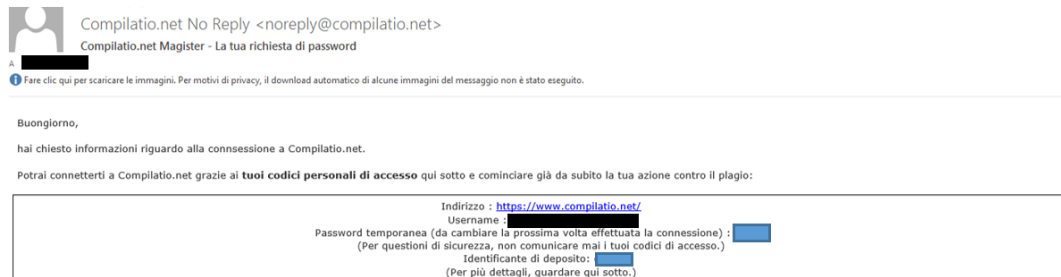


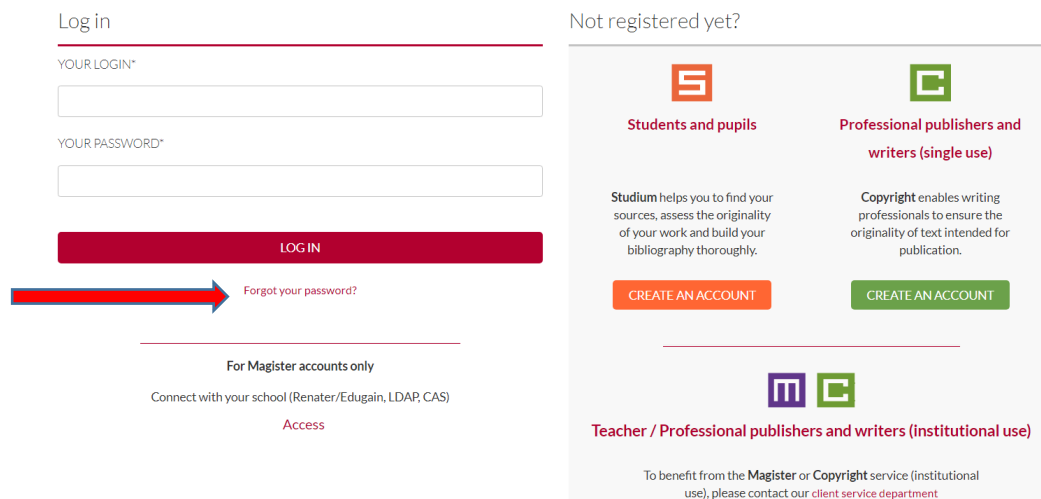
# INSTRUCTIONS FOR PROFESSORS

## ACTIVATE YOUR PROFILE AND CHANGE YOUR PASSWORD

- To activate your credentials received from Compilatio via mail, you must insert the username and temporary password that you can find in the mail (N.B. the mail could be in the SPAM folder)



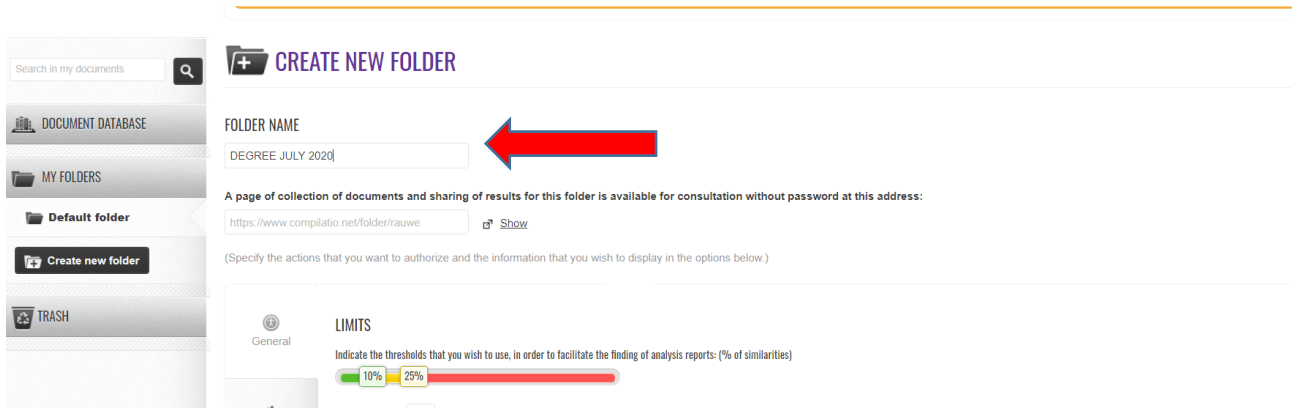
- Scroll down and accept the conditions of the service by clicking on **“OK”**
- If you cannot remember your password, you may restore it by clicking on **“forgot your password?”** while accessing the software



