DRILLBIT EXTREME- STUDENT GUIDE

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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 into DrillBit Plagiarism

Forgot Password

Changing Your Password

Scroll To

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

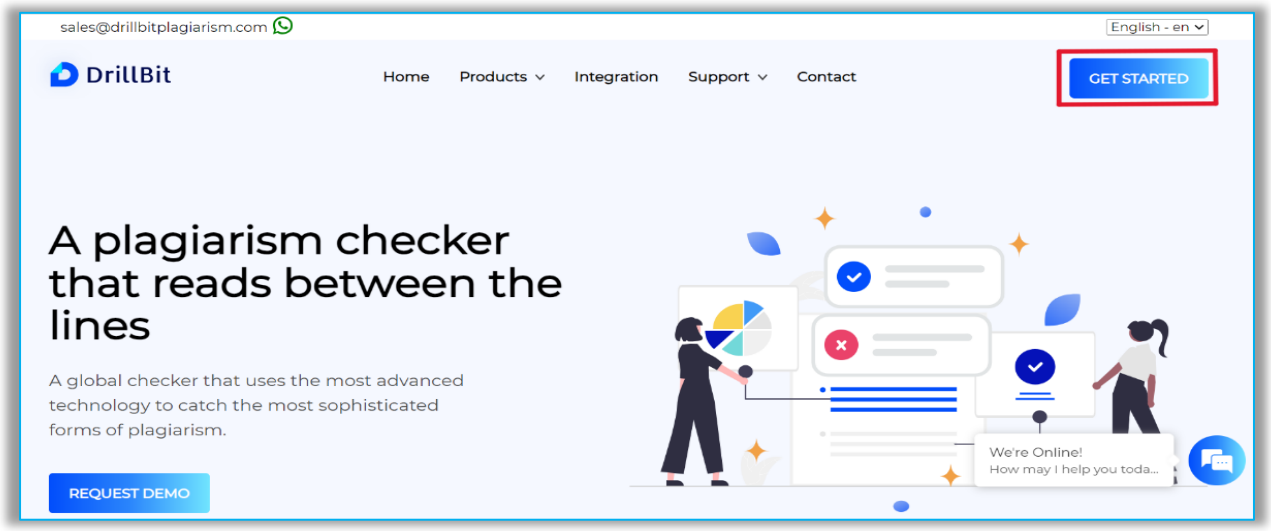
Logging into DrillBit Plagiarism

Getting Start with your DrillBit account

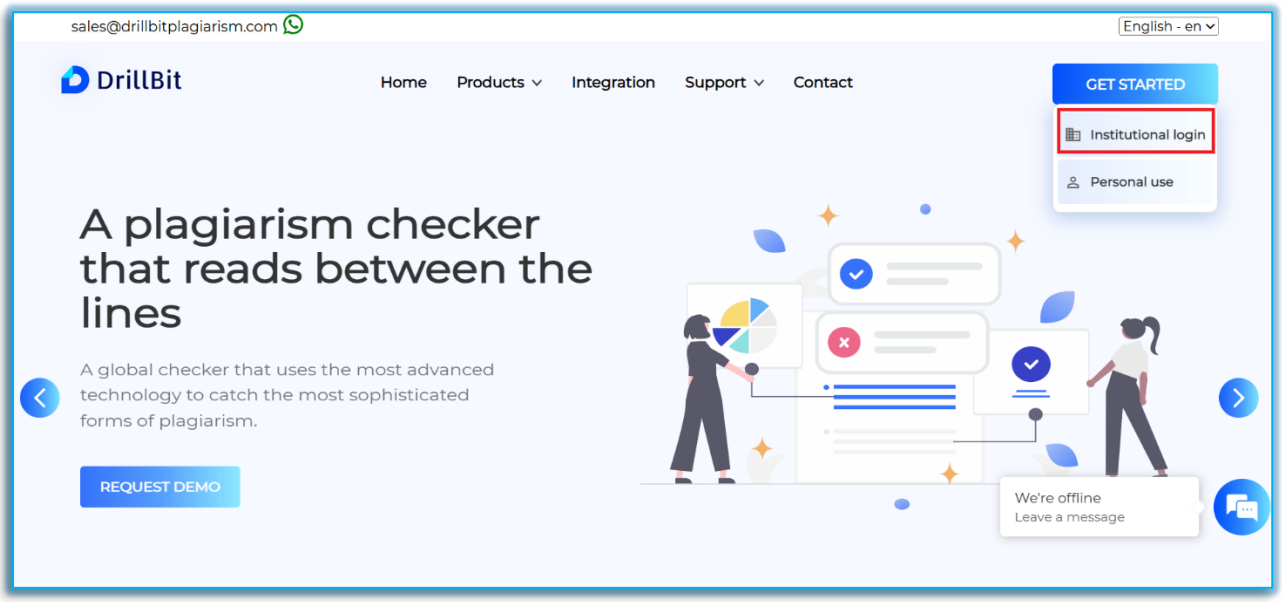
Admin Account/License Information

Changing Your Password

Scroll To



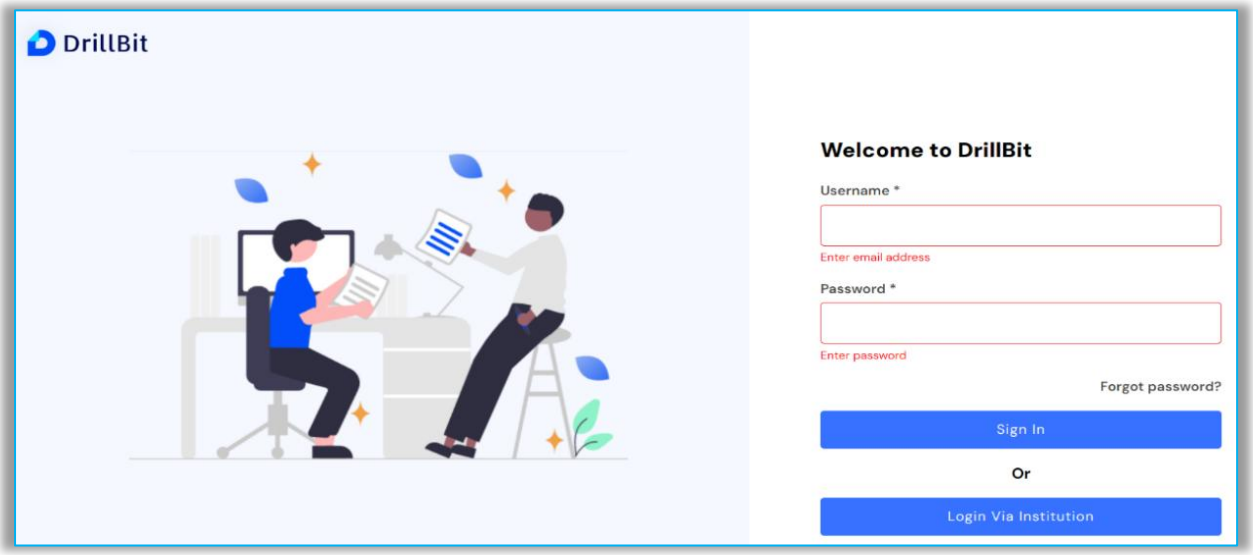
• Click on **Institutional Login** to be redirected to the institutional login page, where you can securely enter your credentials.



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.

Scroll To



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.

Scroll To

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.

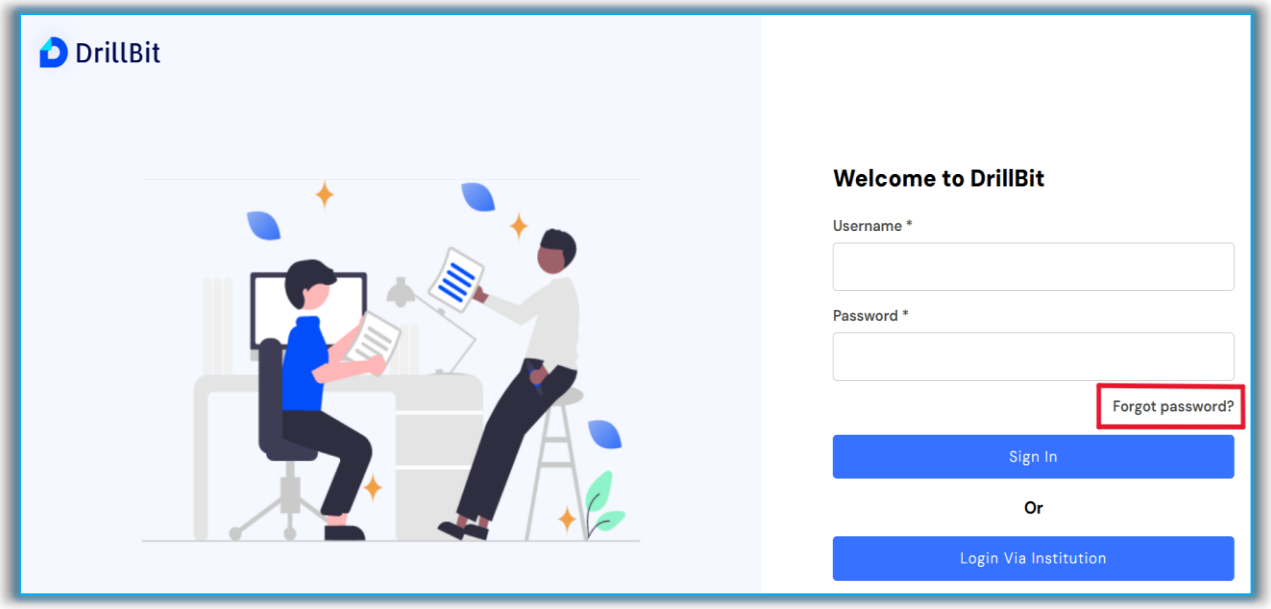
Support Materials

Forgot Password

Changing Your Password

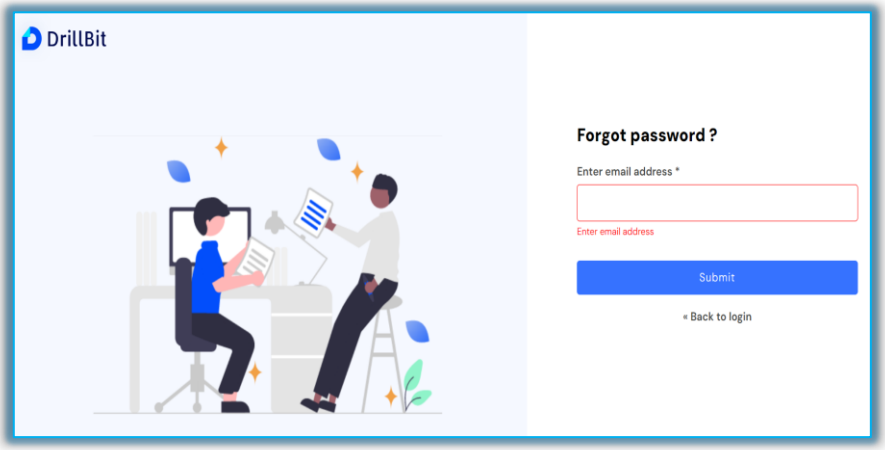
Logging into DrillBit Plagiarism

Student Account Information



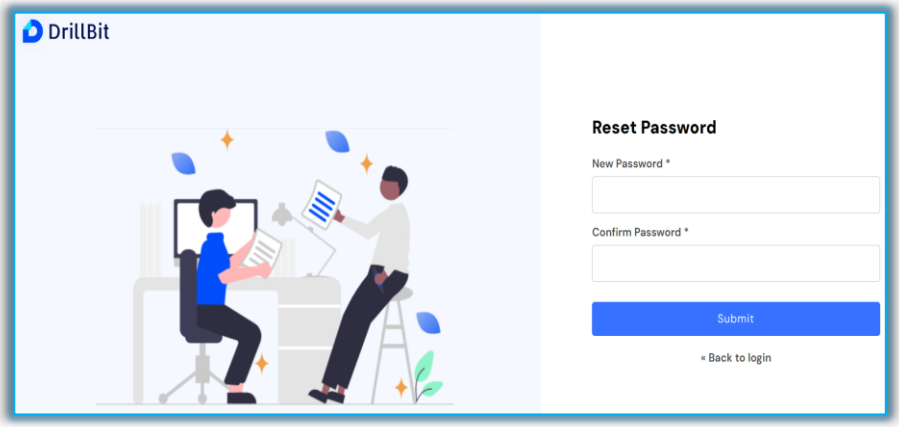
Then, enter the email address associated with your DrillBit account and click "Submit" to proceed.

Scroll To



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*

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Student Profile

4. Student Account Information

15th Jan 2025

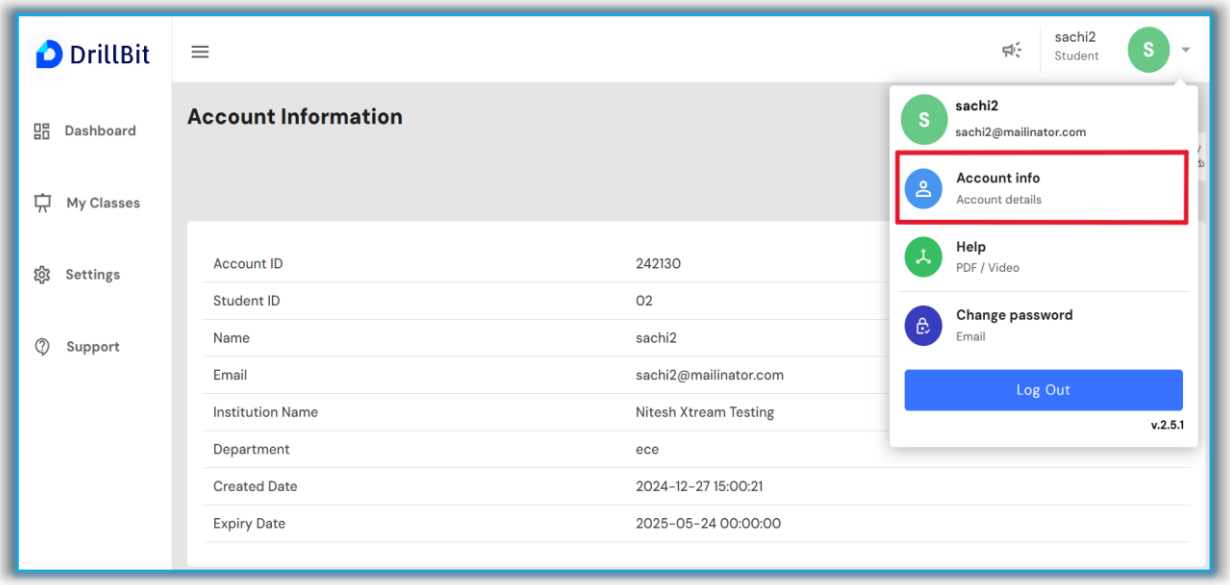
The Account Information section provides a comprehensive overview of account details and license information. This section is available for users to view their account information.

Support Materials

- Student Account Information
- Getting Start with Your DrillBit Account
- Logging into DrillBit Plagiarism
- Changing Your Password

Login Steps

1. **Access the Login Page:** Navigate to drillbitplagiarism.com in your web browser and click **Get Started**
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.



Scroll To

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

- **Account ID**: A system-generated unique identifier assigned to the student account. This ensures each student account is distinctly recognized within the application.
- **Student ID**: The unique identification number allocated by instructor to the student, often tied to their institution's internal system. This ID helps with tracking submissions and performance.
- **Name**: Displays the full name of the student as registered in the system.
- **Email**: The email address linked to the student account. This address is used for account communications, including notifications or reports.
- **Institution Name**: Reflects the name of the institution or organization the student is affiliated with.
- **Department**: Indicates the specific department the student belongs to, such as Computer Science, Mechanical Engineering, or Literature.
- **Created Date**: The date when the student account was created in the system.
- **Expiry Date**: Displays the expiration date of the student account or license.

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

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5. Help Section in Student Account

15th Jan 2025

Support Materials

Help Section in Student Account

Student Account information

Getting Start with Your DrillBit Account

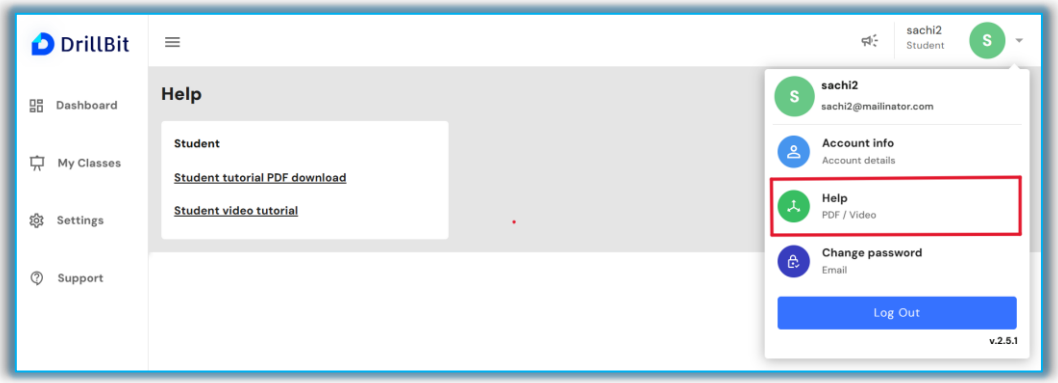
Logging into DrillBit Plagiarism

Changing Your Password

The Help section within the student account in DrillBit is designed to provide students with quick access to resources that assist in effectively using the application. This section contains essential tutorials to guide students 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 ensure students have the support they need:



- **Student Tutorial PDF Download:** This comprehensive PDF guide provides students with detailed instructions on how to use DrillBit. It is ideal for those who prefer having a written reference, offering clear step-by-step guidance for navigating and utilizing the platform effectively.
- **Student Video Tutorial:** For students who prefer learning visually, the video tutorial provides an interactive, hands-on demonstration of the platform's features. It's an excellent way to see the application in action and learn at their own pace.

Scroll To

6. Changing Your Password

15th Jan 2025

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.

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

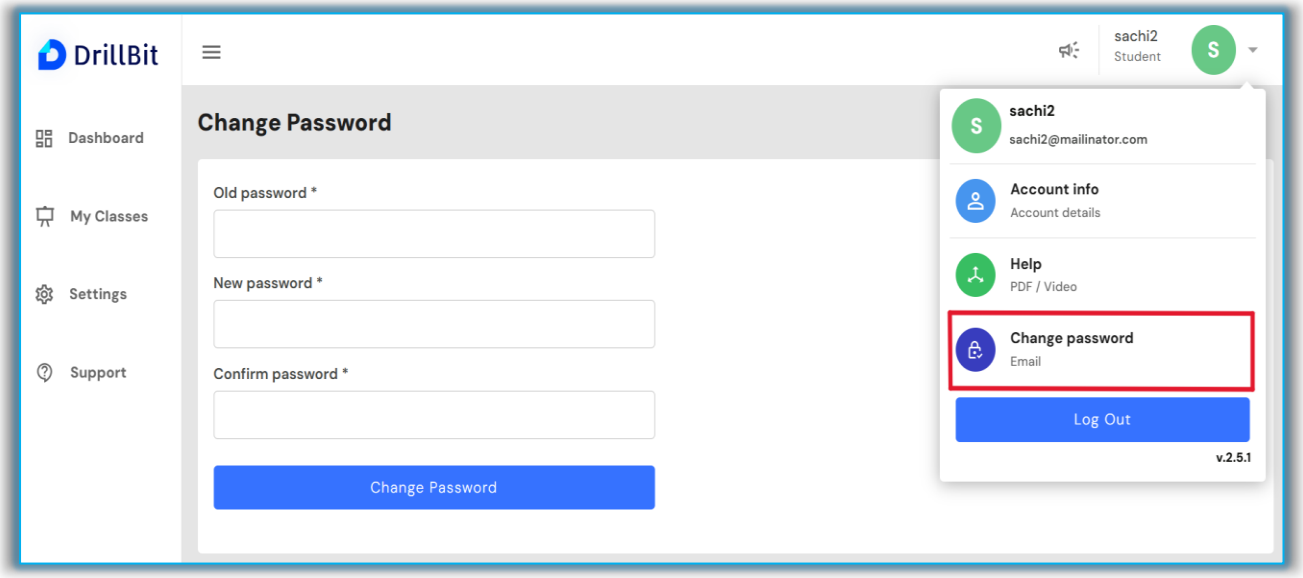
Support Materials

Changing Your Password

Logging into DrillBit Plagiarism

Forgot Password

Student Account information



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4. 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.

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.

Scroll To

7. Students: Viewing Announcements

15th Jan 2025

The **Announcements** in DrillBit Plagiarism ensures that students are kept well-informed with key updates and information shared by the institution admin and instructor. It provides an easy way for admins and instructors to communicate crucial developments, helping students stay updated on important changes or reminders.

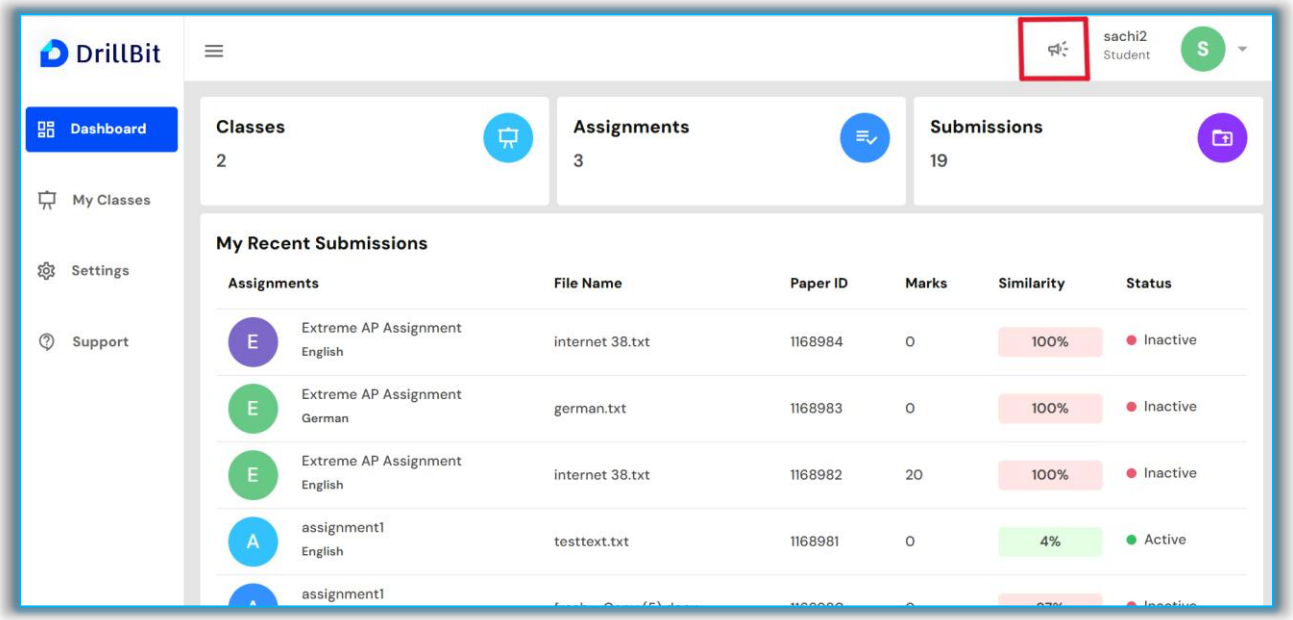
Support Materials

Students: Viewing Announcements

Help Section in Student Account

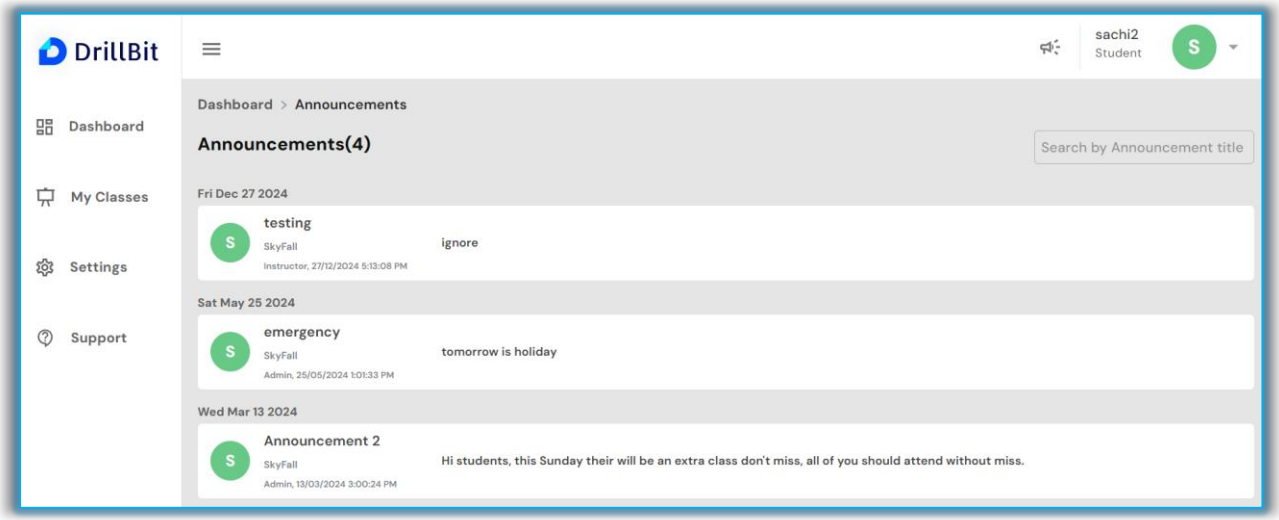
Logging into DrillBit Plagiarism

1. Locate and click on the announcement's icon at the top of the DrillBit interface.
2. The announcements tab will display a list of messages created by the admin and instructors.



