



# Quickstart Guide URKUND

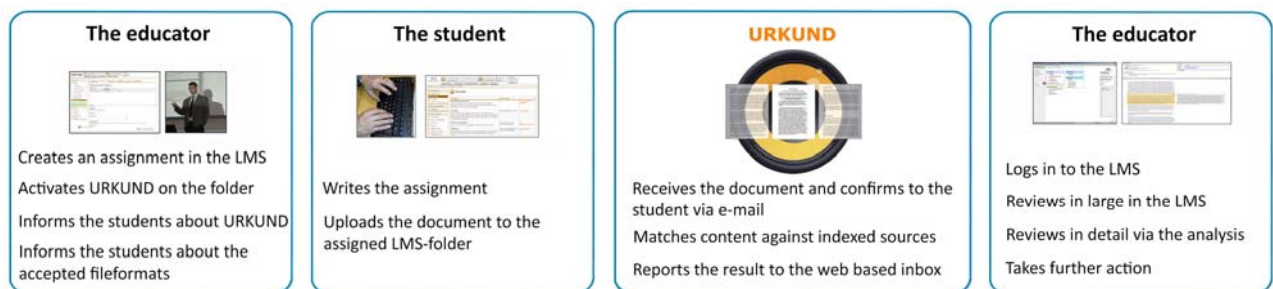
## There are three ways of using URKUND

URKUND is often used exclusively by e-mail but if the organization has a learning management system (LMS), there are integrations between URKUND and several of the leading LMS providers available. If the organization does not have an LMS or prefers to work outside an available one, URKUND can be used by email instead. There are several separate manuals describing the operation for our various LMS integrations.

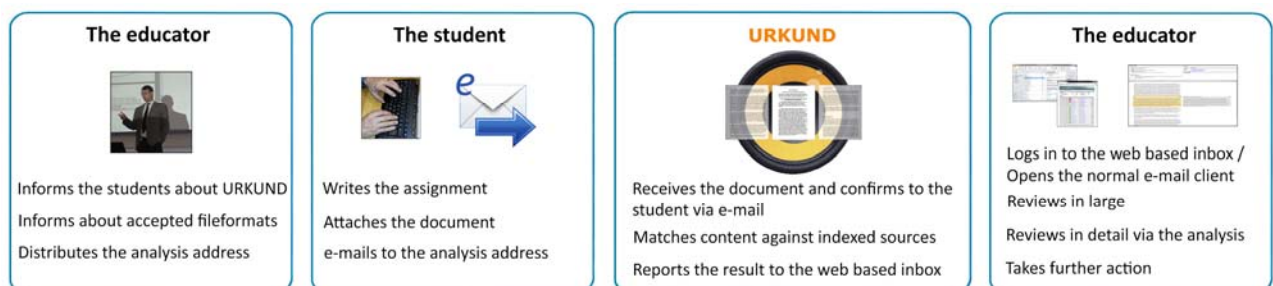


## Using URKUND via an LMS – in short

The teacher / examiner should check that the integration between the LMS and URKUND is enabled for the organization (if it has not already been established).