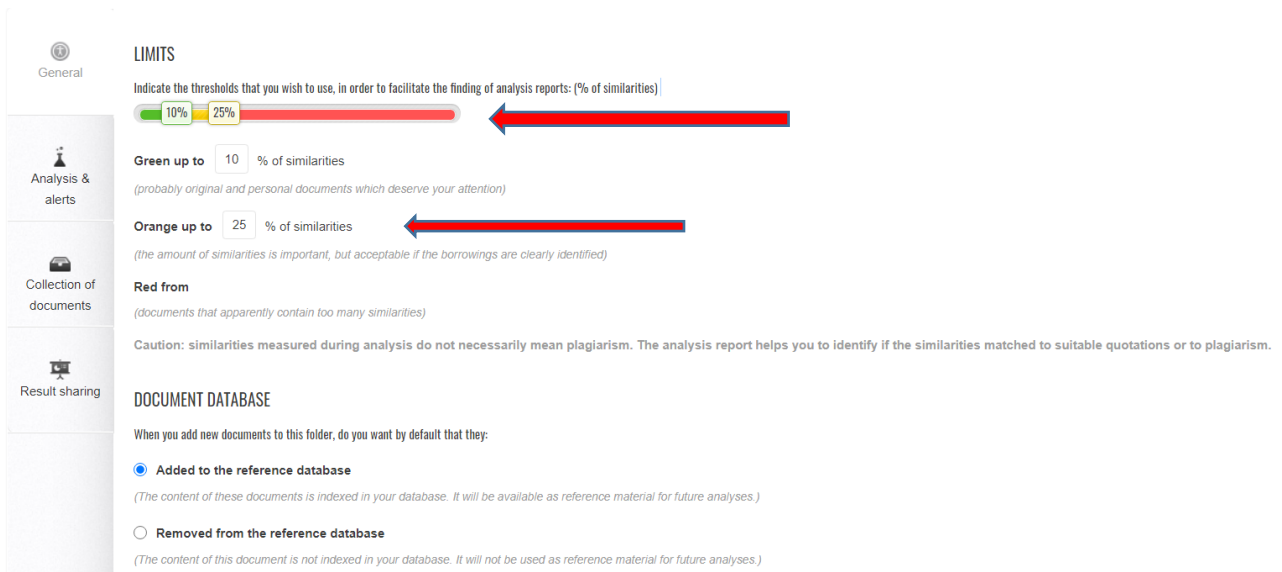
- Insert your institutional e-mail address to receive a new temporary password to be changed when you access the software for the first time

## CREATE AND MANAGE YOUR FOLDERS

- Access your profile
- Click on “create new folder”
- Name your folder, e.g. “DEGREE JULY 2020”



- Choose your threshold and specific colours to check the percentage of identified similarities



- Click on **“analysis & alerts”** and select the desired options to start the analysis and receive the notifications. We recommend you’d choose **“automatically analyzed when loaded”**

- Click on **“collection of documents”** and set the desired options, particularly the deadline before which documents must be uploaded: **“delivery deadline”**

#### FOLDER NAME

DEGREE JULY 2020

A page of collection of documents and sharing of results for this folder is available for consultation without password at this address:

<https://www.compilatio.net/folder/rauwe> [Show](#)

(Specify the actions that you want to authorize and the information that you wish to display in the options below.)