3. Announcements will be displayed in a list format, showing the details of each announcement within the list view.

Scroll To



Use the search bar to find specific announcements by entering the title of the announcement.

The Announcements tab only displays messages created by the admin and instructor. Students cannot create or modify announcements.

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8. Students Dashboard

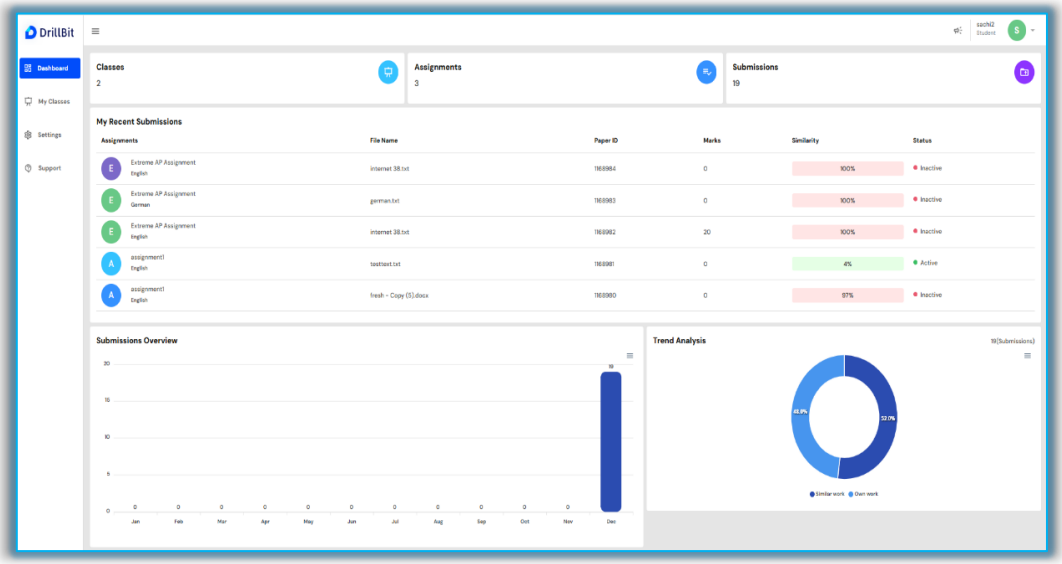
15th Jan 2025

Support Materials

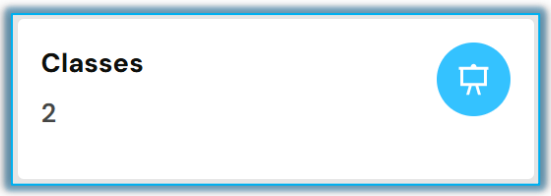
Students Dashboard
My Classes Interface
My Assignments Interface
Logging into DrillBit Plagiarism
Forgot Password

The Student Dashboard in DrillBit serves as a centralized hub, providing students with an overview of their academic activities and performance. Below are the key sections available in the Student Dashboard:

1. Access the DrillBit application.
    a. On the login page, enter your username and password to sign in.
2. After logging in, you'll be directed to My Folder by default. Click on Dashboard to access your Dashboard overview.



8.1. Classes: Displays the total number of classes in which the student has been enrolled by the instructor.



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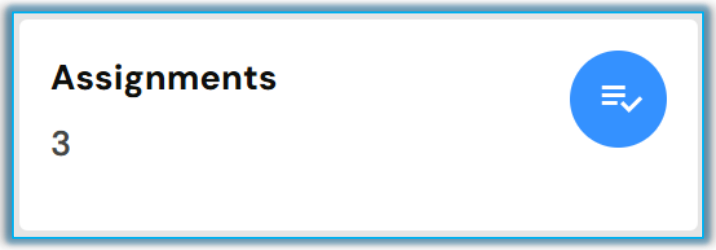
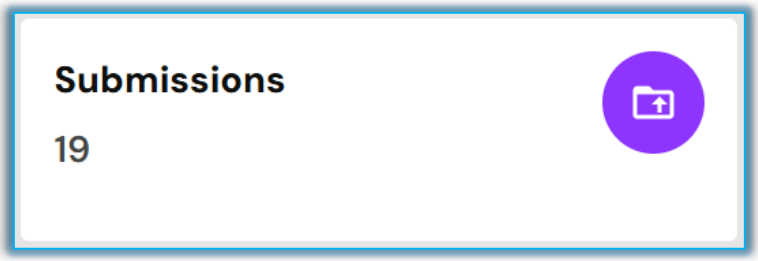
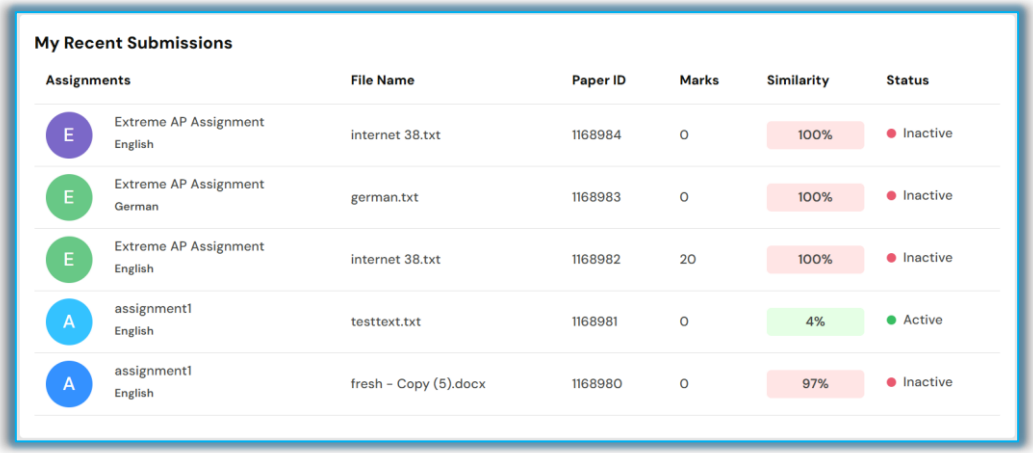
8.2. Assignments: Shows the total count of assignments assigned by the instructor, regardless of whether they are active or inactive.



8.3. Submissions: Provides a detailed count of the student's total submissions across all assignments. This section helps track overall submission activity.

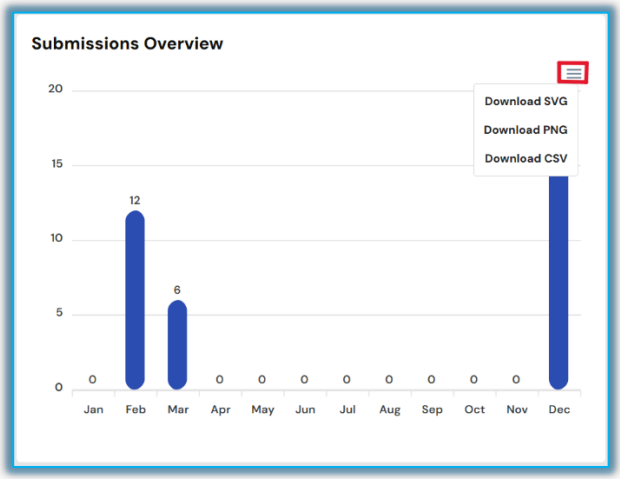


8.4. My Recent Submissions: Provides a view of the student's most recent 5 submissions, including columns like Assignments, File Name, Paper ID, Marks, Similarity, and Status.



8.5. Submissions Overview: The students can track monthly submission activity and gain insights into submission patterns over time.

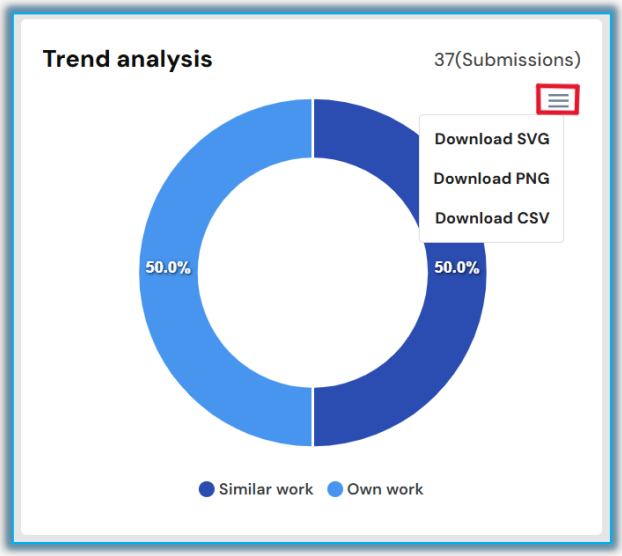
Scroll To



- The Year-Wise view feature allows the student to analyse data of the past four years and download it in SVG, PNG, or CSV formats using the dropdown menu on the graph.

Students can download the year-wise graph in SVG, PNG, or CSV formats.

8.6. <u>Trend Analysis</u>: The Trend Analysis section shows the percentage distribution of similar work and own work within student-submitted documents. This visualization helps the student understand the extent of similarity in their submissions.



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

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9. My Classes Interface

31sh Dec 2024

The My Classes interface in DrillBit helps you easily view and access the classes you're enrolled in. With two views, Table View and Class View, you can choose the layout that works best for you to manage your classes more efficiently.

Support Materials

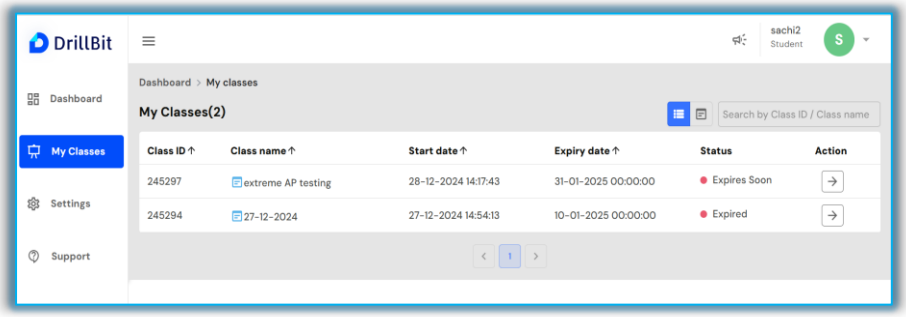
My Classes Interface

My Assignments Interface

Assignment Submission Details

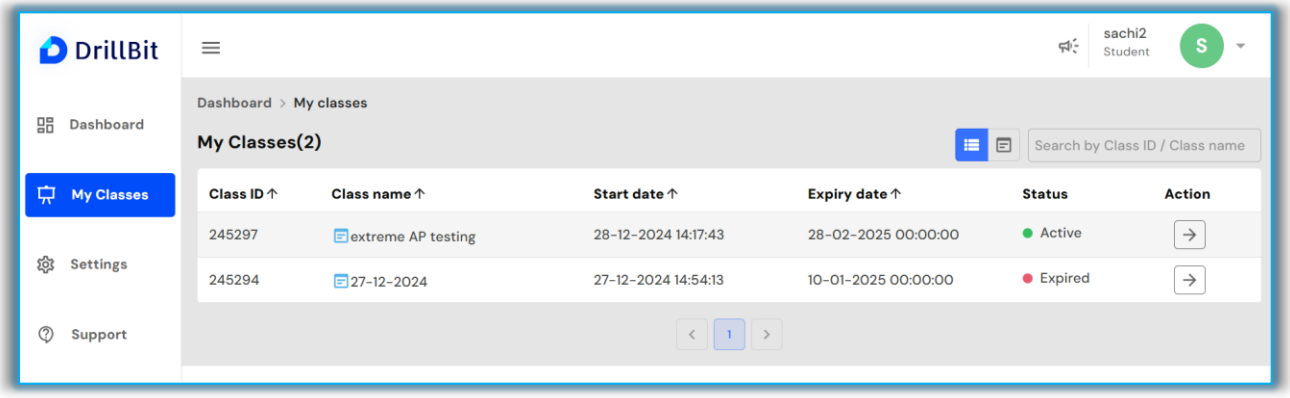
Students Dashboard

Help section in Student Account



9.1. Features of My Classes Interface

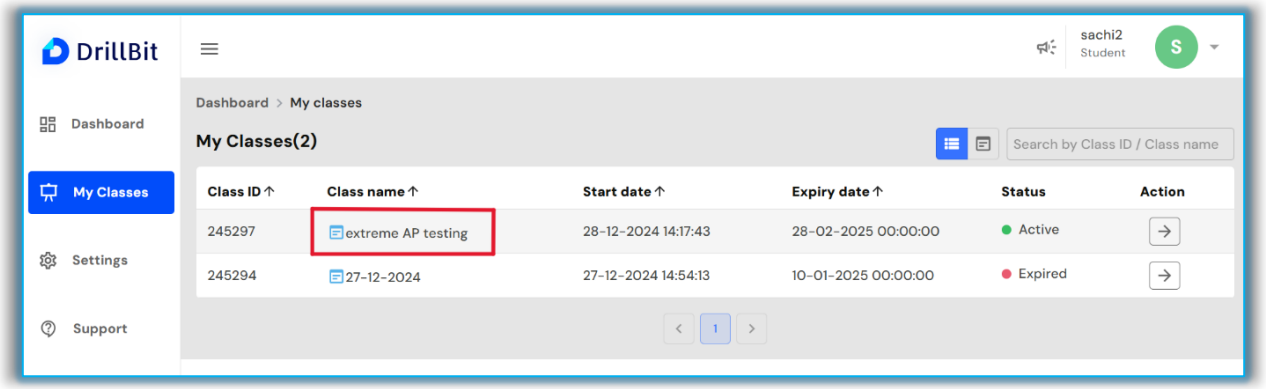
9.1.1. Table View (My Classes Interface):



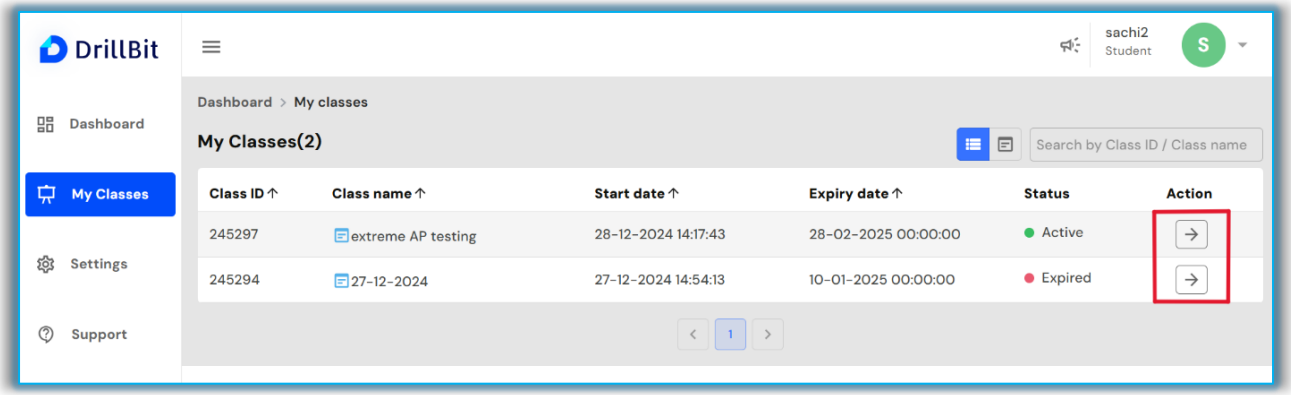
Displays class details in a tabular format with the following columns:

- Class ID: A unique identifier for the class.
- Class Name: Clicking on the class name navigates inside the class for assignment management.

Scroll To



- Start Date: Indicates when the class was created.
- Expiry Date: Displays the expiration date of the class.
- Status: Displays the current class status, which can be **Active, Expired,** or **Expires Soon** (when the expiry date is near).
- Actions: The 'Next' option in the action column allows you to enter the class to view or manage the Assignment interface.



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

9.1.2. Class View (My Classes Interface):

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

Scroll To

- Class Name: The interface clearly displays the class name, helping students quickly recognize and access their class.
- Days Left/Expired Status: Displays the number of days remaining until expiration or indicates if the class has already expired.

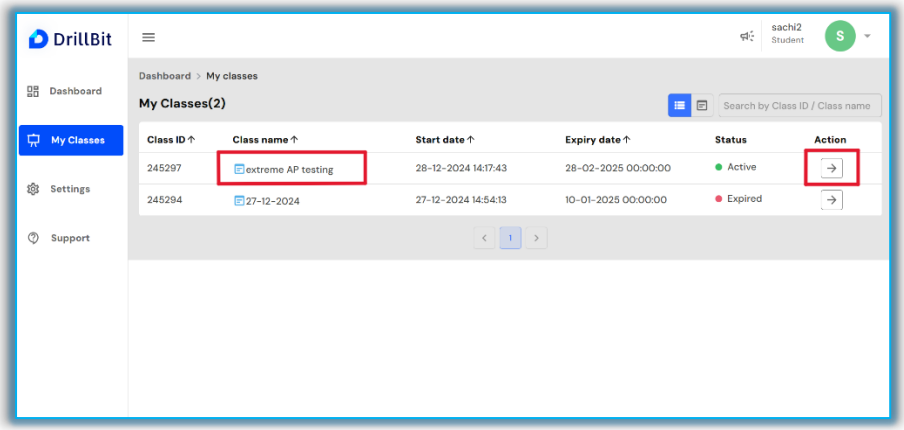
- Right Arrow: Allows navigation into the class for accessing **My Assignments interface** and view the **Assignments assigned to student.**

Scroll To

10. My Assignments Interface

06th Feb 2025

The "My Assignments" interface becomes visible when you click on the class name or the "Next" button in the "My Classes" interface.



Support Materials

My Assignments Interface

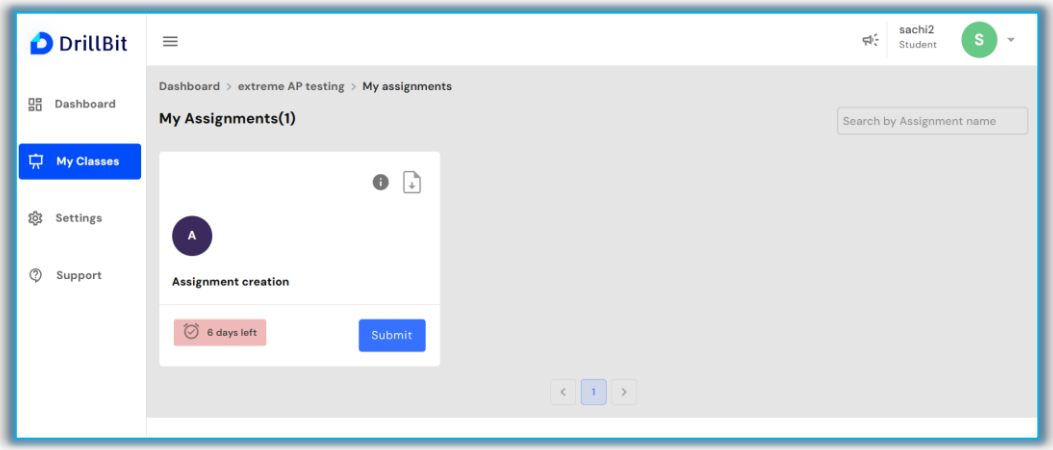
My Classes Interface

Student: Viewing Announcements

Students Dashboard

Help section in Student Account

This section displays all the assignments given by your instructor for the selected class.



Each assignment is shown with its name and the number of days left before it expires.

An information icon is provided on each assignment, and hovering your cursor over it will display key details such as Daily Submission Limit, Allow Resubmission, Number of Resubmissions, Allow Submission After Due Date, View Similarity Report, Save to Repository, and Maximum Assignment Marks.

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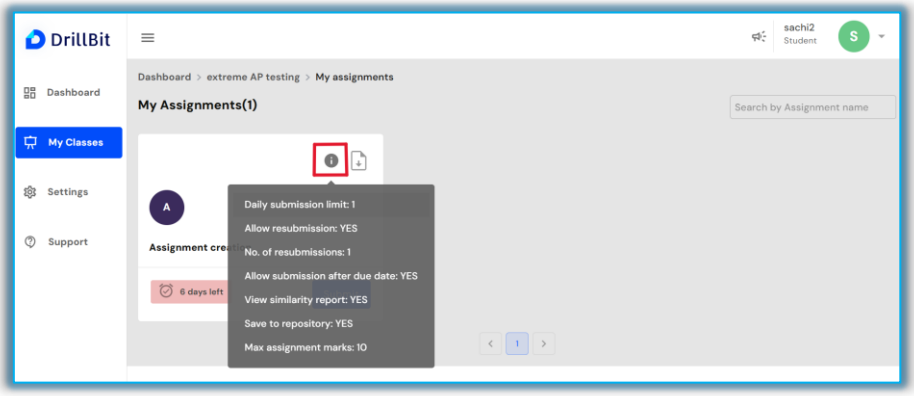
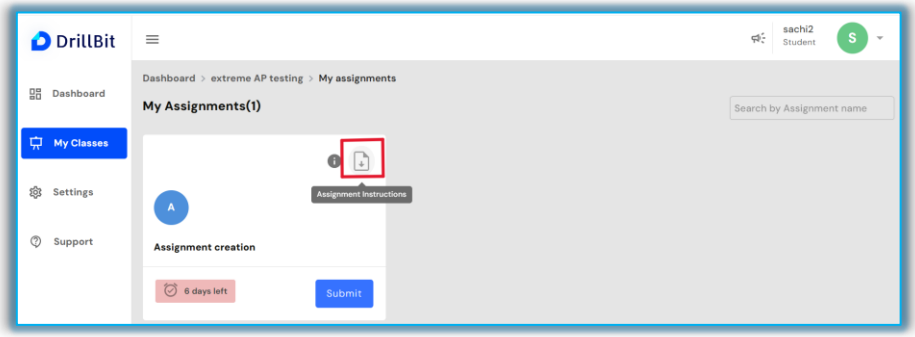
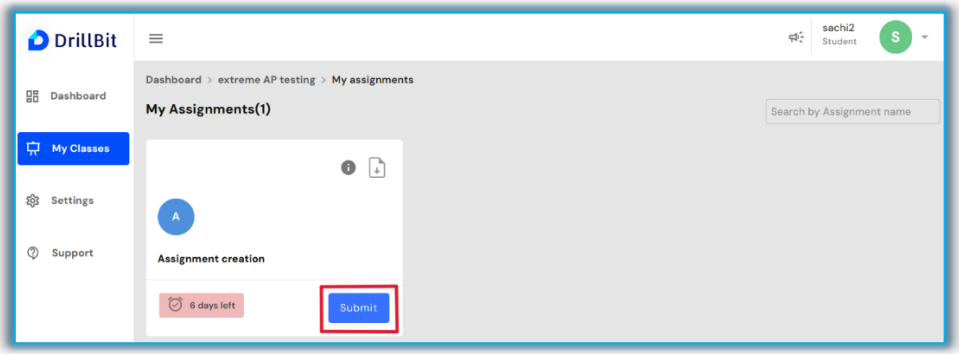


The "Assignment Instructions" icon is present on assignments created by the instructor. If instructions have been uploaded, clicking on the icon will trigger a pop-up message asking, "Are you sure you want to download?" Click "Yes" to download the instructions. If no instructions are uploaded, hovering over the icon will display "No Assignment Instructions.



To begin the submission process for an assignment, simply click on the "Submit" button located to the assignment. This will take you into the assignment interface where you can submit your work.



Scroll To

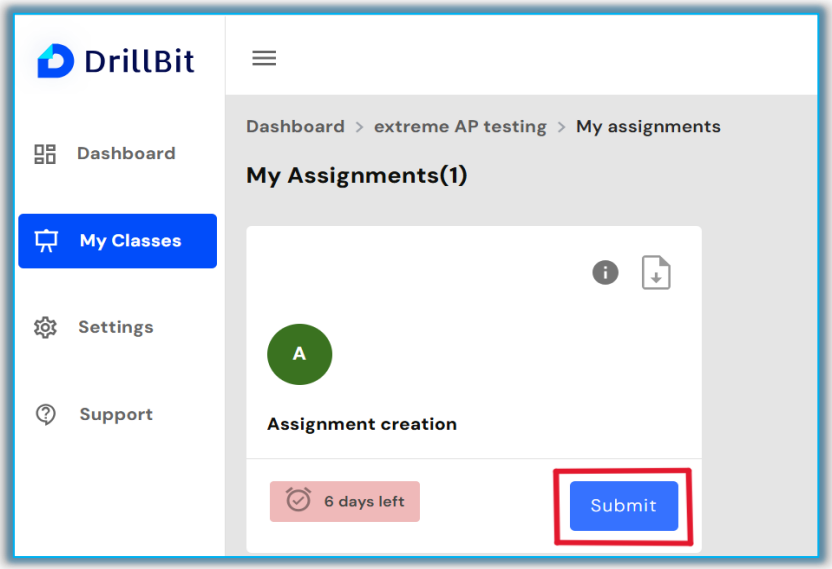
11. Assignment Submission Details

06th Feb 2025

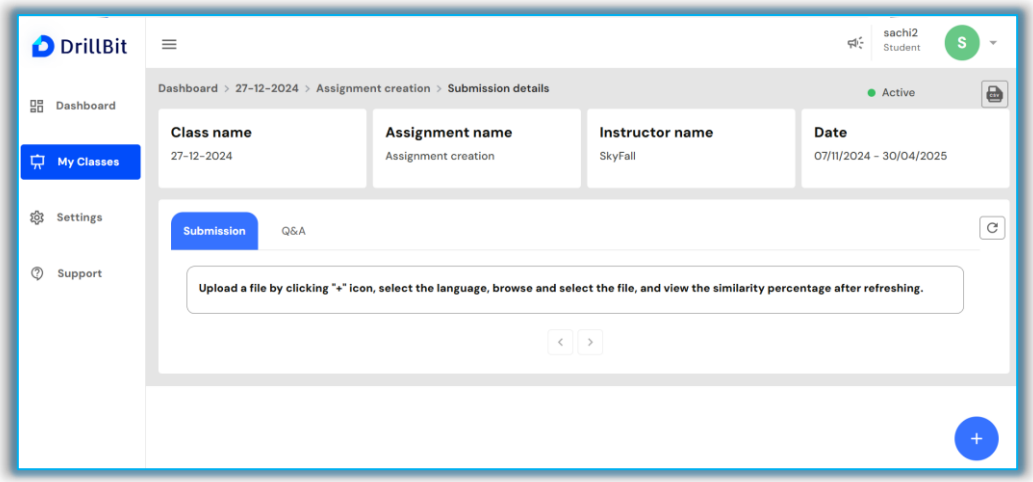
When you click on the "Submit" button present on an assignment in the assignment interface, you will be directed to the Submission Details interface where you can submit your assignment.

