DRILLBIT PRO- ADMIN GUIDE

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1. Getting Start with Your DrillBit Account

13th Nov 2024

Welcome to your comprehensive plagiarism detection service. DrillBit is excited to help you get started with setting up and accessing your account. Whether you're an administrator overseeing multiple users or an individual checking your content, this guide will walk you through the essential steps to ensure you're fully equipped to use DrillBit effectively.

1. **Check Your Inbox:** Once your license is created, look for a welcome email from DrillBit. This email contains your login credentials and a direct link to the DrillBit application for easy access.
2. **Find Your Login Details:** The email will provide your username, password, and a convenient link to sign in to DrillBit. Note that your username might be the same as your email address.
3. **Log In:** Enter the username and password you received in the welcome email.
4. **Update Your Password:** For security, you can update your password after your first login. Ensure your new password meets these criteria:
    a. at least *8 characters* long
    b. at least *1 uppercase and lowercase*
    c. at least *1 number*
    d. at least *1 special character*
5. **Bookmark the Login Page:** To ensure quicker access in the future, consider bookmarking the login page.

Support Materials

Getting Start with your DrillBit account

Logging in to DrillBit Plagiarism

Changing your password

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2. Logging in to DrillBit Plagiarism

22nd Nov 2024

Getting started with DrillBit is easy. Simply log in using your credentials to access your dashboard and start managing your plagiarism checks. If you encounter any login issues, don't worry—DrillBit is here to help you get back on track quickly and smoothly.

1. **Log In to DrillBit:**
   Begin by using the credentials provided to you by DrillBit. These details, including your username and password, are typically sent to your email.

Check your inbox, spam, or junk folder if you don't see the email. If you're unable to locate it, contact your DrillBit sales representative or authorized partner for assistance.

2. **Access Your Account:**
   Visit drillbitplagiarism.com to log in. You'll also find this link in your DrillBit welcome email.
   - For convenience, bookmark this URL to make future access easier.
3. **Initiate the Login Process:**
   On the DrillBit homepage, locate and click the "GET STARTED" button. This will redirect you to the login screen where you can securely enter your credentials.

Support Materials

Logging in to DrillBit Plagiarism

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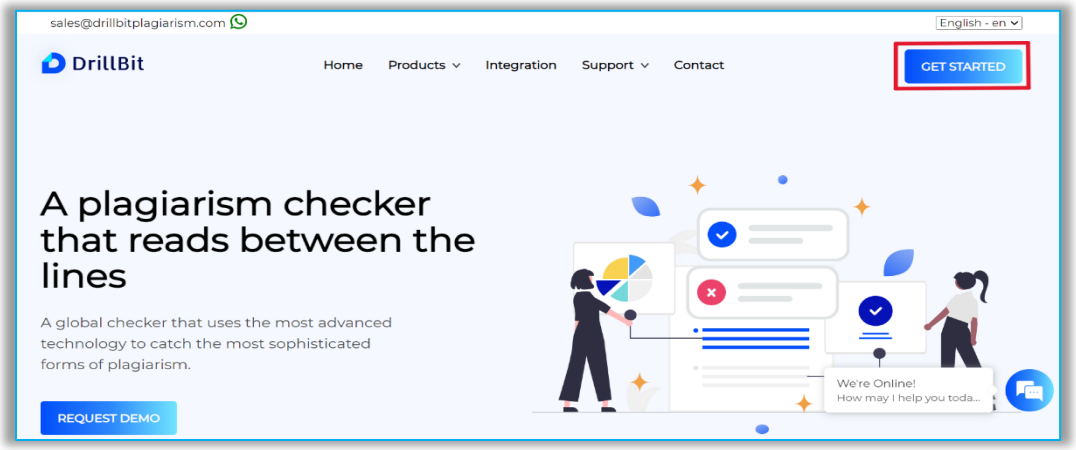
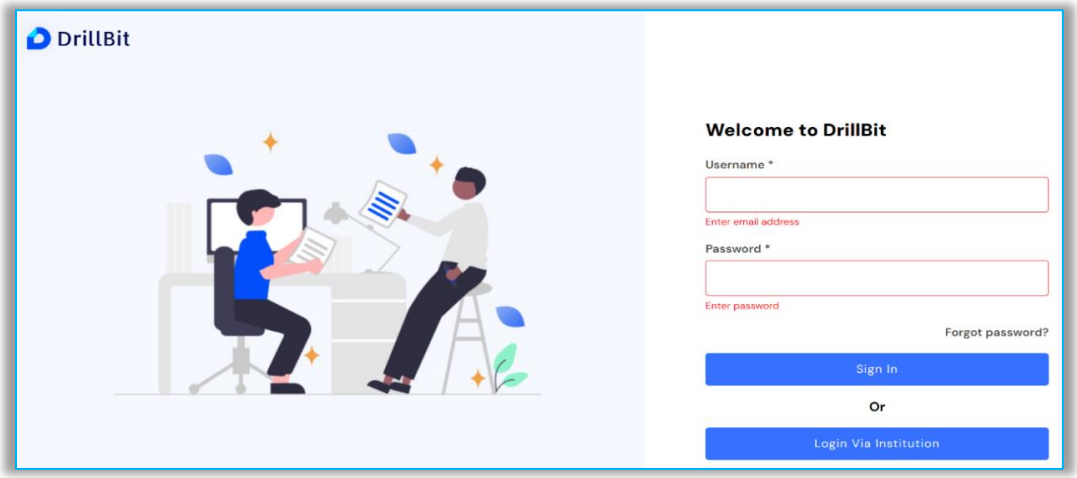


Enter Your Credentials: On the login page, enter your username and password in the respective fields.

your username may be the same as your email address.



4. **Sign In:** After entering your credentials, click the "Sign In" button to access your account and start exploring the features on your dashboard.

After 6 consecutive incorrect login attempts, your account will be temporarily locked for one hour.

If you forget your password, click the **"Forgot Password"** link to reset it and regain access.

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3. Forgot password

18th Nov 2024

If you've forgotten your password, no worries! Simply click on the "Forgot Password" link during login, and you'll receive instructions to reset it. This ensures you can quickly regain access to your account without any hassle.

Start by visiting the DrillBit login page and clicking the "Forgot Password" link.

Support Materials

Forgot password

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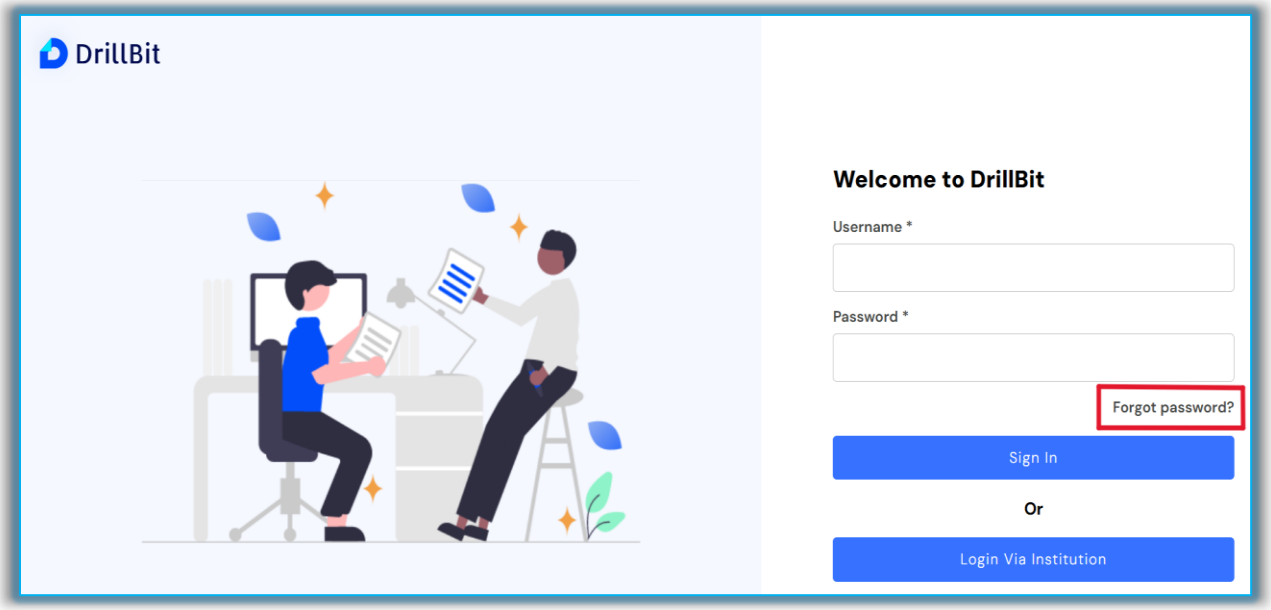

Then, enter the email address associated with your DrillBit account and click "Submit" to proceed.

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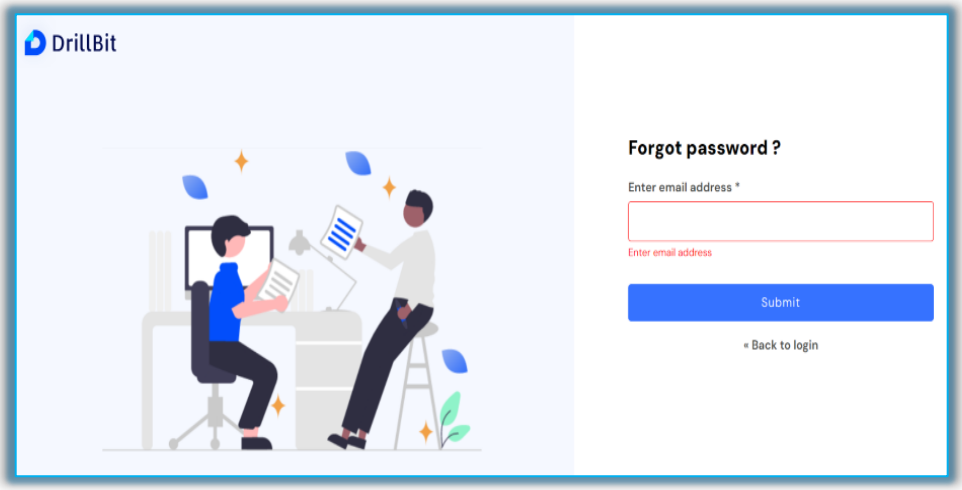
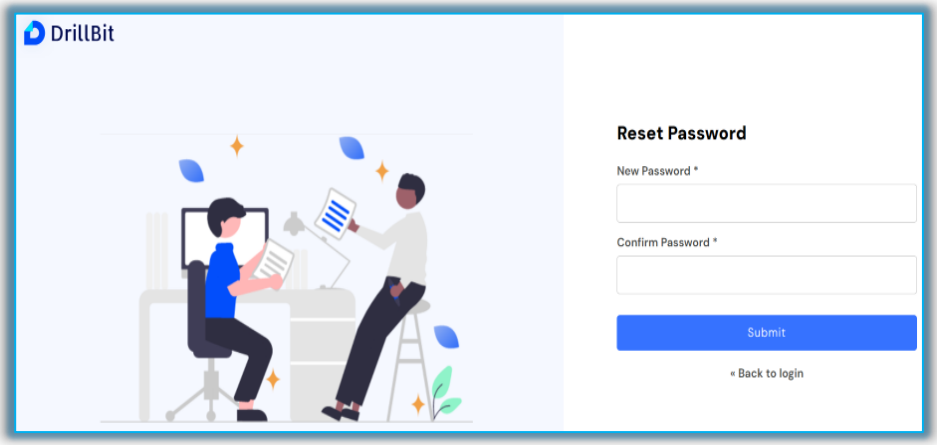


Check your email for a password reset link from DrillBit. Be sure to check your inbox, spam, or junk folder if the email doesn't appear immediately.

Open the email, click on the reset link, and enter your new password. Confirm the password by re-entering it and click **"Submit"** to finalize the change.



Once updated, return to the login page and access your account using your new password.

Your password must contain:

a. at least *8 characters* long
b. at least *1 uppercase and lowercase*
c. at least *1 number*
d. at least *1 special character*

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Admin profile

4. Switch Roles: From Admin to User

18th Nov 2024

Administrators can easily switch to a user account within the DrillBit application, allowing them to submit reports or perform tasks that require user-level access. This flexibility ensures that administrators can handle different responsibilities without needing to log in separately.

To do this, log in to the DrillBit application using your admin username and password. Once logged in, click on your profile icon in the top right corner to open the dropdown menu.

From the list of options, select **'Switch Account'** to switch to a user account.

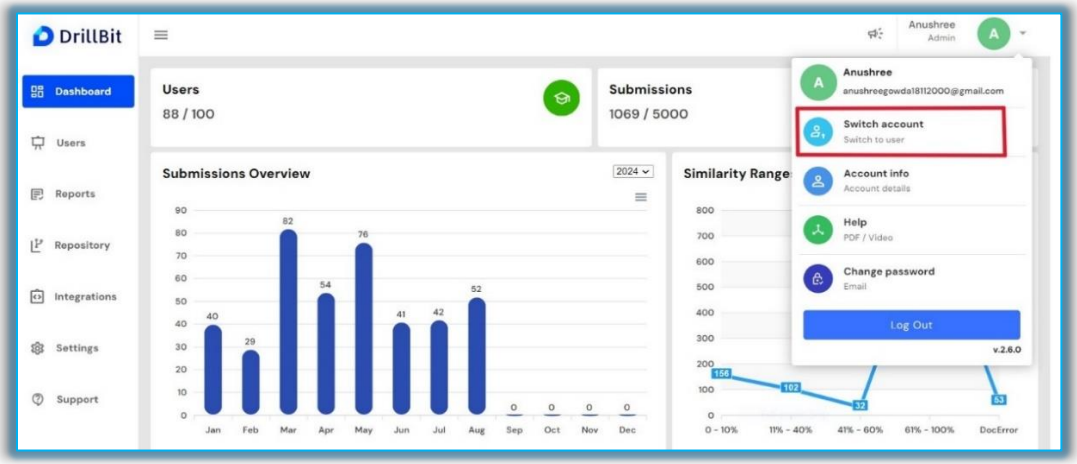
Support Materials

Switch Roles: From Admin to User

Accessing the Admin Help section

Admin Account/License information

Changing your password



After switching, you can carry out tasks such as submitting reports or any other activities that require user permissions. To return to your admin account, follow the same steps, but this time select **'Switch Account – Switch to Admin'** from the dropdown menu.

To switch back to the admin account from the user account, you can follow the 'Switch Roles: From User to Admin' guide for more information.

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5. Switch Roles: From User to Admin

17th Dec 2024

Users who also have administrative privileges in DrillBit can easily switch their role from User to Admin. This functionality is particularly useful when a user needs to access administrative features after working within the User account.

Switching roles from User to Admin allows individuals who manage both user-specific tasks (like submitting reports) and administrative duties to efficiently toggle between their roles without needing to log out and back in.

Support Materials

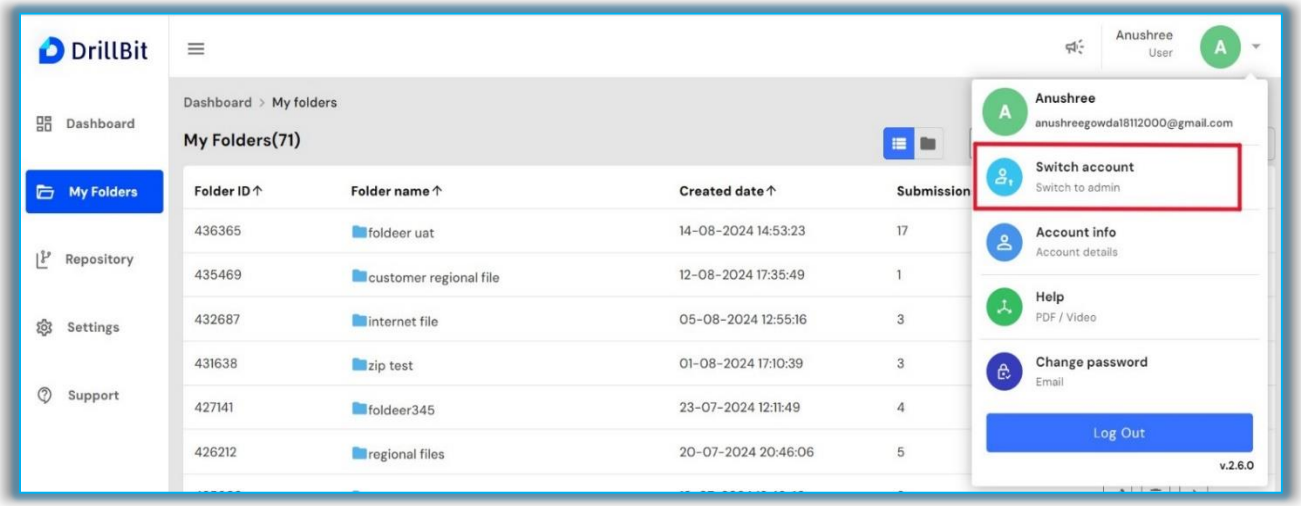
Switch Roles: From User to Admin

Accessing the Admin Help section

Admin Account/License information

Changing your password

- Navigate to the top right corner of the DrillBit interface, click your profile name, and select 'Switch to Admin' from the dropdown menu.



- After selecting the option, the application will switch your user account to admin mode.
- You will now have access to all administrative features and tools within the DrillBit application.

