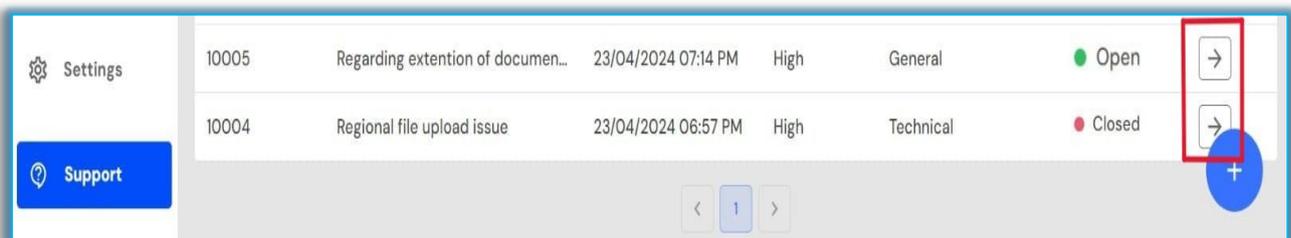
Tracking and Managing Tickets:

1. **View Submitted Tickets:** All submitted tickets can be viewed in the Support section, providing an overview of each request made.
2. **Sorting:** Sorting has been added for Ticket ID, Subject, Created Date, Priority, and Issue Category. To use sorting, click on the arrow mark next to each field.



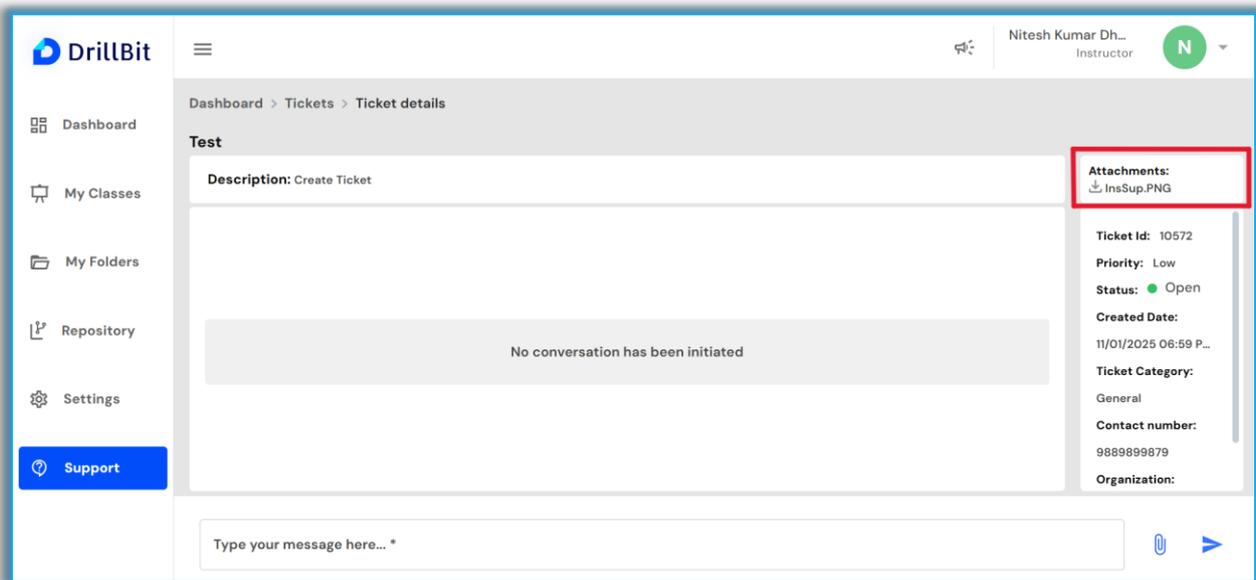
3. Monitor Ticket Status:

- The ticketing system provides updates on the status of tickets, allowing progress to be monitored effectively.



- To continue a conversation related to a ticket, click the arrow to dive deeper into the ticket. This opens a chat where further comments can be made, and direct communication about the issue can take place.

Scroll To 



The screenshot displays the DrillBit interface for viewing a ticket. The top navigation bar includes the DrillBit logo, a menu icon, a search icon, and the user profile for Nitesh Kumar Dh... (Instructor). The breadcrumb trail shows 'Dashboard > Tickets > Ticket details'. The main content area is titled 'Test' and shows a 'Description: Create Ticket'. A message in the center states 'No conversation has been initiated'. On the right side, there is a sidebar with ticket details: Ticket Id: 10572, Priority: Low, Status: Open (indicated by a green dot), Created Date: 11/01/2025 06:59 P..., Ticket Category: General, Contact number: 9889899879, and Organization. An 'Attachments' section is highlighted with a red box, showing a download icon and the file name 'InsSup.PNG'. At the bottom, there is a text input field with the placeholder 'Type your message here... *' and a send button.

More to Know: When you access a raised ticket, you can view all its details, including the Ticket ID, Priority, Status, Created Date, Ticket Category, Contact Number, and Organization. Additionally, any attached files can be downloaded directly from the conversation.

By utilizing the ticketing system in DrillBit Plagiarism, administrators can ensure that any issues or queries are addressed promptly and effectively, maintaining smooth operation and support for your institution's plagiarism detection needs.