

VeriGuide Academic User Manual for HSMC Student

(Updated 30 August 2016)

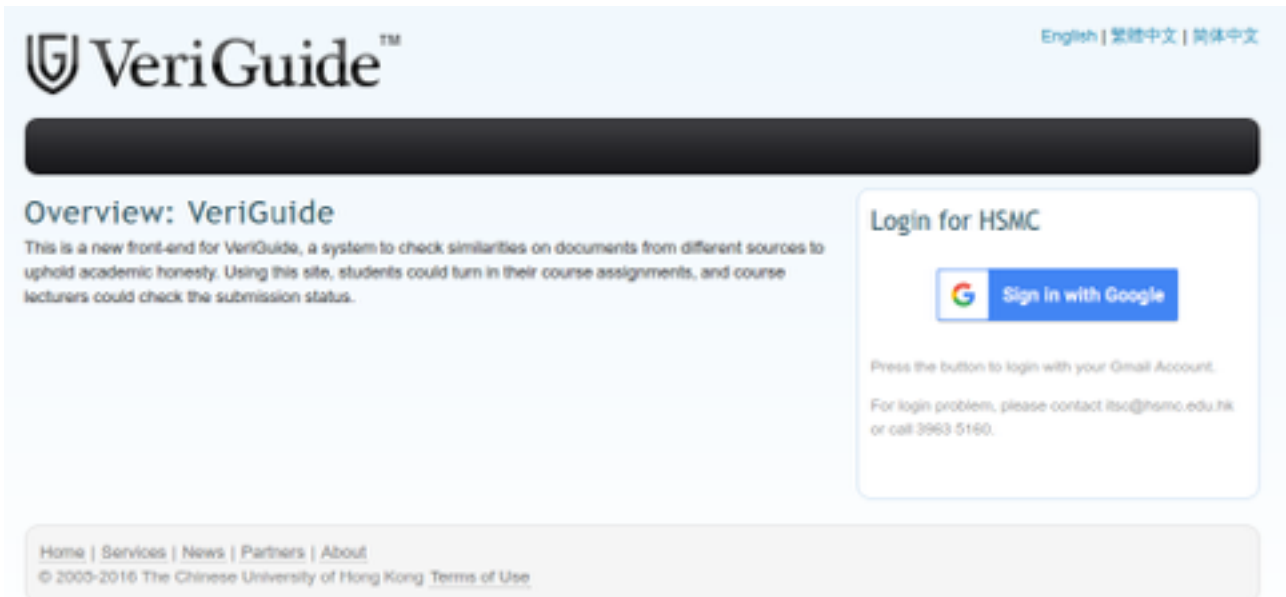
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Chapter 1: Login

Enter URL and Login

Open https://academic.veriguide.org/academic/login_HSMC.aspx in your browser.

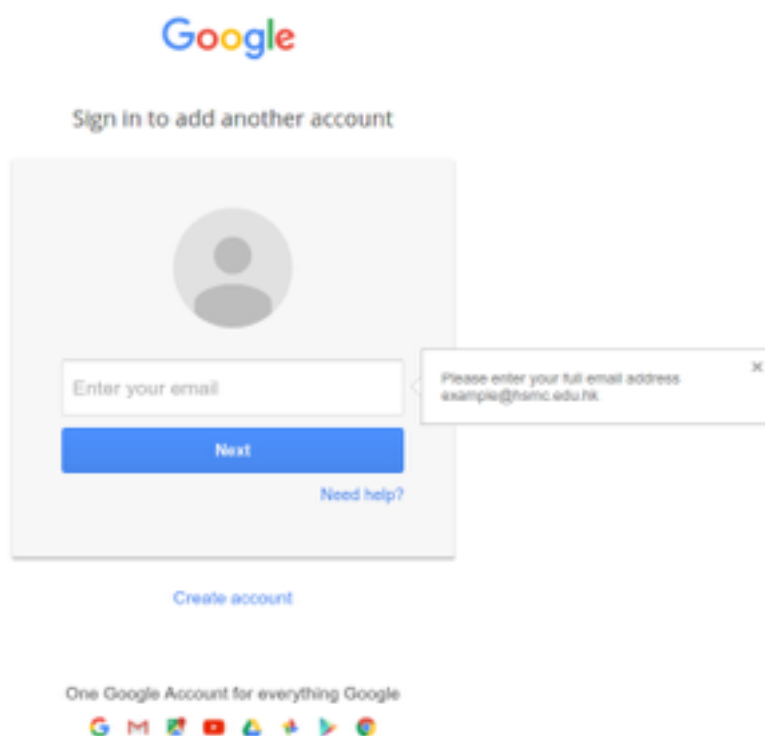
Click “Sign in with Google” button.