To switch back to the user account from the admin account, you can follow the 'Switch Roles: From Admin to user' guide for more information.

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6. Admin Account/License information

13th Nov 2024

This area offers key details about your account and license status, keeping you informed about your current standing. It's your go-to spot for understanding the specifics of your license and ensuring everything is up-to-date and running smoothly.

1. Log in to the DrillBit application.
2. Select your profile from the top right corner.
3. Choose **'Account Info'** to view all your account details.

Support Materials

Admin Account/License information

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4. In the Account Info section, administrators can upload a logo by selecting **'Upload Logo'**.

- The total upload size must not exceed 10 MB.
- The image file must be in JPG or PNG format and can have a resolution of up to 1000 × 1000 (mm).

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7. Accessing the Admin Help Section

18th Nov 2024

Support Materials

Accessing the Admin Help section

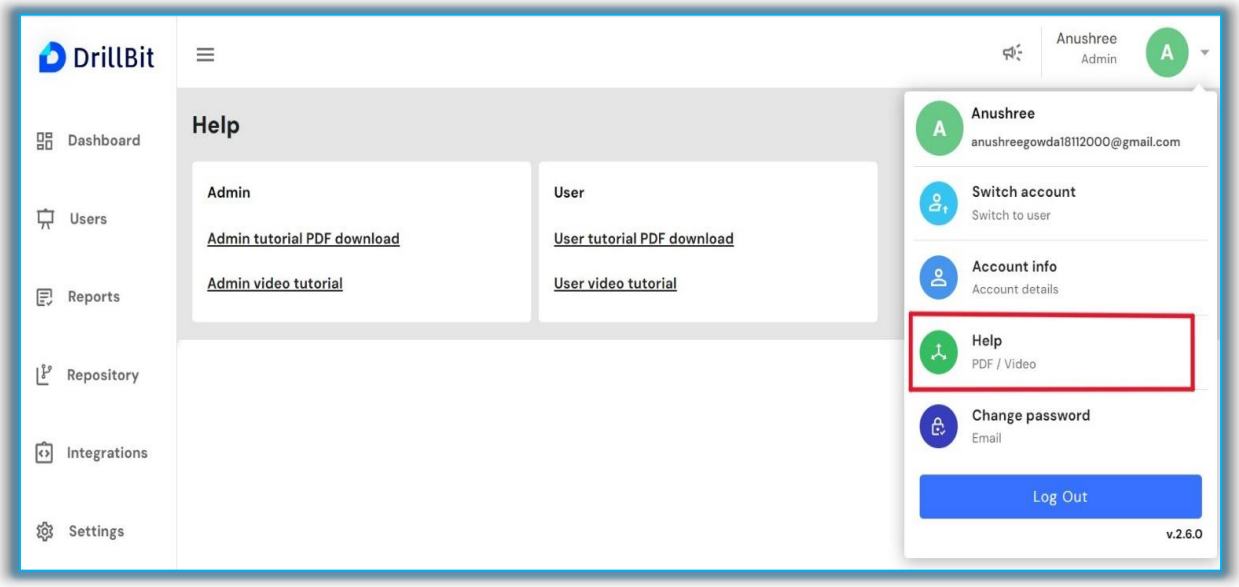
Changing your password

Admin Account/License information

Switch Roles: From Admin to User

The help section offers a wealth of resources to ensure you make the most of the DrillBit application. Whether you're an administrator or a user, you'll find helpful video tutorials and PDF guides covering a range of features and functionalities. These materials are designed to assist you in navigating the application with ease and to answer any questions you might have.

1. Log in to the DrillBit application.
   Enter your username and password on the login page to access your account.
2. Select your profile from the top right corner.
   Click on your profile icon to open the dropdown menu where you can manage your account.
3. Choose **'Help'** from the dropdown menu.
   In the dropdown menu, select 'Help' to access a range of support resources designed to assist you.



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4. Navigate the Help Section.

   The Help section is organized into two categories to help you find the information you need:

   a. **Admin:**

      - Admin Video Tutorial: Watch this video for an overview of administrative features and tools.
      - Admin Tutorial PDF Download: Download this PDF for detailed guidance on performing administrative tasks.

   b. **User:**

      - User Video Tutorial: Watch this video for a guide on features available to users.
      - User Tutorial PDF Download: Download this PDF for comprehensive instructions tailored to user needs.

Looking for more ways to learn?

Video tutorials provide a visual explanation, while PDF documents offer detailed written guidance.

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8. Changing your password

18th Nov 2024

Support Materials

Changing your password

Logging in to DrillBit Plagiarism

Forgot password

Admin Account/License information

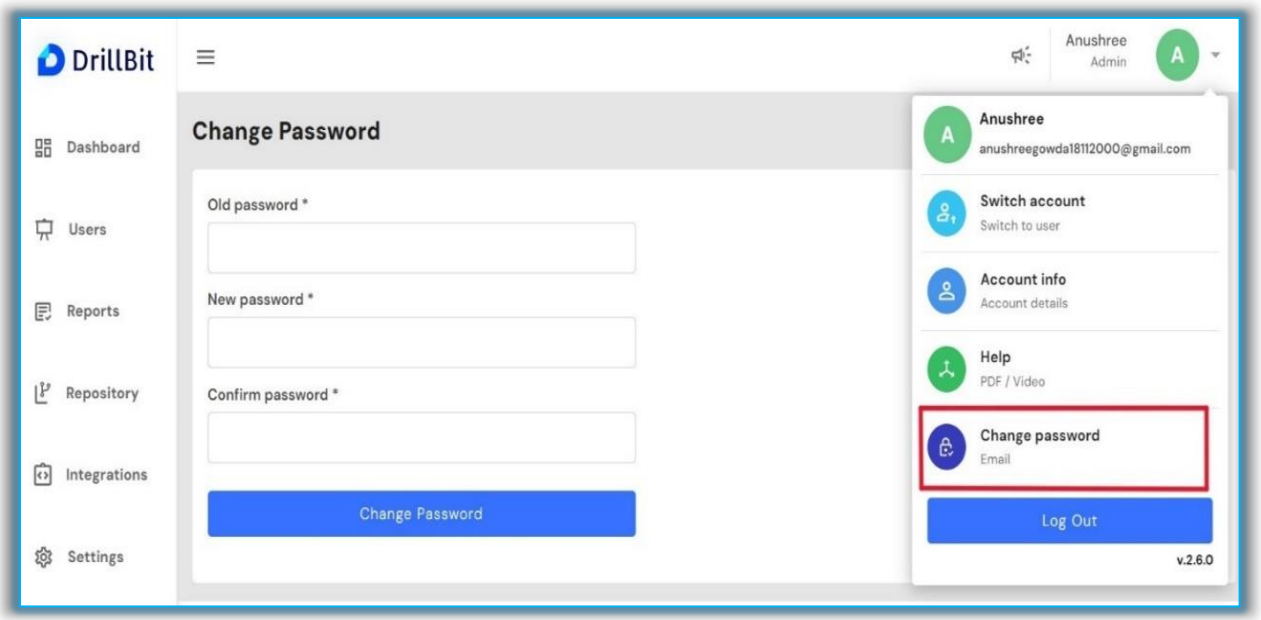
If you need to change your password, the process is designed to be simple and straightforward. Just follow the easy steps provided, and you'll be able to update your password with ease. If you encounter any issues or have questions, our support team is always here to help.

a. Log in to the DrillBit application.

   a. Access your account by entering your current username and password.

b. **Go to Your Profile:** Click on your profile icon located in the top right corner of the screen.

c. **Select 'Change Password':** From the dropdown menu, choose the 'Change Password' option



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6. **Update Your Password:** Enter your current password, then provide and confirm your new password. Make sure your new password meets these criteria:
    a. at least *8 characters* long
    b. at least *1 uppercase and lowercase*
    c. at least *1 number*
    d. at least *1 special character*

5. **Finalize the Change:** Click 'Change Password' to update your password.

Forgotten your Password? Select Forgot Password from the login page and DrillBit will send a password reset link to the email address registered to your account.

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9. Admin Announcements

26th Nov 2024

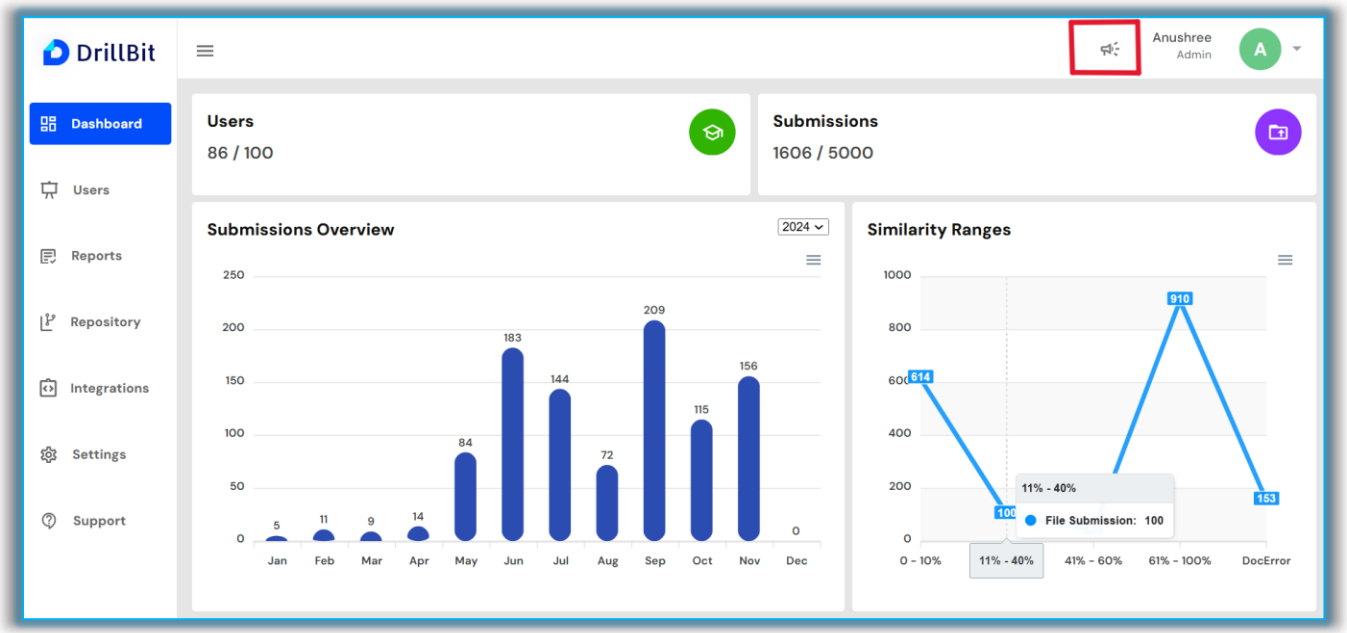
To Stay informed with ease using the Announcements feature in DrillBit Plagiarism. This tool allows Institution Admins to effortlessly get, share crucial updates and important information with all users across the institution.

This feature ensures that all users receive timely and essential information, helping to keep everyone informed and aligned with institutional schedules and activities.

Support Materials

- Admin Announcements
- Admin Dashboard
- Logging in to DrillBit Plagiarism
- Switch Roles: From Admin to User

1. **Accessing Announcements:**
   - Log in to the DrillBit application as an institution admin and navigate to the announcements section.



2. **Viewing Announcements from Admin's Account:**
   - Click on the "Announcements" icon to view announcements made by consortium product admins as well as announcements you have created.

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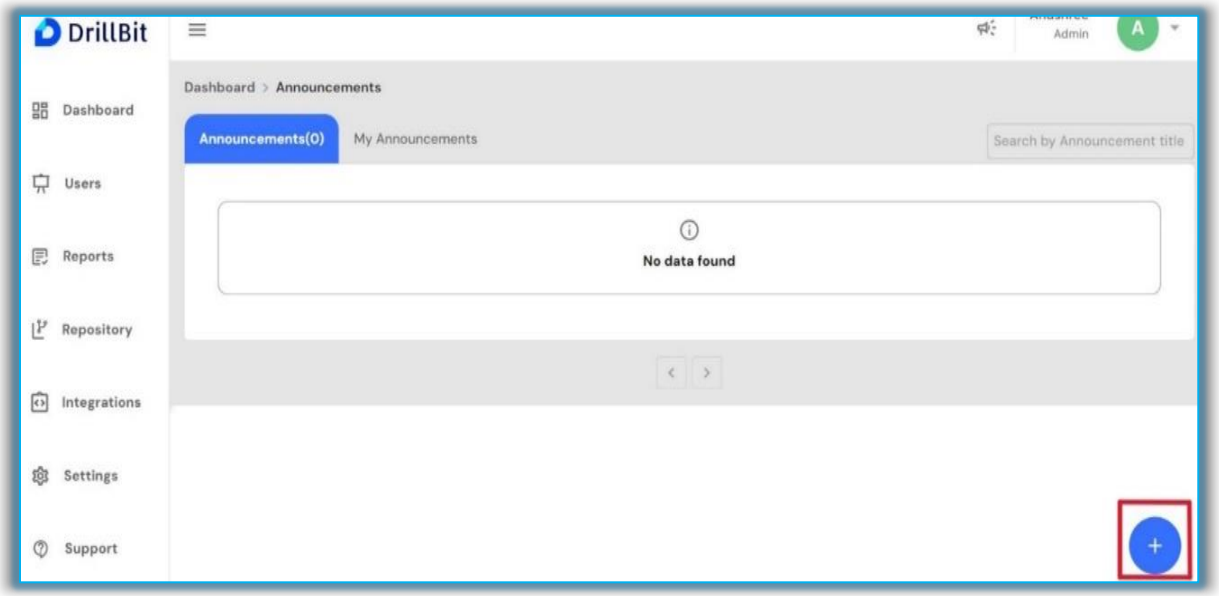
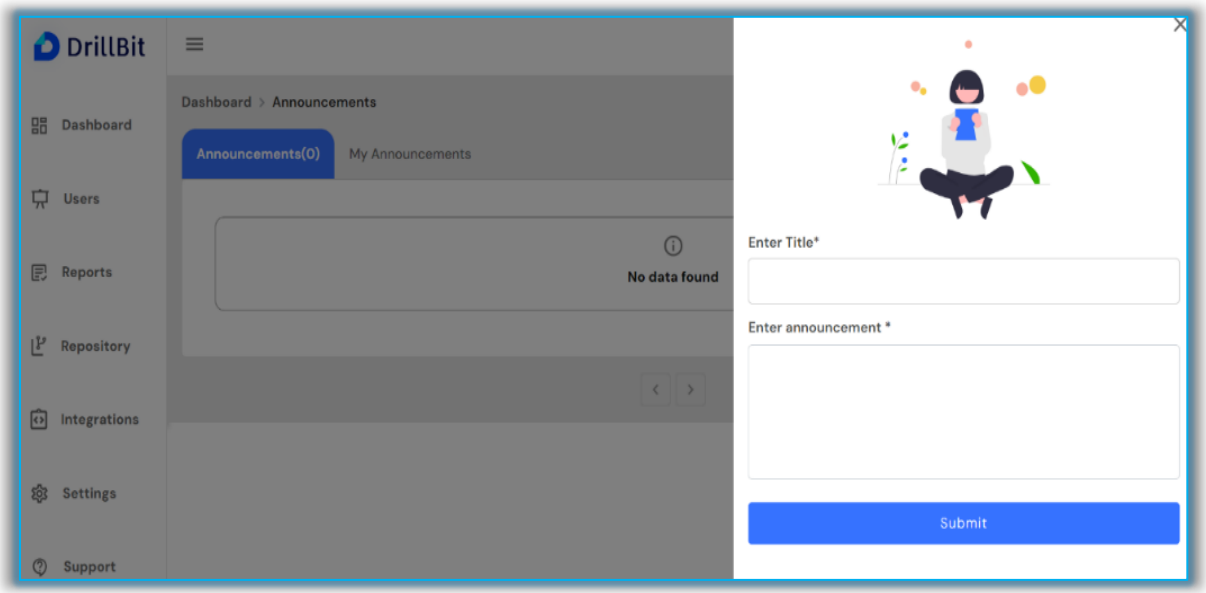


3. **Creating an Announcement for Users:**
    - Click the "Plus +" icon to draft a new announcement.
    - Enter the title and content of your announcement.
    - Click "Submit" to post the announcement.



Tabs Overview:

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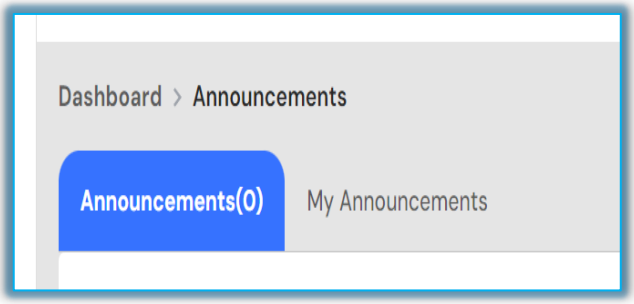
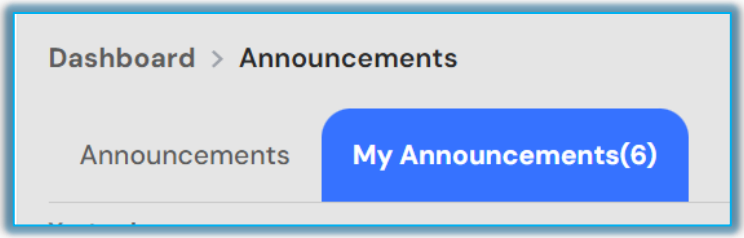
1. **Announcements Tab:**

   The “Announcements” tab displays updates created by consortium product admins for all institution admins. This functionality ensures that important announcements from the consortium level are made available to all institution admins.