- By clicking on **“Do you authorize the delivery of document after this date?”** it will be possible to upload documents after the set deadlines, but these will be marked with a red clock. If you do not select this option, it will not be possible to upload any document after the set deadline.
- To change the set criteria, click on the wheel and select **“folder properties”** change the desired options and remember to click on **“confirm”** or **“close (without saving)”**.



- Next to the folder’s name you can find the link to be sent to students for their documents upload (see below)

## DOCUMENTS UPLOAD BY STUDENTS

- Access your profile and open the folder
- Click on the well and select **“folder properties”** then choose **“collection of documents”**
- Click on **“yes”** to let students upload their documents

**COLLECTION OF DOCUMENTS**

Do you authorize your pupils or students to deliver their documents?  
*(These people will never have access to your account, but to the public page)*

YES

Do you want to display your thresholds adjustments on the submitting page?  
*(These people will never have access to your account, but to the public page)*

NO

Delivery deadline :  | Time :  *(format hh:mm)*

Do you authorize the delivery of documents after this date ?  
*(Documents returned after this date will be identified with this symbol : ⌚ )*

NO

**INSTRUCTIONS FOR THE DELIVERY OF DOCUMENTS, TO FORWARD TO YOUR STUDENTS**

- Scroll down to see the two options for students to upload their documents

NO

Collection of documents

Delivery deadline :  | Time :  *(format hh:mm)*

Do you authorize the delivery of documents after this date ?  
*(Documents returned after this date will be identified with this symbol : ⌚ )*

NO

**INSTRUCTIONS FOR THE DELIVERY OF DOCUMENTS, TO FORWARD TO YOUR STUDENTS**

1. **BY FORM**

> Documents have to be dropped by students at this address:

2. **BY EMAIL**

> Documents have to be sent to this address [submit@compilatio.net](mailto:submit@compilatio.net)

> The subject of the message must be **“rauwe”**

> The file must be attached to the email

**1 -by form:** send the generated link to students (via mail or personal website). By clicking on the link the folder created by the professore will open, and students will be able to upload their documents

**2 – by email:** send the following e-mail address to students ([depositare@compilatio.net](mailto:depositare@compilatio.net)) and specify in the object: documents must be attached to the mail.

**N.B.** in the object students must report **ONLY** the initials that will be given by professors.

- We recommend you'd use the **“by form”** mode, as it is simpler and more immediate for students
- By clicking on **“result sharing”** professors may decide what to show to students

A page of collection of documents and sharing of results for this folder is available for consultation without password at this address:

<https://www.compilatio.net/folder/rauwe>

[Show](#)

(Specify the actions that you want to authorize and the information that you wish to display in the options below.)

General

Analysis & alerts

Collection of documents

Result sharing

### WHAT KIND OF INFORMATION DO YOU WANT TO SHOW ON THE RESULT SHARING PAGE?

*(No nominative information is displayed on this page)*

List of loaded documents (anonymous)

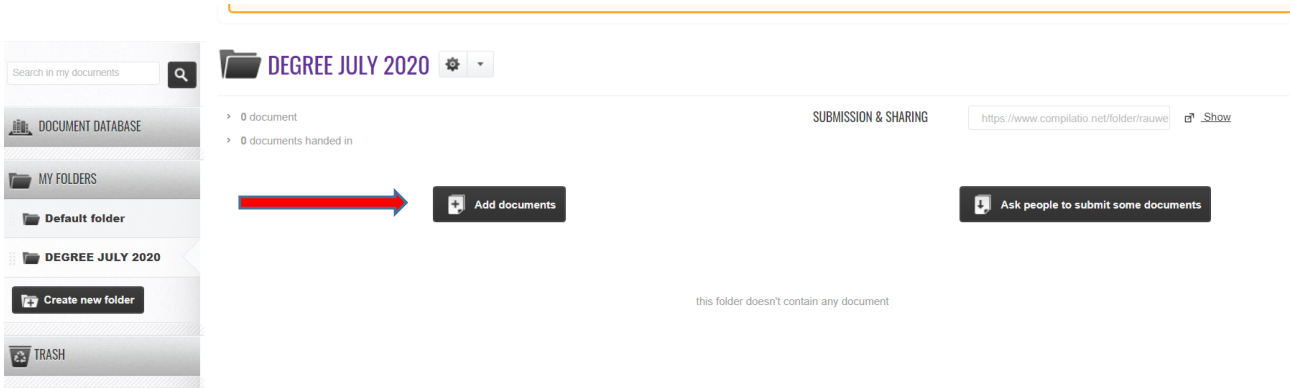
% of measured similitudes and statistics