Support Materials

- Assignment Submission Details
- My Classes Interface
- My Assignments Interface
- Student: Viewing Announcements
- Students Dashboard
- Help section in Student Account

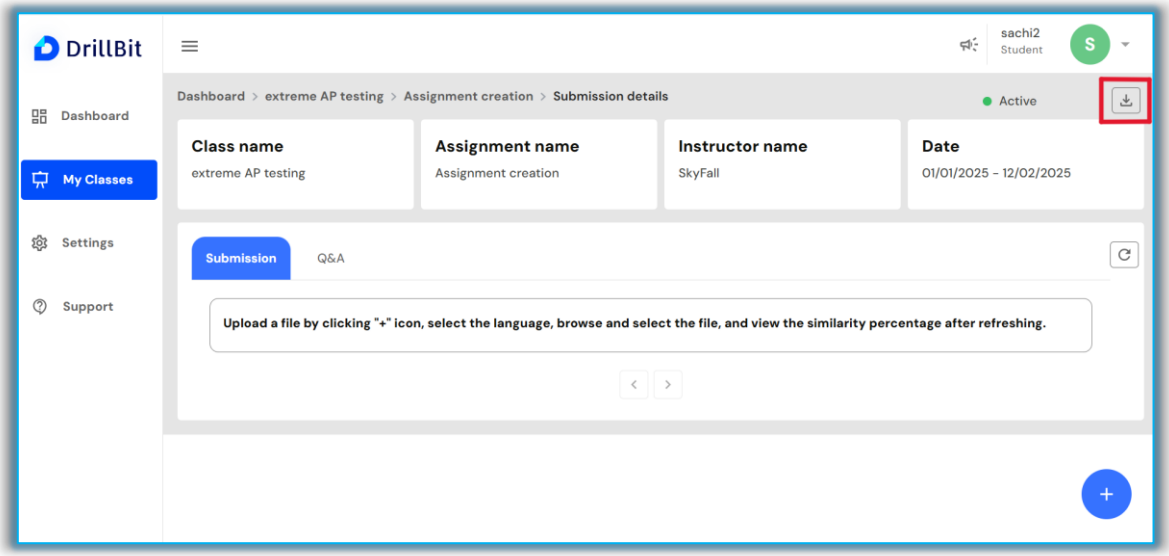


At the top of the interface, you'll see details like the **Class Name**, **Assignment Name**, **Instructor Name**, and **Date**. The status of the assignment will also be displayed as either **Active** or **Inactive**.



Scroll To

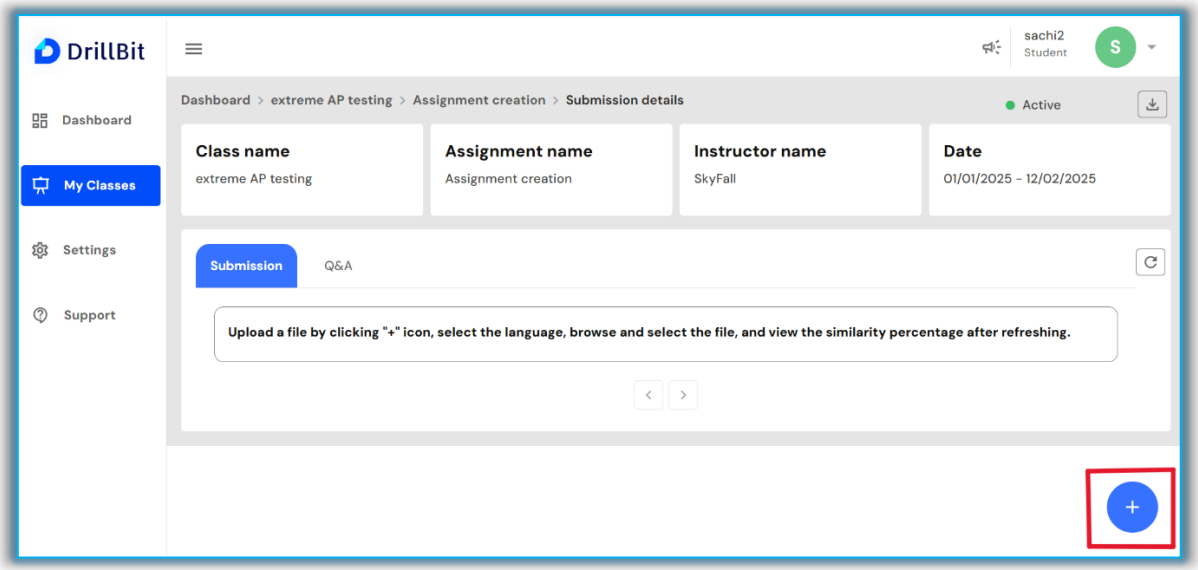
By clicking on the **Download CSV** icon, you can download a CSV file with details like Class Name, Assignment Name, Email, Author Name, Title, Similarity, File Size (in KB), Pages, Paper ID, Submitted Date, Folder/Assignment ID, Document Type, File Name, and Language.



You will find two tabs available: **Submission** and **Q&A**.

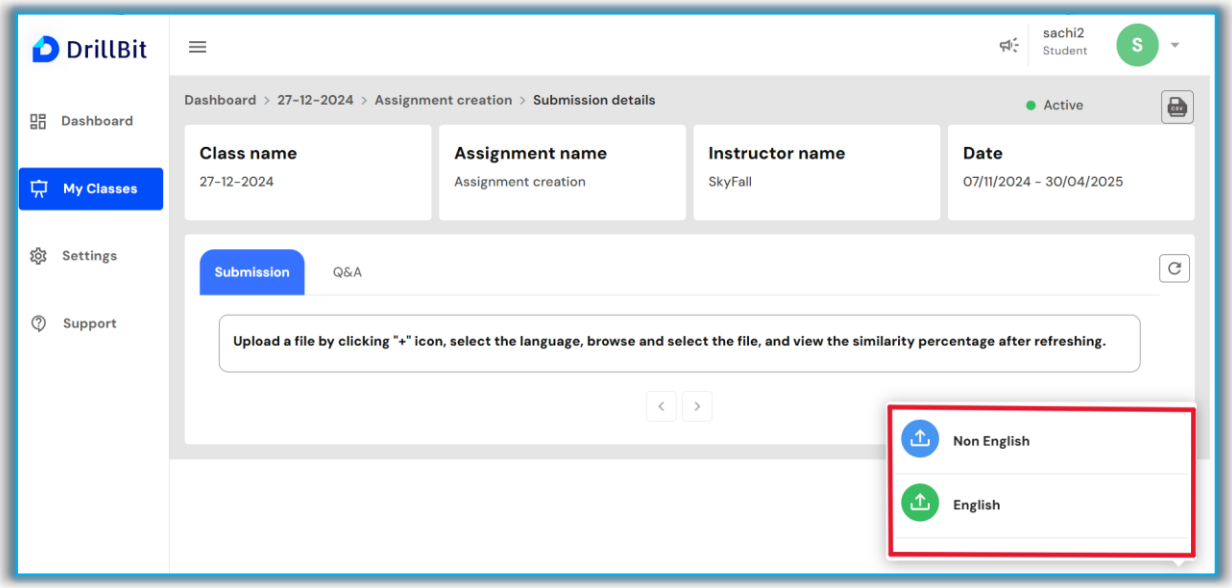
11.1. Submission Tab:

In the **Submission Tab**, you can submit assignments in both English and non-English languages.



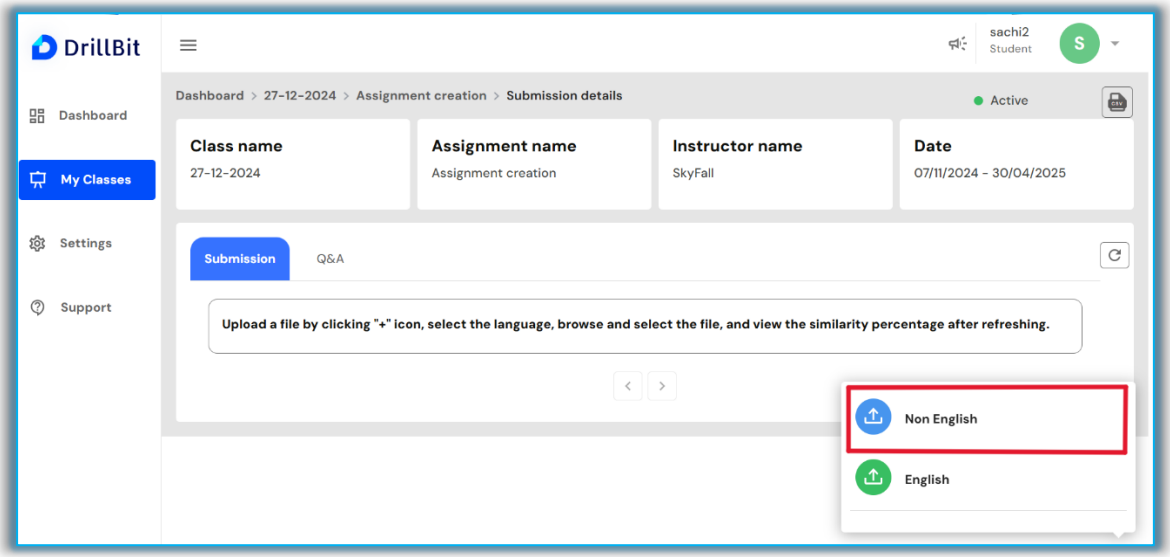
Scroll To

To upload a file, click on the + icon, which will present two options: **English** and **Non-English**.



11.1.1. Non-English Submission:

If you select **Non-English**, you'll be navigated to an interface to upload your non-English file.

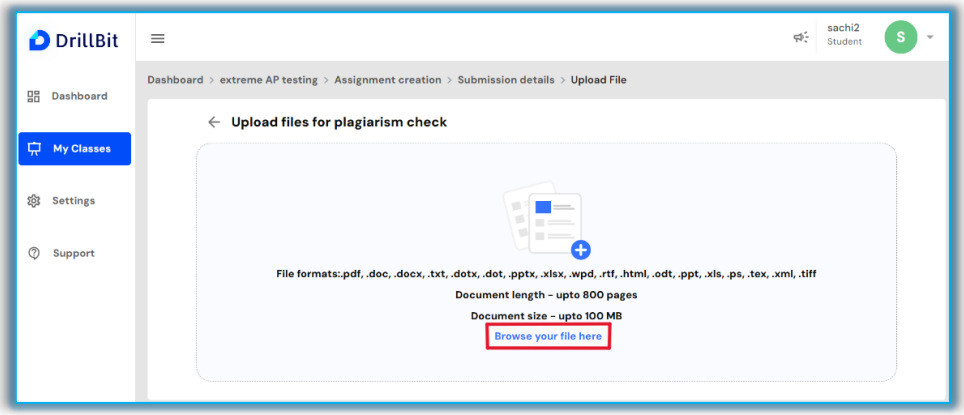


Scroll To

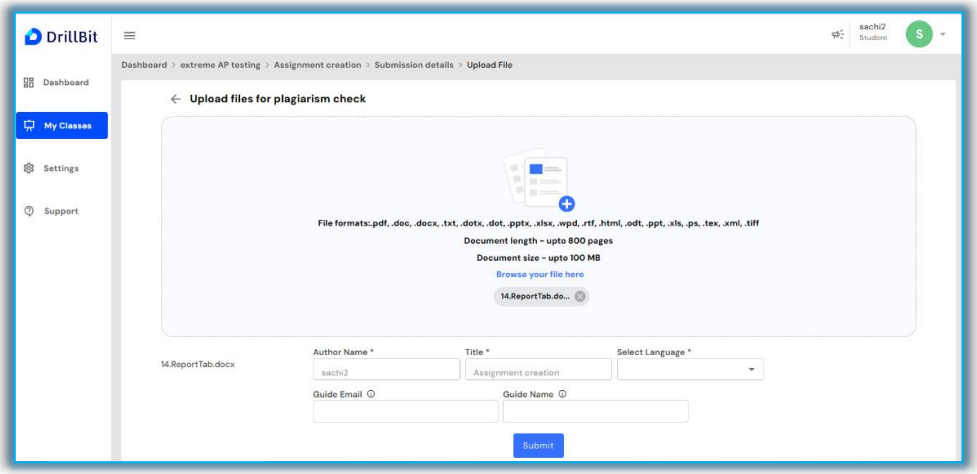
Did You Know the File Submission Requirements? The allowed file formats for submission are: .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .rtf, .html, .odt, .ppt, .xls, .ps, .tex, .xml, .tiff

- **Document Length**: Up to 800 pages
- **Document Size**: Up to 100 MB

Click on **Browse your file here** to select and upload your file. After uploading, **Author Name** and **Title** will be filled in automatically.



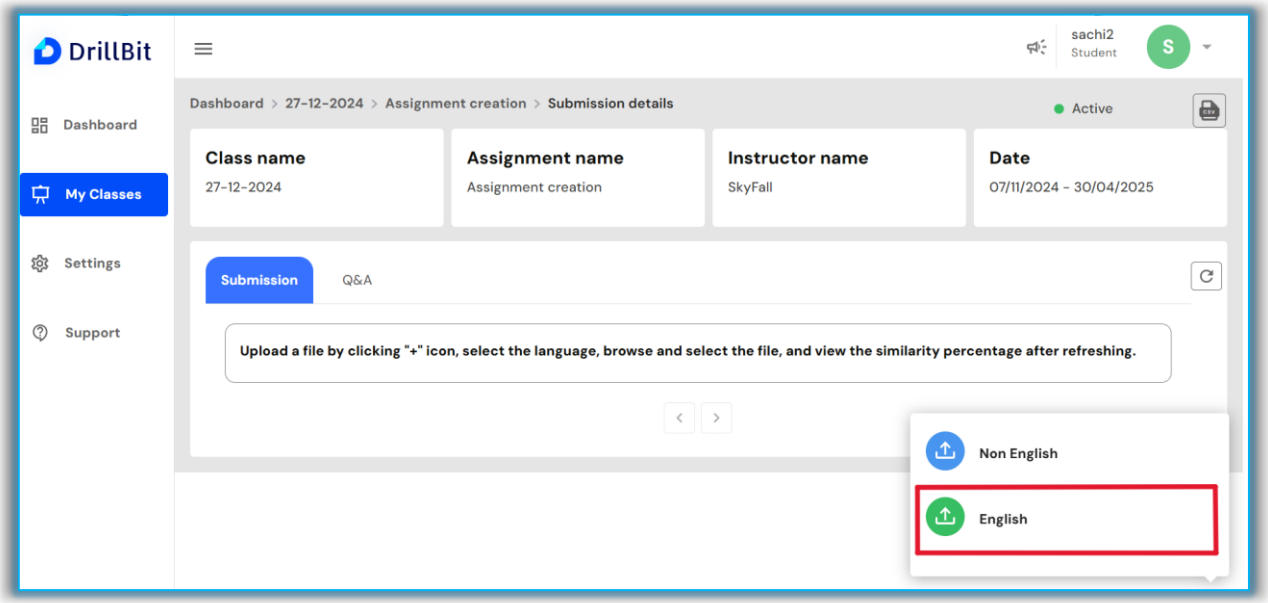
You'll need to select the Language and enter the Guide Email and Guide Name for sharing the analysis page link once the report is generated.



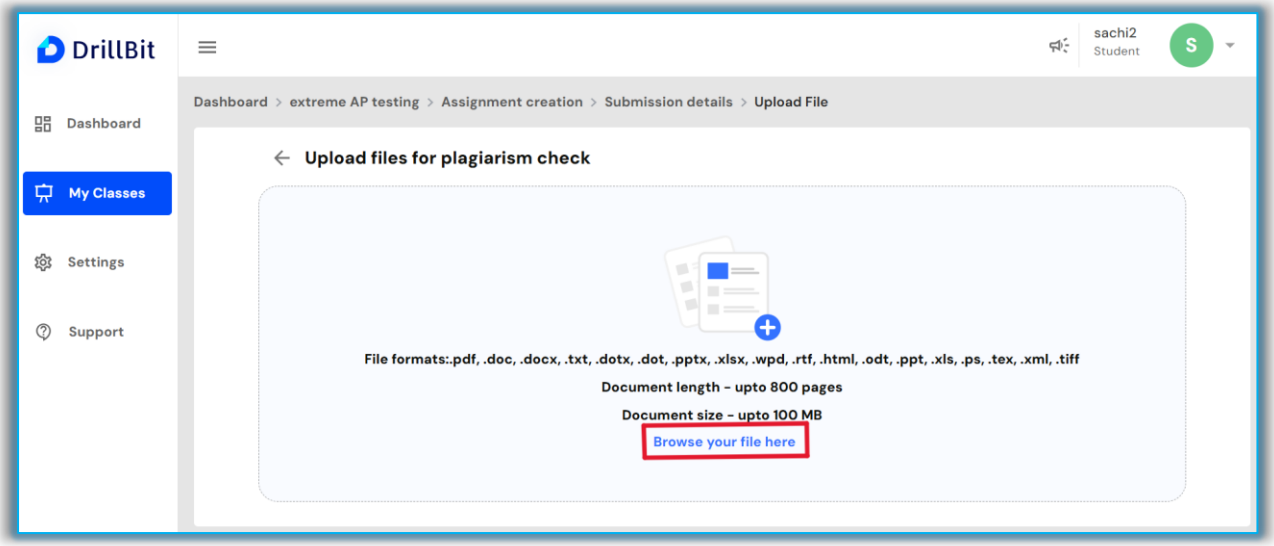
Scroll To

Finally, click **Submit** to upload the file.

11.1.2. English Submission: If you choose English, you'll be taken to an interface where you can upload your English file.

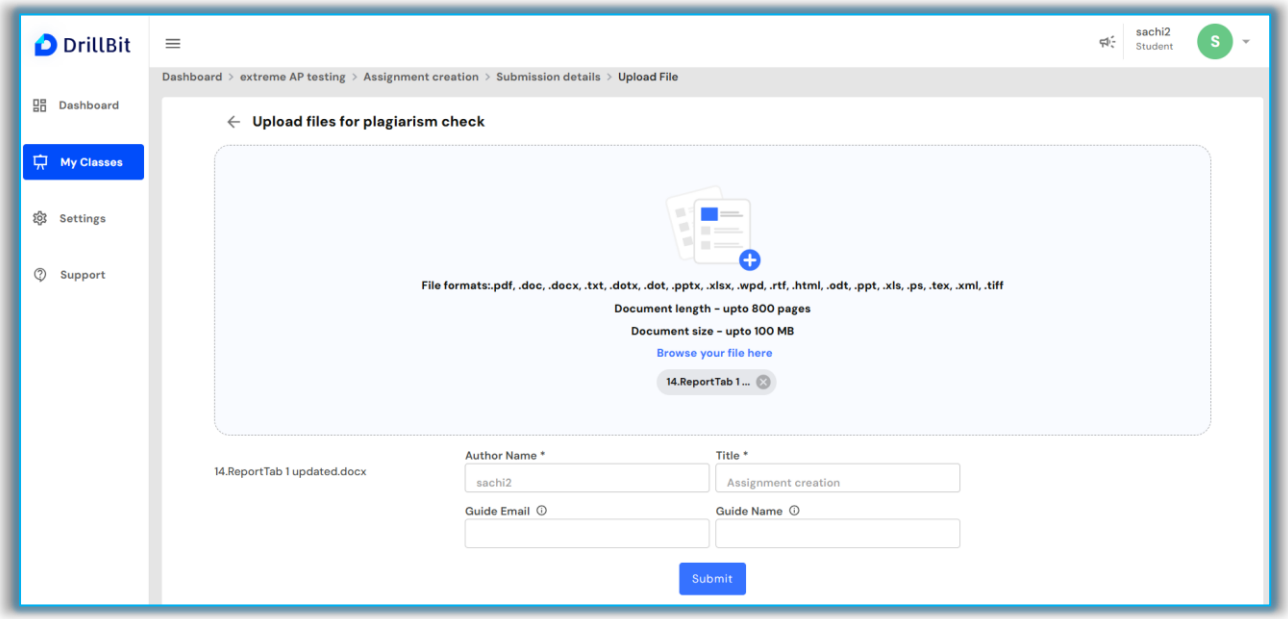


Click on **Browse your file here** to select and upload your file. Once uploaded, the Author Name and Title will be automatically filled in.



Scroll To TOP

Entering the Guide Email and Guide Name is optional, but if provided, it will allow sharing the analysis page link after the report is generated.



Finally, click **Submit** to complete the upload.

What Are the File Upload Requirements? The allowed file formats are: .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .rtf, .html, .odt, .ppt, .xls, .ps, .tex, .xml, .tiff.

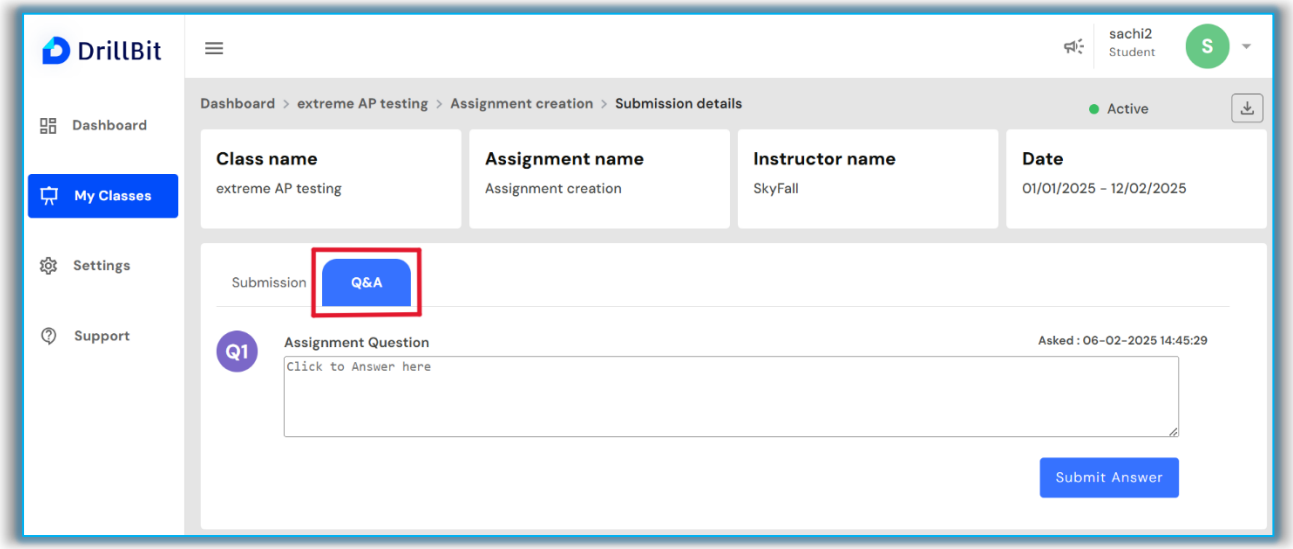
Document length: Up to 800 pages.

Document size: Up to 100 MB.