The screenshot shows the VeriGuide website interface. At the top left is the VeriGuide logo. At the top right, there are language options: English | 繁體中文 | 简体中文. Below the logo is a large black input field. Underneath, there is an "Overview: VeriGuide" section with a brief description of the system's purpose. To the right of the overview is a "Login for HSMC" box containing a "Sign in with Google" button. Below the button, there is a note: "Press the button to login with your Gmail Account. For login problem, please contact itsc@hsmc.edu.hk or call 3963 5160." At the bottom of the page, there is a footer with navigation links: Home | Services | News | Partners | About, and copyright information: © 2000-2016 The Chinese University of Hong Kong Terms of Use.

Login with your HSMC Gmail account

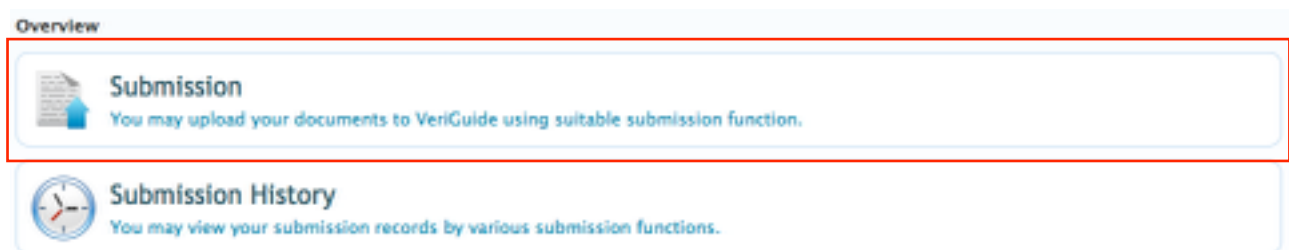
Remember to input your **HSMC Gmail address** not your personal Gmail account and click “Next”. Then enter your password. If you have setup 2-Step Verification, follow instructions available at Google Accounts help page https://support.google.com/accounts/answer/1085463?hl=en&ref_topic=1099588.



Chapter 2: File Submission

Select Assignment Submission

After selecting “VeriGuide Academic”, click “Submission”.



Select Academic Year/Term

You will be now in the submission page. First of all, you should select the academic year and term.

Overview > Submission > Assignment Submission

Course Information

Academic Year 2012-2013

Term 1

Choose a course CHI-001-A: Chinese Language
 ENG-001-A: English Language
 _EXCL-1000--: Exclusion

... or type in a code to search

Assignment Information

Assignment Marker (select a course first)

Assignment Number (select a marker first)

Deadline

File no file selected

Next

Select Course

You can select a course that you want to submit the assignment. If you cannot find it, you can input the course code in the “or type in a code to search” field.

[Overview](#) > [Submission](#) > [Assignment Submission](#)

Course Information

Academic Year

Term

Choose a course *CHI-001-A*: Chinese Language
 ENG-001-A: English Language
 _EXCL-1000--: Exclusion

... or type in a code to search

Assignment Information

Assignment Marker

Assignment Number

Deadline

File no file selected

Select Assignment Marker and Assignment Number

Afterward, you can select the marker, the assignment number from the pull-down box.

[Overview](#) > [Submission](#) > Assignment Submission

Course Information

Academic Year

Term

Choose a course CHI-001-A: Chinese Language
 ENG-001-A: English Language
 _EXCL-1000--: Exclusion

... or type in a code to search

Assignment Information

Assignment Marker

Assignment Number

Deadline

File no file selected

Input Due-date and Select File to Upload

If you have created the default deadline, this field will show the deadline, if not, please set the due date. The originality report will be generated **within 24 hours**.

Please select your file to upload. Documents supported include Microsoft Word (doc/docx), Excel (xls/xlsx), PowerPoint (ppt/pptx), OpenOffice, Adobe Acrobat PDF (.pdf), HTML (.html/.htm), plain text (.txt) and zip files (.zip). After that, click “Next”.

Overview > Submission > Assignment Submission

Course Information

Academic Year

Term

Choose a course CHI-001-A: Chinese Language
 ENG-001-A: English Language
 _EXCL-1000--: Exclusion

... or type in a code to search

Assignment Information

Assignment Marker

Assignment Number

Deadline

File no file selected

Confirm Submission Details

After clicking “Next”, you will be redirected to a confirmation page. Make sure that the information you have inputted are correct.

Confirmation

Please carefully check and make sure that the submission information is correct.

Yes, the submission information is correct.

This field is required.

Back

Next

Agreement of the VeriGuide Statement

After confirming submission details, you have to read the statement about the submission of assignment to VeriGuide. If everything is fine, you should tick the box near “I have read the above and in submitting this Work fully agree to all the terms above”. Then click “Next” to complete the submission of work.

Agreement

VeriGuide is intended to help the University to assure that works submitted by students as part of course requirement are original, and that students receive the proper recognition and grades for doing so.