2. **My Announcements Tab:**

   The "My Announcements" tab allows institution admins to view announcements they have created for users within their institution, providing a centralized location to manage and review their own announcements, and ensuring that important information is shared with everyone within their users.



Announcements made by consortium product admins will appear in the "Announcements" tab, while announcements created by the institution admin for their users will be found in the "My Announcements" tab.

Quick Tip: You can search for announcements by their title, streamlining the process of finding specific information quickly within DrillBit Plagiarism.

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10. Admin Dashboard

26th Nov 2024

The Admin Dashboard in DrillBit is your central hub for overseeing and managing your organization's use of the platform. It provides a detailed view of user activity, submission statistics, and license management. With tools like Similarity Ranges, Account Validity, Trend Analysis, Document Types, and Departments, the dashboard is designed to offer you a clear and comprehensive overview. This way, you can easily monitor and manage every aspect of DrillBit's usage, ensuring everything runs smoothly and efficiently within your organization.

Support Materials

Admin Dashboard

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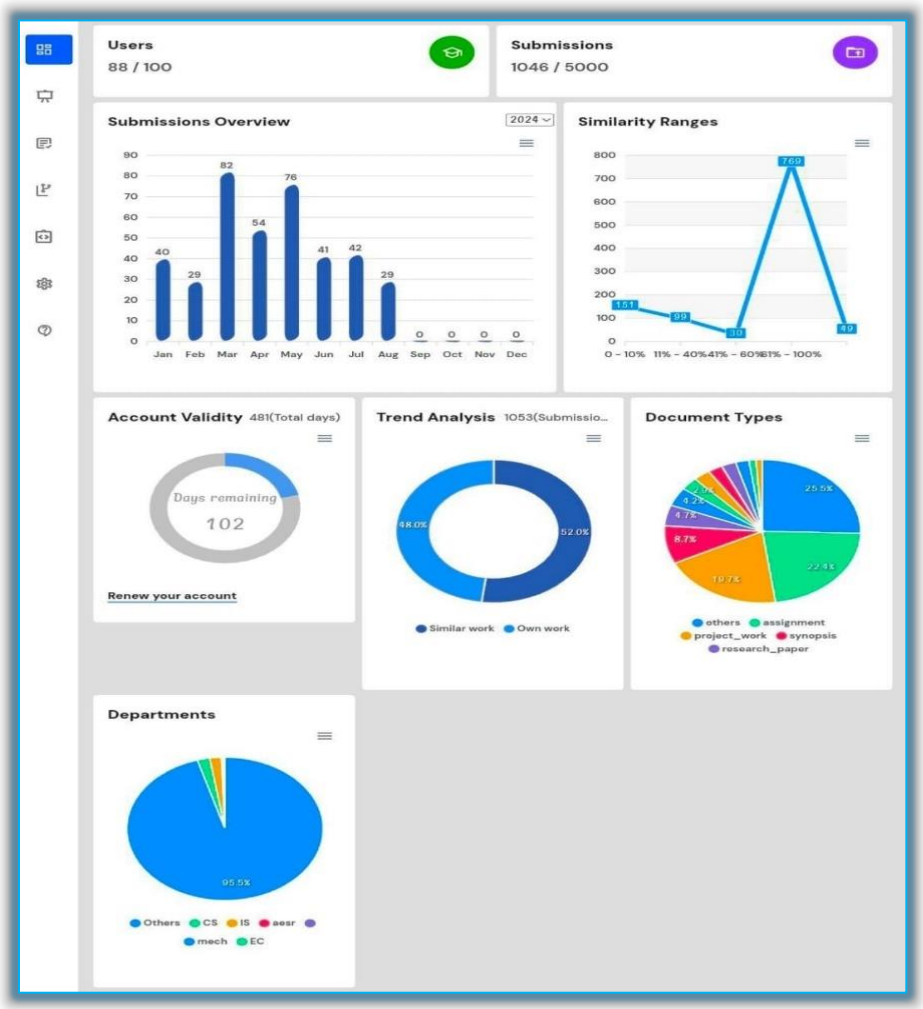

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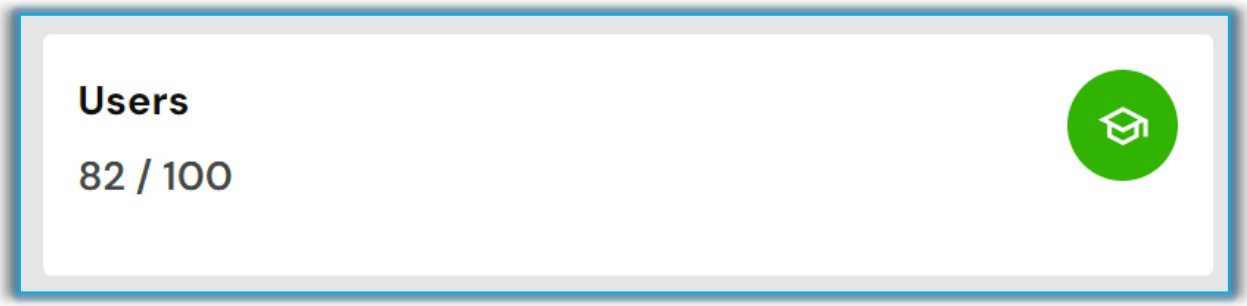
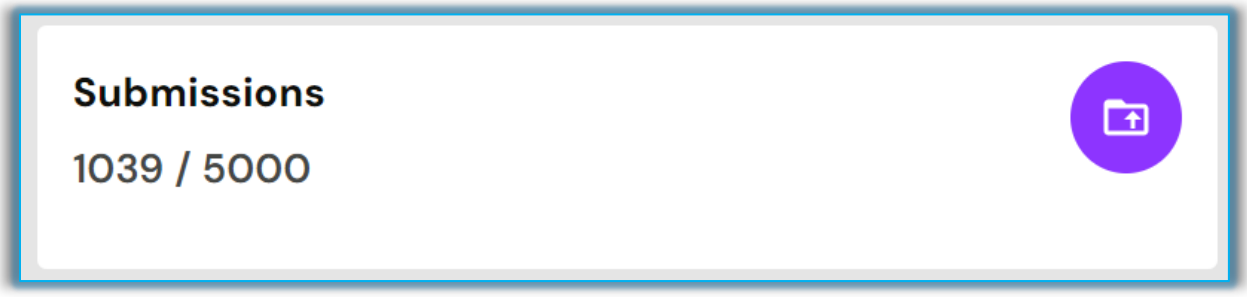
1. Access the DrillBit application.
   a. On the login page, enter your username and password to sign in.
2. Confirm that you are logged in as an admin.
3. Upon login, you will be directed to the admin dashboard by default.

Features of the Admin Dashboard

10.1 Users: This section displays the number of users registered under your license compared to the total allocated by DrillBit. It helps you monitor user allocation and ensure compliance with your license limits.



10.2 Submissions: This area highlights the number of submissions made by users under your administration, showing both the total submissions used and those allocated by DrillBit.



10.3 Submission Overview: Track monthly submission activity by users under your account. This feature provides insights into submission patterns across different months.

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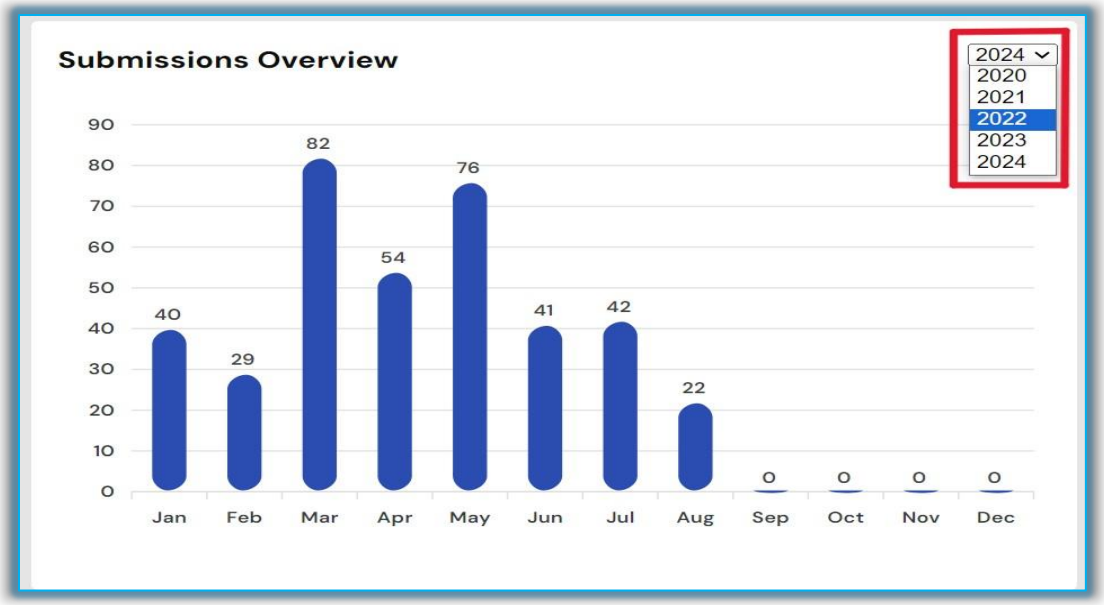
Admin can download the month-wise graph of selected year in SVG, PNG, or CSV formats.

Year-Wise View:

Analyse data from the past years to identify trends and patterns. This feature allows for year-wise data downloads in SVG, PNG, or CSV formats through the dropdown menu on the graph.



10.4 <u>Similarity Ranges</u>: The Similarity ranges feature categorizes submissions based on detected similarity percentages, providing administrators with a clear overview of how

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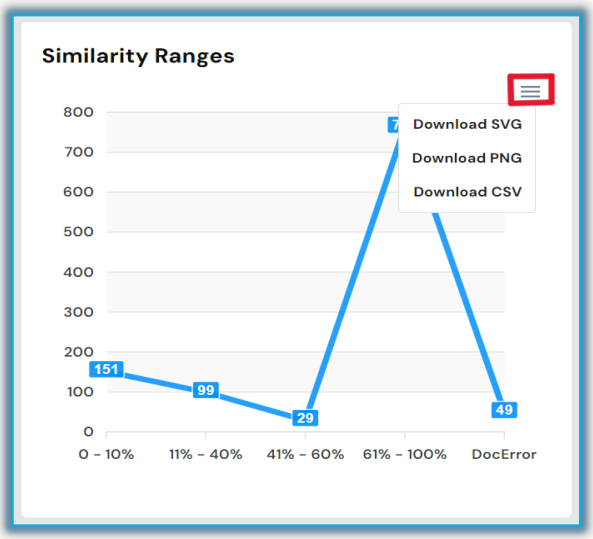
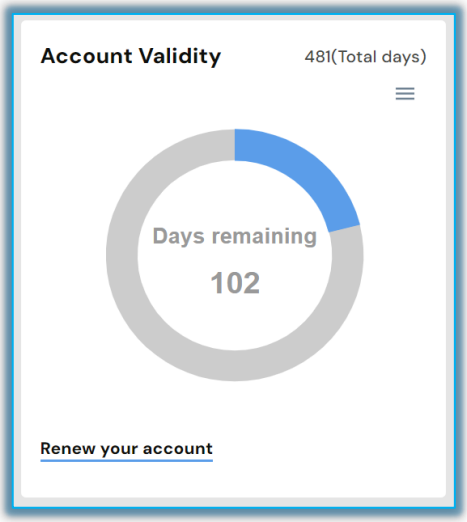
many documents fall into each similarity range. This feature helps in assessing the originality of the submissions and spotting any documents that may have significant similarity or errors.

- The similarity ranges report is available for download in SVG, PNG, and CSV formats via the hamburger menu on the graph.



10.5 <u>Account Validity</u>: The dashboard displays the validity of the license in terms of the total duration and the remaining days until expiration. This ensures that administrators are always aware of the current status of their license and can take necessary actions before it expires.



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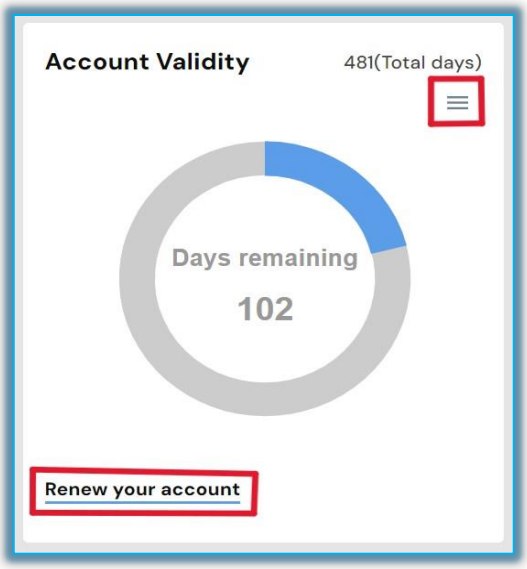
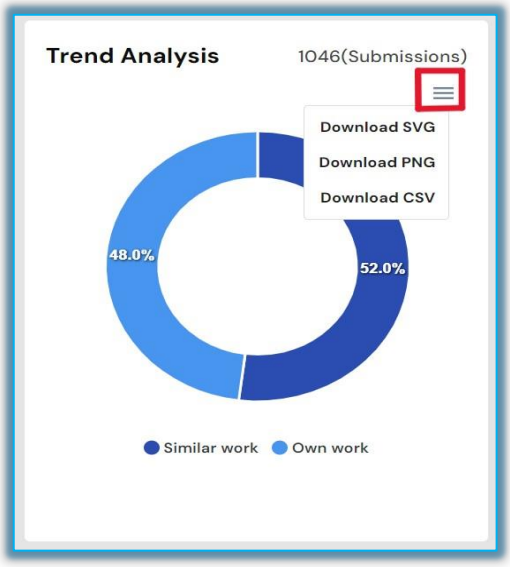
You can download the account validity report in SVG, PNG, and CSV formats through the hamburger menu located on the graph.



Renew your account**:** You can select the 'Renew your account' link to send a renewal request to DrillBit support.

10.6 Trend Analysis: The Trend Analysis section displays the percentage distribution of similar work and own work across all submissions under the account. This visualization helps administrators understand the extent of similarity within the submissions.



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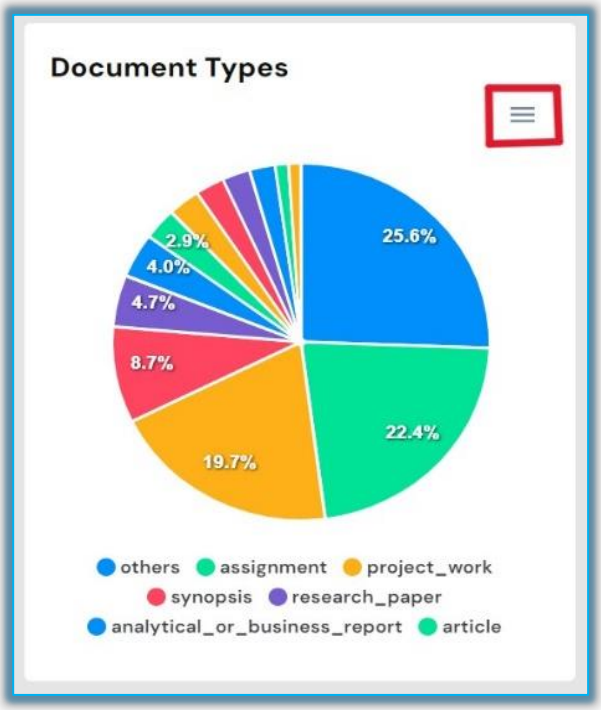
Trend Analysis data can be exported in three formats (SVG, PNG and CSV) from the hamburger menu on the graph.

10.7 Document Types: A pie chart visualizes the various types of documents submitted, including thesis, dissertation, article, and others. This feature enables administrators to analyse the diversity of submissions and identify which types are most frequently used.



You can download the document types of data in SVG, PNG, and CSV formats by using the hamburger menu on the graph.

10.8 Departments: The Departments section allows administrators to view submission activity based on departments, such as EC, CS, IS, and others. This pie chart helps identify which departments have higher or lower submission activity.

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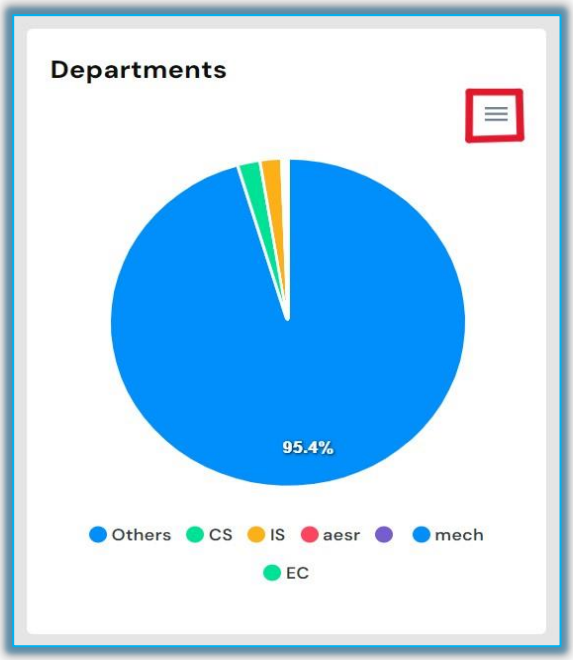

The departments data can be downloaded in SVG, PNG, and CSV formats from the hamburger menu present on the graph.