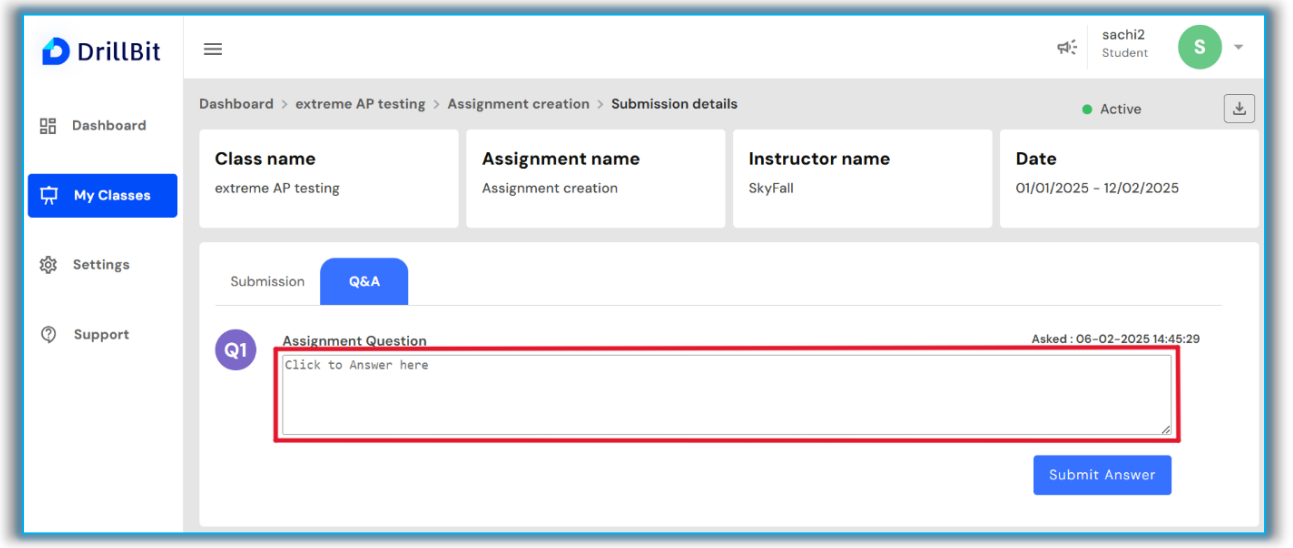
11.2. Q&A Tab:

Switch to the **Q&A Tab** to answer any questions asked by the instructor.

Scroll To



Here, you'll find a "Click here to answer" section. Click on it to type your answer.



then click "Submit Answer" button to send your response.

Scroll To

12. Submitted Document Details

10th Feb 2025

Submitted documents include key details about your uploaded assignments, making it easy to track submissions and review important information.

To access the submitted documents, navigate to the assignment interface and select the relevant assignment. Once a document is uploaded in the Submission interface, it will appear under the list of submitted documents in the same interface.

Support Materials

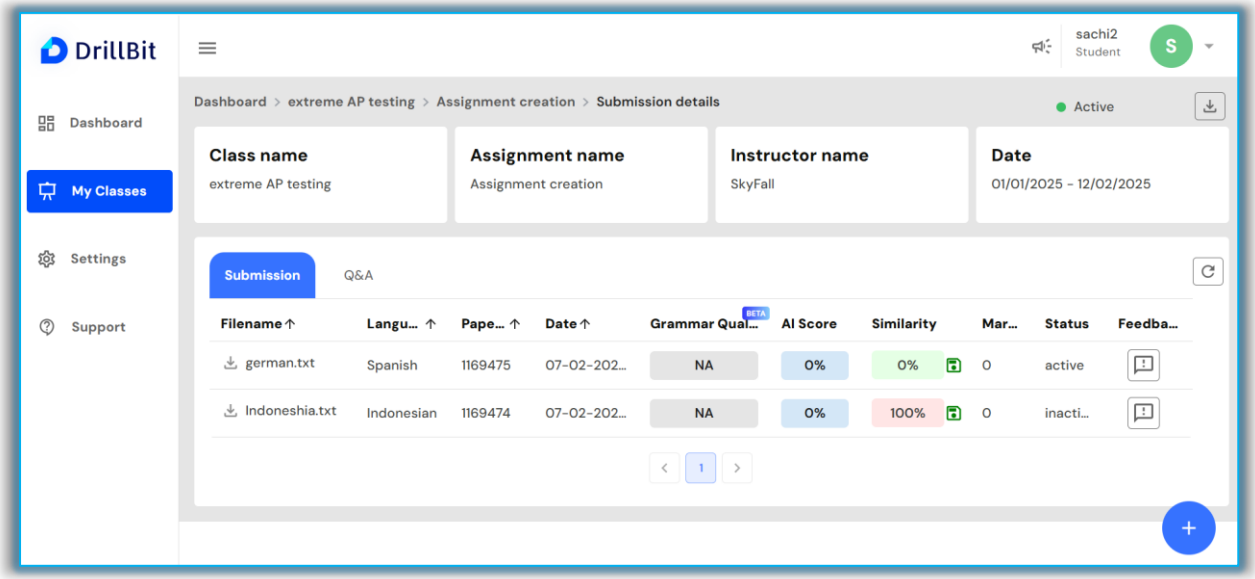
Submitted Document Details

My Classes Interface

My Assignments Interface

Students Dashboard

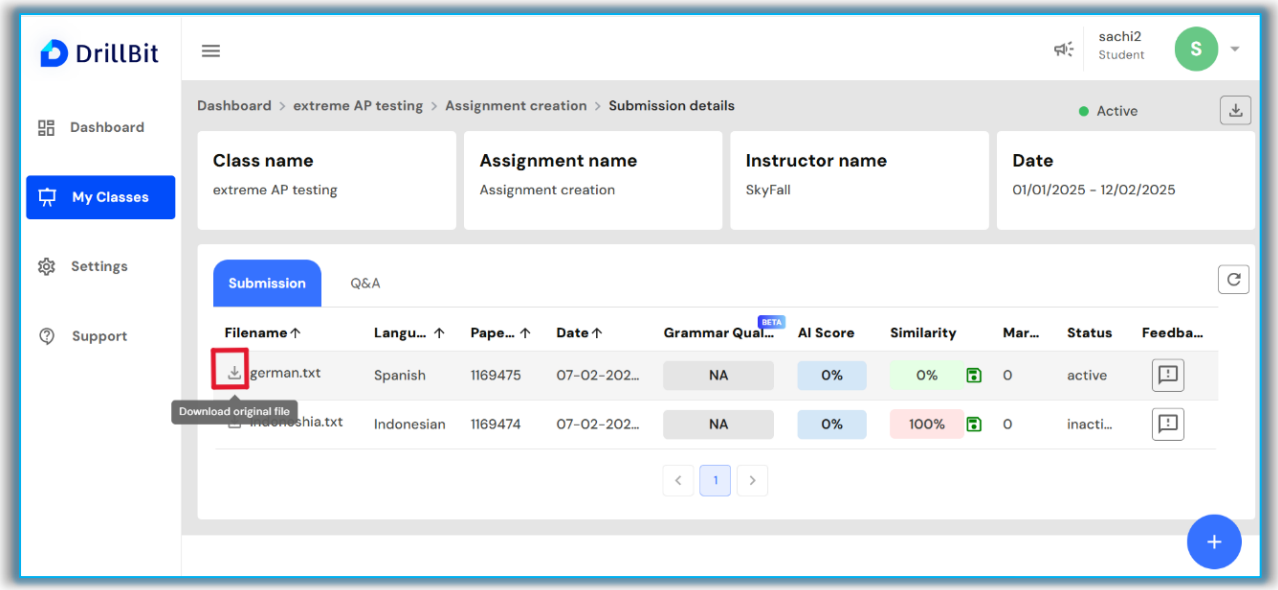
Help section in Student Account



The submission details are organized into the following columns:

12.1. Filename: Displays the name of the uploaded file along with a download icon. Clicking on this icon allows you to download the original file.

Scroll To TOP

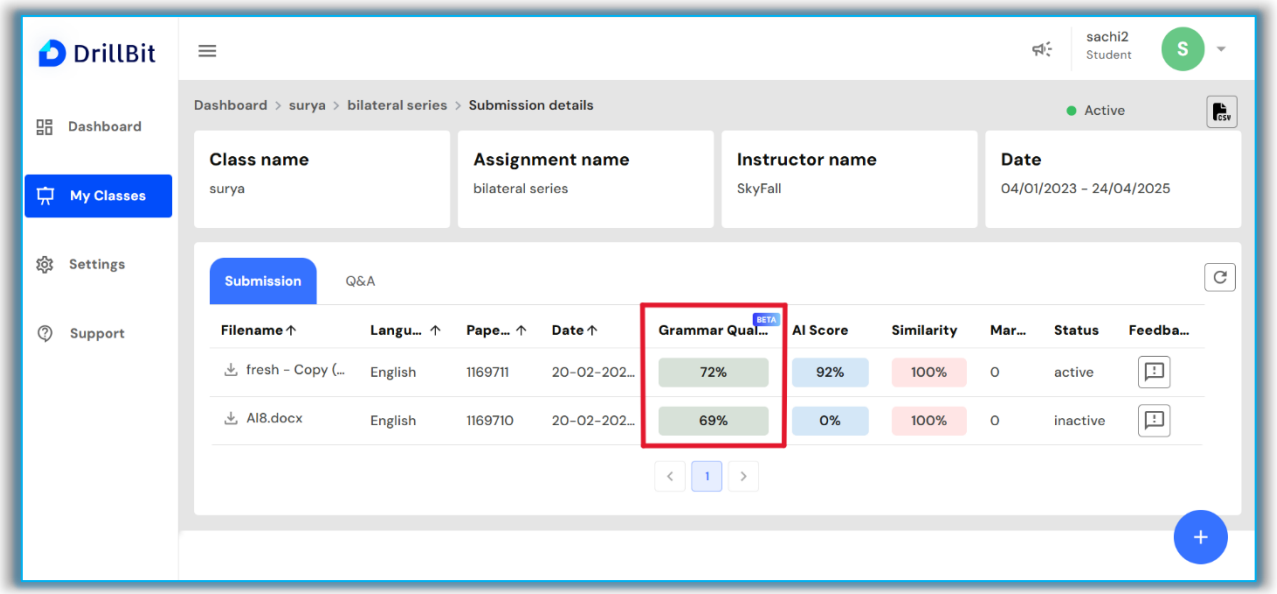


12.2. Language: Indicates the language in which the document was uploaded.

12.3. Paper ID: A unique identifier assigned to the submitted document.

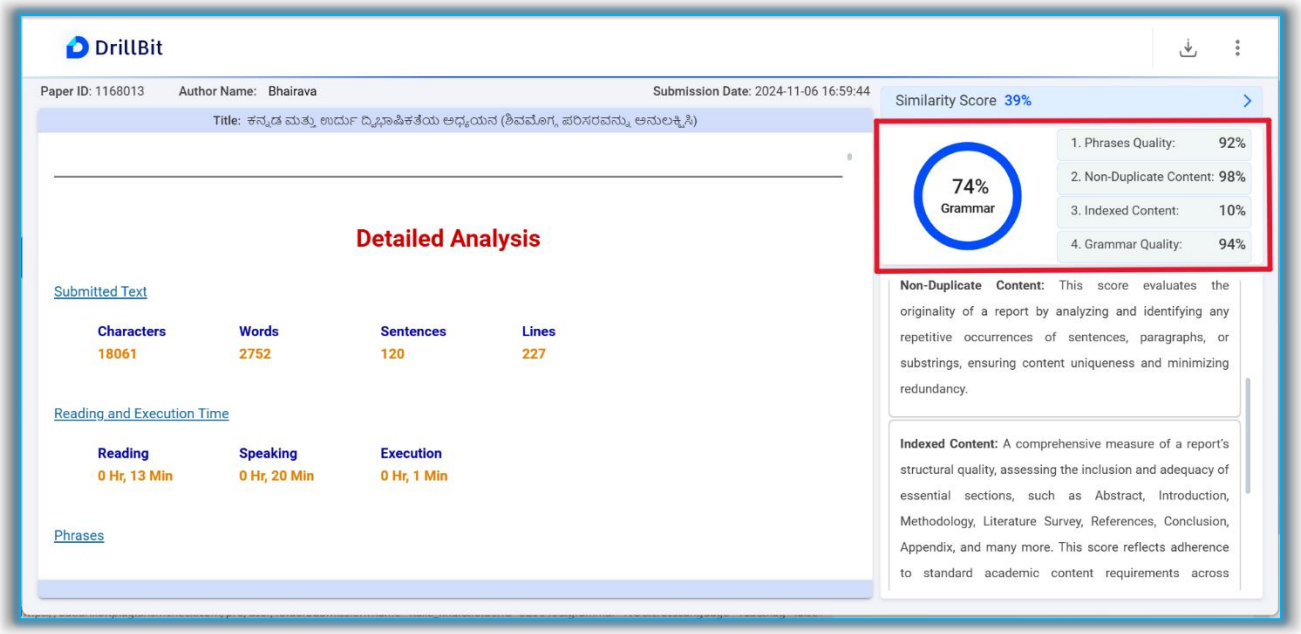
12.4. Date: Shows the exact date and time of submission.

12.5. Grammar Quality: The Grammar Score measures the clarity and effectiveness of your writing. A higher score means fewer grammatical errors and better readability, indicating well-structured and professional content. You can also check this score in the Similarity Report.



Scroll To

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



12.5.1. 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,

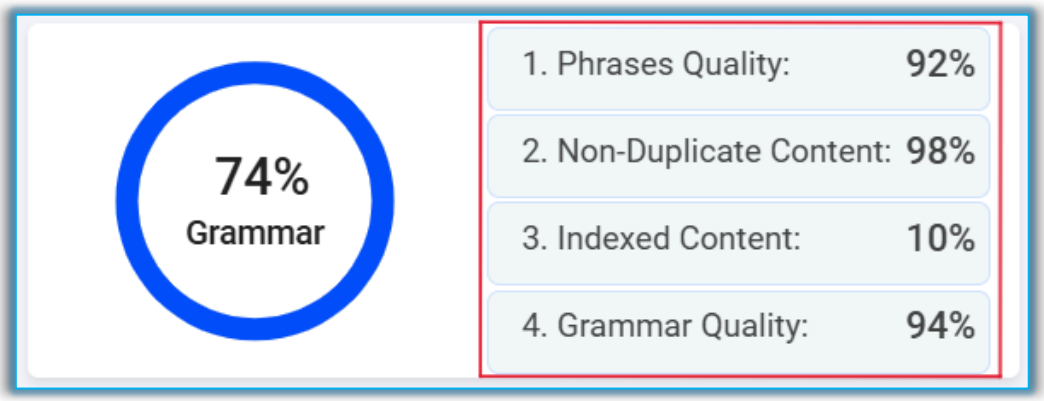
Scroll To

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.

12.5.2. Interactive Navigation:

Each of the four metrics—Phrase Quality, Non-Duplicate Content, Indexed Content, 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.

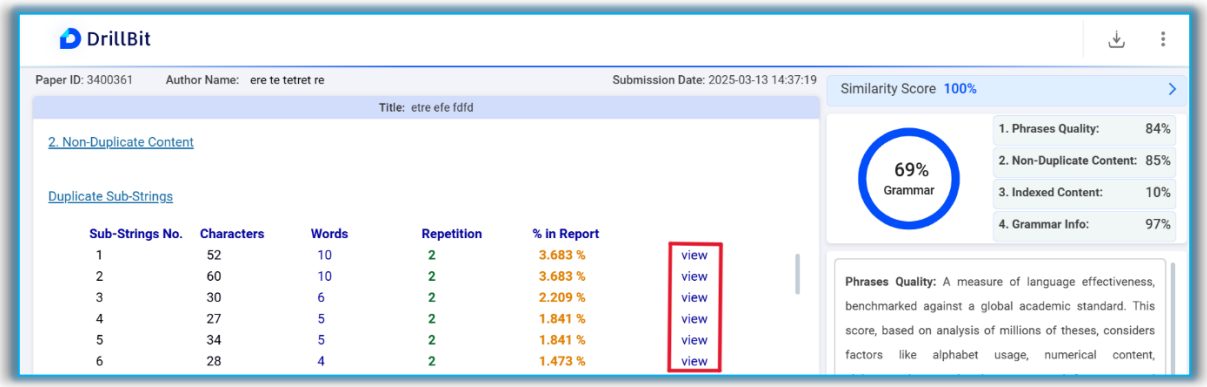


12.5.3. Duplicate Sub-Strings and Indexed Content:

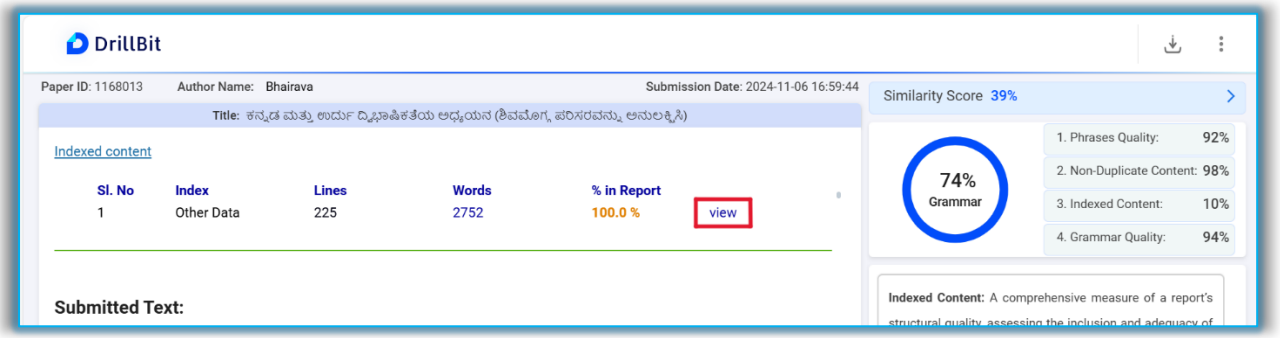
Duplicate Sub-Strings and Indexed Content are grouped under dedicated headings in the report, ensuring easy identification and review.

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.

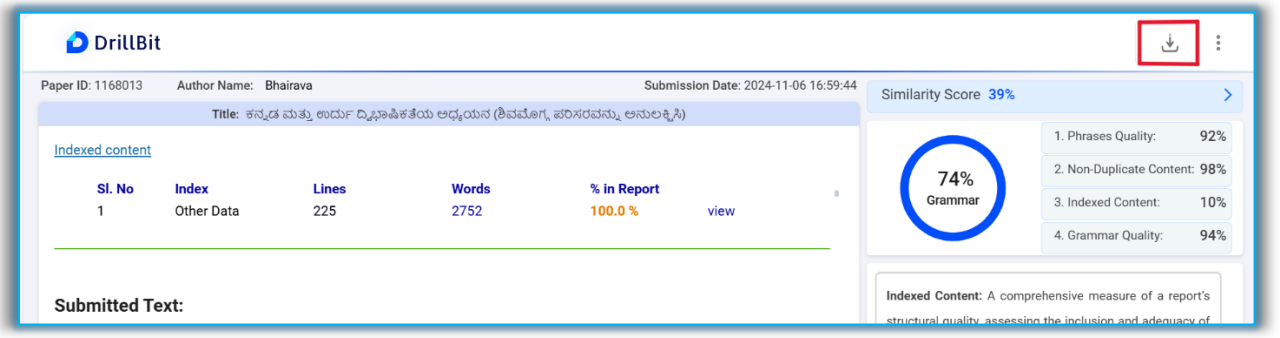
Scroll To



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.

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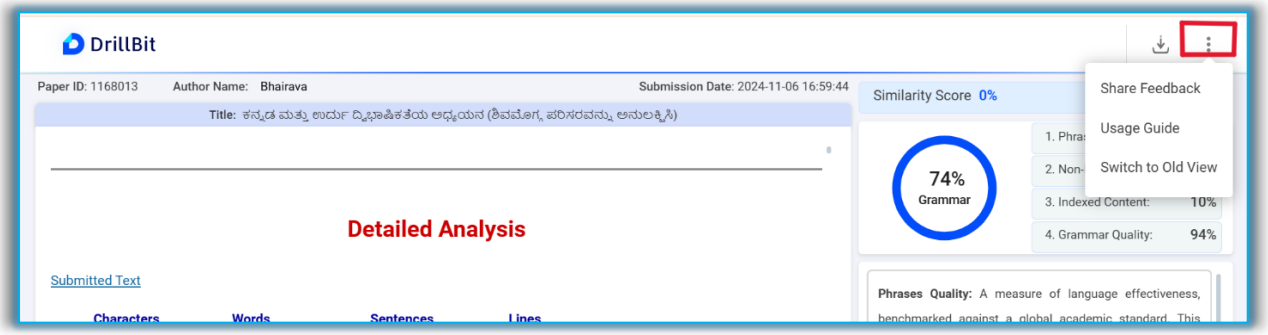
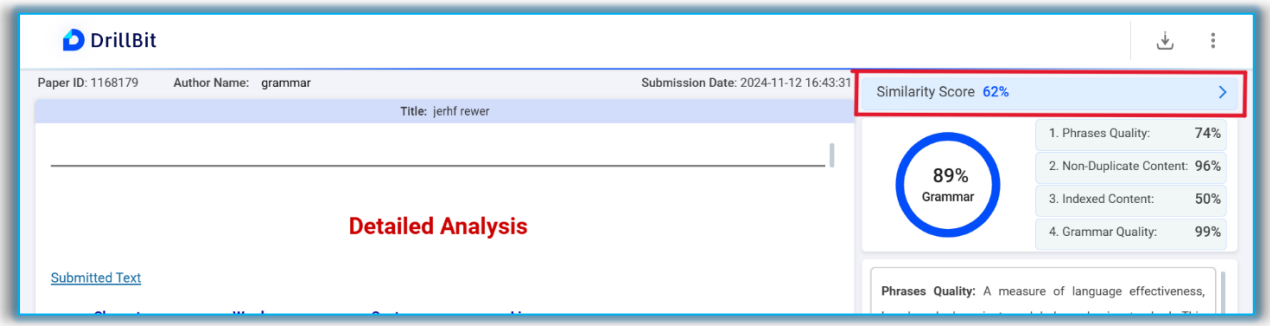
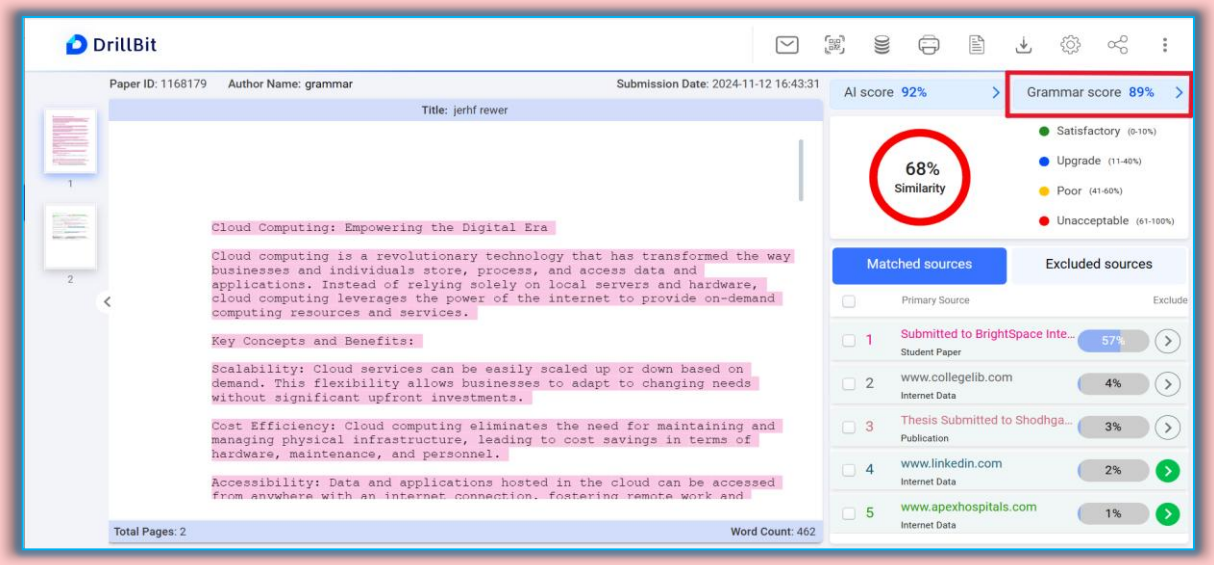


A similarity score navigator is present, enabling users to easily return to the similarity report for further analysis.

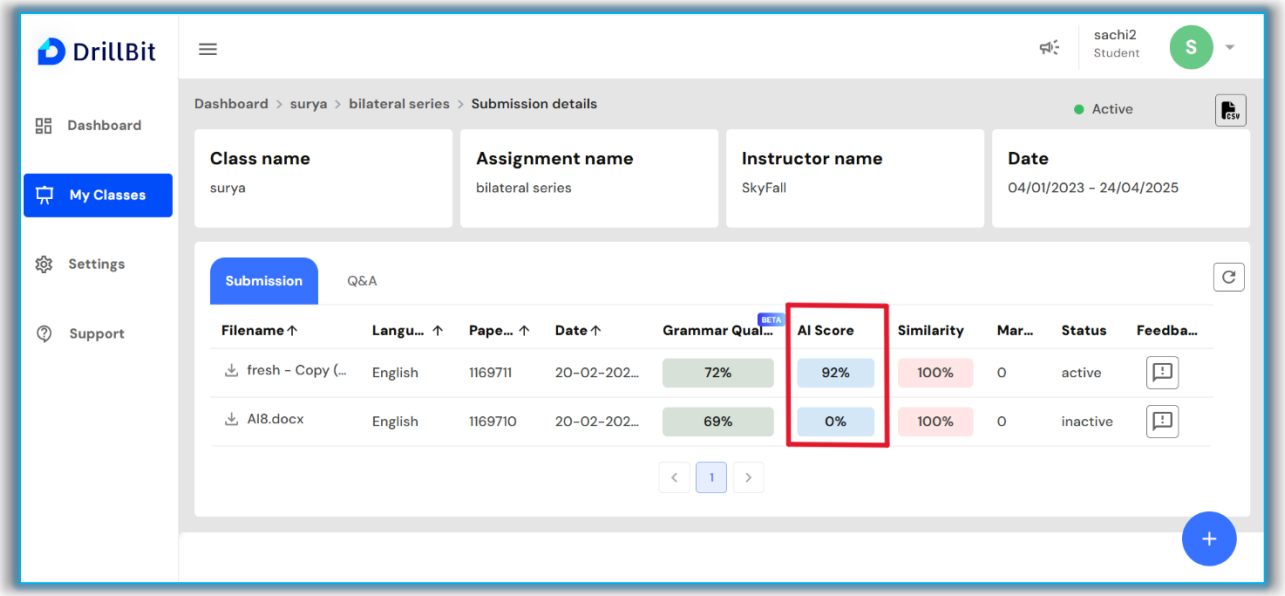


You can also view the grammar report through the Analysis Report. For more information, please refer to the ‘Analysis Report’ documentation.

