

VeriGuide Academic Student User Manual

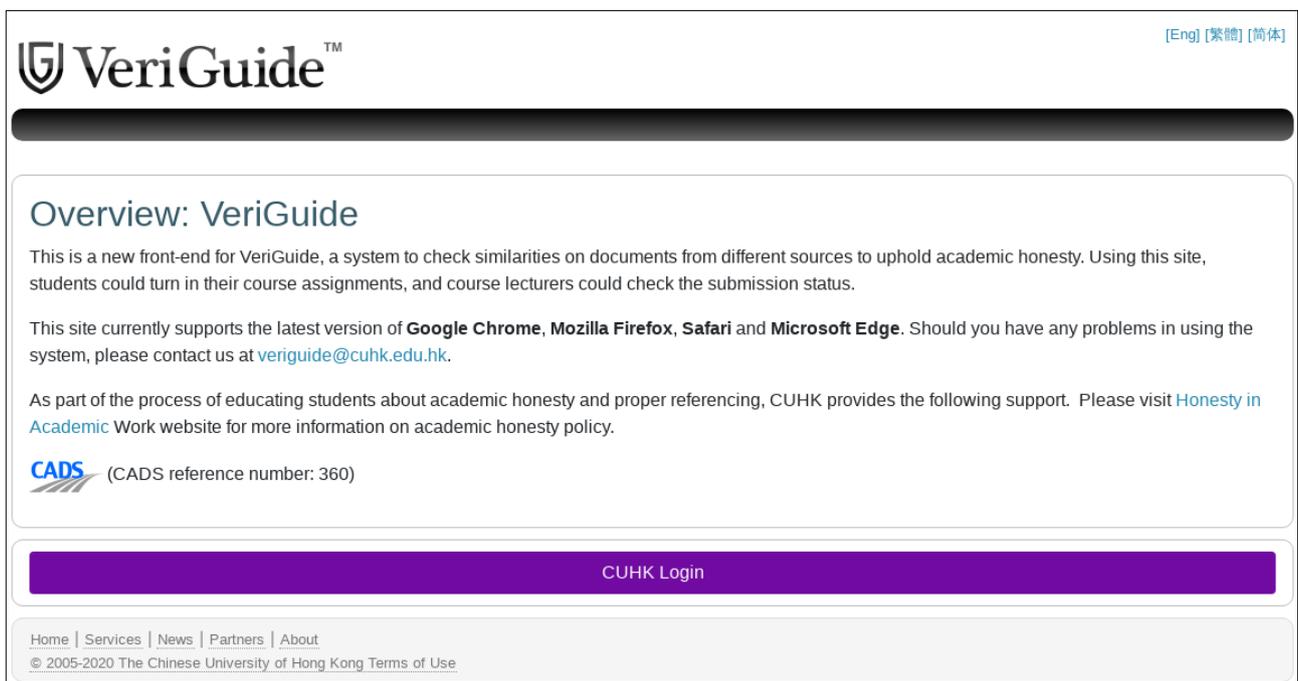
(Updated March 4, 2021)

Chapter 1: Login	2
<i>VeriGuide URL</i>	2
<i>Login</i>	3
Chapter 2: Assignment Submission	4
<i>Course Selection</i>	4
<i>Assignment Information</i>	5
<i>Information Confirmation</i>	6
<i>Agreement</i>	7
<i>Submission Successful</i>	8
Chapter 3: Submission History	9
<i>Submission Record Search</i>	9
<i>Submitted Files Retrieval</i>	10
<i>Acknowledgement Statement</i>	10
Chapter 5: System Specification	11
Appendix: Email Notifications from VeriGuide	12
<i>Receipt from VeriGuide</i>	12
<i>Error Submission Notification</i>	13

Chapter 1: Login

VeriGuide URL

Open <https://academic2.veriguide.org/cuhk> in your browser.



The screenshot shows the VeriGuide website interface. At the top left is the VeriGuide logo. In the top right corner, there are language options: [Eng] [繁體] [简体]. Below the logo is a dark horizontal bar. The main content area is titled "Overview: VeriGuide" and contains the following text: "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." It also states: "This site currently supports the latest version of **Google Chrome**, **Mozilla Firefox**, **Safari** and **Microsoft Edge**. Should you have any problems in using the system, please contact us at veriguide@cuhk.edu.hk." Below this, it says: "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." There is a logo for CADS (CADS reference number: 360) and a prominent purple button labeled "CUHK Login". At the bottom, there is a navigation menu with links for Home, Services, News, Partners, and About, and a copyright notice: © 2005-2020 The Chinese University of Hong Kong Terms of Use.

Login

Please click on “CUHK Login” and enter your login credentials of your myCUHK account in order to login VeriGuide.