Here's a useful feature:

Data for the Submission Overview, Similarity Ranges, Account Validity, Trend Analysis, Document Types, and Departments can be downloaded in three formats from the hamburger menu on each Individual graph:

- **SVG (Scalable Vector Graphics):** Ideal for high-resolution, scalable graphics, making it perfect for presenting data clearly at any size.
- **PNG (Portable Network Graphics):** Provides a clear, high-quality image suitable for digital displays, allowing data to be easily shared or embedded.
- **CSV (Comma-Separated Values):** Exports the data in a tabular format for easy analysis in spreadsheets.

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11. All About User Management

26th Nov 2024

Managing users in DrillBit is straightforward. This guide will assist you with each step of the process. Start by logging in with administrator credentials and navigate to the 'Users' section to get started.

Support Materials

All About User Management
Adding a User Under Admin
DrillBit Repository
Admin Dashboard
Logging in to DrillBit Plagiarism

Overview of User Information

In the Users section, you'll find a comprehensive list of all users. This includes Username, Email, Designation, Department, Creation Date, Allocated Submissions, Status, Statistics, and available Actions.

The Active Users and Inactive Users are now displayed in separate tabs, making it easier to manage users based on their status.

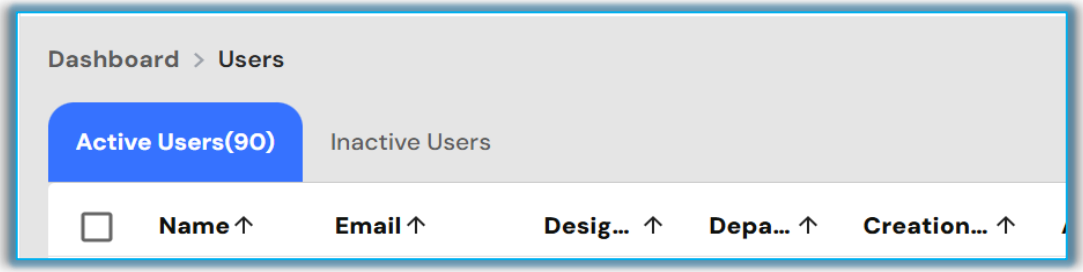
You can use the search bar to find a user by entering their email address.

Sorting User Information

The sorting option is available for Name, Email, Designation, Department, and Creation Date, allowing you to sort and view the information more efficiently.

Scroll to

To use sorting, click on the arrow next to any of the fields: Name, Email, Designation, Department, and Creation Date.



Actions for Managing Users

Here's what you can do with user accounts:

1. Reset Password: If a user does not receive a credentials through email when added by the admin or has forgotten their password, the admin can resend a password reset link to help the user regain secure access to their account.

Additional Password Reset Option: Users can also reset their password independently by selecting the "Forgot Password" option on the login page.

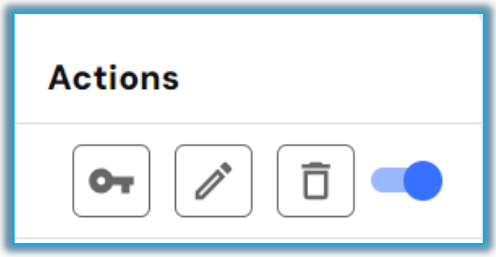
2. Edit: Keep user profiles current by updating details such as designation, department, phone number, expire date and document allocation.

   The email address cannot be modified.

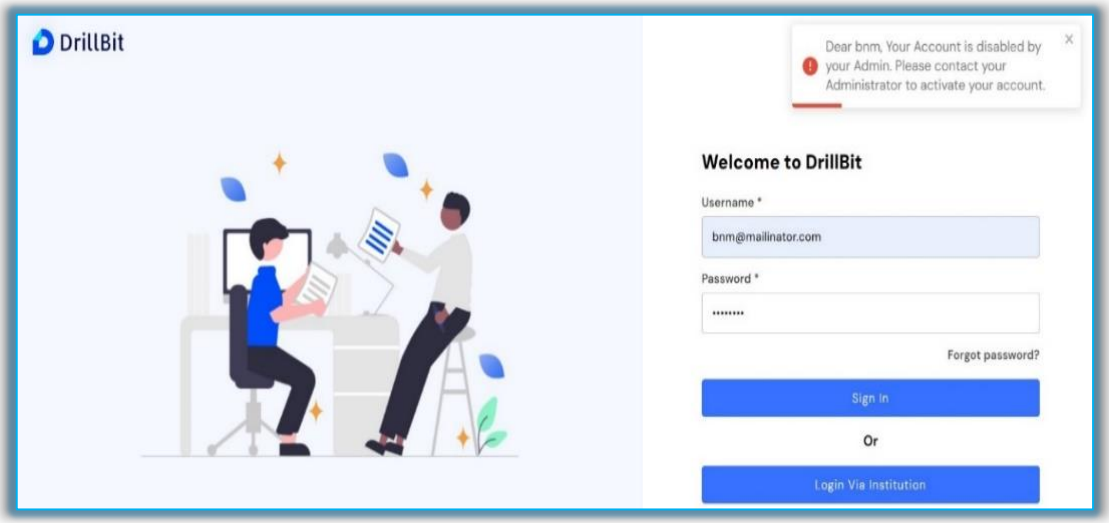
3. Delete: If a user is no longer part of the system or their account needs to be removed, admin can delete their account. This action will remove the user's access and data from the system.
4. Activate/Deactivate**:** Admins can activate or deactivate a user's account using the toggle button. Use this feature to temporarily disable a user's access or to reactivate their account when needed.

Scroll to TOP

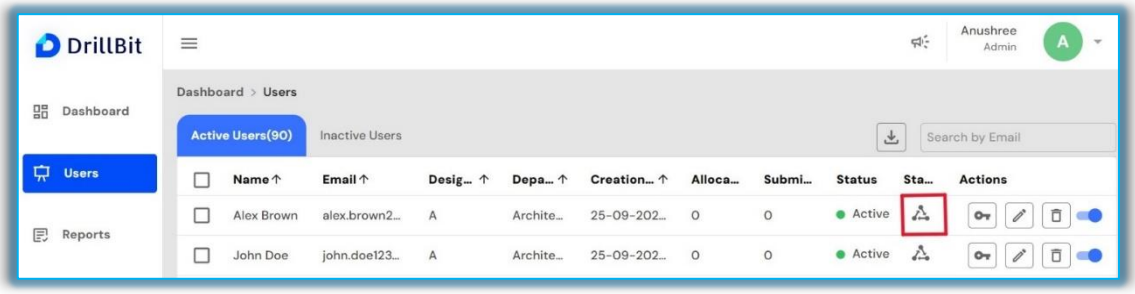
The account will also be automatically deactivated when the selected expiration date is reached.



When a user attempts to log in with an account that has been deactivated by the admin, they will receive the following message: 'Dear [Username], your account has been disabled by your administrator. Please contact your administrator to reactivate your account'.



5. Statistics:



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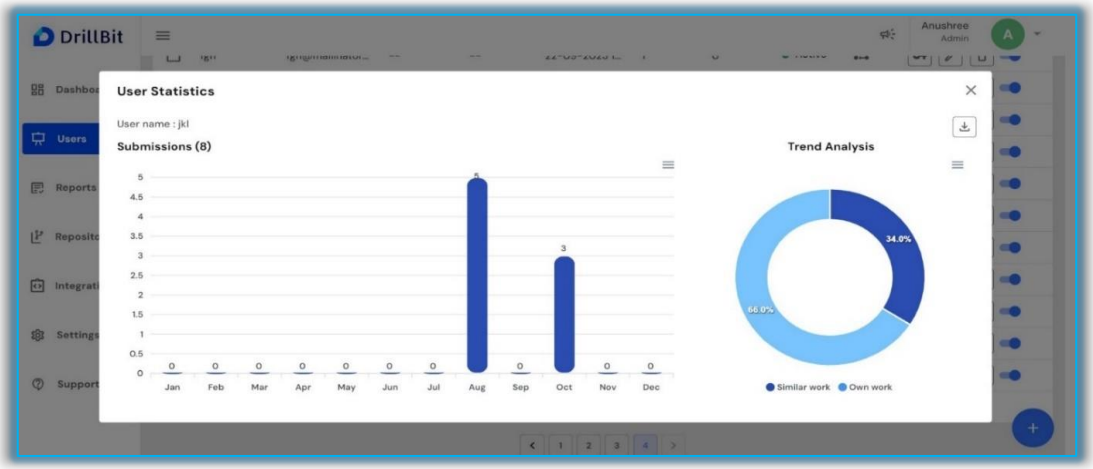
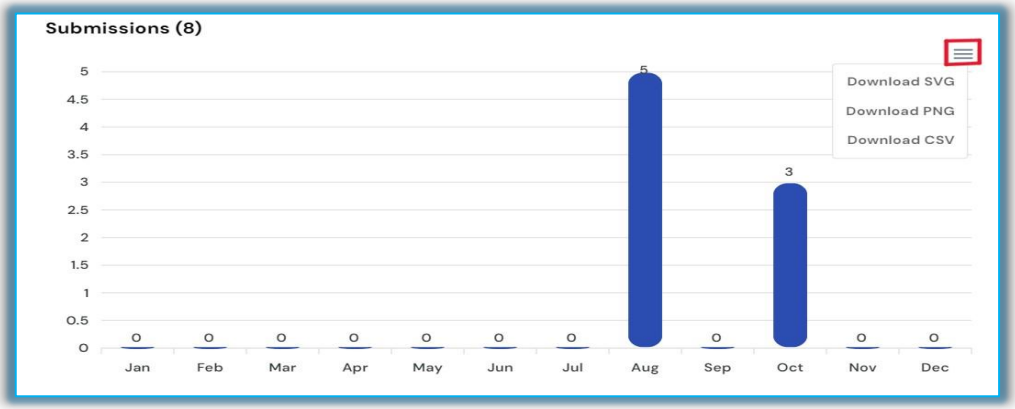
- **User Statistics:** When you click on the Statistics icon, a detailed pop-up window will appear, offering an in-depth look at the user's activity and data. This window displays two graphs: Submissions and Trend Analysis.



- **Submissions Graphs:** These graphs provide a visual representation of the user's submissions over time, displayed month-by-month in a bar graph format. This allows admin to quickly assess submission patterns and activity levels. A convenient hamburger menu in the corner of the graph enables you to download the data in multiple formats, including SVG, PNG, and CSV, for further analysis or reporting.



- **Trend Analysis Graphs:** The Trend Analysis section displays the percentage distribution of similar work and own work across all submissions under the account. This visualization helps administrators understand the extent of similarity within the

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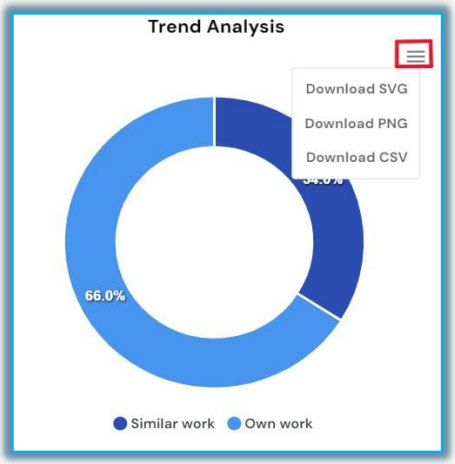
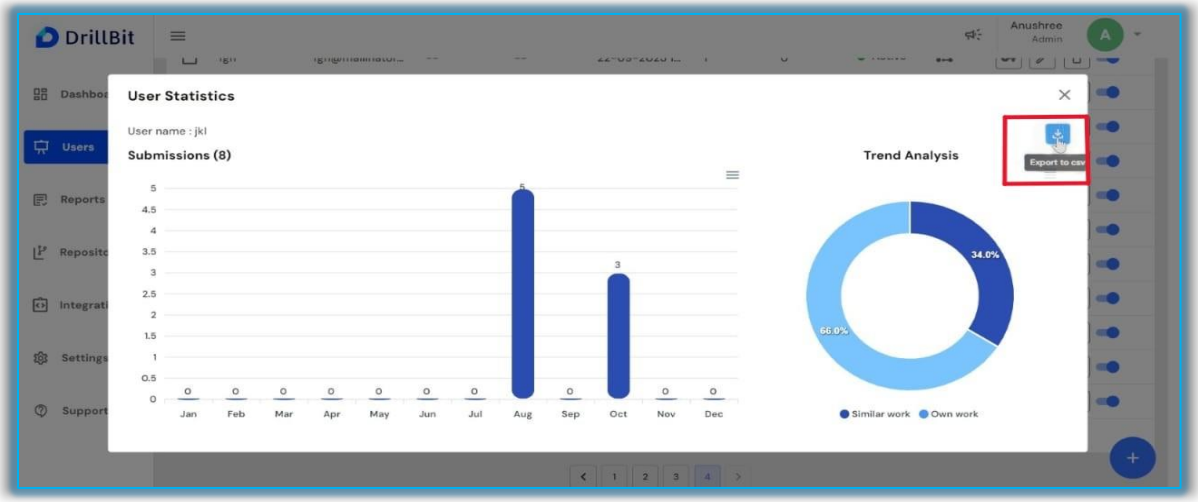
submissions. Like the Submissions Graphs, the Trend Analysis Graphs also feature a hamburger menu for easy downloading in SVG, PNG, and CSV formats.



Furthermore, within this pop-up window, there is an "Export to CSV" option. This feature allows you to download a comprehensive CSV file containing detailed information about the user's submissions.



The CSV file includes various data points such as the author's name, title of the document, similarity score, AI score, file size in kilobytes, number of pages, paper ID, folder name, submission date, repository status, email, folder ID, document type, file name, language, college name, and grammar check results.

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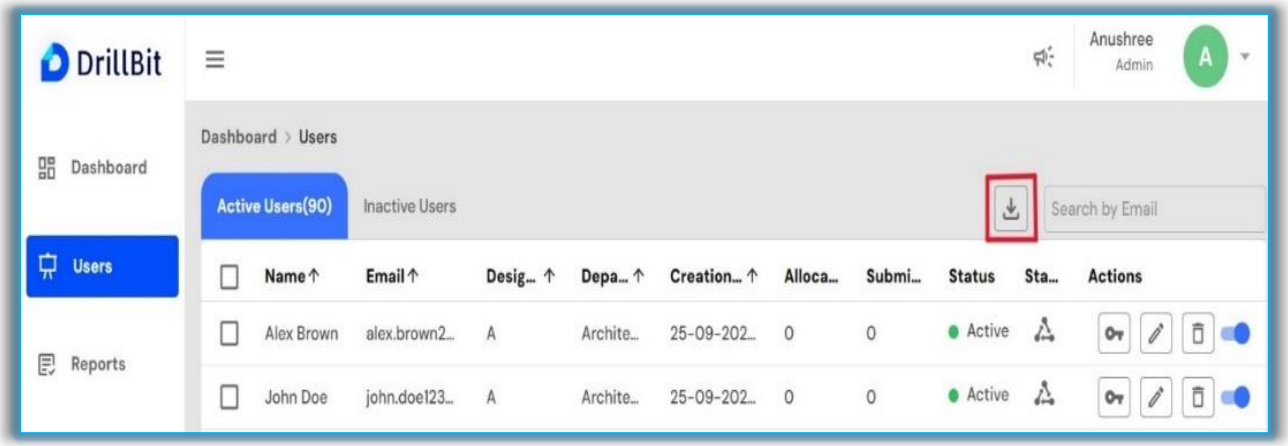
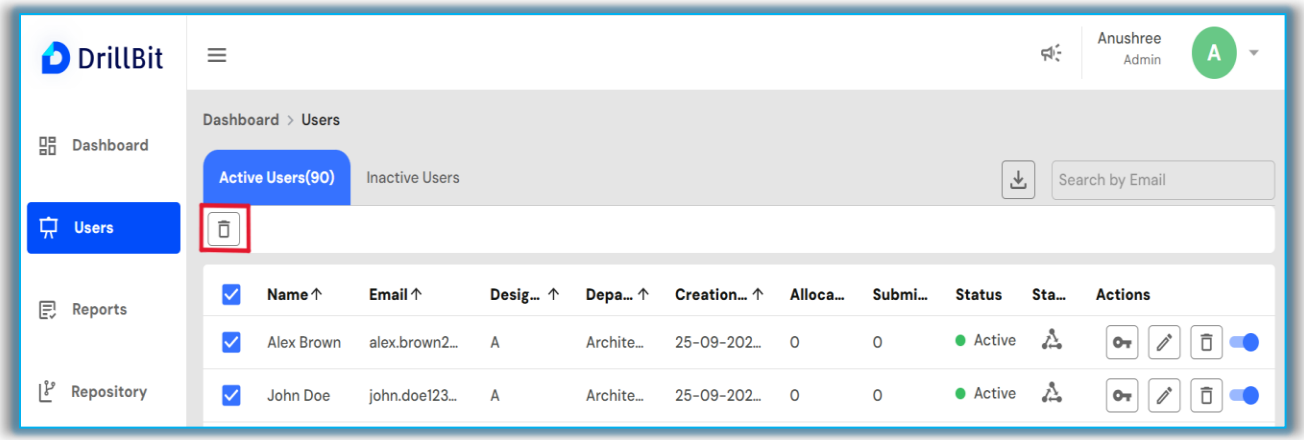
- **Download User List:** Click the download icon at the top to obtain a CSV file containing details such as User/Account ID, Name, Email, Creation Date, Status, Documents Allotted, Documents Submitted, Date of Expiry, and Department.



