

Urkund Quick Start Guide

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

Using Urkund via your LMS

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

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



The teacher creates an assignment in the LMS, activates Urkund in the folder, informs students about Urkund



The student writes the assignment and uploads it to the assigned LMS folder



Our system receives the documents and matches the content against indexed sources and the internet.



The teacher logs in to the LMS and receives our analysis report. It can now be reviewed by the teacher.



More info at
www.arkund.com

Using Urkund via Email

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



The teacher informs the students about Urkund and the accepted file formats as well as the analysis address.



The students write their assignment and attach it to the email. The analysis address is given by the teacher.



Our system receives the documents and matches the content against indexed sources and the internet.



The teacher gets access to the report via a link sent per email. The analysis can then be reviewed in detail in our interface.

Using Urkund via Web inbox

Additionally, Urkund can be accessed via a **web inbox**. You will receive an email invite from us to create an account. Once created, you can access your account through www.arkund.com/login. To hand in documents, your students will have to create their own student accounts, found at the login.

All documents that were sent to your analysis address will be collected in your web inbox and entail an analysis of the document.



The teacher informs the students about Urkund, hands out the analysis address and informs about the accepted file formats.



The students write their assignment and upload it via their web inbox account to the analysis address.



Our system receives the documents and matches the content against indexed sources and the internet.



The teacher logs in to the web inbox where all analysed documents can be found and reviewed.

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

The Analysis - An overview

The analysis can be separated in three main parts:

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

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

Warnings include two categories:

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

The screenshot displays the Urkund analysis interface. At the top, there is a navigation bar with a back arrow, 'BACK TO ANALYSIS OVERVIEW', and a 'PROFILE' dropdown. Below this, a summary row shows 'SUBMITTER: Urkund', 'FILE: Example.txt', and 'SIMILARITY: 100%'. The main interface has three tabs: 'FINDINGS' (selected), 'SOURCES', and 'ENTIRE DOCUMENT'. Under 'FINDINGS', there are filters for 'TYPE' (SHOW IN TEXT) and 'SHOW IN TEXT' (Quotes, Brackets, Detailed text differences). The main content area is split into two columns: '1 / 1 SUBMITTED DOCUMENT' and '96% MATCHING TEXT'. The 'SUBMITTED DOCUMENT' column shows a paragraph of text about giraffes. The 'MATCHING TEXT' column shows the same paragraph with some words highlighted in red (African, largest, living, traditionally, horn-like ossicones, scattered) and some in green (extremely). Below the matching text, there is a source entry for 'en.wikipedia.org' with a 'W' icon, fetched on 2019-07-26T14:52:00, and the URL 'https://en.wikipedia.org/wiki/Giraffe'. At the bottom, there are 'PREVIOUS HIGHLIGHT' and 'NEXT HIGHLIGHT' buttons.

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

Useful information to get started with Urkund

A helpful checklist to keep in mind

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

Find more information in our online guide or contact us at support@urkund.com