After logging in, you can choose whether to submit an assignment or view assignment submission history.



The screenshot shows the user interface after logging in. It features a "Overview" section with two main options: "Assignment Submission" (with a document icon) and "Assignment Submission History" (with a clock icon). The "Assignment Submission" option includes the text: "To submit your assignment to VeriGuide." The "Assignment Submission History" option includes the text: "You may view your submission records by various submission functions."

Chapter 2: Assignment Submission

Click “Assignment Submission” on the main menu.

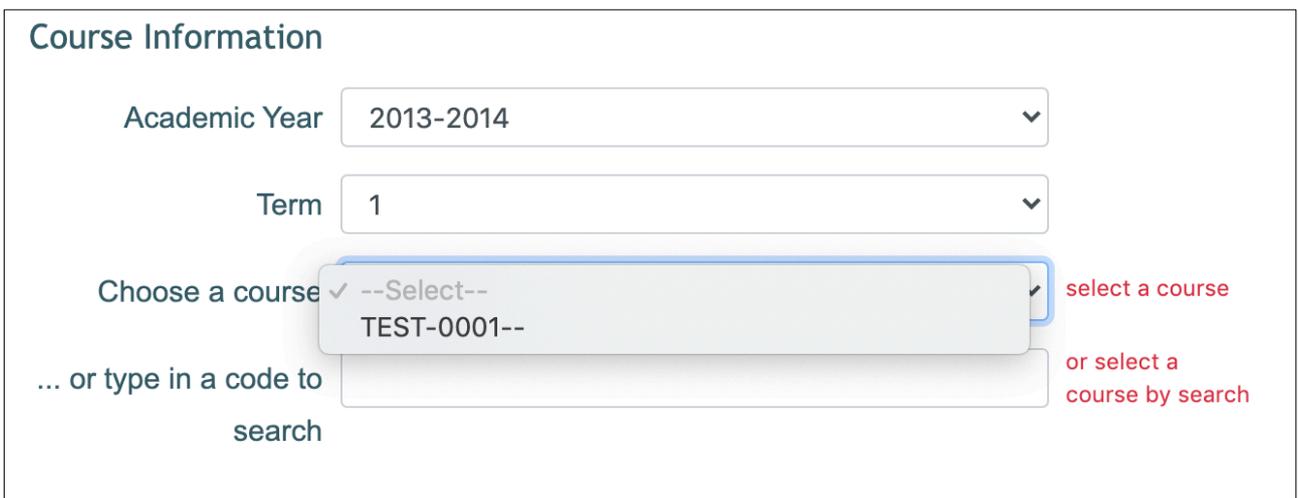


Overview

- Assignment Submission**
To submit your assignment to VeriGuide.
- Assignment Submission History
You may view your submission records by various submission functions.

Course Selection

Select your year and term from the drop-down menu. After, the possible courses you can submit to will appear under. Select the course that you want to submit your assignment to. If you cannot find it, you can input the course code in the search box.



Course Information

Academic Year

Term

Choose a course

... or type in a code to search

select a course

or select a course by search

Assignment Information

Afterward, you can select your professor under Assignment Marker and the assignment number from the drop-down menu. Then, you have to input the deadline of your assignment and select a file to upload. Finally, choose the submission type and click “Next” to continue.

Please note the precautions, supported formats, file size limitations, and identity masking information on the side.

Course Information

Selected Course

Year: 2013
Term: 1
Course: TEST-0001--
Course Name: VG BB Test Course (do not submit)

[Select Another Course](#)

Assignment Information

Assignment Marker select assignment marker

Assignment Number select assignment number

Deadline

File No file chosen Choose a file to upload

Submission Type Individual Project
 Group Project

Information Confirmation

Check carefully if the selected course and entered assignment information is correct. Put tick in the check-box if you agree that the information is correct and click the “Next” button to confirm.

Course Information

Selected Course
Year: 2013
Term: 1
Course: TEST-0001--
Course Name: VG BB Test Course (do not submit)

Assignment Information

Selected Assignment
Assignment Marker: XXXXXXXXXX
Assignment Number: 5
Deadline: 2020-8-19
File: VeriGuide_Academic_Student_User_Manual.docx
Submission Type: Individual Project

Confirmation

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

Yes, the submission information is correct. *This field is required*

Agreement

Below, an agreement will appear. Please read the agreement carefully and put tick in the check-box at the bottom. Click “Next” to submit your document to VeriGuide.