**Confirm** Close (without saving)

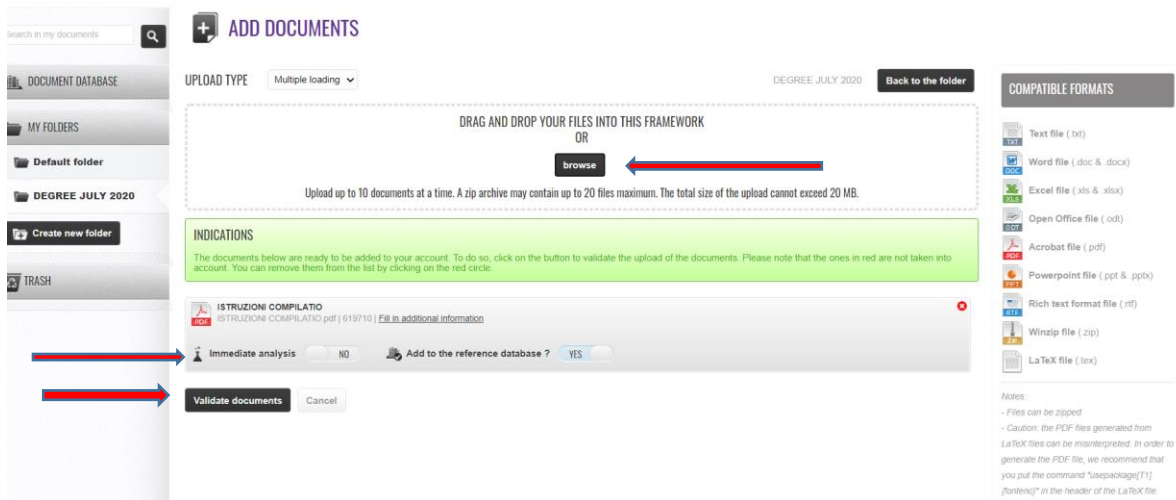


## DOCUMENTS UPLOAD BY PROFESSORS

- Access your profile
- Select the folder where you want to upload documents
- Click on **“add documents”**

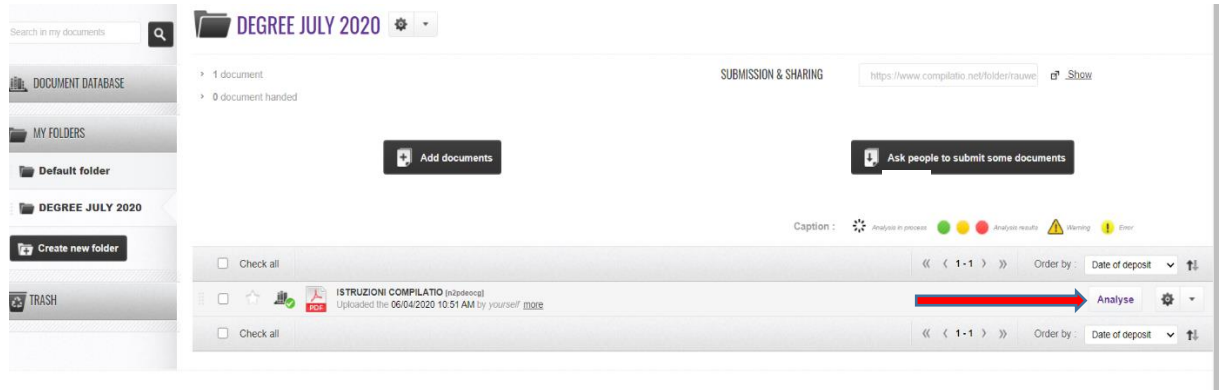


- Upload file(s) by clicking on **“browse”**
- After the upload please make sure you select **“immediate analysis”** and start the analysis
- Remember to click on **“validate documents”**. Until you do so, files are not uploaded