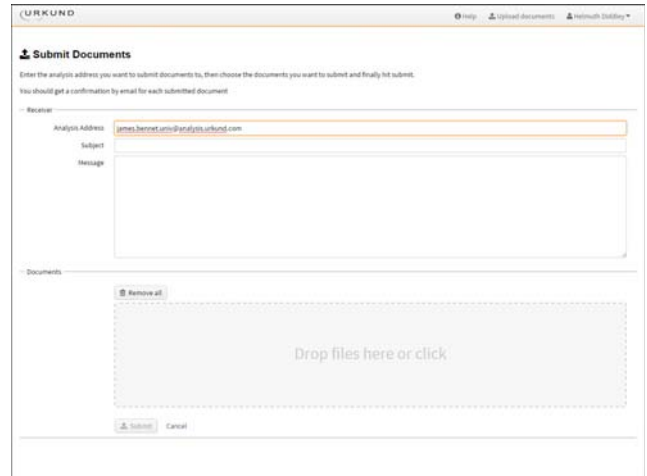
## Using URKUND via e-mail – in short



## An additional way of submitting

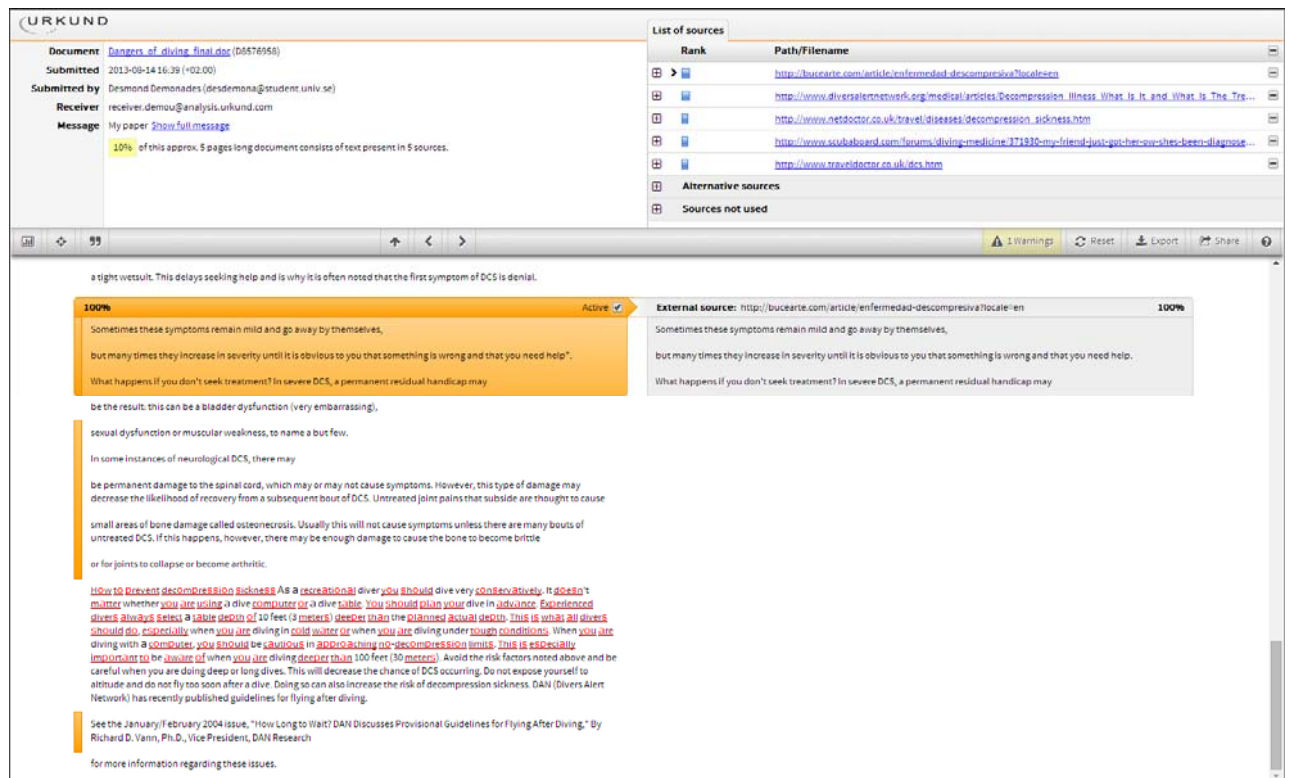
Students at universities and colleges are also able to upload files to their professors via [www.orkund.com](http://www.orkund.com)

This feature is most often used when the file intended to be e-mailed is too large for the maximum limit of the e-mail client or for a professor to upload a large number of documents at once



## The Analysis

**Top left:** Document information + over all similarity score. **Top right:** List of sources in part similar to the document.



**Bottom left:** Checked document with highlights and warnings.

**Bottom right:** Excerpt from matching source.

The ( ? ) icon has a detailed description of the various Analysis components

*PLEASE NOTE that the various figures and colors displayed in the URKUND interfaces and communications presented **does not automatically mean** that there is plagiarism in the document. There may be good reasons as to why parts of a text also appear in other sources. For a reasonable suspicion of academic dishonesty to present itself, the analysis, possibly found sources and the original document need to be examined closely.*

## Useful information

- If URKUND is used via e-mail, the text that shall be checked must be sent in as a file. Nothing that is pasted into or written directly in the body of the email will be analyzed.
- If someone sends an email without an attachment to an analysis address this email will be refused and no an error message will be sent from URKUND. The e-mail and document will not reach the intended recipient.
- One cannot "share" documents with an analysis address via Google Docs or other cloud-based services. URKUND must have a file to work with and a link to a resource that contains the file is not enough.
- When using online e-mail clients such as Gmail or MSN, make sure that the file is sent as an attachment and not as a download link to a cloud storage area.
- URKUND supports the 12 most common word processing formats:  
. DOC. DOCX. SXW. PPT. PPTX. PDF. TXT. RTF. Html. Htm. WPS. ODT
- PDF/A are flagged as "read only" and is not accepted by URKUND as we need to be able to extract the text
- URKUND does not currently support the iWorks format. Pages However, iWorks users can "Save as" many of the accepted file formats above.
- If a student submits documents with an incorrect file format, such as "essay.% & @" Or "My\_assignment.xxx", he gets an error message from URKUND telling that the document that cannot be analyzed. The e-mail with the attached document will not be forwarded to the educator!
- It is possible to attach more than one document in the same e-mail but we recommend that each document is submitted separately.
- Any images in the email itself, for instance, a logotype in a signature, will generate a separate error message but the document will still be received by URKUND as normal.
- If multiple documents are sent from the same email to the same analysis address no checks against previously submitted files will be performed. If a document is send to another address analysis, or several analysis addresses at once, or send from a different e-mail client there will be checks made. If one version is submitted from the student e-mail and version two is submitted from, say, a yahoo address, there will be a duplicate hit In URKUND. The educator can easily turn these obstructing hits off in the analysis and examine other highlights instead. There is a step-by-step Masterclass guide for this available via the HELP button ( ? ) in the analysis
- If you use a spam filter and want to be able to receive all kinds of emails from URKUND it may be necessary to specify the domains [urkund.com](http://urkund.com) and [urkund.se](http://urkund.se) as " trusted " .
- If there are no disturbances the result of the examination will usually be delivered within about 30 minutes after it was submitted, but it may in some rare circumstances take up to 24 hours.