The student, in submitting his/her work (“this Work”) to VeriGuide, warrants that he/she is the lawful owner of the copyright of this Work.

The student hereby grants a worldwide irrevocable non-exclusive perpetual licence in respect of the copyright in this Work to the University. The University will use this Work for the following purposes.

(a) Checking that this Work is original

The University needs to establish with reasonable confidence that this Work is original, before this Work can be marked or graded. For this purpose, VeriGuide will produce comparison reports showing any apparent similarities between this Work and other works, in order to provide data for teachers to decide, in the context of the particular subjects, course and assignment. However, any such reports that show the author’s identity will only be made available to teachers, administrators and relevant committees in the University with a legitimate responsibility for marking, grading, examining, degree and other awards, quality assurance, and where necessary, for student discipline.

(b) Anonymous archive for reference in checking that future works submitted by other students of the University are original

The University will store this Work anonymously in an archive, to serve as one of the bases for comparison with future works submitted by other students of the University, in order to establish that the latter are original. For this purpose, every effort will be made to ensure this Work will be stored in a manner that would not reveal the author’s identity, and that in exhibiting any comparison with other work, only relevant sentences/ parts of this Work with apparent similarities will be cited. In order to help the University to achieve anonymity, this Work submitted should not contain any reference to the student’s name or identity except in designated places on the front page of this Work (which will allow this information to be removed before archival).

(c) Research and statistical reports

The University will also use the material for research on the methodology of textual comparisons and evaluations, on teaching and learning, and for the compilation of statistical reports. For this purpose, only the anonymously archived material will be used, so that student identity is not revealed.

I have read the above and in submitting this Work fully agree to all the terms above. **This field is required.**

Back

Next

Complete Submitting Assignment

If you proceed the agreement of VeriGuide statement, you can reach the next the page saying that your submission is successful.



 **Submission Successful**
The document has been submitted **SUCCESSFULLY**.
Please note your submission reference number: 607074

Your assignment 1 with due date 2012-12-12 for the course ENG-001-A, English Language is submitted on 2012-12-12 17:00:43 with the filename Test 1.pdf has been submitted successfully. You may find your submission records in [Assignment Submission History](#) page.


Before the assignments are marked or graded, VeriGuide will produce comparison reports showing any apparent similarities between assignments and other sources in order to provide data for teachers to decide, in the context of the particular subjects, course and assignment. If the teacher upon seeing the report, believes there is a case that needs further investigation, the student will be given access to the relevant portion of the report before the case is taken to any committee concerned. If the student does not hear, then there is nothing to follow up.


Chapter 3: View Submission

View Self-Submission History

To view the submission history of the submitting the assignment(s), select “Submission History” after selecting “VeriGuide Academic”.

Overview

 **Submission**
You may upload your documents to VeriGuide using suitable submission function.

 **Submission History**
You may view your submission records by various submission functions.

List of Assignment Submission

Then, you will see a list of assignment you have submitted. If you want to download the submitted assignment, just simply click the file name.

Overview > Assignment Submission History

Show 10 entries Search:

Ref. no.	Submission time	Year / Term	Course	Assignment	File name	Report	Declaration
607001	2012-12-12 16:31:24	2012-2013 / 1	CHI-001-A	1	20121212a_bbc.txt	View Report	Download
599096	2012-12-09 11:29:51	2012-2013 / 1	CHI-001-A	1	20121209a_bbc.txt	View Report	Download

Chapter 4: View Originality Report

If the school administrator allows student to view the originality report, you can see the “View Report” link under the column of “Report”.

Overview > Assignment Submission History

Show 10 entries Search:

Ref. no.	Submission time	Year / Term	Course	Assignment	File name	Report	Declaration
607001	2012-12-12 16:31:24	2012-2013 / 1	CHI-001-A	1	20121212a_bbc.txt	View Report	Download
599096	2012-12-09 11:29:51	2012-2013 / 1	CHI-001-A	1	20121209a_bbc.txt	View Report	Download

After clicking “View Report” when viewing the assignment submission list, you will see the details of that particular assignment.

This submission contains the following files:

Show 100 entries Search:

File ID	File	Status	Checking Events	Is an Archive?	Inside Archive	Similarity	Action
2791517	20121119_bbc.txt	Checking	4 [details]	No	-	100.00%	View Details

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Please note that the originality report will be generated **within 24 hours after the deadline** set by the teacher/student.

Chapter 5: System Specification

Supported Languages	English
	Simplified Chinese
	Traditional Chinese
Supported Web Browsers	Microsoft Internet Explorer 7.0 or above
	Mozilla Firefox 4.0 or above
	Safari 5.0 or above
	Google Chrome 6.0 or above
	Opera 10.0 or above
Supported File Formats	Adobe Acrobat PDF
	Microsoft Office
	OpenOffice
	Plain Text
	Web Pages HTML
	Zip archive
File Size Limit	20 MB