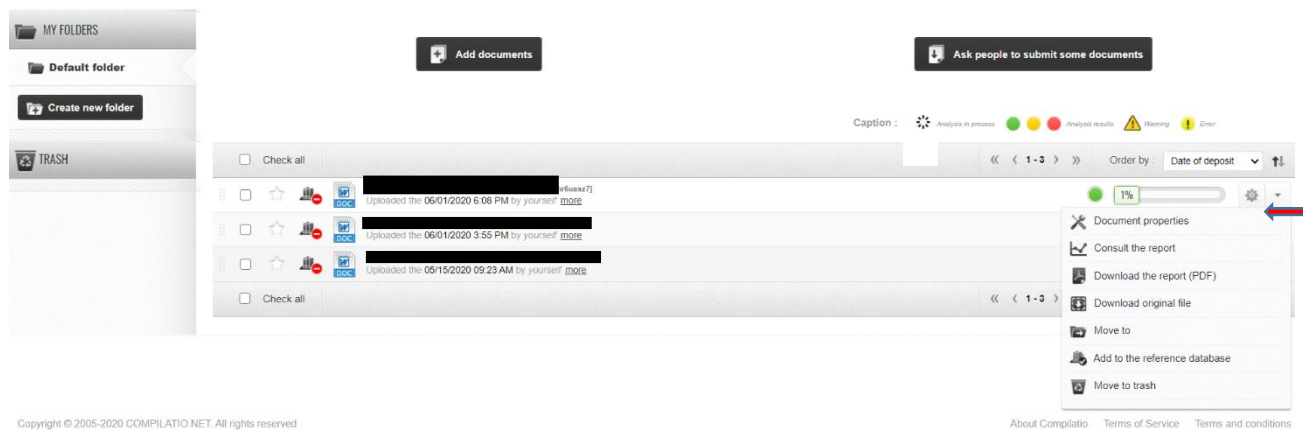


## MANAGING DOCUMENTS AND REPORTS

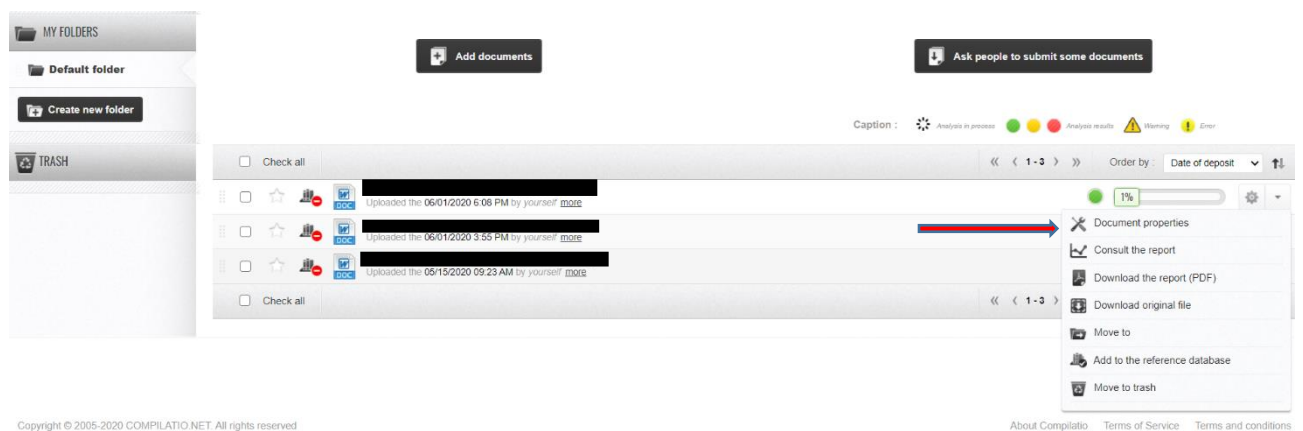
- Professors may find all documents in their folders, both theirs and the ones uploaded by students
- If among the options in “**analisi e notifiche**”, inside “**proprietà della cartella**”, they did not choose “**Analizzare automaticamente appena sono caricati**” they will have to click on “**analizza**” for each file