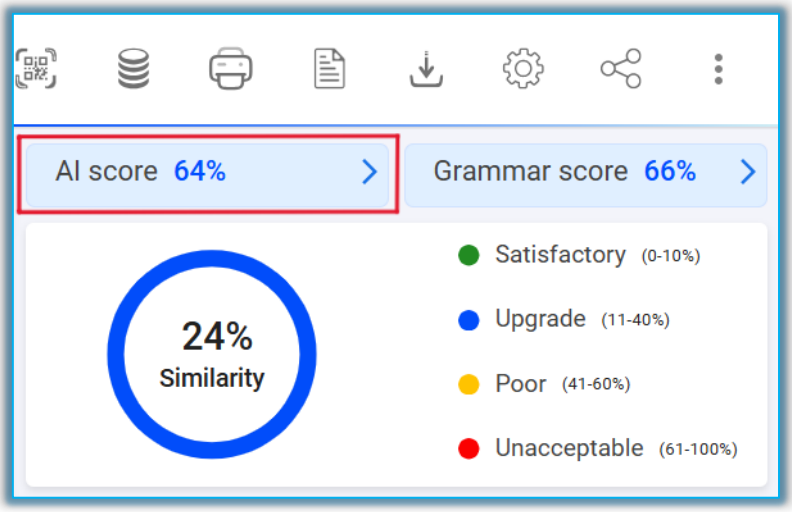


Scroll To

12.6. 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.



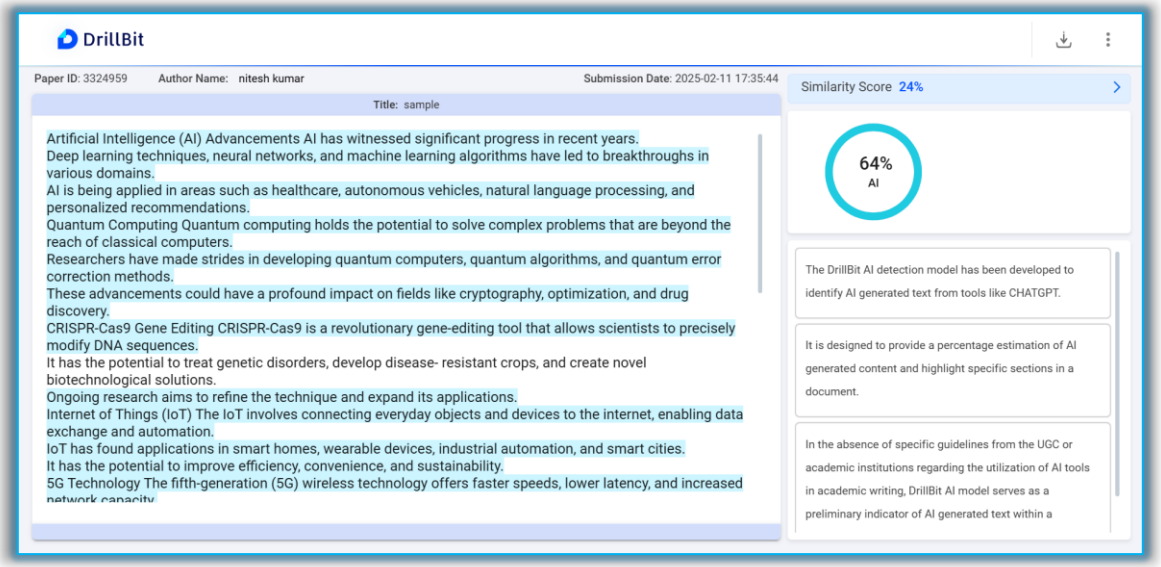
To view the AI report, select the 'AI score' option.



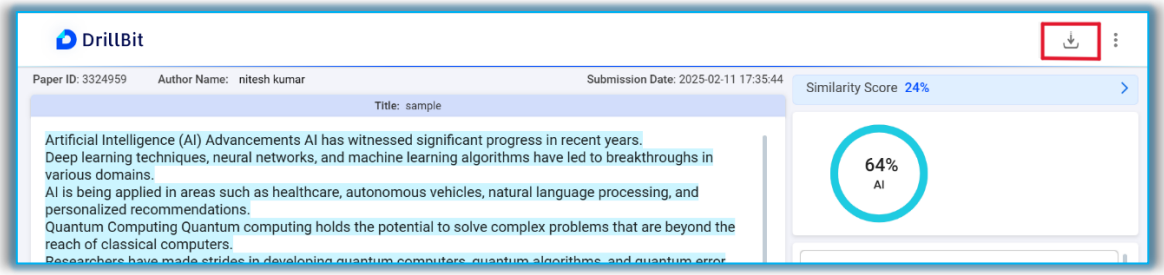
When content is flagged as potentially AI-generated, the flagged sections are highlighted, giving a visual indication of non-original content. A higher AI score means that the content is

Scroll To

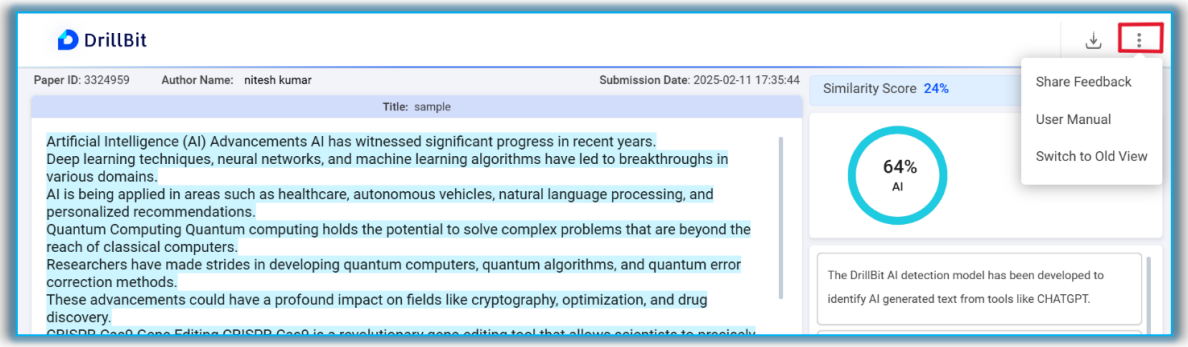
more likely to have been generated by AI, aiding users in assessing the originality of the text. This score can be accessed both in the analysis report in DrillBit and through the submissions interface.



The download icon allows you to download the AI report.

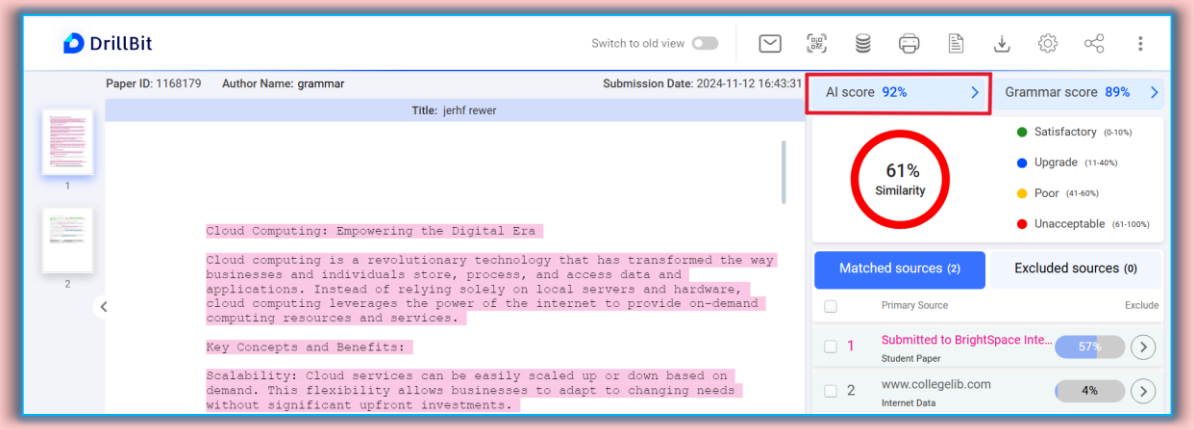


Additionally, use the three-dot menu to share feedback on the new analysis page, access the user guide, or switch to the previous analysis page layout.

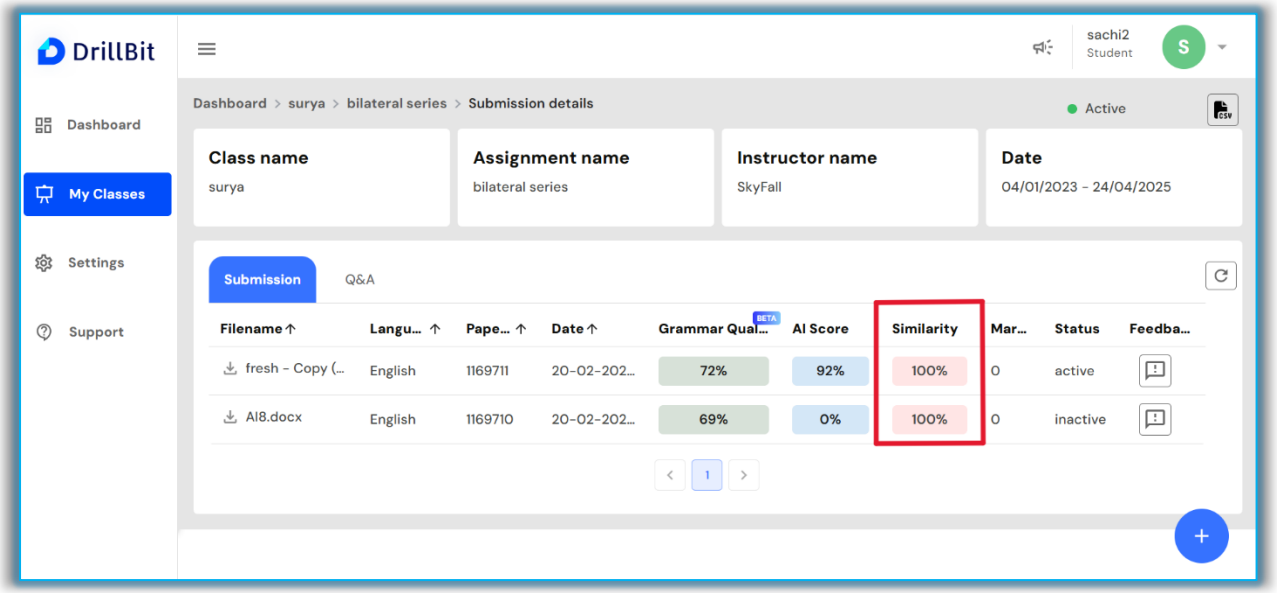


Scroll To TOP

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



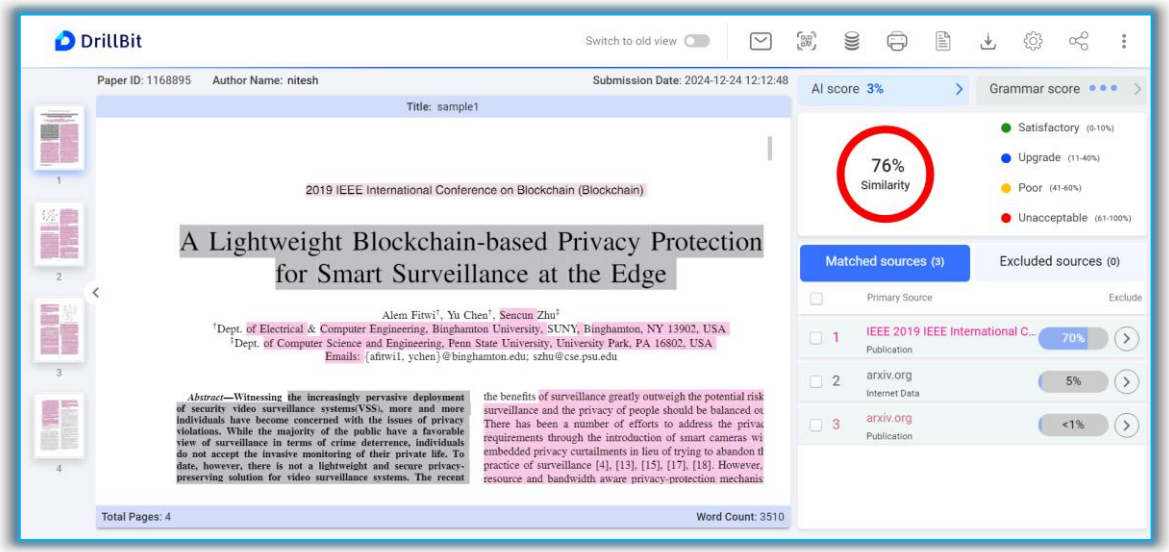
12.7. **Similarity**: The similarity percentage detected by DrillBit for the submission. This shows how much of the document matches external sources and is key in assessing the originality of the content.



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

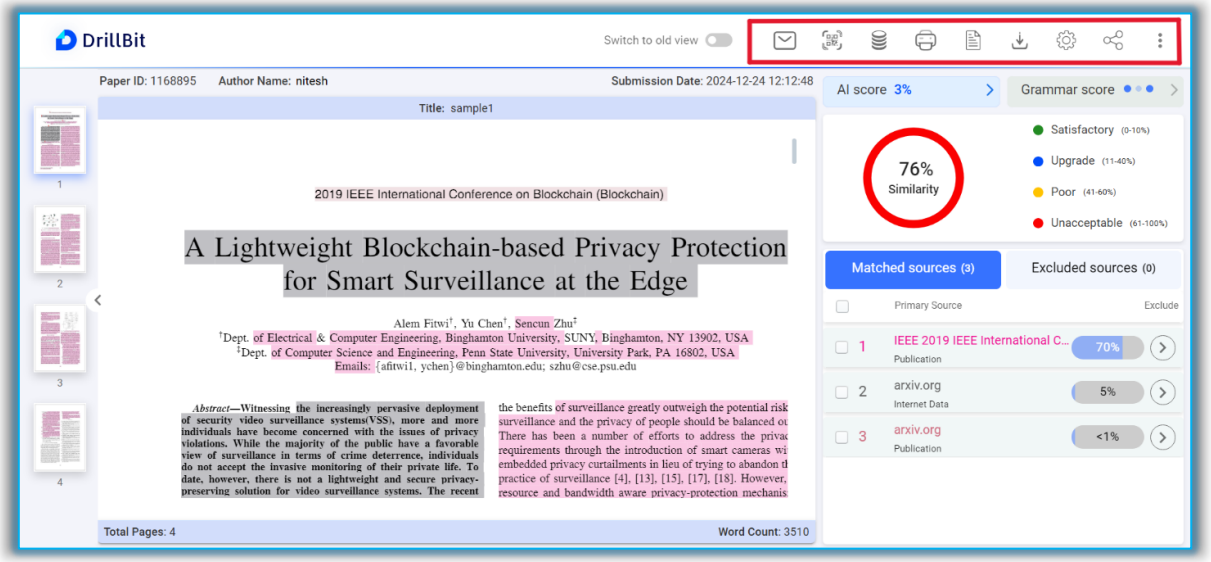
Scroll To TOP

the selected submission, including matched sources, similarity percentages, and other relevant data.



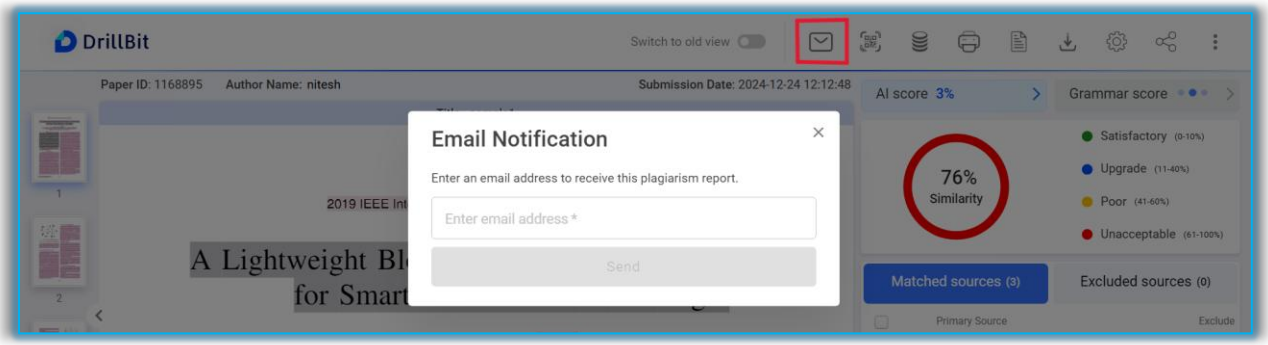
12.7.1. Features Available on the Analysis Page:

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

12.7.1.1. 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.

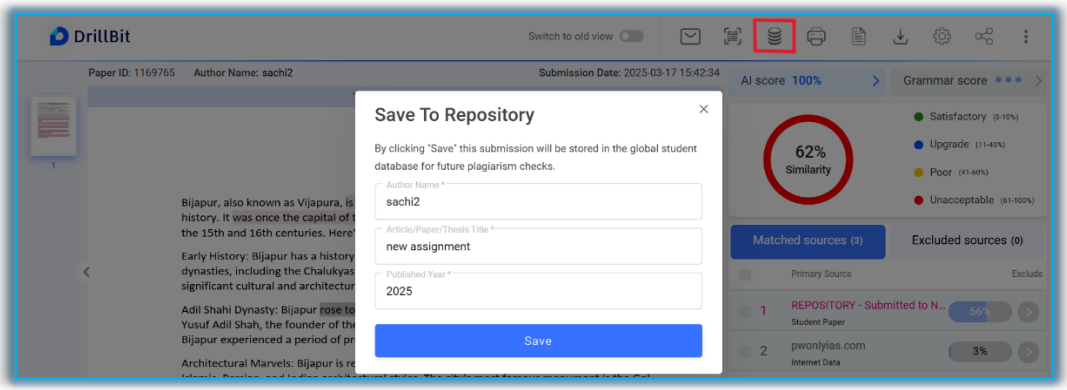


Selecting the "Download Report" link in the email will allow the recipient to download the similarity report.

12.7.1.2. 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.

Scroll To TOP

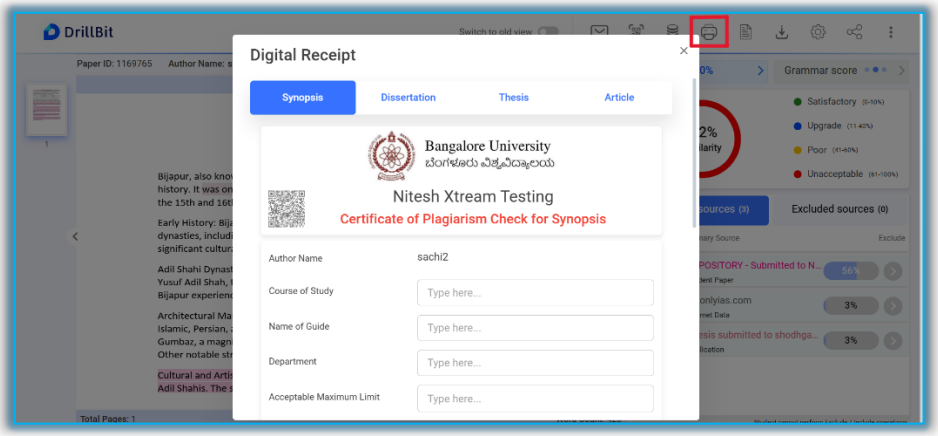
12.7.1.3. <u>Save to Repository</u>: Users can save analysed documents to the DrillBit repository for future reference and comparison. This option adds the document to the global repository.



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

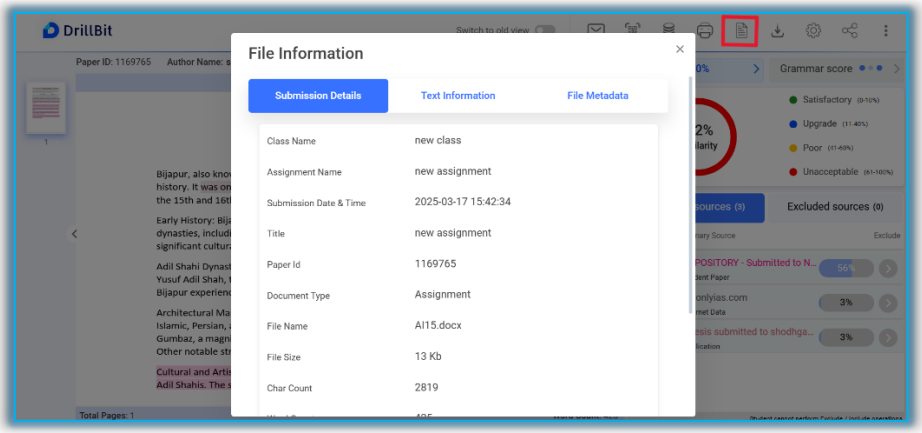
<u>Access Control</u>: If the instructor grants permission in the assignment settings to "Save to Repository," the student's submitted document will be saved to repository after the plagiarism report is generated.

12.7.1.4. <u>Digital Receipt</u>: 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.

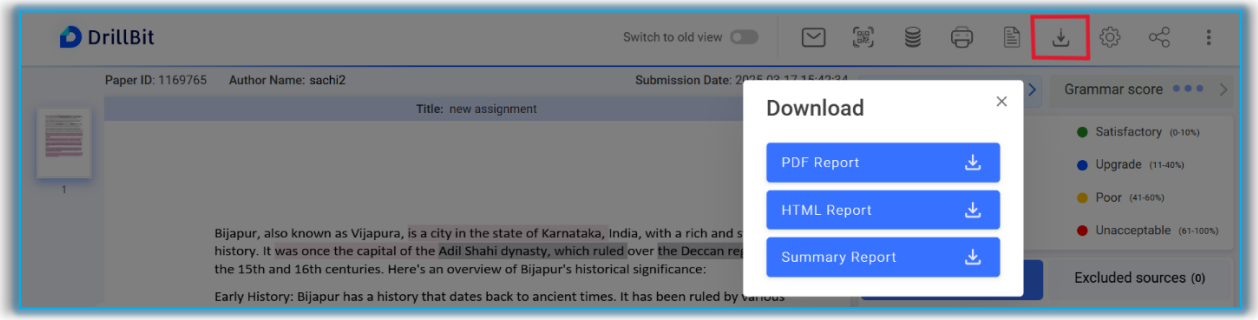


Scroll To TOP

12.7.1.5. 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.



