INTRODUCTION

Dear Key User,

Thank you very much for downloading the Ephorus key user manual.

The Ephorus key user manual provides instructors with all the information they need to check students' work for possible plagiarism. You are, in fact, the most important key figure between them and Ephorus!

The amount of work involved is not as much as you might expect, however the value of your role should certainly not be underestimated.

As the key user, you will play an important role during the introduction and administrative management of Ephorus and will be responsible for the administration of instructors in Ephorus. The key user also functions as the first point of contact for questions about using Ephorus.

If you have any questions or comments regarding this manual, please contact our support team via support@ephorus.com.

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ABOUT EPHORUS

Ephorus is used to prevent and detect plagiarism. Students are less likely to commit plagiarism if they know that their work will be checked by a plagiarism detection tool, and if they do, Ephorus will let you know.

You can upload documents to be checked for similarities against internet sources and other student papers uploaded by instructors from your educational institute via the Ephorus web application. The results of the check are returned to you in the Ephorus report, a concise display of the similarities between a submitted document and found sources.

For more information about Ephorus, please visit our website: www.ephorus.com.

1. LOG-IN

To log into Ephorus, go to the website www1.ephorus.com.

1 Log-in
Enter your e-mail address and password and then press the Log in button.

2 Lost Password
If you have forgotten your password, you can use the Forgot password button. You will then receive an e-mail containing your password.

If you have forgotten your username, send an email to our support team: support@ephorus.com
2. INVITATIONS

As a key user you have access to the administration module which allows you to invite instructors to activate an Ephorus account. These accounts are then managed by you.

Invite instructors to activate an Ephorus account using the Invitations page.

1. Select language
   Select the language in which you would like the instructor(s) to receive the mail.

2. Enter e-mail addresses
   Add the e-mail address(es) of the instructor(s) in this field.
   You can invite multiple instructors by placing a ‘;’ between the e-mail addresses.

3. Comments
   Add comments to the invitation here.

4. Preview
   Click the Preview button to preview the invitation before sending it.

On the “Invitations” page you’ll see all pending invitations.

1. Invitations
   All unaccepted invitations are listed here; accepted invitations are automatically removed from the overview.

2. Resend or delete
   To resend or delete an invitation, check it’s checkbox and click Resend or Delete.
3. MANAGE USERS

All of the instructors that use Ephorus are listed on the Manage users page.

1. Deactivate
Select an instructor and click this button to deactivate the instructor’s account. The instructor will no longer be able to log into Ephorus.

2. Instructors
This is a list of all the instructors that are using Ephorus. To edit an account, simply click on the name in order to open the Edit user page (see below).

3. Search
Use this search box to search for an instructor.

To edit an instructor’s account, click on the instructor’s name in order to open the Edit user page.

1. Instructor statistics
Instructors’ statistics are displayed here.

2. Account information
In this section, you can change the instructor’s name or e-mail address and set the language. You can also set the account to active or inactive here.

3. Change password
You can change the password here.

4. Hand-in codes
Click here to add/edit hand-in codes.

Note: Hand-in code requests from teachers can be accepted or denied on the “Hand-in codes” page (see page 6).
4. HAND-IN CODES

Hand-in codes are used by students to submit their work on the Ephorus student page: student.ephorus.com. The code is used as an identifier and determines which instructor receives the document submitted by the student. Every instructor has one standard hand-in code; the e-mail address he/she is registered in Ephorus with.

Instructors can request additional hand-in codes and you can accept or deny these requests on this page. Accepting a request will automatically create the code. The instructor will receive an e-mail to confirm that the hand-in code has been created. If you deny a request, the instructor will receive an e-mail about this and the request will be removed.

5. STATISTICS

This page provides an overview of Ephorus usage. It provides a list of how many instructors have activated their accounts and how many documents have been checked.
6. SEARCH DOMAIN

Ephorus checks documents against the Internet and against your educational institute’s Ephorus database. It is possible to extend this search range, however, by joining a database pool. This means that every submitted document will also be compared to the Ephorus databases belonging to the other members of the same pool.

1. **Select a pool**
   Choose the database pool your educational institute would like to join.

2. **Become member**
   Click on *Become member* to indicate that your educational institute would like to be included in the database pool.

7. STUDENT HAND-IN-PAGE

The student hand-in page can be used by students to submit a document to an instructor. Students will need to be provided with a hand-in code by their instructor in order to submit work via this page.

This page can be integrated into your local intranet, learning platform or any other environment.

If you have any questions and / or comments, please let us know via support@ephorus.com.