

VeriGuide Academic Student User Manual

(Updated July 28, 2010)

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Chapter 1: Login

Enter URL

Open <http://www.cuhk.edu.hk/veriguide> in your browser.

Login

Input your Computing ID and Password. Then, click “Login”.

Overview: VeriGuide
This is a new front-end for VeriGuide, a system to check similarities on documents from different sources to uphold academic honesty. Using this site, students could turn in their course assignments, and course lecturers could check the submission status.

This site supports **Mozilla Firefox** and **MS Internet Explorer (7.0 or above) ONLY** currently. Should you have any problems in using the system, please contact us at [veriguide 'at' cuhk.edu.hk](mailto:veriguide@at.cuhk.edu.hk).

As part of the process of educating students about academic honesty and proper referencing, CUHK provides the following support. Please visit [Honesty in Academic Work](#) website for more information on academic honesty policy.

Login now
Enter your Login ID and password to log in to VeriGuide.

Computing ID
e.g. s1123456789

CWEM Password

Login

What is Computing ID?
If you cannot login, please try to login [MyCUHK](#) to test your account first.

CADS (CADS reference number: 087)

Home | Services | News | Partners | About
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After login, you can choose whether to upload assignments or view submission history.

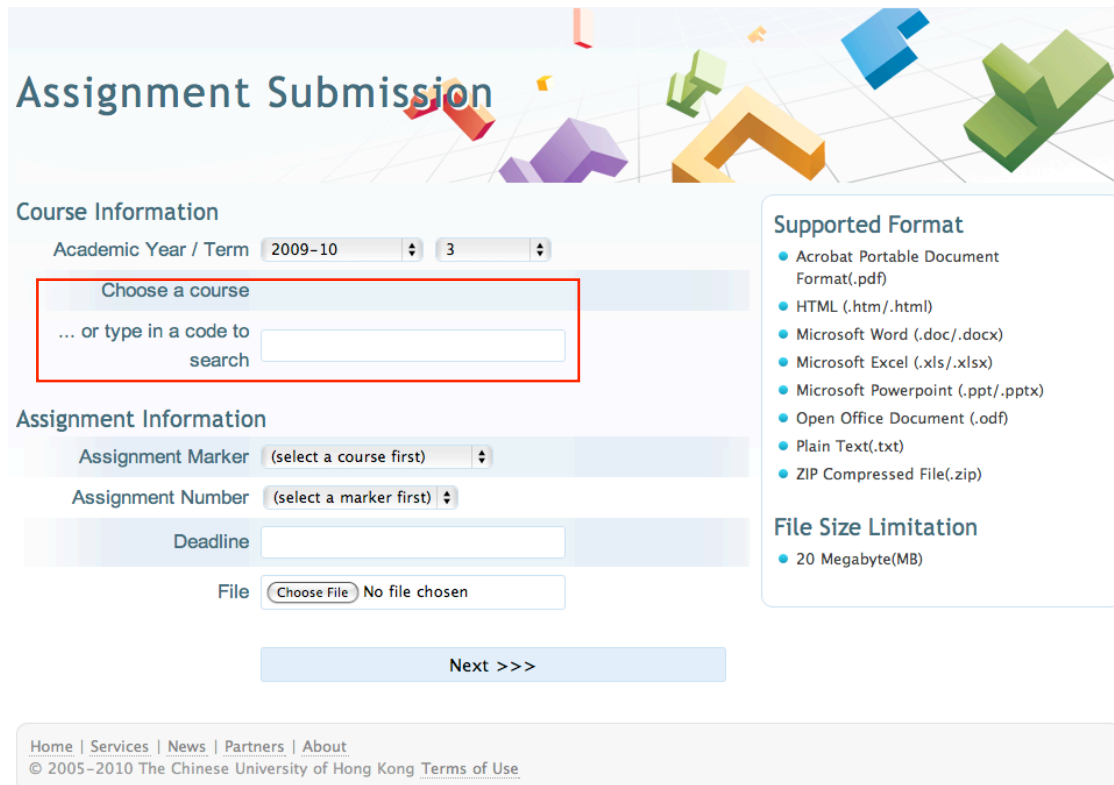
Upload Assignment
To submit your assignment to VeriGuide.

Submission History
A list showing all your pass submissions.

Chapter 2: Upload Assignment

Select Course

Click on the option to upload assignment. You will be now in the submission page. First of all, you can select the year and term. Select the course that you want to submit your assignment. If you cannot find it, you can input the course code in the search box.



The screenshot shows the 'Assignment Submission' interface. At the top, there's a header with the title 'Assignment Submission' and a decorative graphic of colorful 3D blocks. Below the header, the 'Course Information' section includes dropdown menus for 'Academic Year / Term' (set to 2009-10) and 'Term' (set to 3). A red box highlights the 'Choose a course' section, which contains a search input field with the placeholder text '... or type in a code to search'. To the right, a 'Supported Format' list includes Acrobat Portable Document Format (.pdf), HTML (.htm/.html), Microsoft Word (.doc/.docx), Microsoft Excel (.xls/.xlsx), Microsoft Powerpoint (.ppt/.pptx), Open Office Document (.odf), Plain Text(.txt), and ZIP Compressed File(.zip). Below this is a 'File Size Limitation' section with a bullet point for 20 Megabyte(MB). The 'Assignment Information' section features dropdown menus for 'Assignment Marker' (with the instruction '(select a course first)') and 'Assignment Number' (with the instruction '(select a marker first)'). There is a text input field for 'Deadline' and a 'File' section with a 'Choose File' button and the text 'No file chosen'. A 'Next >>>' button is located at the bottom of the form. At the very bottom, a footer contains navigation links (Home | Services | News | Partners | About), copyright information (© 2005-2010 The Chinese University of Hong Kong), and a link to 'Terms of Use'.