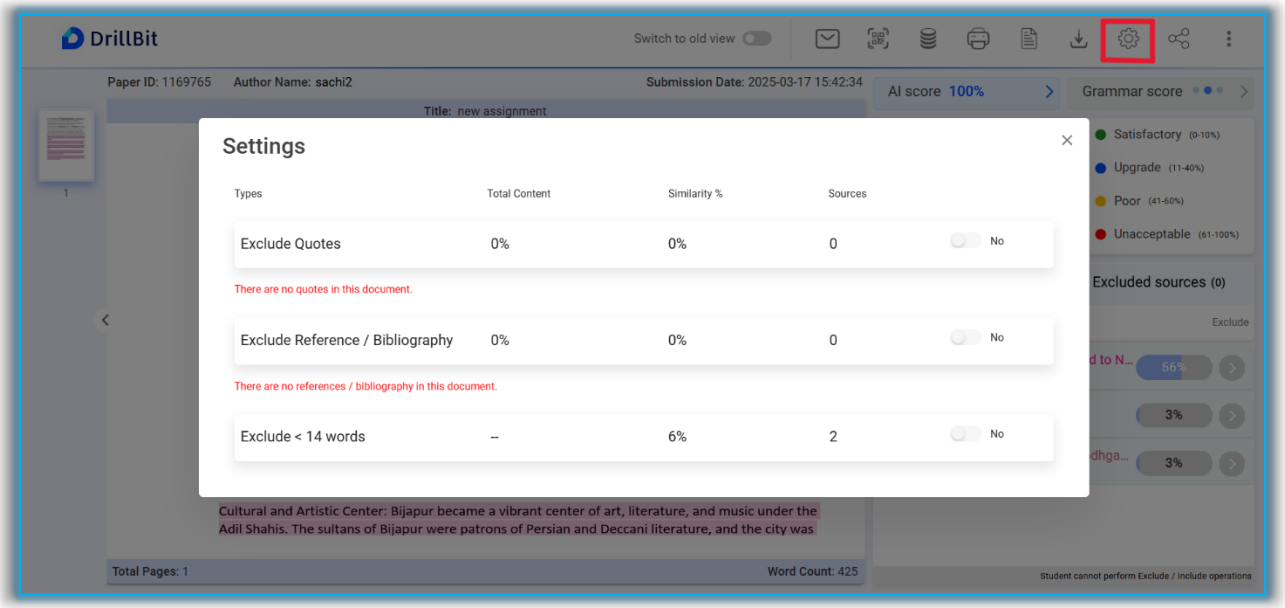
12.7.1.6. Download: Export the plagiarism report in PDF, HTML, or Summary Report format. The PDF offers a printable version, the HTML provides an interactive, web-friendly view, and the Summary Report gives key details like submission info, similarity percentage, and excluded sources for easy access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



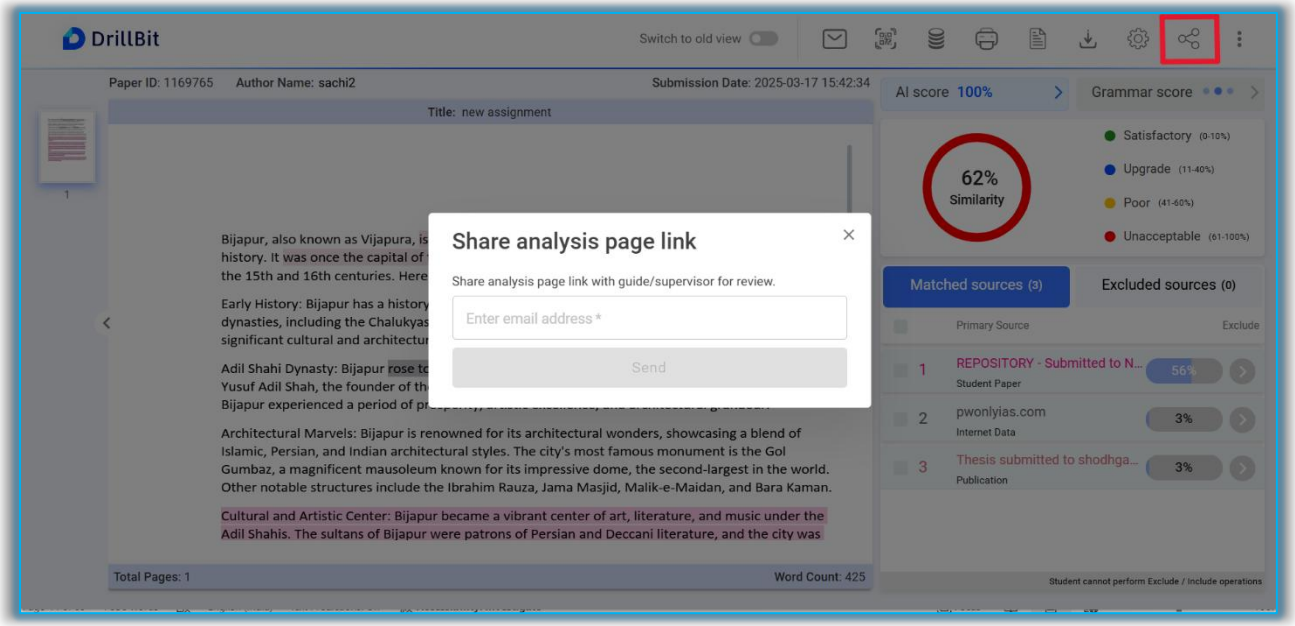
12.7.1.7. Settings: This provides customizable options to refine plagiarism results by excluding quotes, exclude reference/bibliography, and exclude <14 words (based on folder settings). The tab is organized into four columns:

Scroll To

Total Content, Similarity %, Sources, and an Exclude/Include Toggle to adjust results dynamically. While these options are available for review, students cannot modify the settings.



12.7.1.8. <u>Share Analysis Page Link</u>: Students do not have access to share the analysis page link.



Scroll To

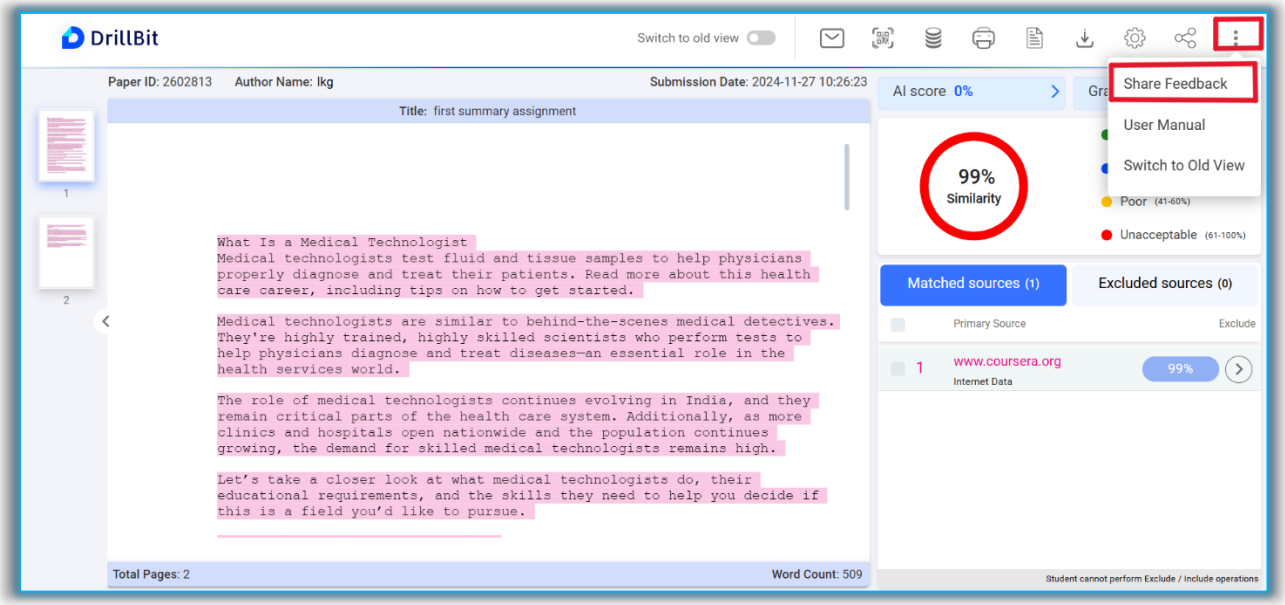
After entering the email address, the recipient will receive an email containing a button to access the analysis page.

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.

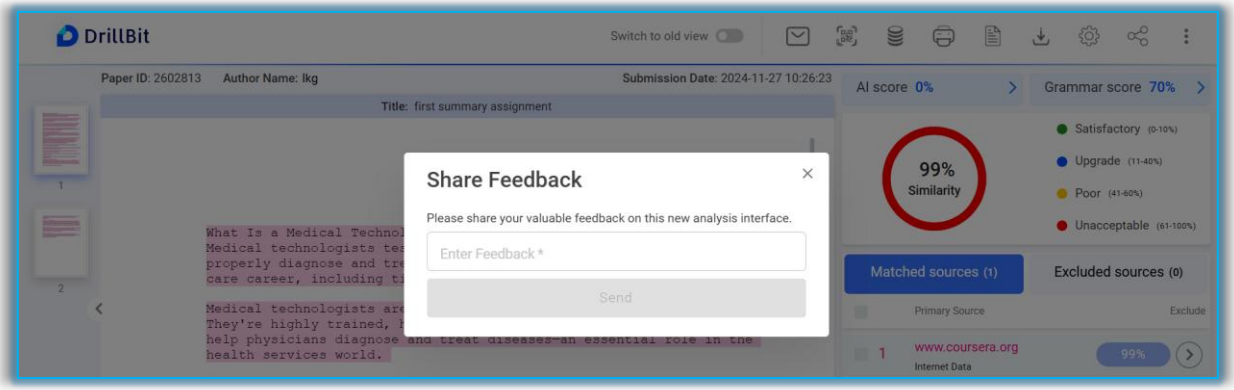
12.7.1.9. More Options:

12.7.1.9.1. 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.

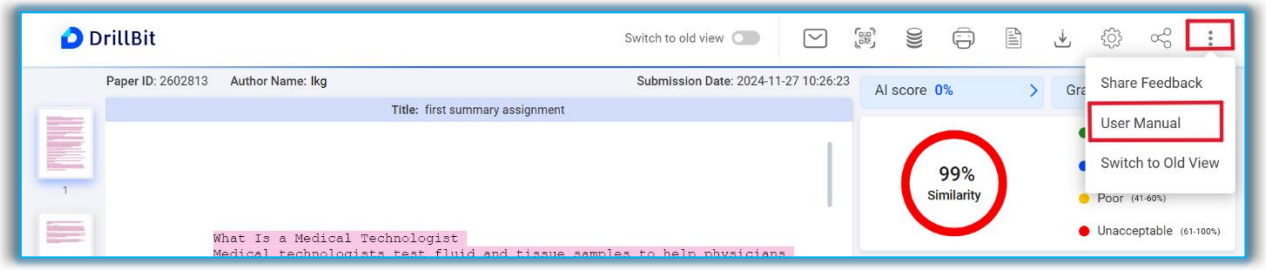


When users click on 'Share Feedback,' a pop-up appears, allowing them to provide their input on the new analysis page. After completing their feedback, they can click 'Send' to submit it.

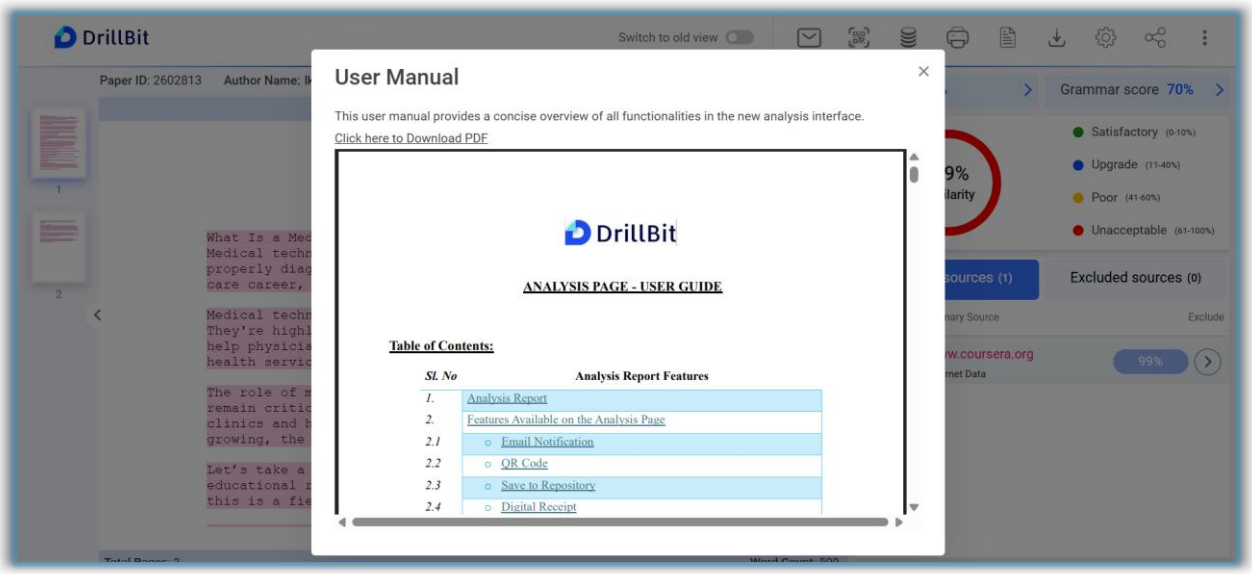
Scroll To



12.7.1.9.2. <u>User Manual</u>: 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.



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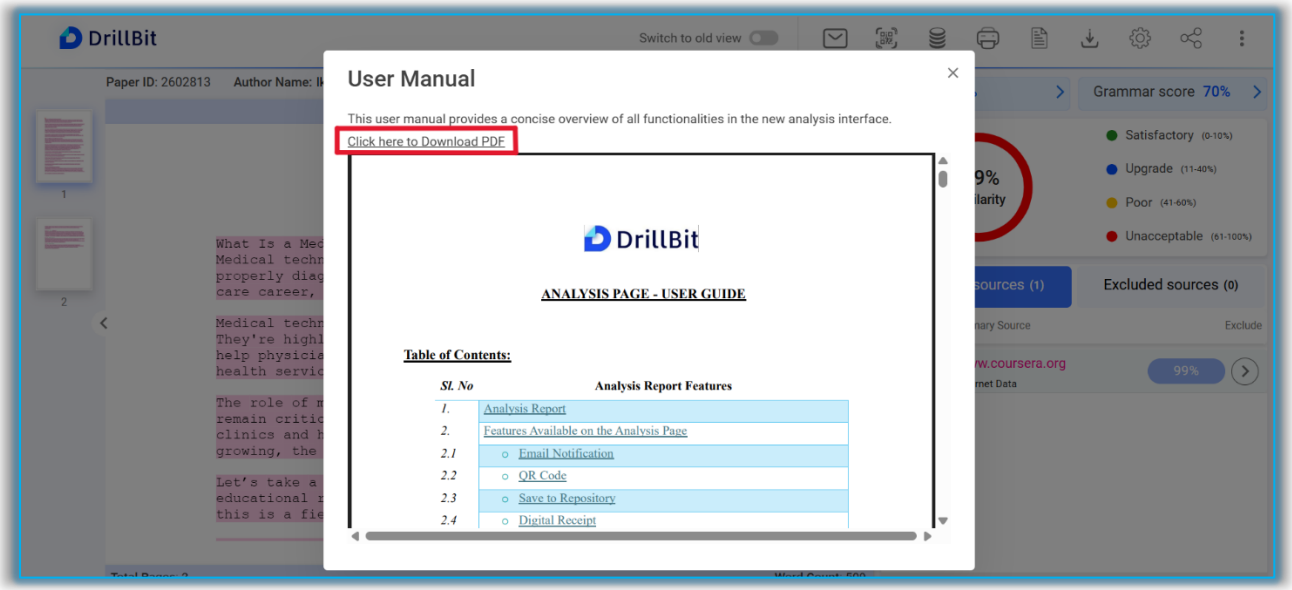
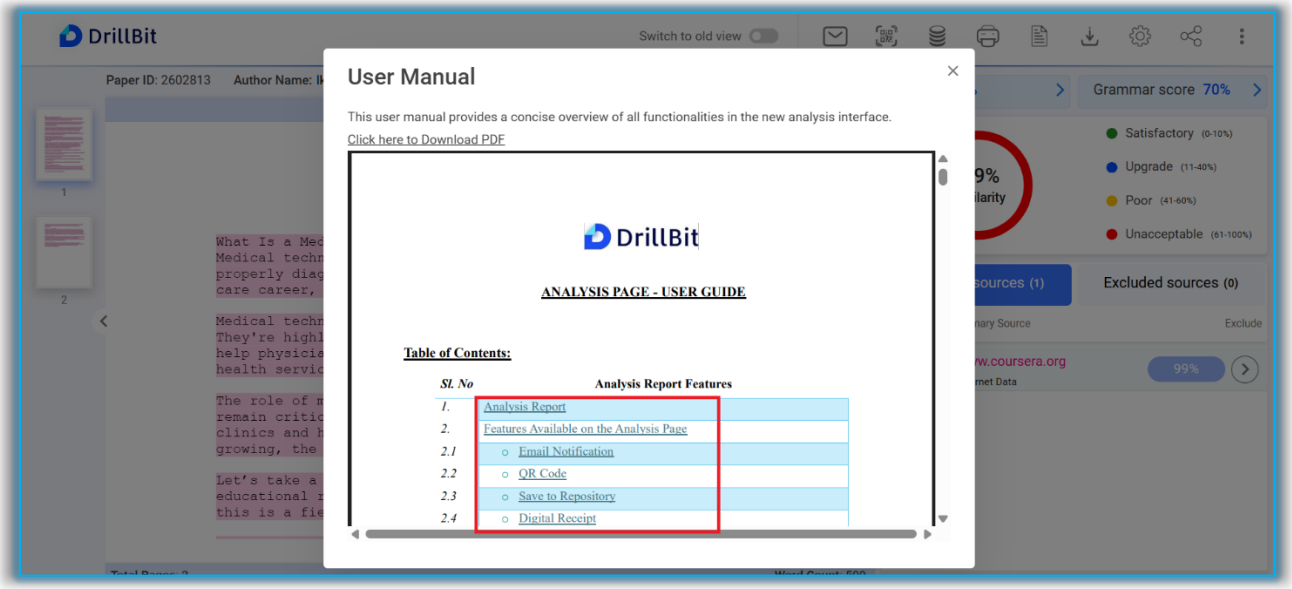
The guide includes a "Click here to Download PDF" link, enabling users to download the manual locally for offline use.

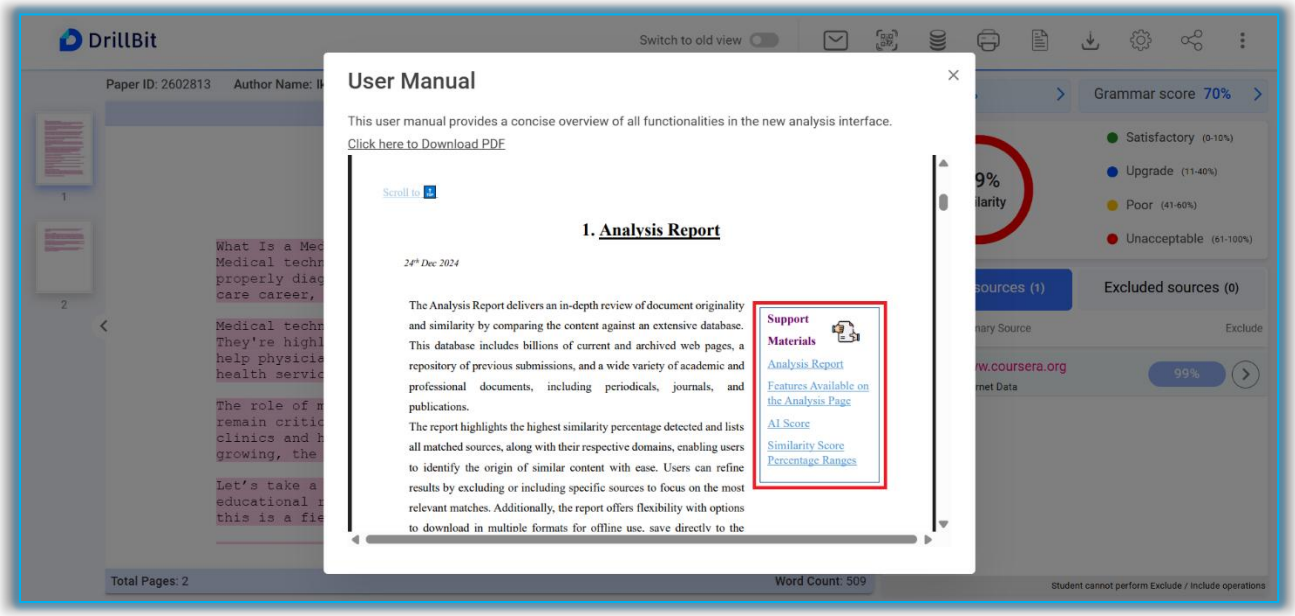


The user manual features a ‘Table of Contents’ with links that redirect to specific topics, allowing for easy navigation.

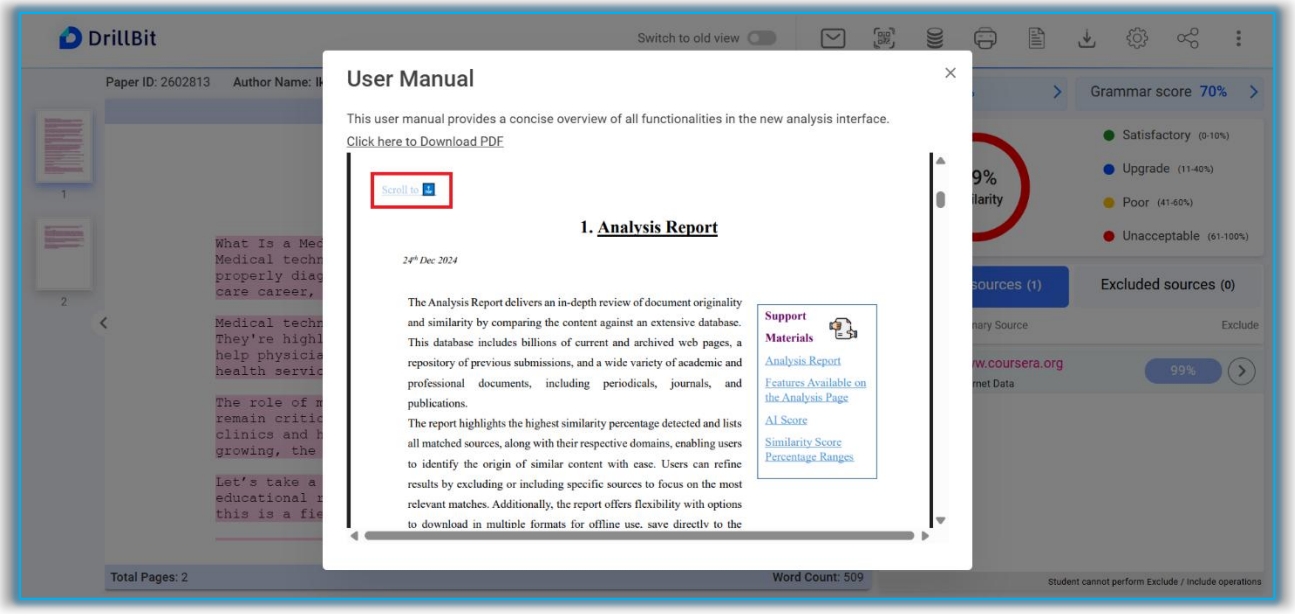


Each individual topic contains support materials, including additional links for further assistance.

Scroll To

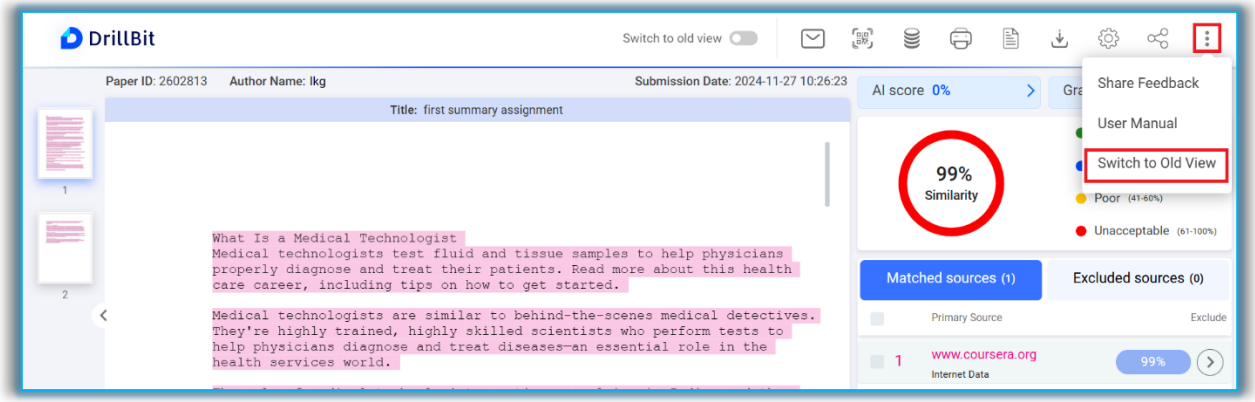


Additionally, every page of the guide is equipped with a "Scroll to Top" option, which redirects users back to the Table of Contents for quick access to other sections.

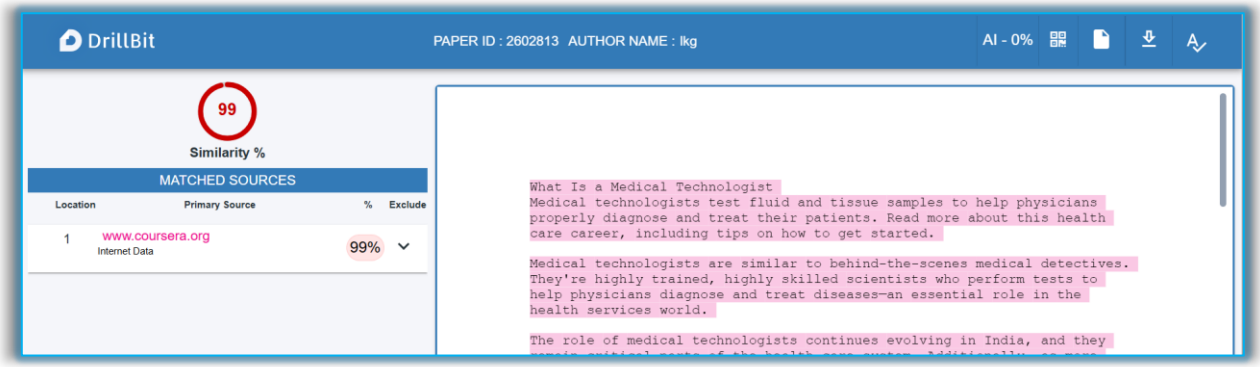


12.7.1.9.3. <u>Switch to Old View</u>: Users have the option to switch back to the previous version of the analysis page through the "Switch to Old View" feature. This option provides flexibility and ensures a smoother transition for users adapting to the new interface, catering to individual preferences and enhancing overall user satisfaction.