- **Delete Multiple** Users: An option to Delete Multiple Users is available in both the Active and Inactive Users tabs. When multiple users are selected by clicking the checkboxes, a delete option will appear at the top, allowing the admin to delete multiple users simultaneously.



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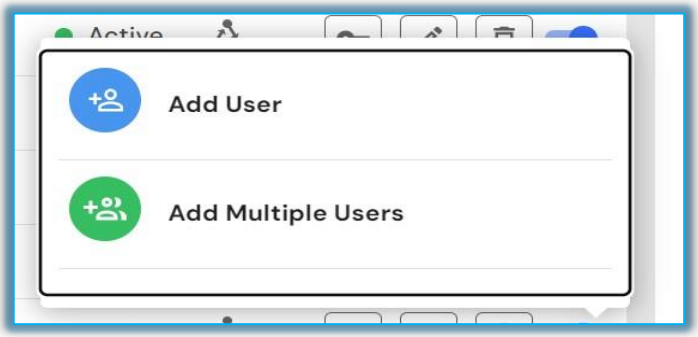
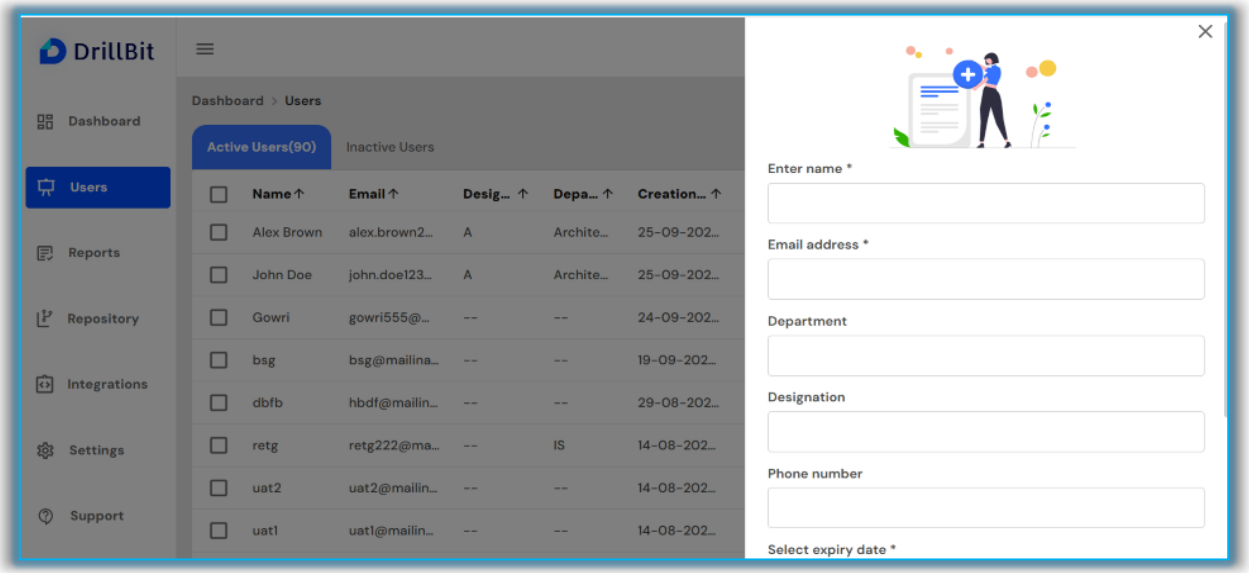
12. Adding a User Under Admin

18th Nov 2024

Log in to your DrillBit account with Admin credentials, navigate to the Users section and click on the + icon to add a new user under the admin account. Users can be added in two ways under the admin role:



11.1 Add User: The admin can add a single user by entering details such as Name, Email Address, Department, Designation, Phone Number, and Expiry Date. Allocate the required number of documents, and, if applicable, grammar documents.



Support Materials

- Adding a User Under Admin
- All About User Management
- DrillBit Repository
- Admin Dashboard
- Account security settings
- Logging in to DrillBit Plagiarism

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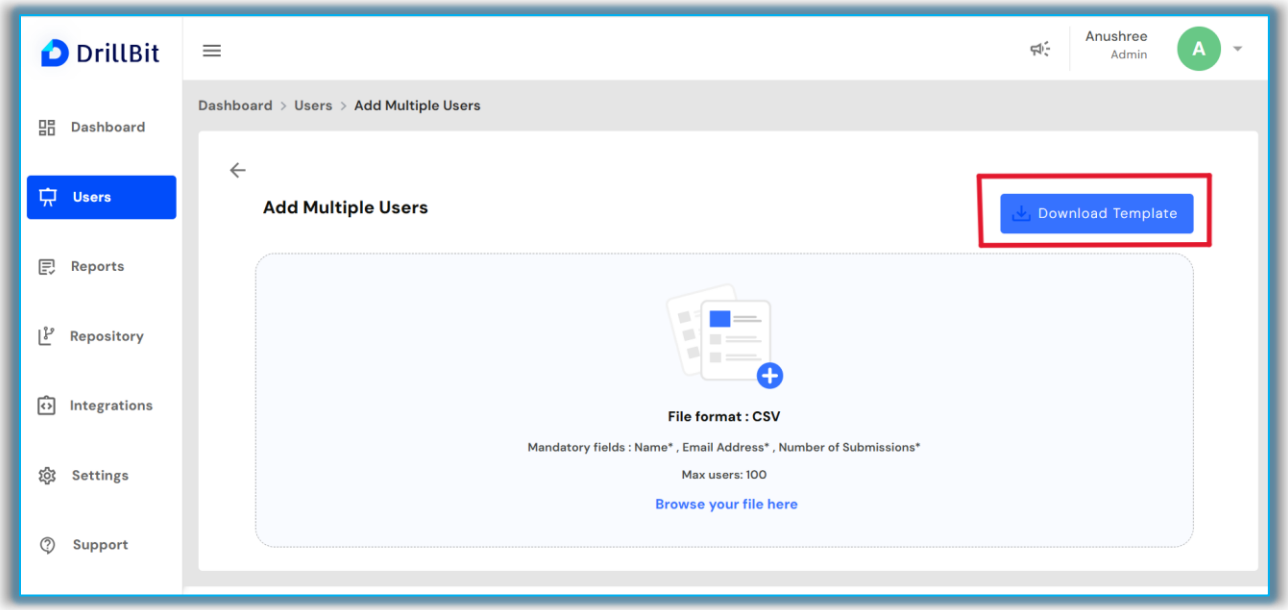
To add a user, the fields for Name, Email address, and Expiration date are mandatory and must be filled in.

11.2 **Add Multiple Users:** Admin can add multiple users by uploading a CSV file containing the necessary information.

- **Download Template**: Start by downloading the template, filling in the required fields, and uploading it.



- Once the file is uploaded, a preview displays the user details, including SL No, Name, Email Address, Number of Submissions, Department, Designation, Phone Number, and an option to Delete individual entries.

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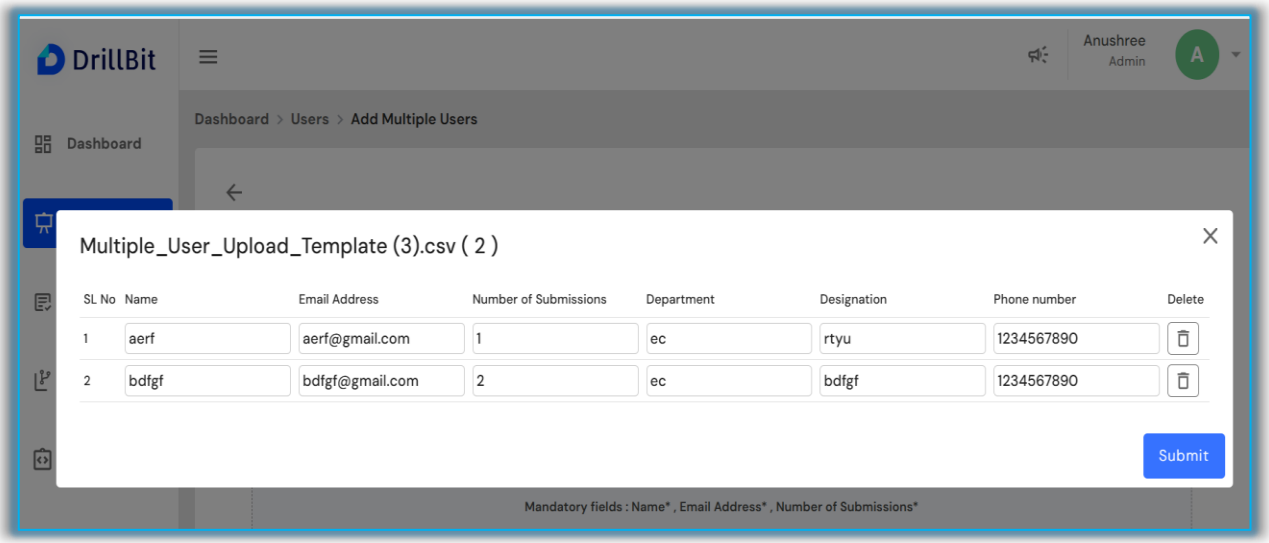

- Before submitting, you can edit any field in the preview to ensure accuracy, then click **Submit** to finalize adding the users.

- Ensure that the mandatory fields in the CSV file are filled: Name, Email Address, Number of Submissions and Number of Grammar Submissions.
- Ensure that the CSV file follows the specified format. Files with additional columns or formatting changes will not be accepted.
- An admin can add up to 100 users at a time using a CSV file.

- **CSV File Upload Errors:** For information on resolving errors during CSV uploads when creating multiple users, refer to the "CSV File Upload Errors" documentation.

If email addresses are repeated, the preview will display the message: "Please remove the repeated email addresses and then proceed."

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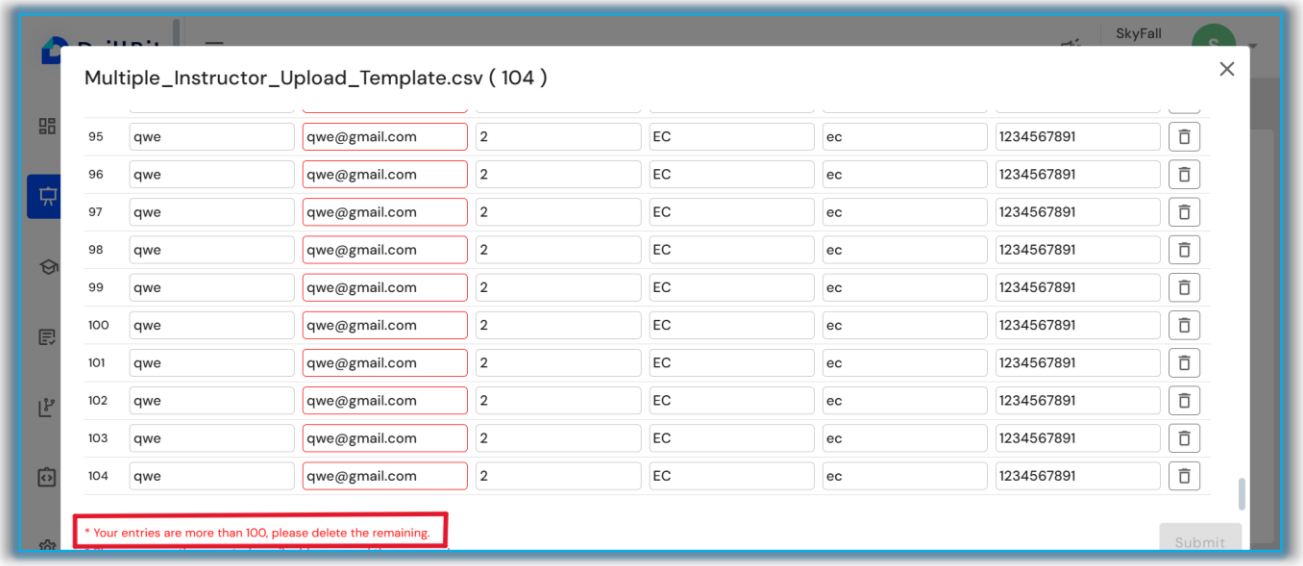
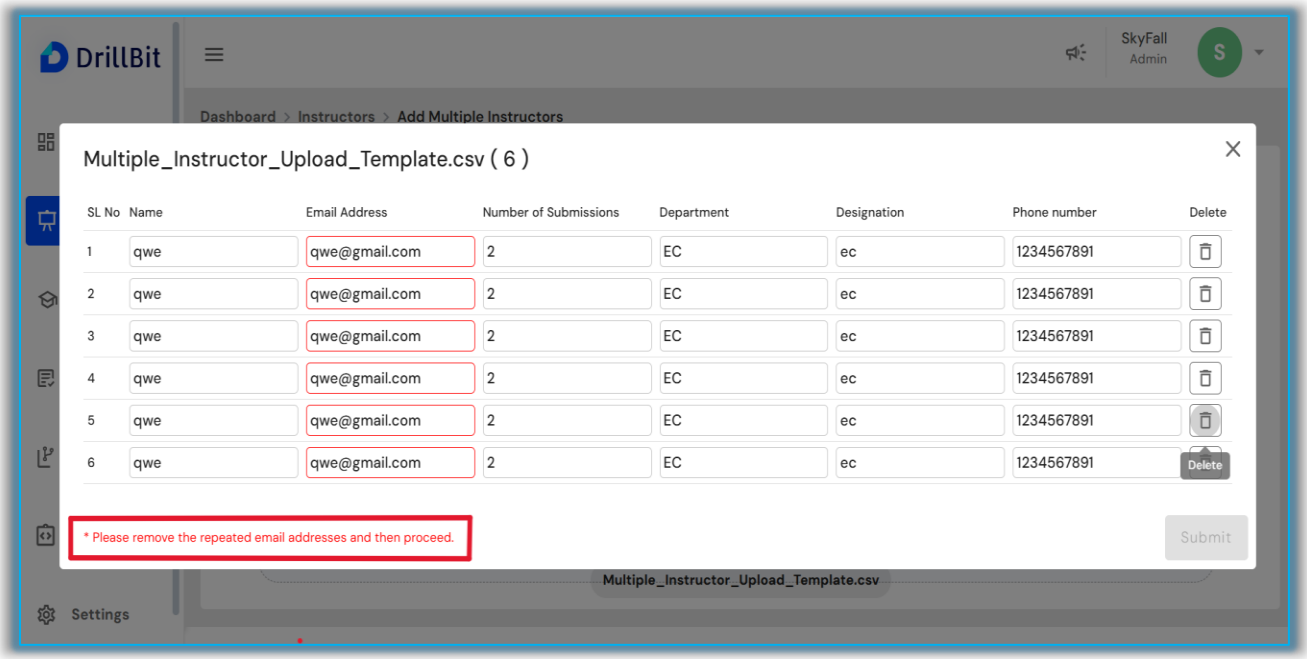


If more than 100 users are added, the preview will display the message: "Your entries are more than 100, please delete the remaining.



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13.Admin Reports

29th Nov 2024

The Reports feature provides administrators with powerful tools to generate in-depth reports on user activity within the application. You can customize these reports to highlight specific users, folders, or submission data, ensuring you have all the insights needed to effectively manage and monitor plagiarism detection. With these reports at your fingertips, you'll have a clearer view of activity and trends to keep everything running smoothly.

Support Materials

Admin Reports

Integrations

Admin Dashboard

Admin Users

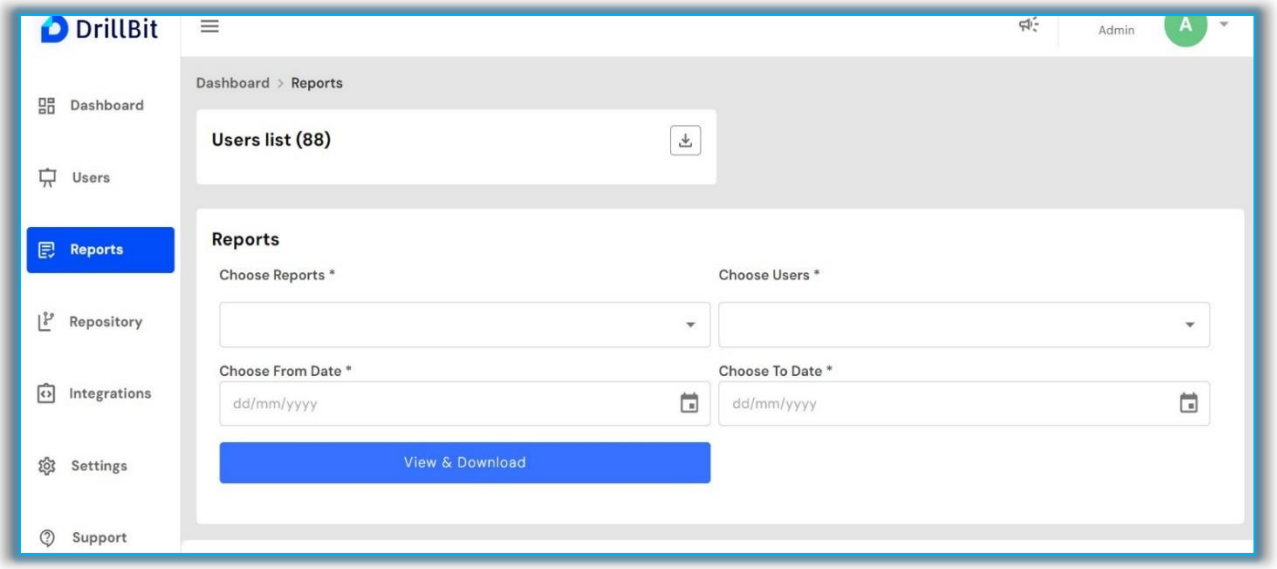
Admin Reports

Managing Repositories

Account security settings

Steps to Generate Reports

1. **Access the Main DrillBit page**
    - Begin by logging into your DrillBit account as an administrator.
    - Navigate to the Reports section in the application interface.