- by clicking on the wheel, some actions will show

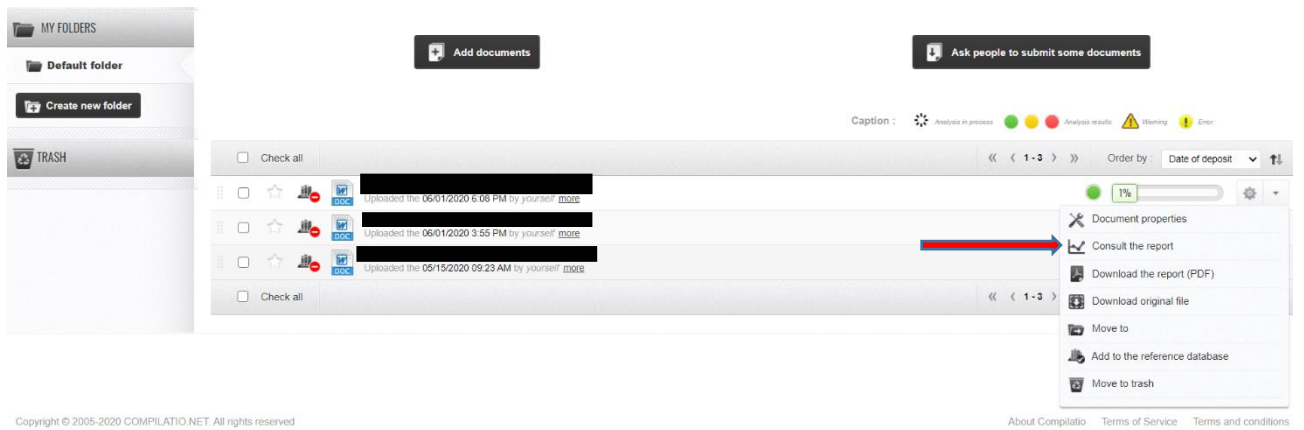


- “**document properties**” allows you to check and change files’ details (such as the name)