Scroll To

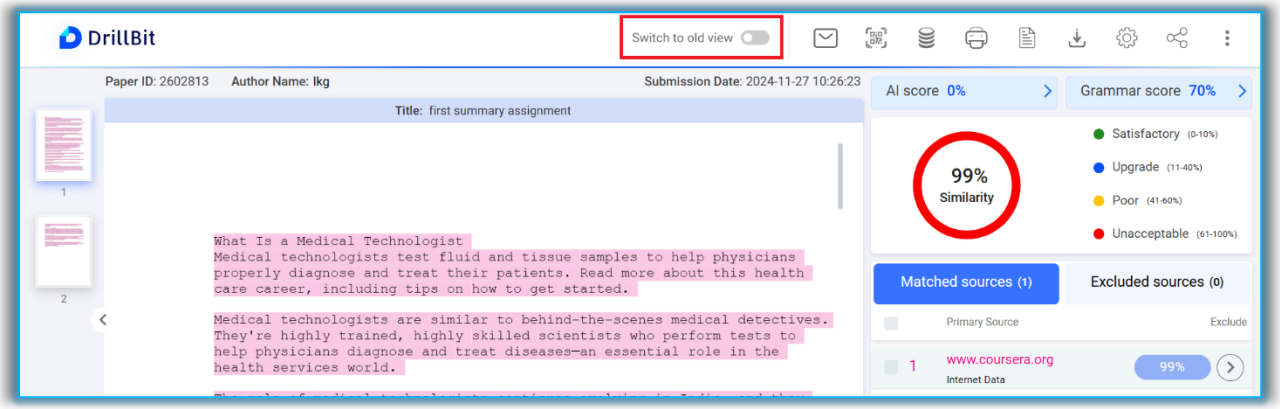


When the "Switch to Old View" option is selected, the previous version of the analysis report will be displayed, allowing users to access and utilize the old analysis report seamlessly.



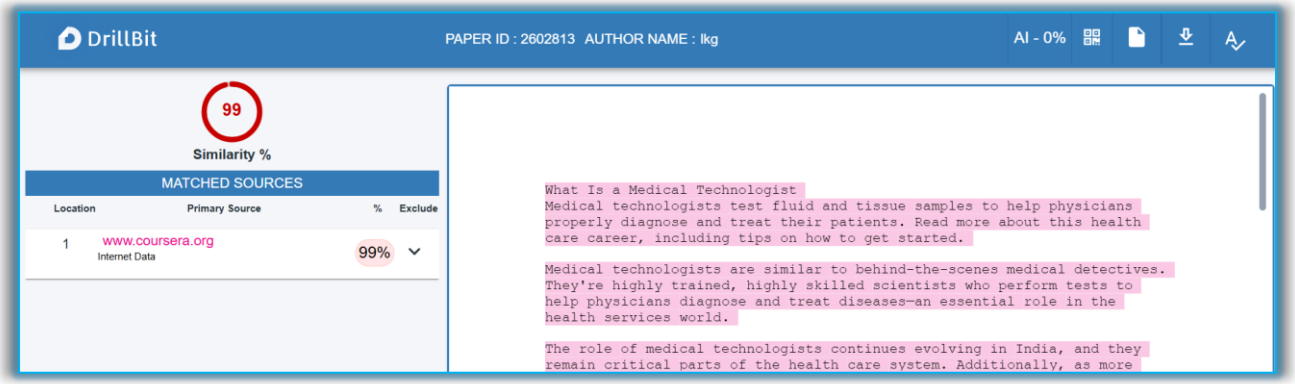
12.7.1.10. <u>Navigate to Old View</u>: The toggle option provides users with a simple way to switch to the previous version of the Analysis page.

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



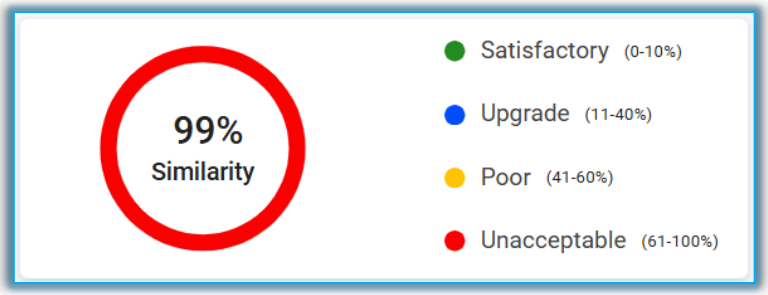
Scroll To TOP

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



12.7.2. 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.

Scroll To

- 🟡 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.

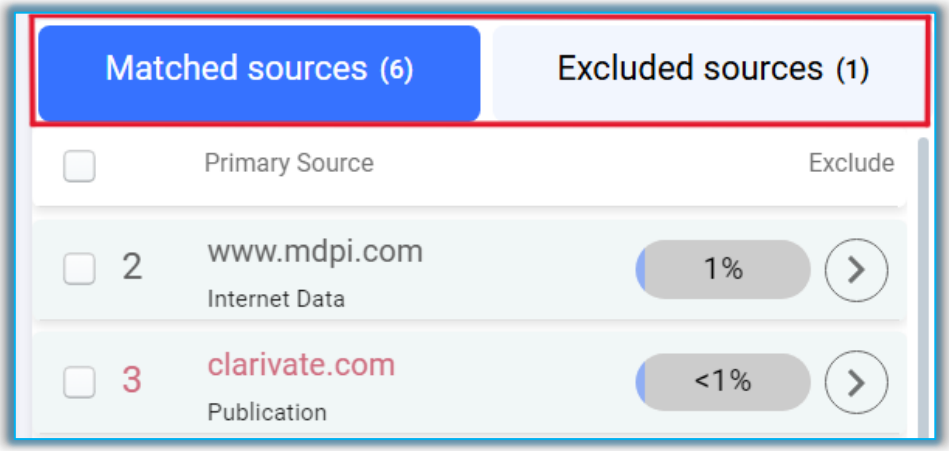
12.7.3. Exclude & Include Sources:

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.

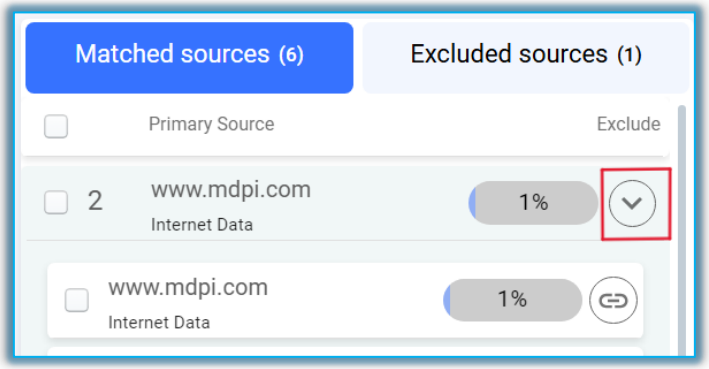


Scroll To

12.7.3.1. Matched Sources:

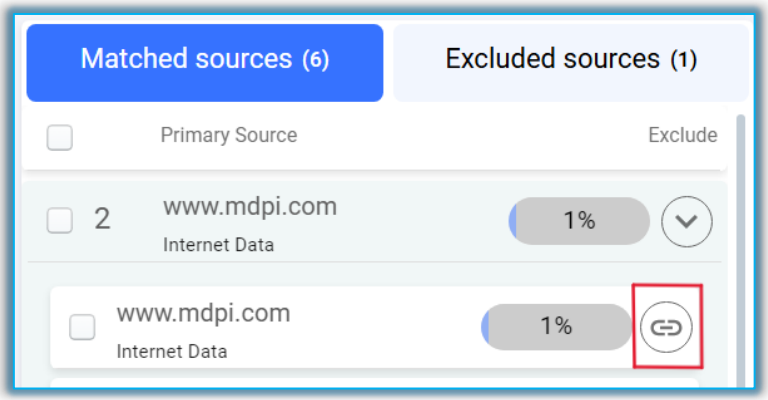
The Matched Sources tab displays all sources containing potentially plagiarized or similar content found in the analysis. This tab allows users to review each source contributing to the similarity score.

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.



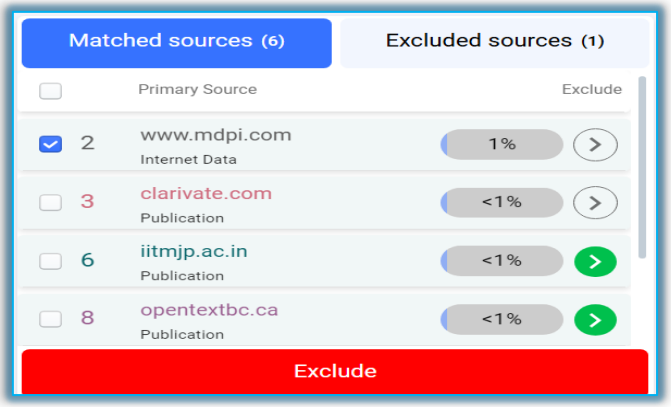
To view alternative sources, click the dropdown icon next to the primary source.

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

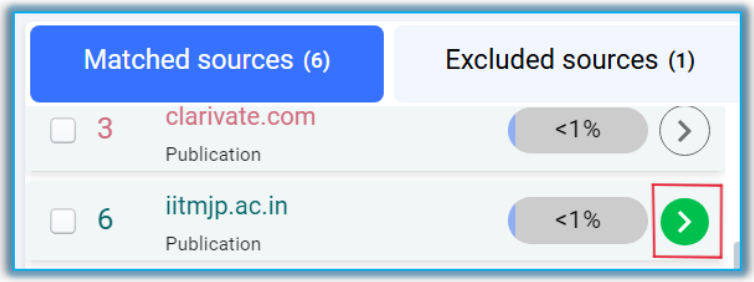


To exclude a source, select the checkbox next to the relevant source, then choose the "Exclude" button.

Scroll To



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



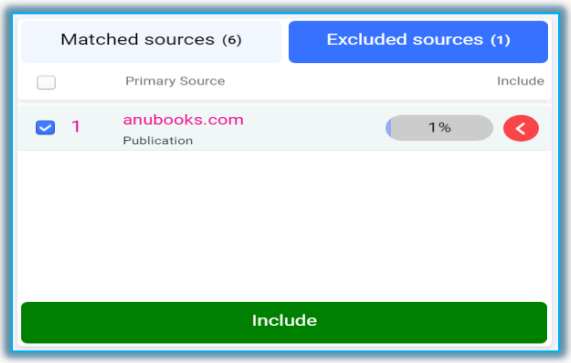
This action moves the selected source from the matched sources tab to the excluded sources tab, ensuring that excluded sources are not included in the final similarity score.

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.

Scroll To

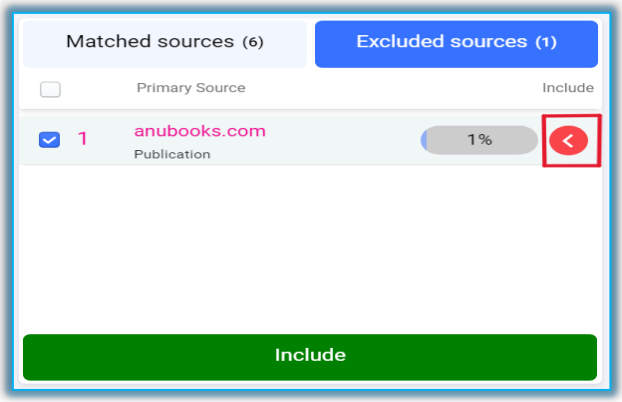
12.7.3.2. Excluded Sources: The Excluded Sources tab contains all sources that have been moved from the matched sources. To re-include an excluded source in the analysis, select the checkbox next to the desired source and click the 'Include' button.



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.

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12.7.4. <u>Matched Sources and Content Navigation</u>: 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.

12.7.4.1. <u>Matched Sources Navigation</u>:

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.

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

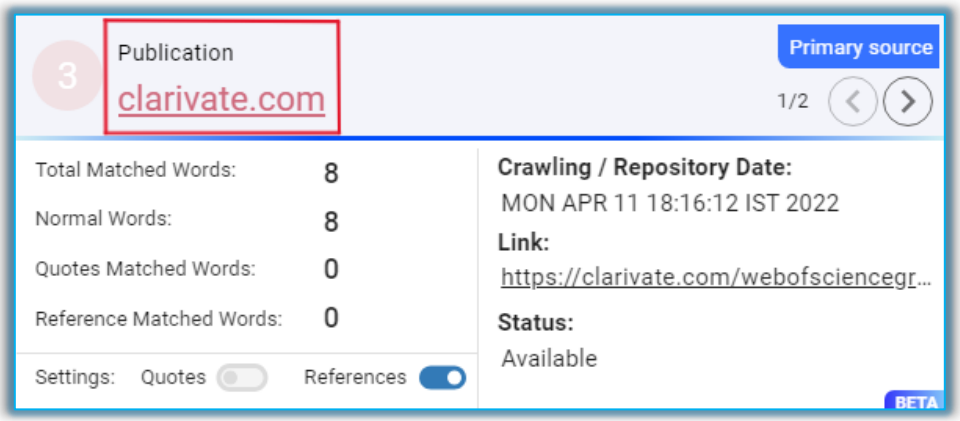
The source block pop-up is an essential feature that provides comprehensive details about the content matched from a specific source.

Below are the key elements visible in the source block:

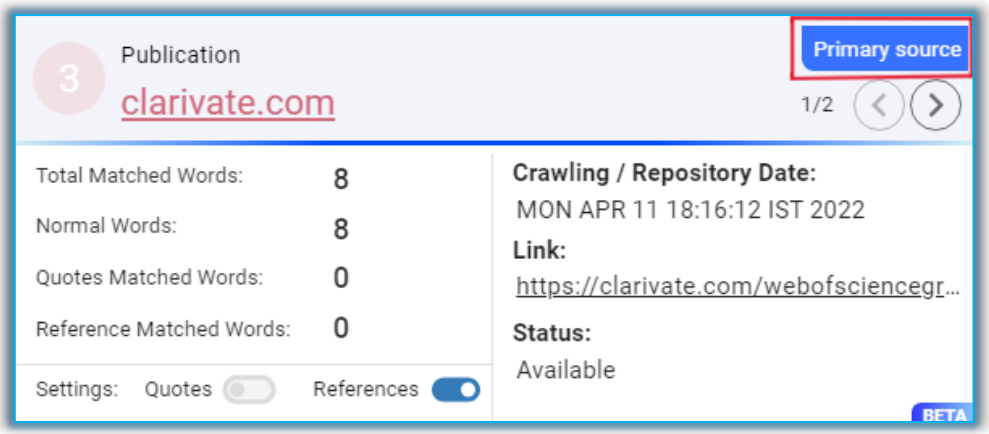
Scroll To

12.7.4.1.1. 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.).



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



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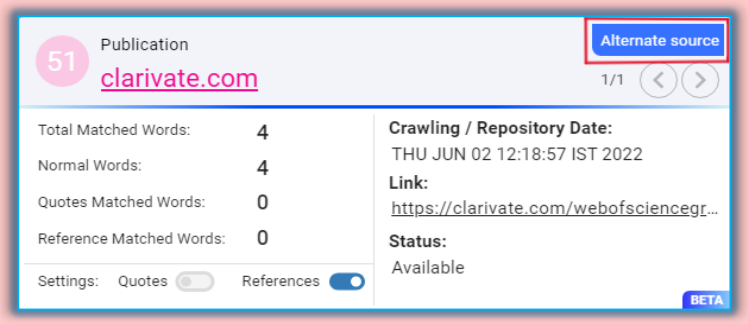
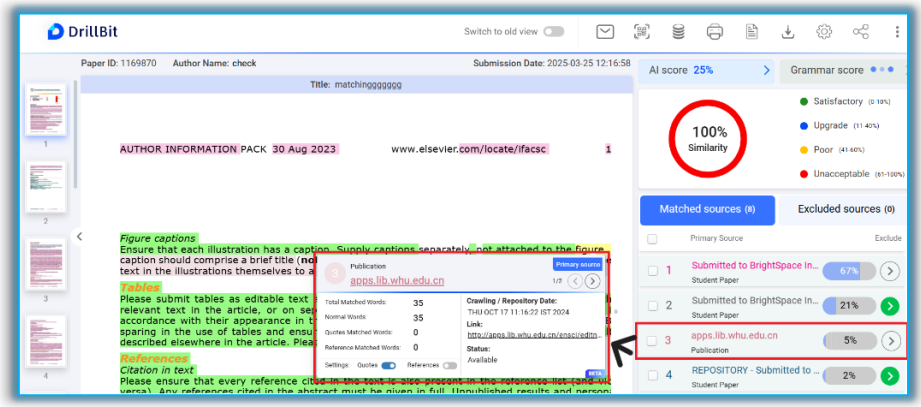
When an alternative source is selected, the label updates to reflect it as an **Alternate Source**.

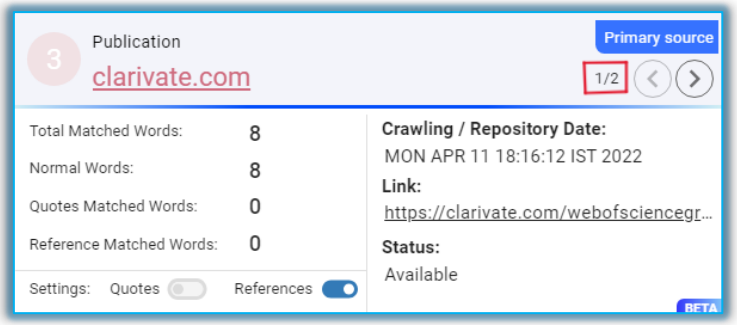


After excluding the primary source, when we click on the alternative source, it now navigates to the content.



12.7.4.1.2. Matched Words Breakdown:

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



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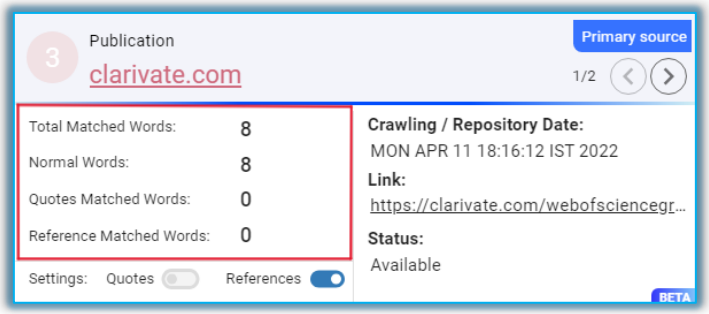
Total Matched Words: The total number of words matched from this specific location within the source (e.g., 1/2 indicates the first of two locations).

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.



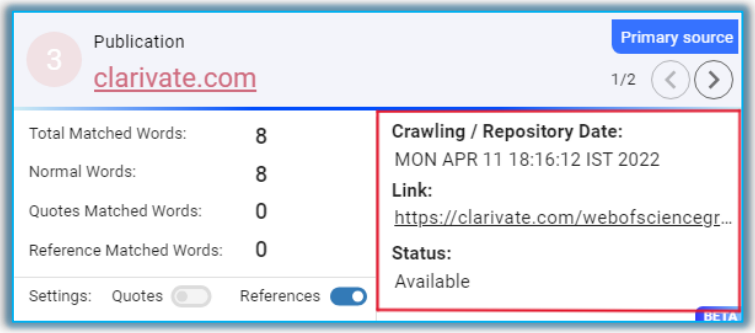
12.7.4.1.3. Source Metadata:

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, Restricted.).



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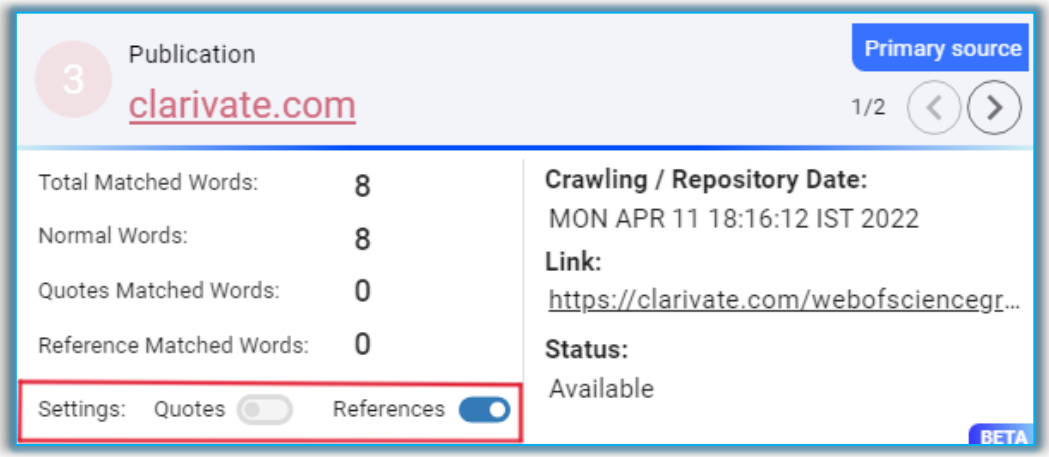
12.7.4.1.4. Settings Data:

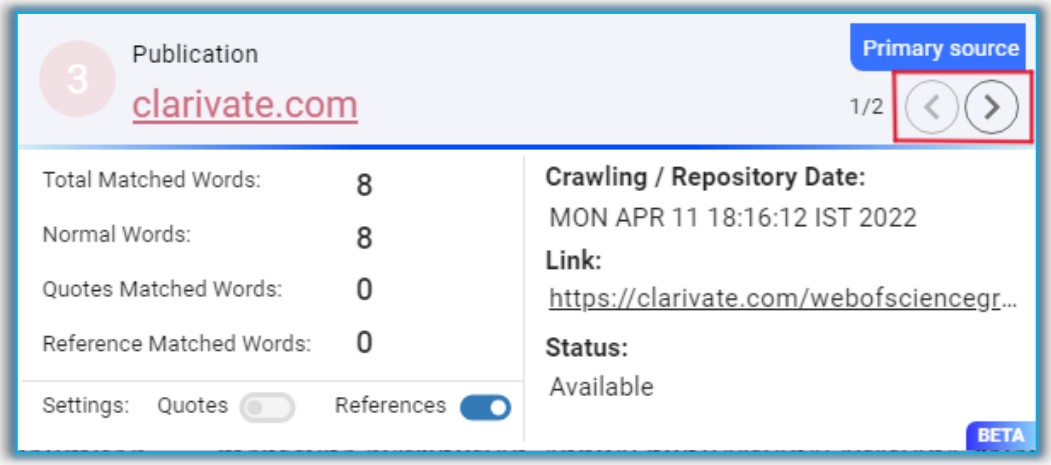
Quotes: Indicates whether quotes are excluded or included. If no match is detected, the toggle for this setting is disabled, and any changes made in the settings are immediately reflected in the matched source block.

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.



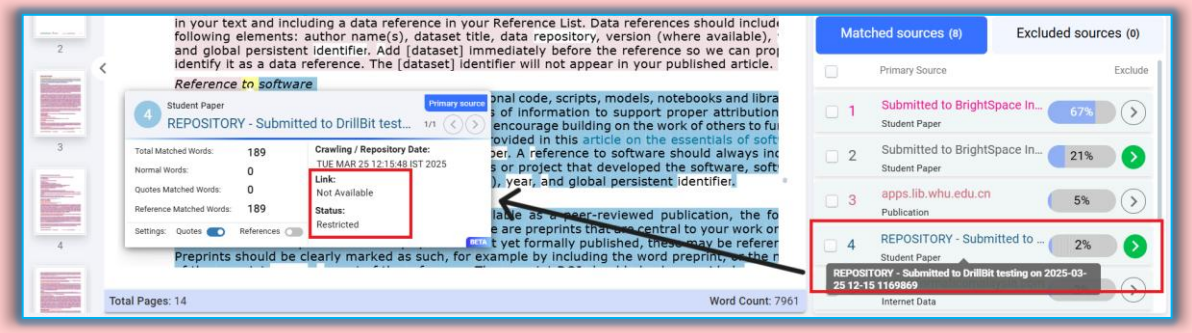
12.7.4.1.5. Navigation Controls:

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



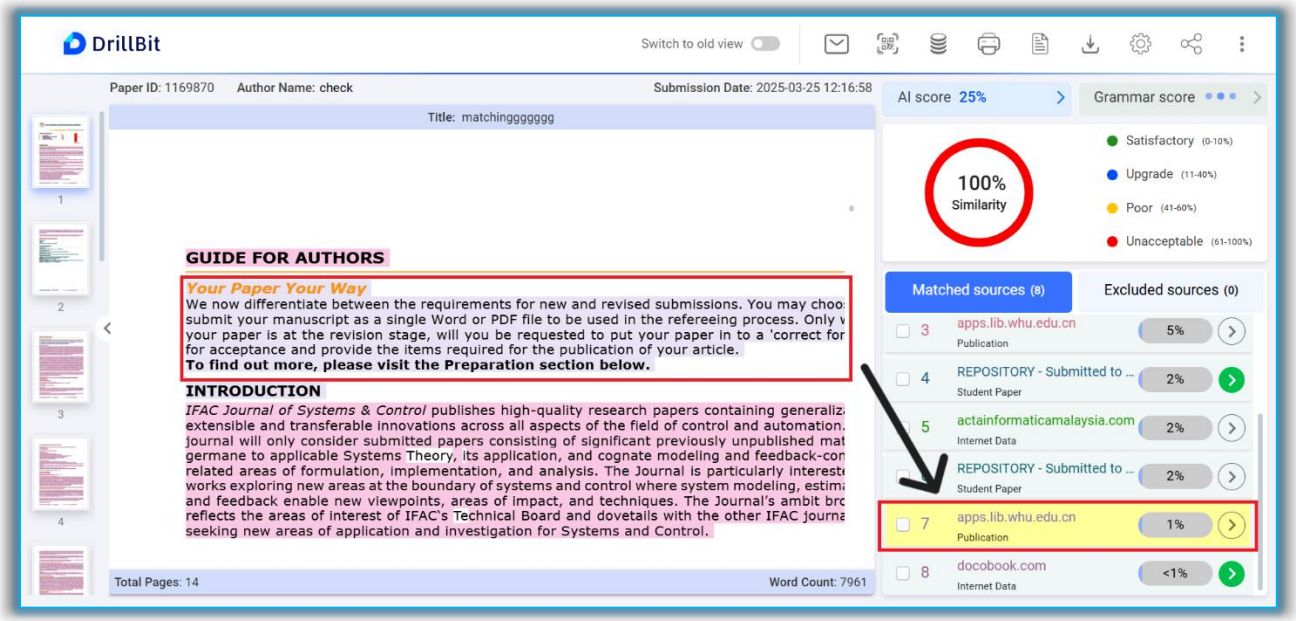
Scroll To TOP

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.