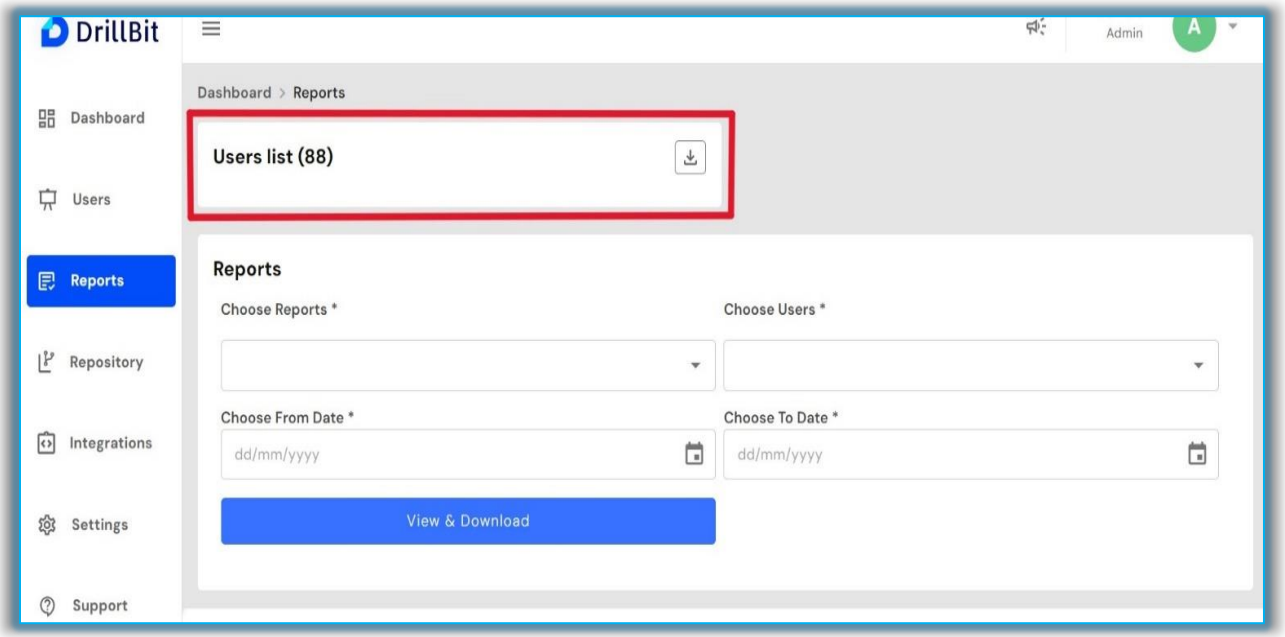


2. **Users List:**
    - Download a comprehensive CSV list of all users within the institution.

Scroll to TOP

- Click the download button to generate and download the list of users which includes both active and inactive users.

The CSV file contains additional details, including User/Account ID, Name, Email, Creation Date, Status, Documents Allotted, Documents Submitted, Grammar Documents Allotted, Grammar Documents Submitted, Date of Expiry, and Department.



Here's a helpful detail: The downloaded data will include comprehensive information for each user, such as User/Account ID, Name, Email, Creation Date, Status, Documents Allotted, Documents Submitted, Grammar Documents Allotted, Grammar Documents Submitted, Date of Expiry, and Department.

3. **Generate Custom Reports**

- **Choose Reports**: Select the type of report you want to generate:
  a. **Folders**: Analyse reports based on the folders created by users.

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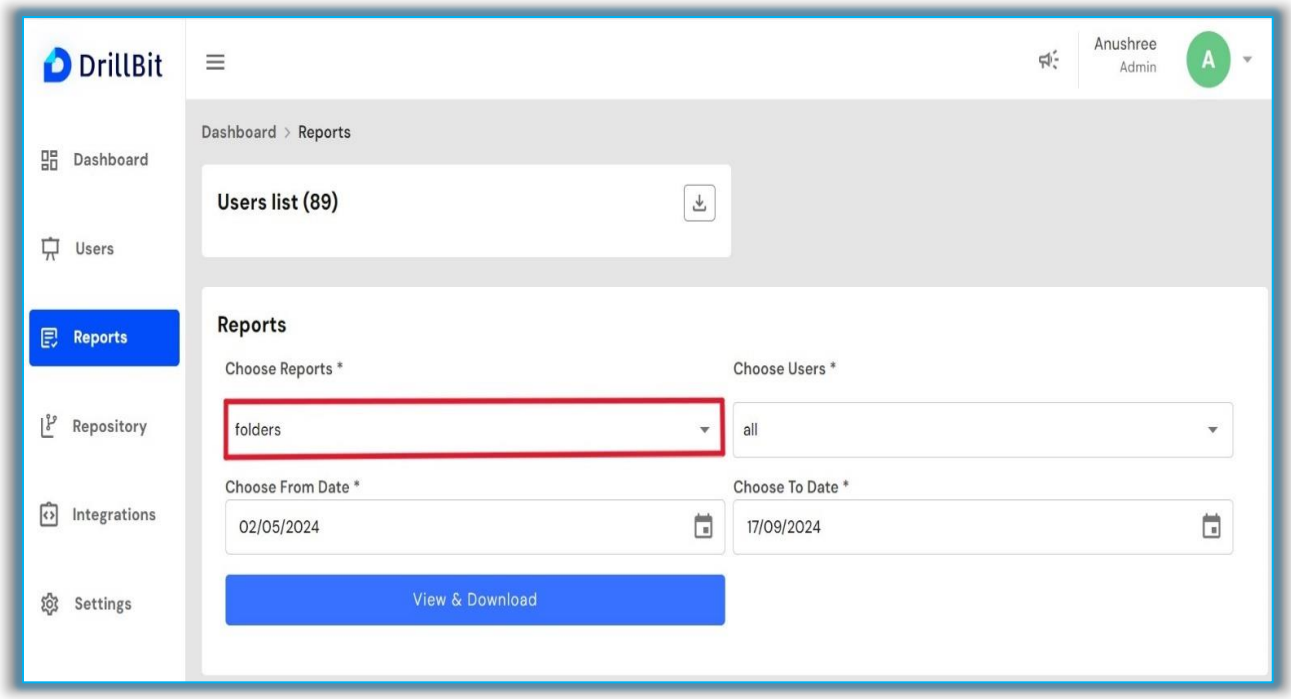
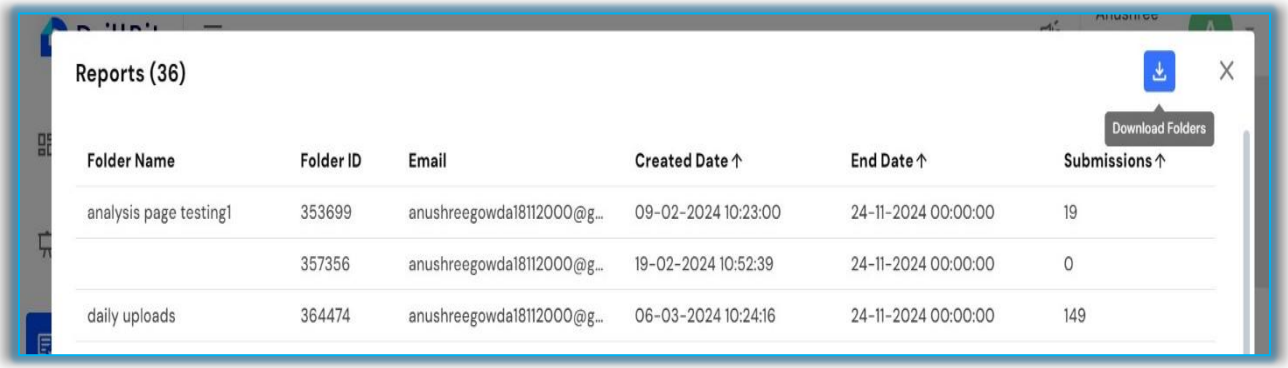


After setting your parameters, click on the **View & Download** button to preview the report. You can then use the **Download** option to save the folder report to your device.



Report Details: When generating a report for folders, you will receive information including Folder Name, Folder ID, associated Email, Created Date and End Date.

b. **Submissions**: Focus on the reports generated from the submissions made by users.

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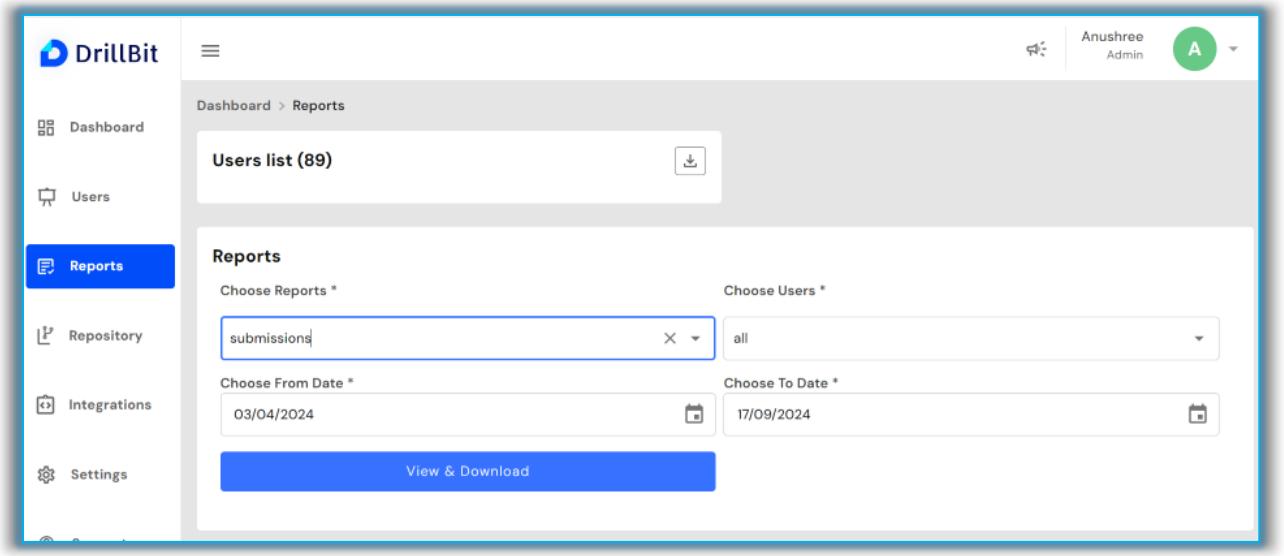
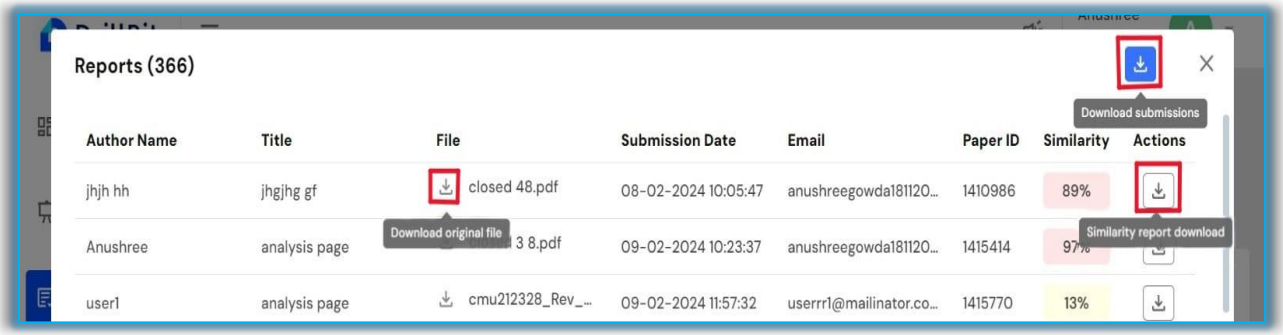


Once you have configured the parameters, select the 'View & Download' button to preview the report.



1. **Original File Download:** This includes a download icon that allows administrators to download the original file that was uploaded by the user for plagiarism checking. This could be an assignment, research paper, thesis, or any other type of document that requires plagiarism verification.

2. **Similarity Report Download:** A download icon is available for obtaining the similarity report. This report provides detailed results of the plagiarism check, including the percentage of similarity detected in the submitted document. It highlights the matched content and identifies the sources from which the content might have been derived, such as publishers, websites, or other documents.

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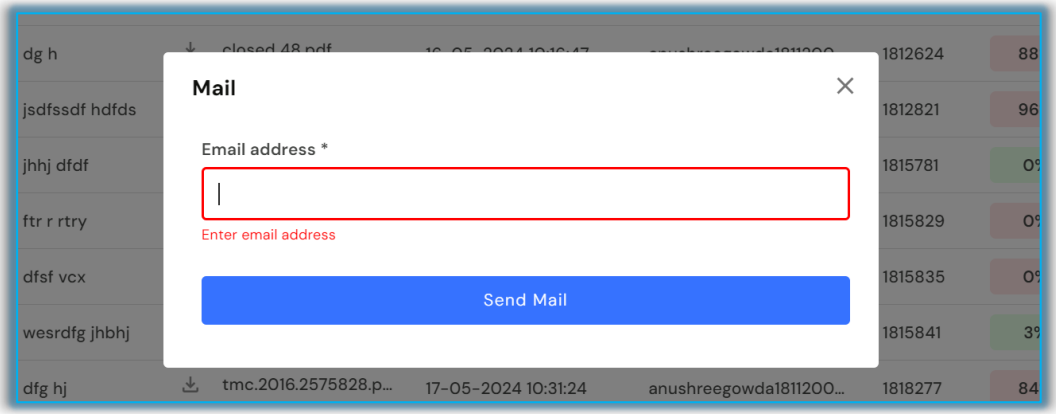
3. **Submissions Download**: The option to download submissions is also available at the top right corner. Clicking the download icon for submissions opens a popup window where you can enter any email address.

you can download a report for the past 6 months.



After entering an email, a link to a CSV file containing the detailed submission report will be sent to the specified email address.

Submission Report Details: The CSV file containing the detailed submission report will include the following data: Author Name, Title, Similarity, AI Score, File Size (in KB), Pages, Paper ID, Folder Name, Submitted Date, Repository Status, Email, Folder ID, Document Type, File Name, Language, College Name, and Grammar.

Common Steps for Both Reports:

- **Choose Users:** Enter a specific user or select 'All' to view overall submissions or folders within the selected date range.
- **Choose From Date / Choose To Date:** Define the period for the report by entering the start and end dates.

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14.DrillBit Repository

18th Nov 2024

A repository in the context of plagiarism detection and academic integrity, is a centralized storage system where documents and other types of content are collected, stored, and managed. Think of it as a comprehensive reference library, where each new submission is compared against this vast database to ensure originality.

Support Materials

DrillBit Repository

Support Centre

Admin Dashboard

All About User Management

Logging in to DrillBit Plagiarism

1. Navigating to the Repository in DrillBit Plagiarism

After logging into your DrillBit Plagiarism account, you can access the repository by selecting the "Repository" option from the left sidebar. This section allows you to manage and upload documents for plagiarism detection, categorized into Institution and Global Repositories.

a. **Institution Repository**:

- Designed for content submitted within a specific institution or organization. It helps detect plagiarism by comparing new submissions against past work within the same institution, ensuring academic integrity among students and faculty.

b. **Global Repository**:

- Provides access to a broader range of content, including published works, journal articles, newspapers, theses, research papers and more from various institutions and sources globally. It allows for a more comprehensive plagiarism check by comparing submissions against a vast range of external sources.