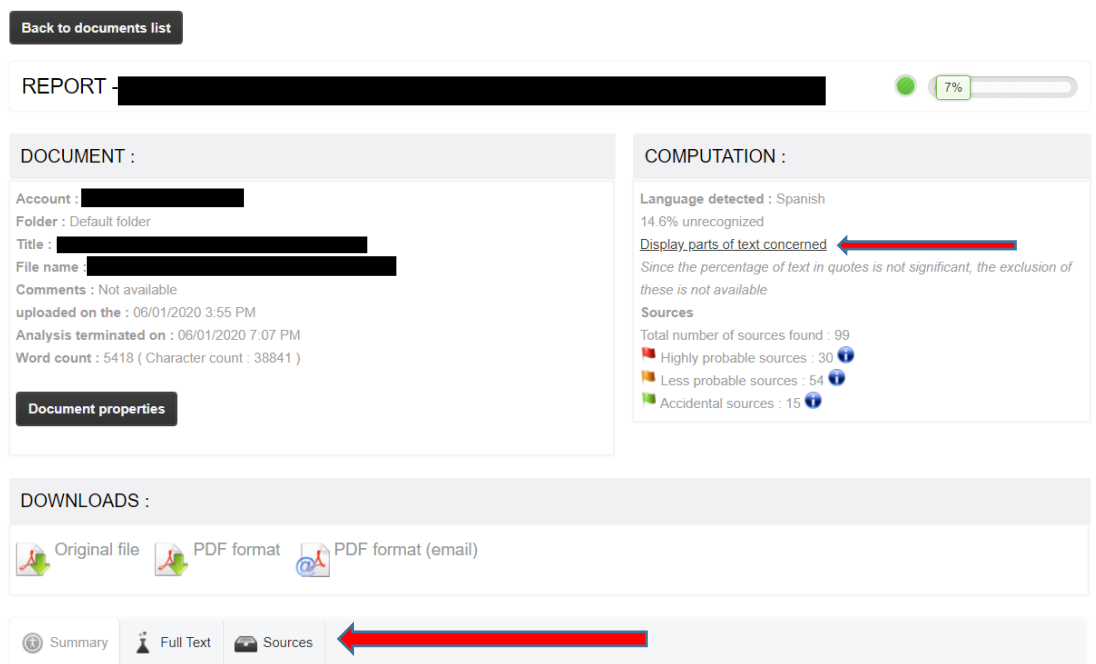




- “consult the report” allows you to see the report



- you may check the total percentage of similarities and gather information on the sources, download reports and personalise your analysis.



- More details can be found in the following pages:
  - “summary” allows you to check part of a text where similarities are highlighted in another colour.
  - “full text” allows you to see the similarities found in the whole document
  - “sources” shows you the sources found, divided into highly probable, slightly probable, accidental (“molto probabili”, “poco probabili”, “accidentali”)
- If you click on the binoculars next to each similarity, a window with the two texts pops up, highlighting the common parts.

TOP PROBABLE SOURCES - AMONG 30 PROBABLE SOURCES

- 1. [repositoriotec.tec.ac.cr/.../6539/Analisis\\_ciclo\\_vida\\_proceso.pdf](https://repositoriotec.tec.ac.cr/.../6539/Analisis_ciclo_vida_proceso.pdf) <1%
- 2. [reliefweb.int/.../resources/261494s\\_0.pdf](https://reliefweb.int/.../resources/261494s_0.pdf) <1%
- 3. [www.worldcat.org/.../oclc/839115276](https://www.worldcat.org/.../oclc/839115276) <1%
- 4. [doi.org/.../mitpress/9780262035620.003.0011](https://doi.org/.../mitpress/9780262035620.003.0011) <1%

Ignore

[View all sources](#)

Caption : [Texts within quotation marks](#)

TEXT EXTRACTED FROM THE DOCUMENT

Main source [repositoriotec.tec.ac.cr/.../6539/Analisis\\_ciclo\\_vida\\_proceso.pdf](https://repositoriotec.tec.ac.cr/.../6539/Analisis_ciclo_vida_proceso.pdf) <1%

3 Sources have similarities with this zone - [show sources](#) - Word count in this zone : 27

Ignore

INSTITUTO TECNOLÓGICO DE COSTA RICA  
ESCUELA DE QUÍMICA  
CARRERA DE INGENIERÍA AMBIENTAL  
Proyecto Final de Graduación para optar por el grado de Licenciatura en Ingeniería Ambiental

[Análisis de Ciclo de Vida Social en el tratamiento y aplicación de recursos hídricos no convencionales en la agricultura.](#)

- If you click on **“ignore”** the software does not analyse this part of the text
- If one file is uploaded more than once, the software detects it and advise you through a red **“x”** in **“calcolo”**, in stead of a flag.

[Back to documents list](#)

REPORT 96%

DOCUMENT :

Account :   
Folder : Default folder  
Title :   
File name :   
Comments : Not available  
uploaded on the : 04/19/2020 6:38 PM  
Analysis terminated on : 04/19/2020 6:43 PM  
Word count : 1786 ( Character count : 11905 )

Document properties

COMPUTATION :

Language detected : English  
*Since the percentage of text in quotes is not significant, the exclusion of these is not available*  
Sources  
Total number of sources found : 26  
Highly probable sources : 4  
Less probable sources : 20  
Accidental sources : 0  
Ignored sources : 2

DOWNLOADS :

[Original file](#) [PDF format](#) [PDF format \(email\)](#)

[Summary](#) [Full Text](#) [Sources](#)

SIMILARITIES FOUND IN THIS DOCUMENT/SECTION

- If you click on **“sources”** you can see the ignored source



- If the repeated text is not automatically recognised, please click on **“restore”**
- To return to the folder, click on **“back to document list”**