12.7.4.2. 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.



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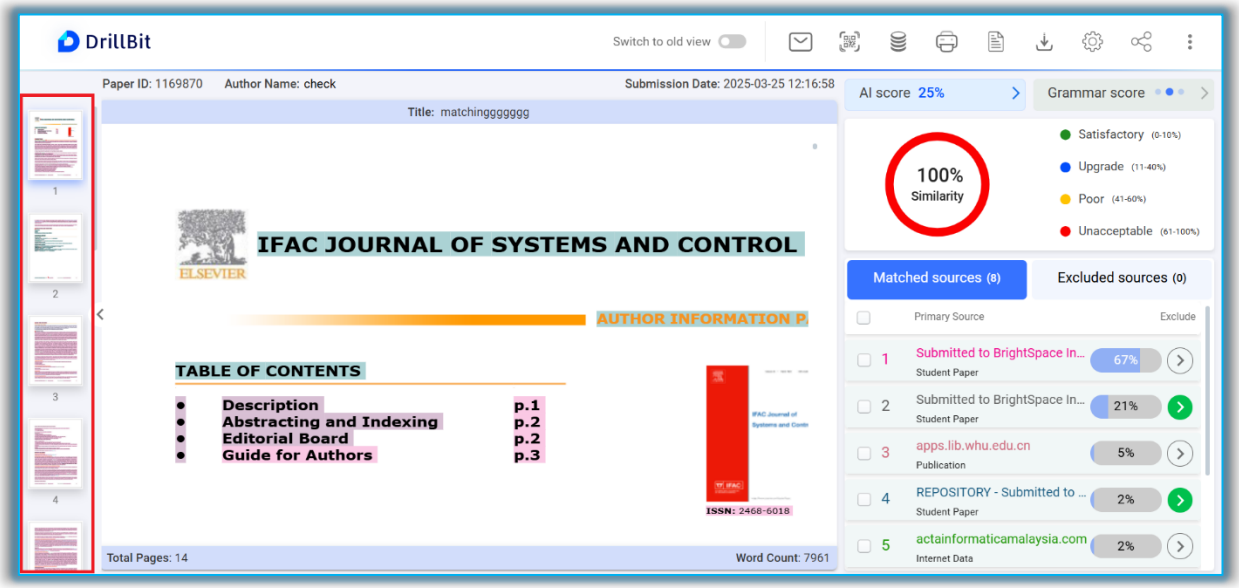
12.7.5. Page View:

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.

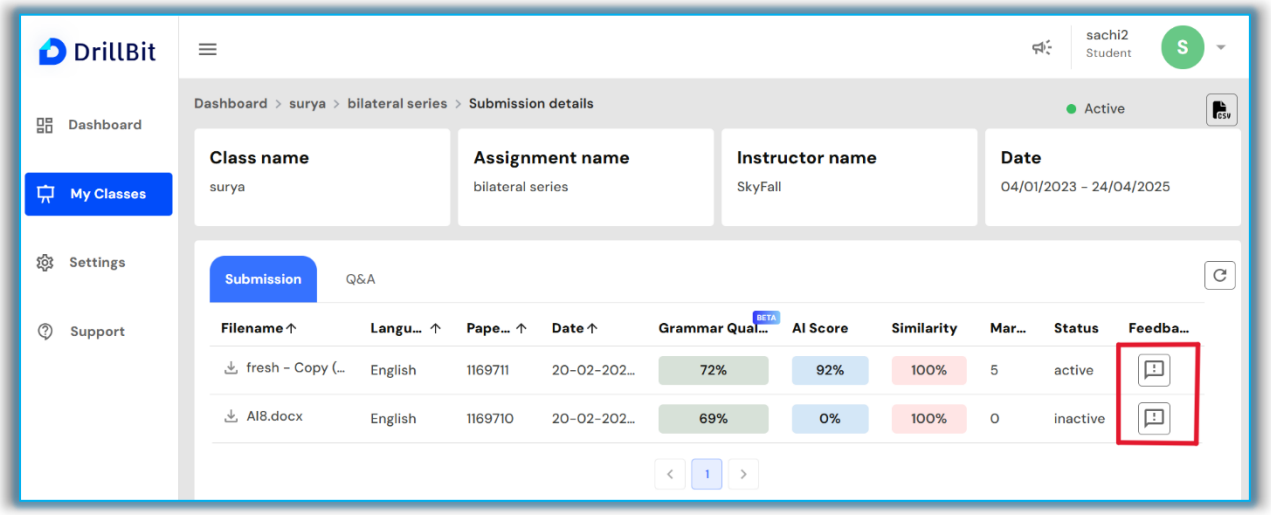
The colour will be set according to the report upload initially in the page scroll. After performing operations, the colour will be reflected on the page, but it will not change in the page scroll.

12.8. Marks: Displays the marks assigned by the instructor for the submission.

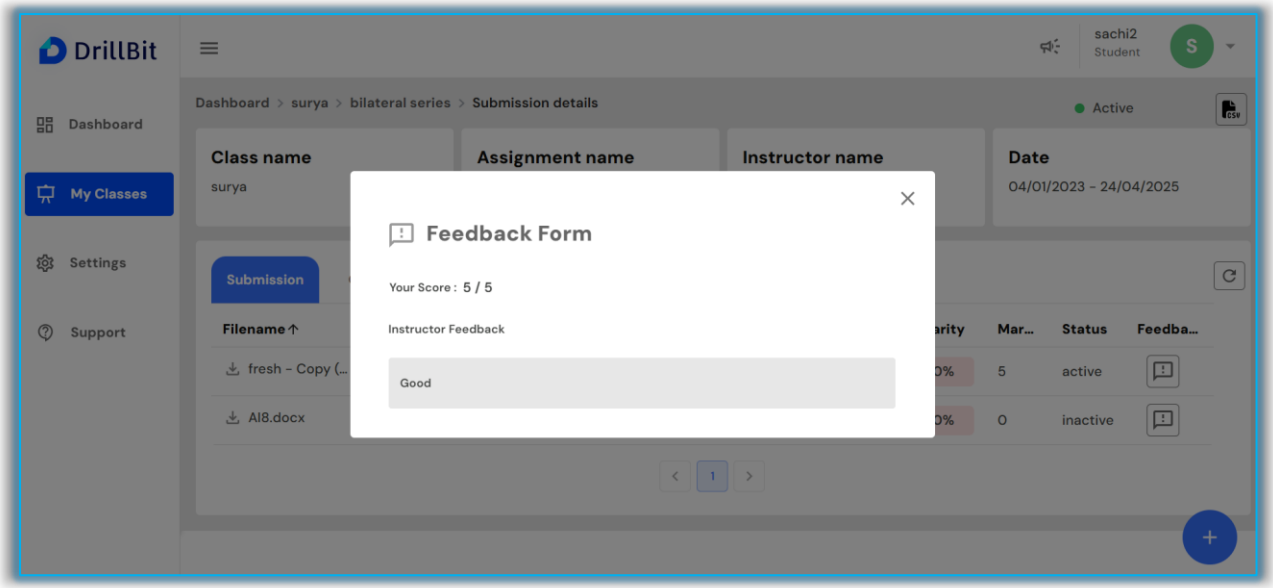
12.9. Status: the latest uploaded file remaining Active while all previous files are Inactive.

Scroll To

12.10. Feedback: Contains a Feedback icon.



Clicking this icon opens a Feedback Form displaying the assigned score and any feedback provided by the instructor.



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13. Student Account Settings

18th Nov 2024

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

Support Materials

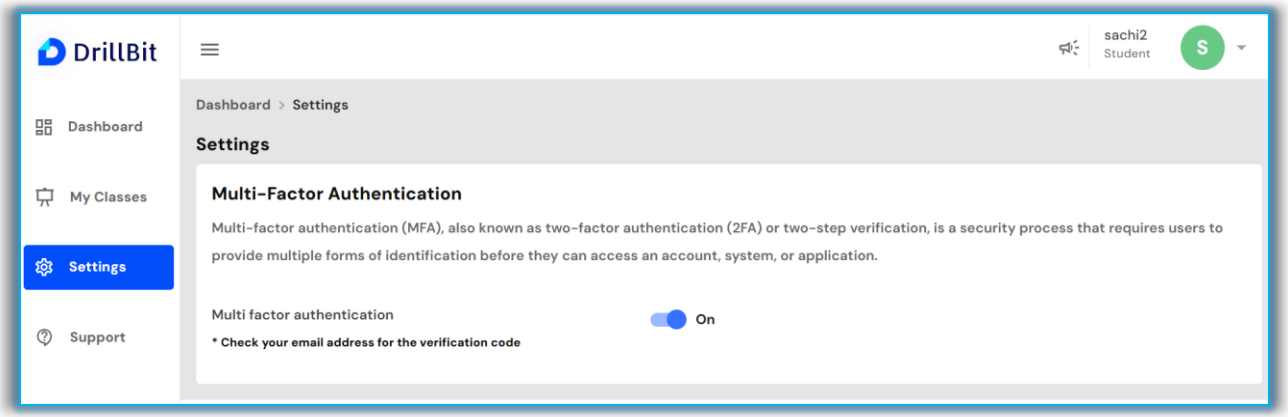
- Student Account Settings
- Support Centre
- Students: Viewing Announcements
- Submitted Document Details

Multi-Factor Authentication (MFA) for Security

To enhance the security of user 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 a user.
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.

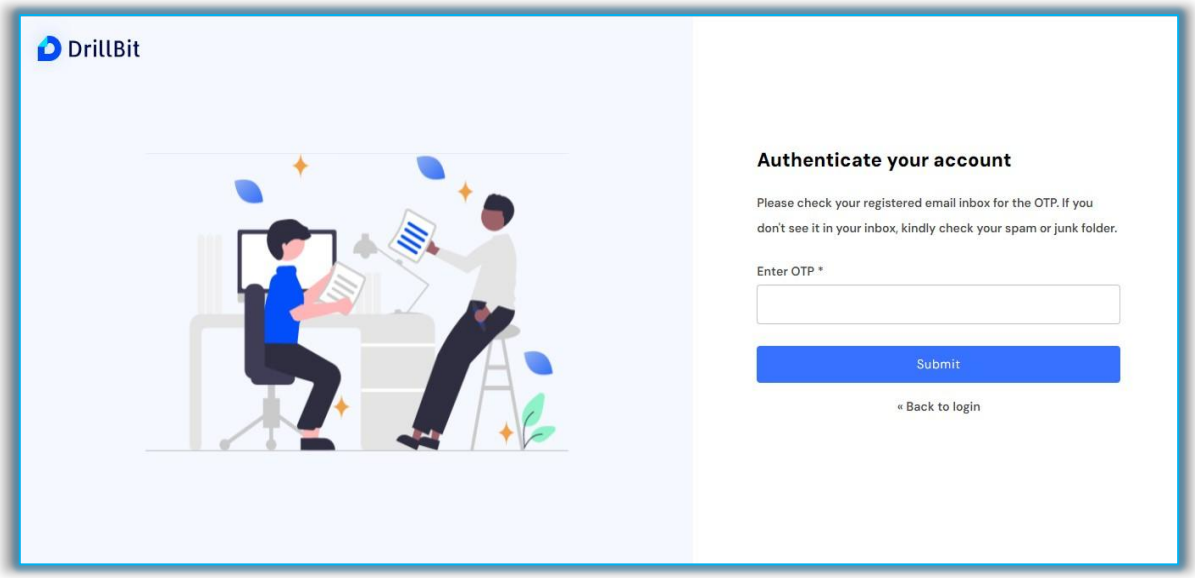


4. Toggle the switch to enable MFA.

Scroll To TOP

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.

Trouble with OTPs? 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.

Can't Find the Email? Check your inbox, spam, and junk folder for the email. If you still can't find it, reach out to DrillBit support via email.

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14. 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.

Support Materials

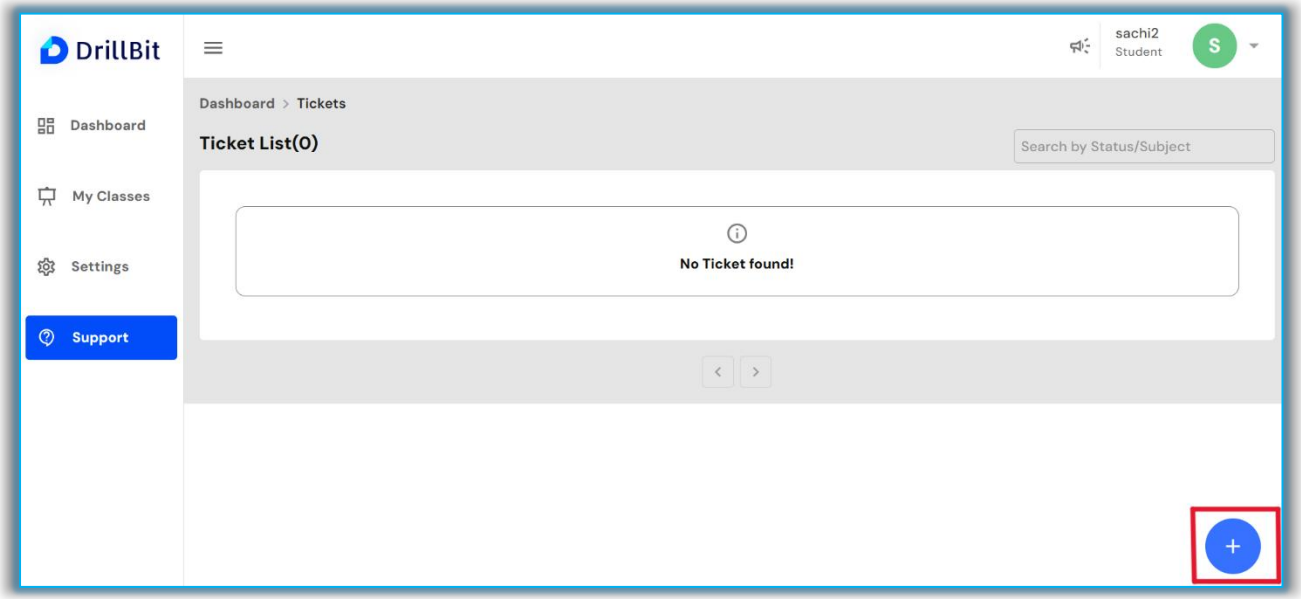
Support Centre

Student Account Settings

Students: Viewing Announcements

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.



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**:

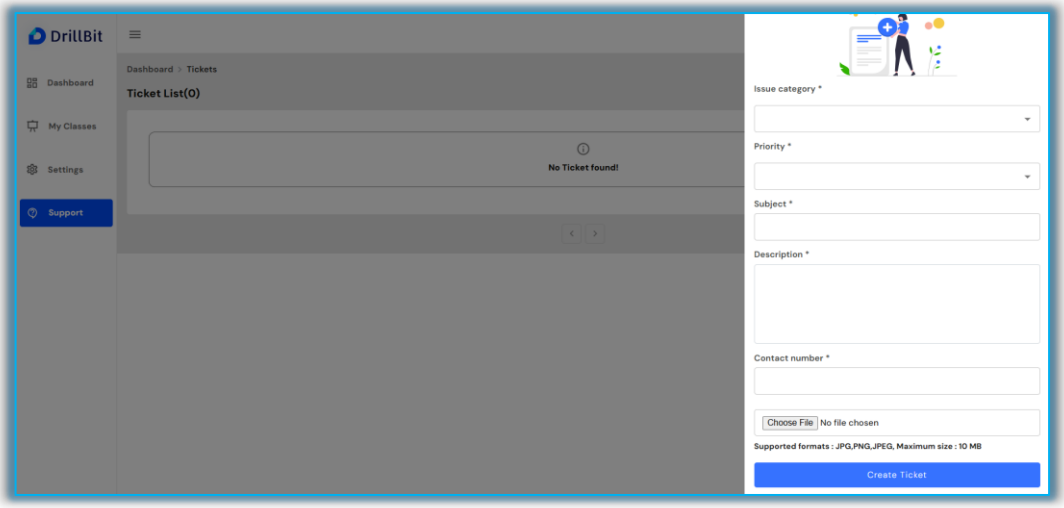
Scroll To

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

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



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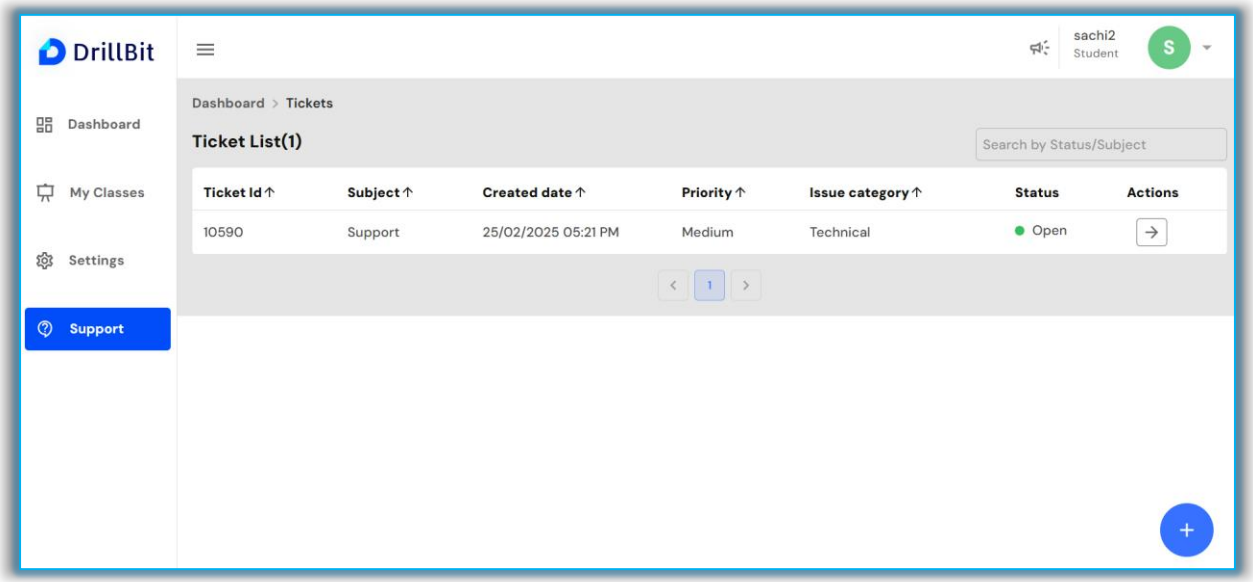
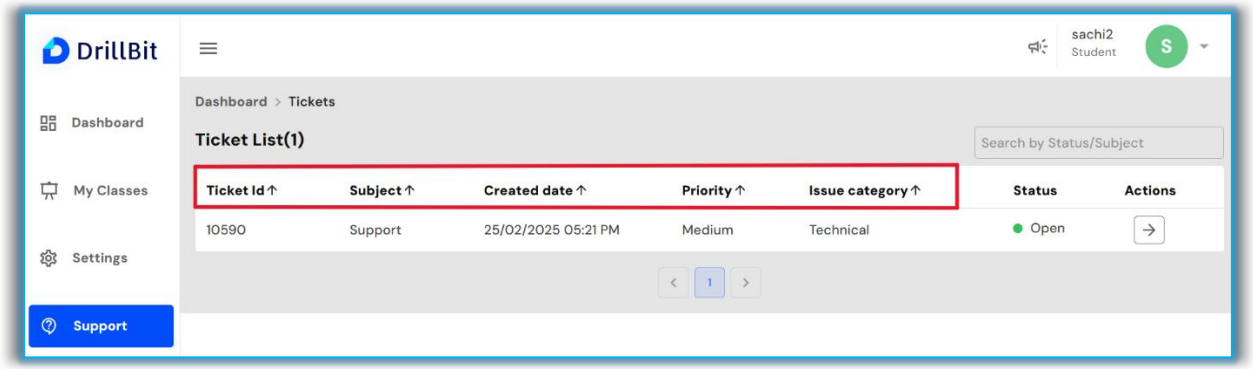
Tracking and Managing Tickets:

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.

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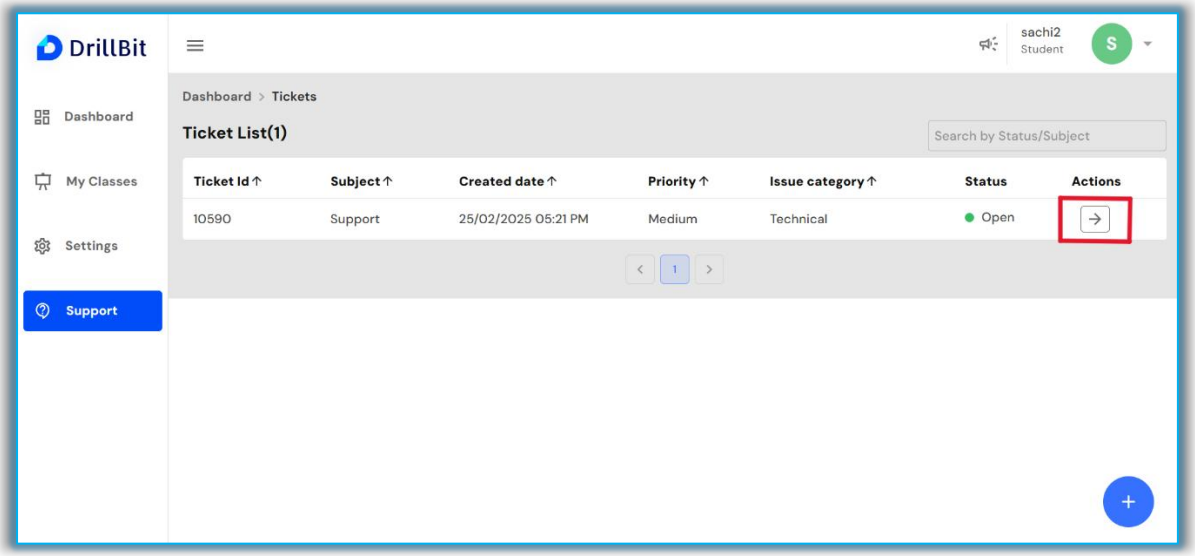
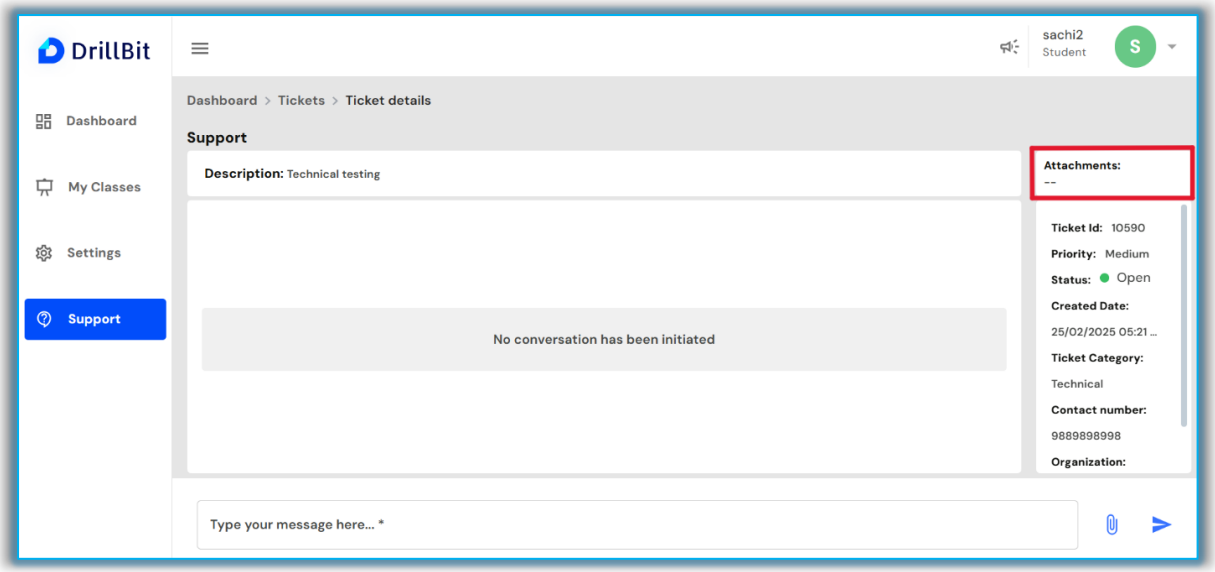


- To continue a conversation related to a ticket, click the arrow to dive deeper into the ticket. This opens a chat where further comments can be made, and direct communication about the issue can take place.



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.

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

Unresolved Queries? If there is no response within 2 working days, feel free to contact DrillBit support via email for assistance.