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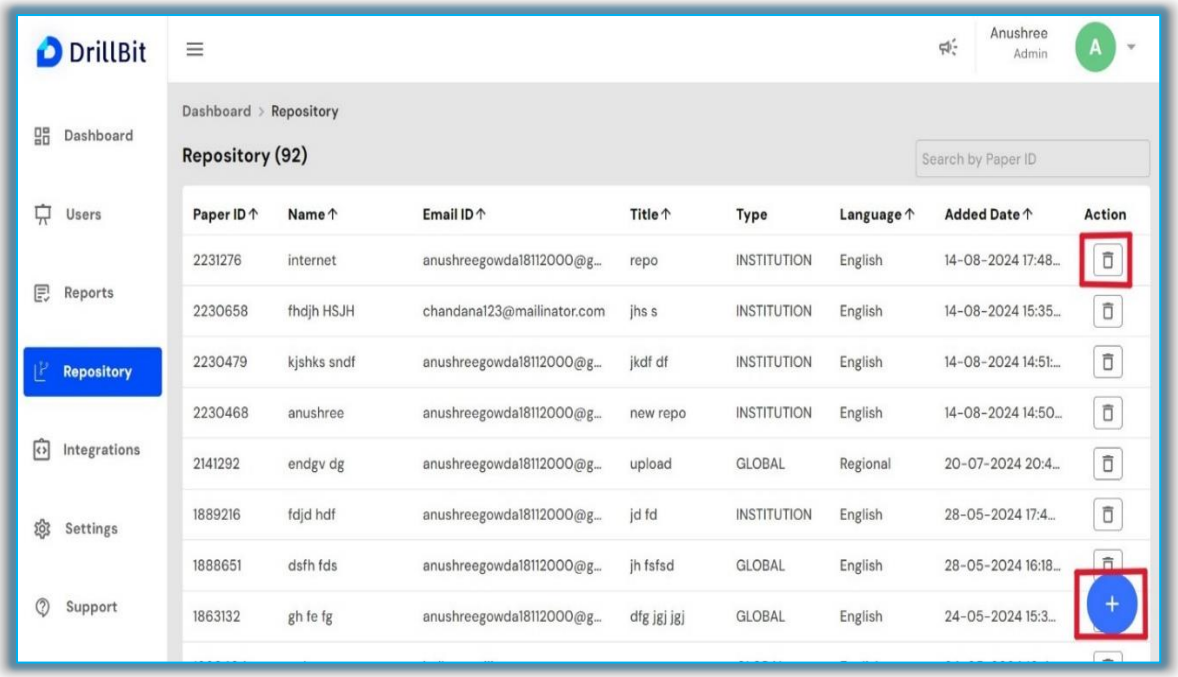

- Files uploaded by both users and admins in the repository will be displayed on the page for easy access and management.
- Administrators can delete files from the repository by clicking the delete icon next to the file.

You can search for a paper by entering its unique paper ID in the search bar.

Sorting: The sorting option is available for Paper ID, Name, Email ID, Title, Language, and Added Date. To use sorting, click on the arrow mark next to each field.

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15.Managing Repository

18th Nov 2024

Support Materials

Managing Repository

DrillBit Repository

Support Centre

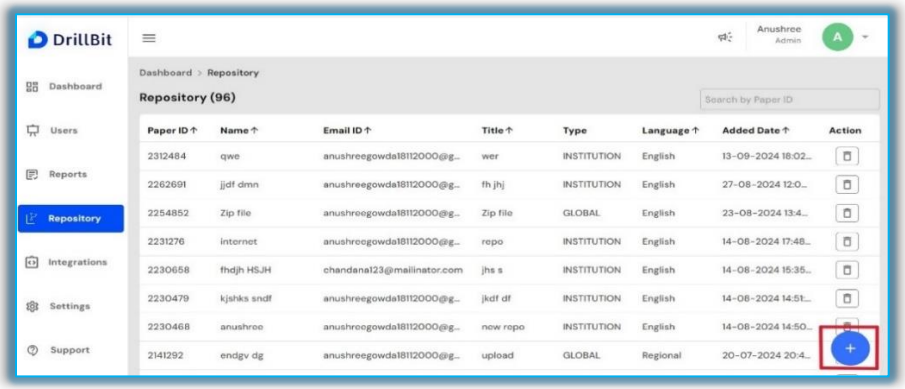
Admin Dashboard

All About User Management

Logging in to DrillBit Plagiarism

Managing Files in the Repository:

To upload a new file, click the "+" icon in the repository section.

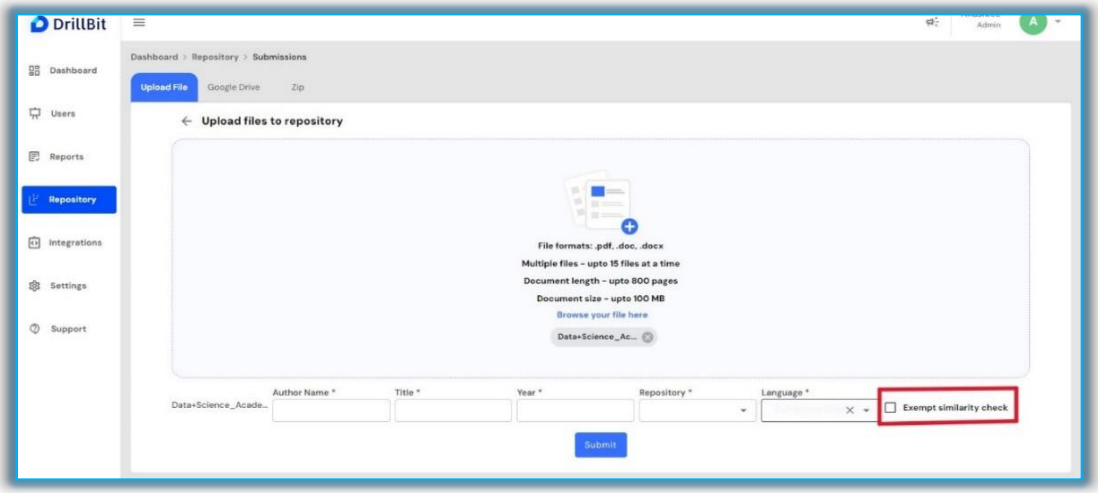


Uploading Files to the Repository

Administrators have the flexibility to upload documents to the repository through three methods, each designed to accommodate different needs and preferences:

a) **Upload from Device**:

- Allows users to directly upload files stored on their local devices. It is ideal for quickly adding individual documents to the repository.



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To ensure that documents are correctly catalogued and searchable within the repository, users are required to provide specific details during the upload process:

- **Author Name**: The name of the individual who authored the document. This information is crucial for proper attribution and future reference.
- **Title**: The title of the document, which helps in identifying and retrieving the document during searches.
- **Year**: The year of publication or creation, which can be used to track the document's relevance and timeline.
- **Repository**: Users must specify whether the document should be stored in the Global Repository or the Institution Repository, depending on the desired scope of plagiarism checks.
- **Language**: The language in which the document is written, with options for English and Non-English, ensuring accurate processing and analysis.
- **Exempt Similarity Check**: An optional checkbox that, when selected, excludes the uploaded document from being compared in future plagiarism checks. This is useful for original research or confidential documents that should not be part of the comparative analysis.

- Supported file formats include .pdf, .doc, and .docx.
- Users can upload up to 15 files simultaneously.
- Each document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

b) **Upload from Google Drive**:

  - For those who store their documents in the cloud, this option facilitates easy uploads directly from Google Drive, but users will need to sign in to their Google

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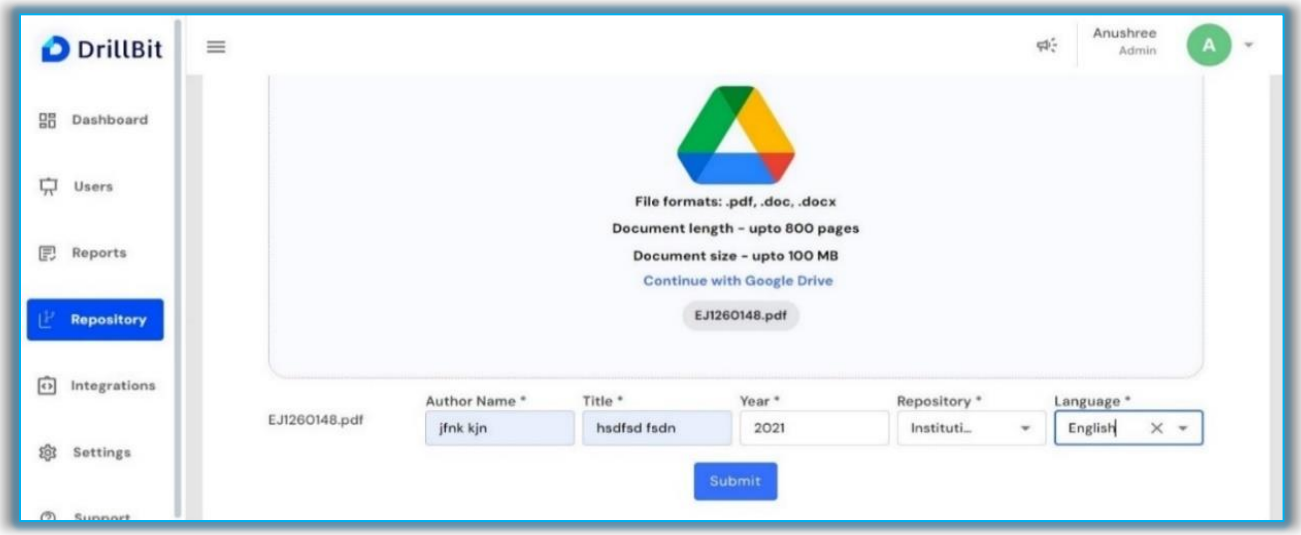
Drive account first. This is especially convenient for users who work across multiple devices.



- During the upload process, you'll need to provide details such as the author's name, title, and year of the document. Additionally, you must specify whether the document should be stored in the Global Repository or the Institution Repository and select the language of the document.

- Supported file formats include .pdf, .doc, and .docx.
- Users can upload 1 file at a time.
- Each document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

c) **Upload ZIP Files**:

- This method allows you to upload multiple documents compressed into a single .zip file. It is particularly useful when handling large volumes of documents or when organizing files into categories before upload.

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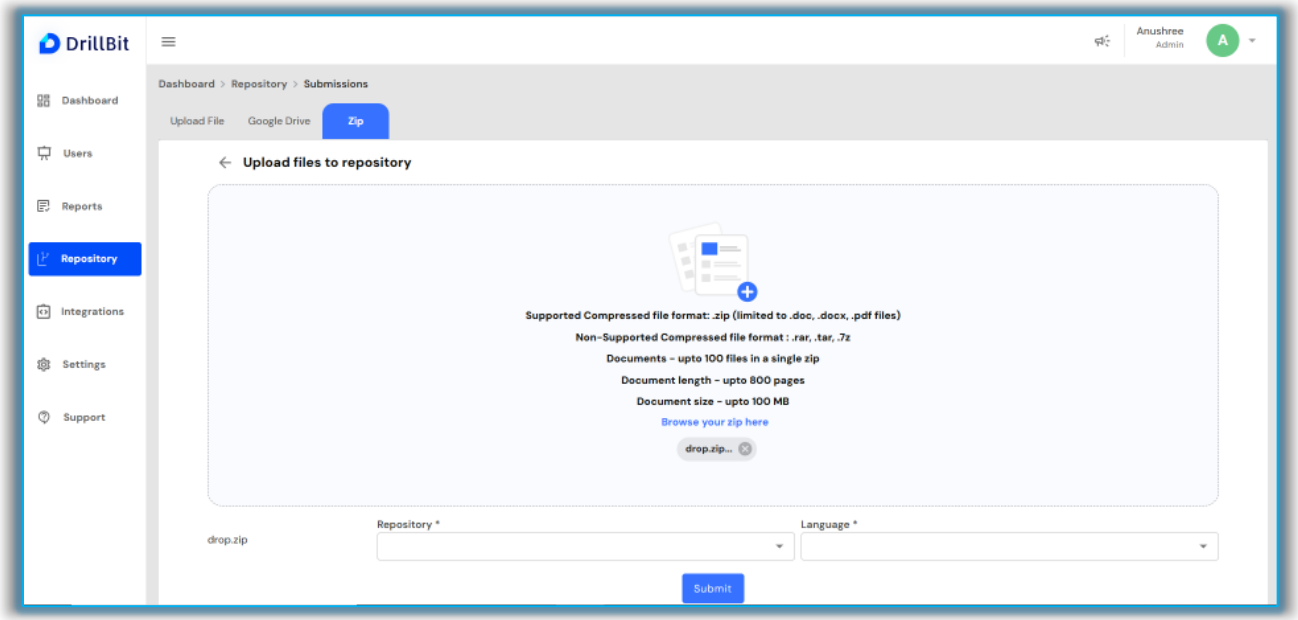
- You will need to select the Repository (Global or Institution) and the Language of the documents.



- Supported Compressed File Format: .zip (limited to .doc, .docx, .pdf files)
- Non-Supported Compressed File Formats: .rar, .tar, .7z
- Documents: Up to 100 files in a single zip
- Document Length: Up to 800 pages
- Document Size: Up to 100 MB

Click the "Submit" button to upload a ZIP file.

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16.Integrations

28th Nov 2024

Support Materials

Integrations
Admin Dashboard
Managing Repositories
Account security settings
Logging in to DrillBit Plagiarism

The Integrations section in DrillBit Plagiarism, accessible from the left sidebar of the application interface, allows administrators to connect DrillBit with various Learning Management Systems (LMS) to streamline the plagiarism detection process. This section supports multiple integration options, ensuring seamless functionality within your institution's educational infrastructure.

Supported Integrations

DrillBit Plagiarism currently supports the following integrations:

- **Moodle Plug-In Integration**
- **Canvas LTI Integration (v1.3)**
- **Blackboard LTI Integration (v1.3)**
- **Brightspace LTI Integration (v1.3)**
- **Moodle LTI Integration (v1.3)**

These integrations enable users to submit their documents directly through their LMS, were DrillBit checks for plagiarism. The results are then easily accessible within the LMS interface.

Setting Up Integrations

To set up an integration between DrillBit Plagiarism and your institution’s LMS, follow these steps:

1. Log in to DrillBit as an administrator.
2. Navigate to the Integrations section.

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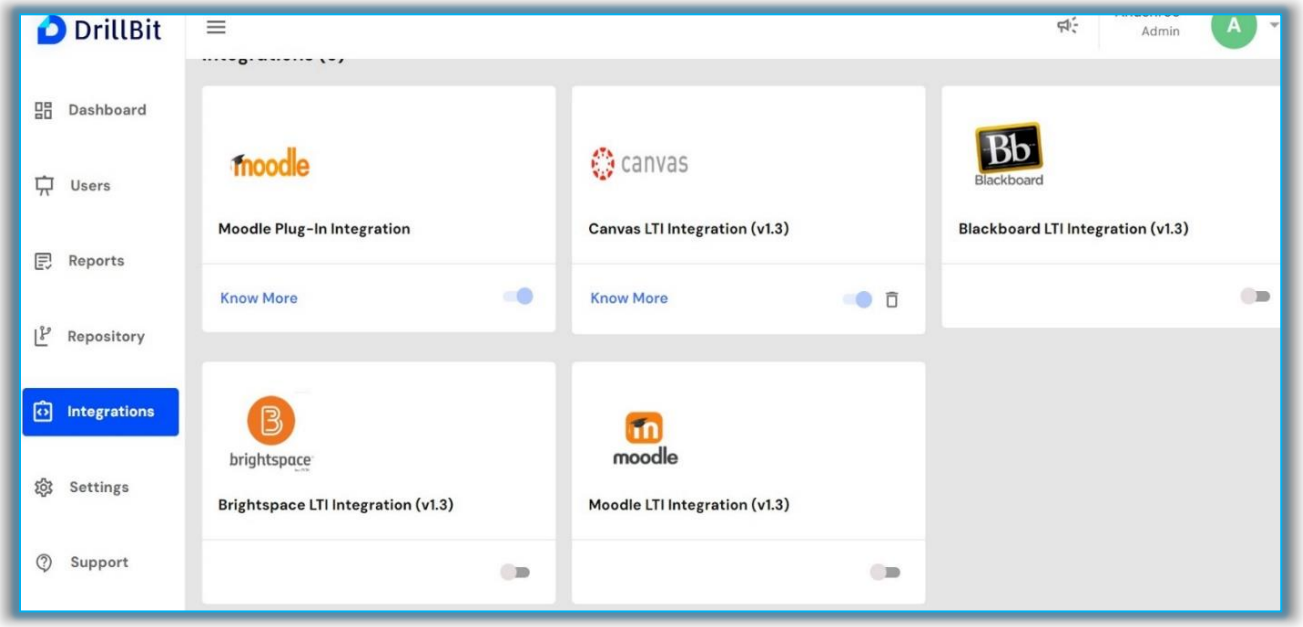
3. Select the desired LMS integration from the list of supported platforms:
    - Moodle Plug-In Integration
    - Canvas LTI Integration (v1.3)
    - Blackboard LTI Integration (v1.3)
    - Brightspace LTI Integration (v1.3)
    - Moodle LTI Integration (v1.3)



4. **Enable the integration**: Toggle the switch for your selected platform. You'll then be prompted to enter specific details.
5. **Enter the required details** and ensure they are accurate to establish a successful connection between DrillBit and the LMS.

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17.Integration Setup Guide

18th Nov 2024

This document provides specific, step-by-step instructions for integrating DrillBit Plagiarism with various Learning Management Systems (LMS). Each guide includes activation details, configuration steps, and post-integration features.

- Navigate to the Integrations section in DrillBit.
- Toggle the activation button for the desired integration to establish connection from DrillBit to selected Integration.