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

Course Information

Selected Course

Year: 2013
Term: 1
Course: TEST-0001--
Course Name: VG BB Test Course (do not submit)

Assignment Information

Selected Assignment

Assignment Marker: [REDACTED]
Assignment Number: 5
Deadline: 2020-8-19
File: VeriGuide_Academic_Student_User_Manual.docx
Submission Type: Individual Project

Confirmation

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

Yes, the submission information is correct.

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
:
:
teacher(s) to gain unfair academic advantage in the assignment/ course.

I also understand that assignments without a properly signed declaration by the student concerned will not be graded by the teacher(s).

Yes, I agree. **This field is required**

Submission Successful

You will find similar message to the following if you successfully submit your document to VeriGuide system. Please note the reference number and check whether the submission record is found in your submission history.

Assignment Submission



Submission Successful

The assignment has been submitted **SUCCESSFULLY**.

Please note your submission reference number: XXXXXXXXXX

Your assignment **5** with due date **2020-08-19** for the course **TEST-0001--**, **VG BB Test Course (do not submit)** is submitted on **2020-08-19 13:01:38** with the filename **VeriGuide_Academic_Student_User_Manual.docx** has been submitted successfully. You may find your submission records in [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.

Once you submit to VeriGuide, the system will automatically deliver the acknowledgement statement to your CWEM email. For more details, please refer to Chapter 3 in this document.

Chapter 3: Submission History

Click “Assignment Submission History” on the “Overview” page. You can find all the submission records that you have successfully submitted to VeriGuide.

Overview



Assignment Submission
To submit your assignment to VeriGuide.



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

Submission Record Search

You will find all of your submission records here. 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 ID, submission time, year / term, course, assignment number, and file name.

Overview > Submission History > Assignment Submission History

Show 10 entries Search:

Ref Id ↓↑	Submission Time ↓↑	Year / Term ↓↑	Course ↓↑	Assignment Number ↓↑	File Name ↓↑	Declaration ↓↑
	2020-08-19 13:01:38	2013-2014 / 1	TEST-0001--	5	VeriGuide_Academic_Stu...	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	78	dummy.pdf	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	14	dummy.pdf	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	49	dummy.pdf	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	27	dummy.pdf	Download
	2020-04-27 09:22:21	2013-2014 / 1	TEST-0001--	9	dummy.pdf	Download
	2020-04-26 12:02:00	2013-2014 / 1	TEST-0001--	47	dummy.pdf	Download
	2020-04-26 12:00:34	2013-2014 / 1	TEST-0001--	87	dummy.pdf	Download
	2020-04-26 12:00:34	2013-2014 / 1	TEST-0001--	80	dummy.pdf	Download
	2020-04-25 16:14:10	2013-2014 / 1	TEST-0001--	90	dummy.pdf	Download

Showing 1 to 10 of 26 entries First Prev 1 2 3 Next Last

Submitted Files Retrieval

You can download all the submitted documents by clicking the corresponding file names.

Overview > Submission History > Assignment Submission History

Show 10 entries Search:

Ref Id ↑↓	Submission Time ↑↓	Year / Term ↑↓	Course ↑↓	Assignment Number ↑↓	File Name ↑↓	Declaration ↓↑
	2020-08-19 13:01:38	2013-2014 / 1	TEST-0001--	5	VeriGuide_Academic_Stu...	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	78	dummy.pdf	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	14	dummy.pdf	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	49	dummy.pdf	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	27	dummy.pdf	Download
	2020-04-27 09:22:21	2013-2014 / 1	TEST-0001--	9	dummy.pdf	Download
	2020-04-26 12:02:00	2013-2014 / 1	TEST-0001--	47	dummy.pdf	Download
	2020-04-26 12:00:34	2013-2014 / 1	TEST-0001--	87	dummy.pdf	Download
	2020-04-26 12:00:34	2013-2014 / 1	TEST-0001--	80	dummy.pdf	Download
	2020-04-25 16:14:10	2013-2014 / 1	TEST-0001--	90	dummy.pdf	Download

Showing 1 to 10 of 26 entries First Prev 1 2 3 Next Last

Acknowledgement Statement

You can obtain your acknowledgement statements for your submitted files by clicking “Download” of the corresponding submission records.