Select Teacher and Assignment Number

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

Input Deadline and Select File to Upload

Then, you have to input the deadline of your assignment and select a file to upload. Click "Next" to continue.

Chapter 3: Confirmation and Logout

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 >>>

After checking the information, click on the check box to confirm, and click “Next” to view the agreement.

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.

Click “I have read the above and in submitting this Work fully agree to all the terms above” and then “Next” to continue. You have to agree with the terms listed in the agreement.

Acknowledgement Statement

If you have to hand in the acknowledgement statement to your teacher, you may either receive the statement through your email, or through our web page. To download the statement, select “Submission History” from the home page. You will see a list of your submitted files.

| Ref No. | Submission Time | Year | Term | Course | Assignment No | File |
|---------|---------------------|-----------|------|-------------|---------------|----------------------|
| 112000 | 2009-12-02 10:36:15 | 2009-2010 | 1 | | 1 | .pdf |
| 159967 | 2010-04-21 11:24:42 | 2009-2010 | 2 | | 1 | .docx |
| 182405 | 2010-07-19 09:52:05 | 2010-2011 | 1 | TEST-1001-A | 1 | yahoo_01.txt |
| 182406 | 2010-07-19 09:53:33 | 2010-2011 | 1 | TEST-1001-A | 1 | yahoo_01.txt |
| 182407 | 2010-07-19 09:54:40 | 2010-2011 | 1 | TEST-1001-A | 2 | apple_01.txt |
| 182408 | 2010-07-19 09:57:13 | 2010-2011 | 1 | TEST-1001-A | 3 | yahoonews_100719.pdf |
| 182409 | 2010-07-19 10:02:14 | 2010-2011 | 1 | TEST-1001-A | 4 | ynews_20100719.txt |
| 182414 | 2010-07-19 15:45:45 | 2010-2011 | 1 | TEST-1001-A | 5 | |

Showing 1 to 8 of 8 entries

Click on the reference number to download the receipt. If your reference number is not found in this table, your submission may not be successful.

The Chinese University of Hong Kong
Academic Honesty Declaration Statement

Submission Details (via VeriGuide)

Student Name
Student ID
Academic Year
Semester
Course Code
Course Title
Assignment Marker
Assignment Number
Original Due Date (provided by student) 2010-04-21
Revised Due Date (provided by student) N/A
Submitted File Name
Submission Time 2010-04-21 11:24:42
Submission Reference Number 159967

I confirm that the above submission details are correct.

Agreement on Student's Work Submitted to VeriGuide

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

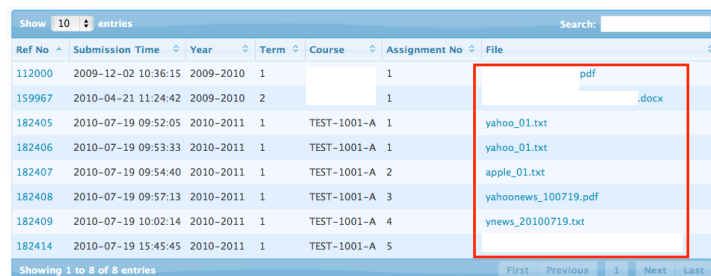
The University needs to establish with reasonable confidence that this Work is original, before this Work can be marked or graded. For this purpose, VeriGuide will produce comparison reports showing any apparent similarities between this Work and other works, in order to provide data for teachers to 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

You can sign your name on the second page and submit to your teacher, if you are instructed to do so.

Retrieving submitted files

You can also download your submitted files through the submission web page. From the home page, click into “Submission History”. In the summary page of your submitted files, click on the file name to download your file.



| Ref No | Submission Time | Year | Term | Course | Assignment No | File |
|--------|---------------------|-----------|------|-------------|---------------|----------------------|
| 112000 | 2009-12-02 10:36:15 | 2009-2010 | 1 | | 1 | pdf |
| 159967 | 2010-04-21 11:24:42 | 2009-2010 | 2 | | 1 | .docx |
| 182405 | 2010-07-19 09:52:05 | 2010-2011 | 1 | TEST-1001-A | 1 | yahoo_01.txt |
| 182406 | 2010-07-19 09:53:33 | 2010-2011 | 1 | TEST-1001-A | 1 | yahoo_01.txt |
| 182407 | 2010-07-19 09:54:40 | 2010-2011 | 1 | TEST-1001-A | 2 | apple_01.txt |
| 182408 | 2010-07-19 09:57:13 | 2010-2011 | 1 | TEST-1001-A | 3 | yahoonews_100719.pdf |
| 182409 | 2010-07-19 10:02:14 | 2010-2011 | 1 | TEST-1001-A | 4 | ynews_20100719.txt |
| 182414 | 2010-07-19 15:45:45 | 2010-2011 | 1 | TEST-1001-A | 5 | |

You can easily locate your files using the search box in the top right corner. You may also click on the column header to sort according to reference number, submission time, year, term, course, assignment number, and file name.

Chapter 4: System Specification

| | |
|-------------------------------|---------------------------|
| Supported Languages | English |
| | Simplified Chinese |
| | Traditional Chinese |
| Supported Web Browsers | Microsoft Windows |
| | Firefox 2.0/3.0 |
| | Internet Explorer 6.0/7.0 |
| | Mac OS X |
| | Firefox 2.0/3.0 |
| Supported File Formats | Adobe Acrobat PDF |
| | Microsoft Office |
| | OpenOffice |
| | Plain Text |
| | Web Pages HTML |
| | Zip archive |
| File Size Limit | 20 MB |