Overview > Submission History > Assignment Submission History

Show 10 entries Search:

Ref Id ↑↓	Submission Time ↑↓	Year / Term ↑↓	Course ↑↓	Assignment Number ↑↓	File Name ↑↓	Declaration ↓↑
	2020-08-19 13:01:38	2013-2014 / 1	TEST-0001--	5	VeriGuide_Academic_Stu...	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	78	dummy.pdf	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	14	dummy.pdf	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	49	dummy.pdf	Download
	2020-04-27 09:24:29	2013-2014 / 1	TEST-0001--	27	dummy.pdf	Download
	2020-04-27 09:22:21	2013-2014 / 1	TEST-0001--	9	dummy.pdf	Download
	2020-04-26 12:02:00	2013-2014 / 1	TEST-0001--	47	dummy.pdf	Download
	2020-04-26 12:00:34	2013-2014 / 1	TEST-0001--	87	dummy.pdf	Download
	2020-04-26 12:00:34	2013-2014 / 1	TEST-0001--	80	dummy.pdf	Download
	2020-04-25 16:14:10	2013-2014 / 1	TEST-0001--	90	dummy.pdf	Download

Showing 1 to 10 of 26 entries First Prev 1 2 3 Next Last

If necessary, print, sign the statement, and submit to your teacher. Please note that you may also obtain the statement in your CWEM email after successful submission.

Chapter 5: System Specification

Supported Languages	English
	Simplified Chinese
	Traditional Chinese
Supported Web Browsers (Only recent versions are supported)	Microsoft Edge
	Mozilla Firefox
	Safari
	Google Chrome
	Opera
Supported File Formats	Adobe Acrobat PDF
	Microsoft Office
	OpenOffice
	Plain Text
	Web Pages HTML
	Zip archive
File Size Limit	20 MB

Appendix: Email Notifications from VeriGuide

Receipt from VeriGuide

After successful submission, the system will deliver a receipt email with the acknowledgement statement attached to your CWEM email.

Subject: Receipt from VeriGuide Academic with submission ID [REDACTED]
From: veriguide@cuhk.edu.hk
Date: 10/08/2012 04:17 PM
To: [REDACTED]@mailserv.cuhk.edu.hk

Dear [REDACTED],

The assignment has been submitted SUCCESSFULLY.

Your Assignment #3 with original due date 2012-10-17 for the course TEST-1001-- is submitted on 2012-10-08 16:17:15 with the filename homework.zip

Please note your submission reference number: [REDACTED]

**The Chinese University of Hong Kong
Academic Honesty Declaration Statement**

Submission Details

Student Name	[REDACTED] ([REDACTED])		
Year and Term	2012-2013 Term 1		
Course	TEST-1001-- VeriGuide Testing Course		
Assignment Marker	[REDACTED]		
Submitted File Name	homework.zip		
Assignment Number	3	Due Date (provided by student)	2012-10-17
Submission Reference Number	[REDACTED]	Submission Time	2012-10-08 16:17:15

Agreement and Declaration 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.

(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 confirm that the above submission details are correct.

I have read the above and in submitting this Work fully agree to all the terms.

I declare that this work here submitted is original except for source material explicitly acknowledged, the same or closely related material has not been previously submitted for same or different courses, and that the submitted soft copy with details listed in the <Submission Details> above is identical to the hard copy(ies), if any, which has(have) been / is(are) going to be submitted.

I also acknowledge that I am aware of University policy and regulations on honesty in academic work, and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations, as contained in the University website <Honesty In Academic Work: A Guide for Students and Teachers>.

Signature ([REDACTED])

Date

Instruction for Submitting Hard Copy / Soft Copy of the Assignment

This signed declaration statement should be attached to the hard copy assignment or submission to the course teacher, according to the instructions as stipulated by the course teacher. If you are required to submit your assignment in soft copy only, please print out a copy of this signed declaration statement and hand it in separately to your course teacher.

Error Submission Notification

You will receive a different email, shown below, if the VeriGuide system detects errors during processing your submissions.

Subject: [VeriGuide Notification] Possible Problem Detected when Processing Your Submission: [REDACTED]
From: "veriguide@cuhk.edu.hk" <veriguide@cuhk.edu.hk>
Date: [REDACTED]
To: '[REDACTED]@mailserv.cuhk.edu.hk' <[REDACTED]@mailserv.cuhk.edu.hk>

Dear User,

This is an automatic email from the VeriGuide system.
Please be reminded that the VeriGuide system has detected possible problem in processing your submission:

Course: [REDACTED]
Course Title: [REDACTED]
Year: 2012-2013
Semester: 1
Assignment Number: 1
Submission Ref Id: [REDACTED]
Submission File: [REDACTED]
Submitted on: [REDACTED]

Files with Possible Problem:
[REDACTED] -- Fail to extract textual contents;

The following are some causes:
(a) non-supported file formats;
(b) corrupted file;
(c) incompatible file;
(d) password protected or encrypted;
(e) blank or no extractable texts;

Please note that the above case will be highlighted and presented to the assignment marker, and may undergo manual check explicitly.
Thus we recommend you to check the file(s), and consider to re-submit if necessary.
If the problem persists, please try to change the file format (e.g. convert to PDF) and submit again.

Should you have any problem, please contact us at veriguide@cuhk.edu.hk .

Best regards,

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