Support Materials

Integration Setup Guides

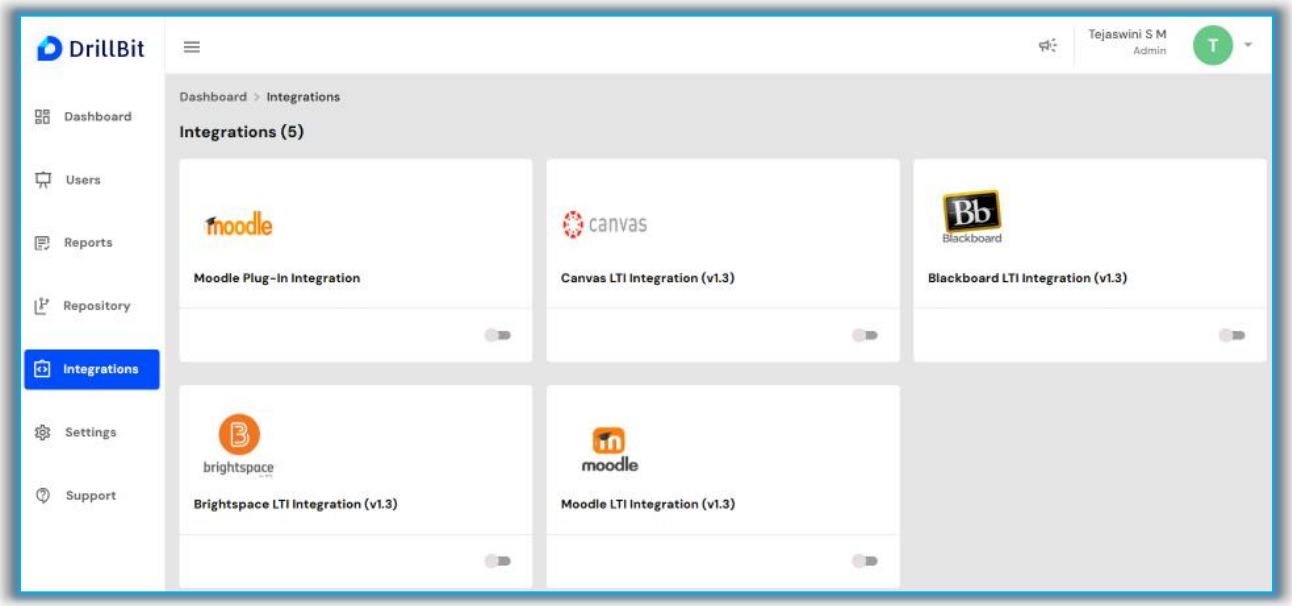
Admin Announcements

Admin Dashboard

All About User Management

Admin Reports

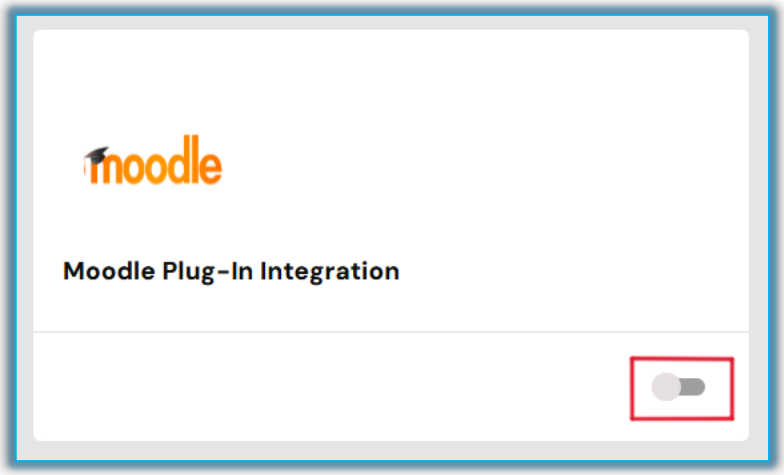
Managing Repositories



17.1 Moodle Plug-In Integration:

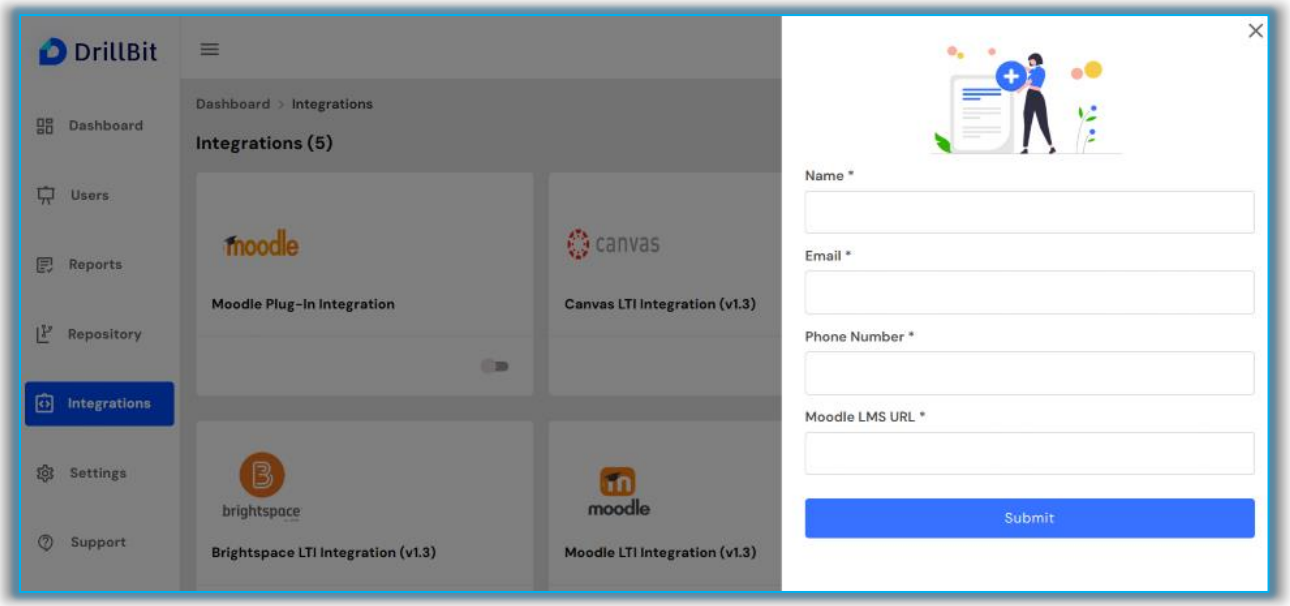
Moodle Plug-In Integration enables seamless connection between DrillBit and Moodle LMS, allowing users to submit documents directly through Moodle for plagiarism checks. This integration ensures efficient workflows and accessible results.

Scroll to TOP



To activate the integration, toggle the activation button for the Configuration. You will then be prompted to fill in details such as Name, Email, Phone Number, and Moodle LMS URL. Once these fields are completed, click on 'Submit' to establish the connection.

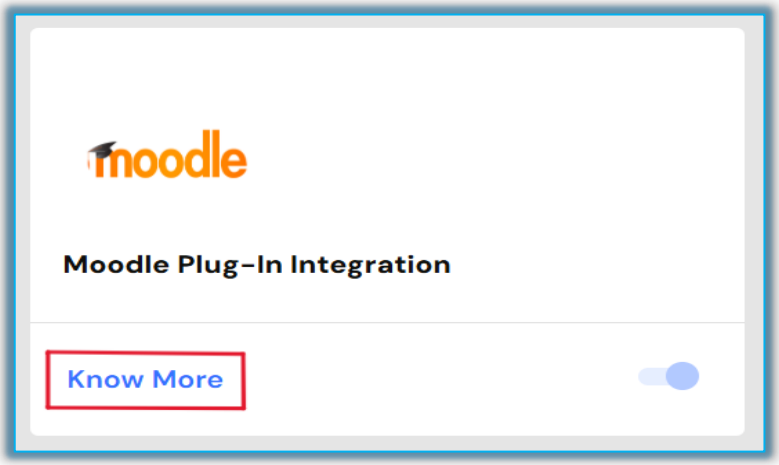
The **Moodle LMS URL** is used to link DrillBit with the Moodle LMS instance. This URL, along with other required details, ensures the seamless submission of documents from Moodle for plagiarism checks and connects to the correct DrillBit system for managing and processing submissions.



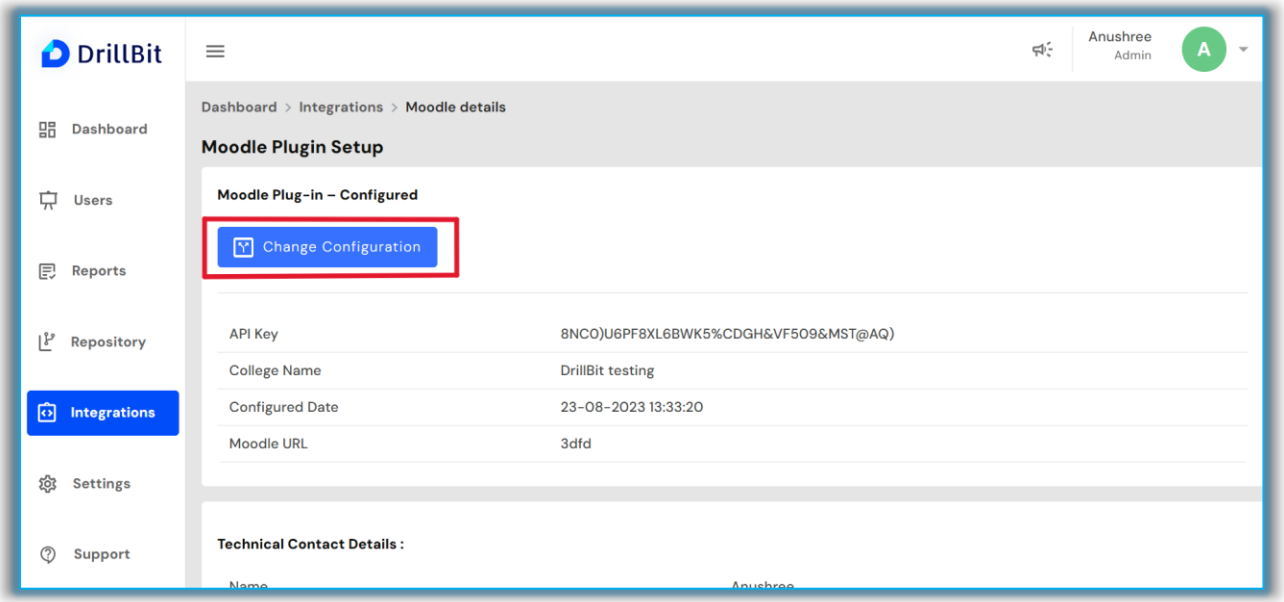
Scroll to TOP

After successful configuration, a "Know More" link will appear. Click on this link to view the configuration details.

You will see information such as the API Key, College Name, Configured Date, and Moodle LMS URL, as well as the Technical Contact Details, including Name, Email Address, and Phone Number.

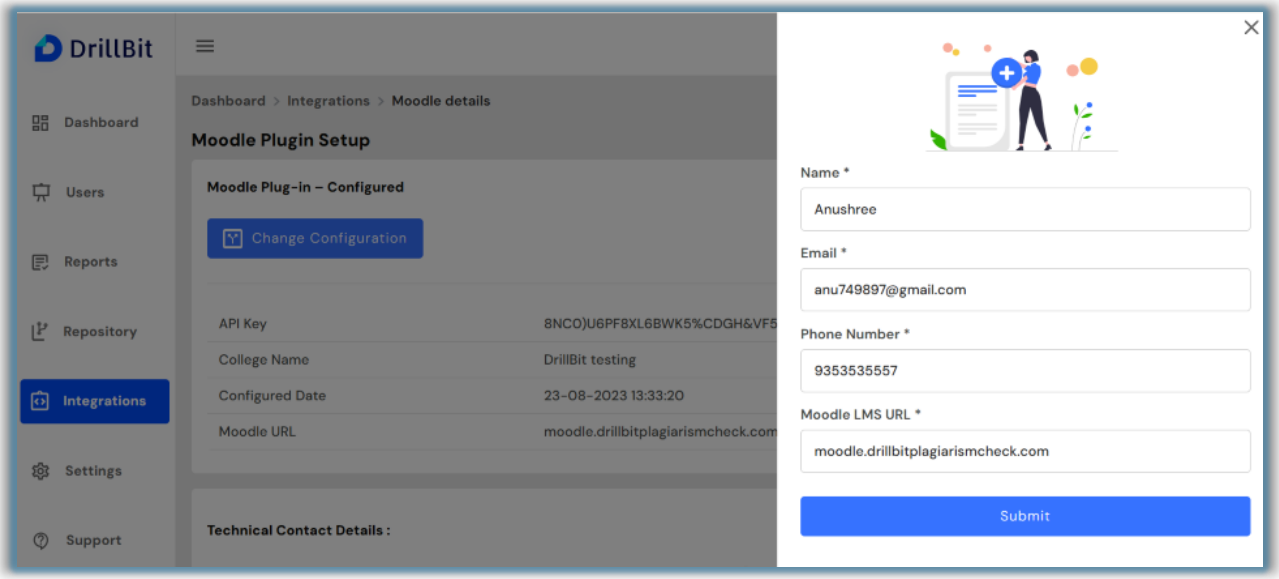


To make changes to the configuration, click on the ‘Change Configuration’ button.



Scroll to TOP

A side tab will open, allowing you to update details like Name, Email, Phone Number, and Moodle LMS URL. After making the necessary changes, click on ‘Submit’ to save them.



The **Moodle LMS URL** required for the Moodle Plug-In Integration is a specific URL provided by DrillBit: **moodle.drillbitplagiarismcheck.com**.

17.2 Canvas LTI Integration (v1.3):

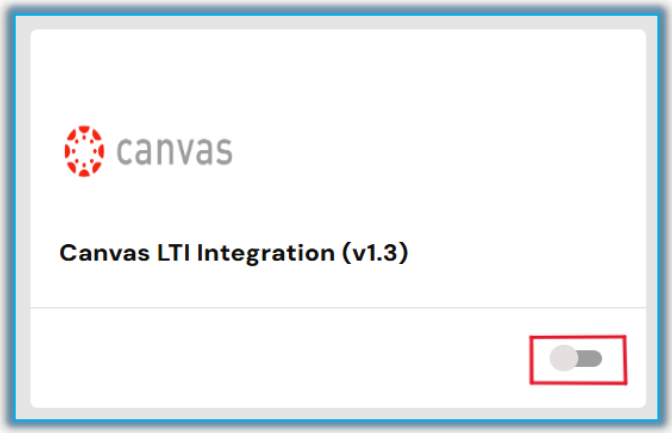
The Canvas LTI Integration (v1.3) provides a seamless connection between DrillBit and Canvas LMS, allowing users to submit documents directly through Canvas for plagiarism checks. This integration ensures easy access to results within the LMS environment.

Activating the Integration

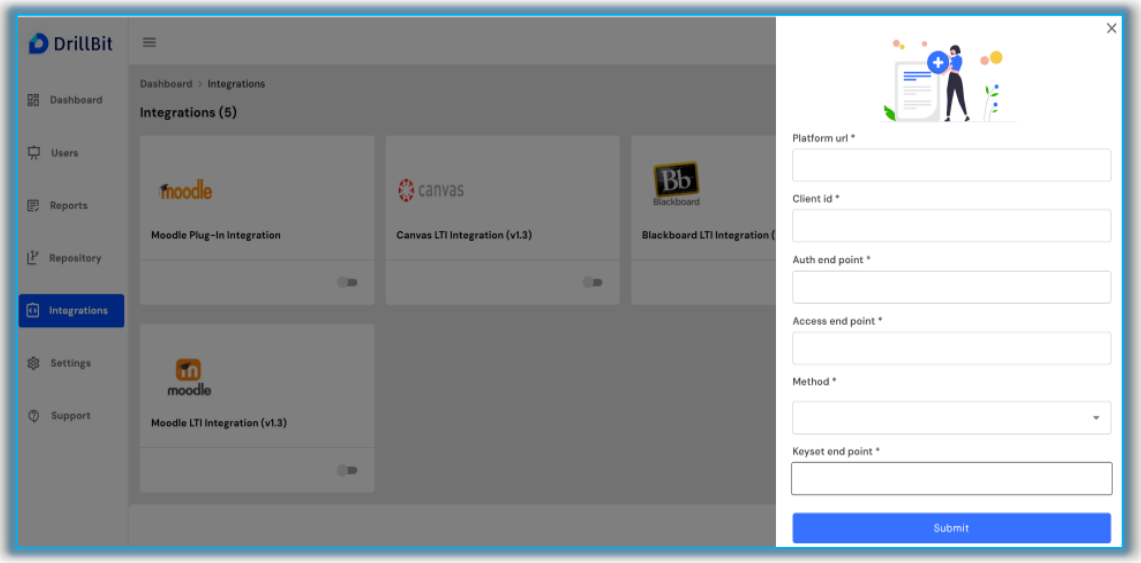
To activate the Canvas LTI Integration:

1. Toggle the activation button for the Canvas LTI Integration.

Scroll to TOP



2. A side scroll bar will appear. Fill in the required details to establish the connection:



- **Platform URL**: The primary endpoint for communication between DrillBit and Canvas, provided by the Canvas LMS administrator.
- **Client ID**: A unique identifier specific to your institution, provided by Canvas during the integration setup.

> It is specific to your institution and cannot be modified once configured.

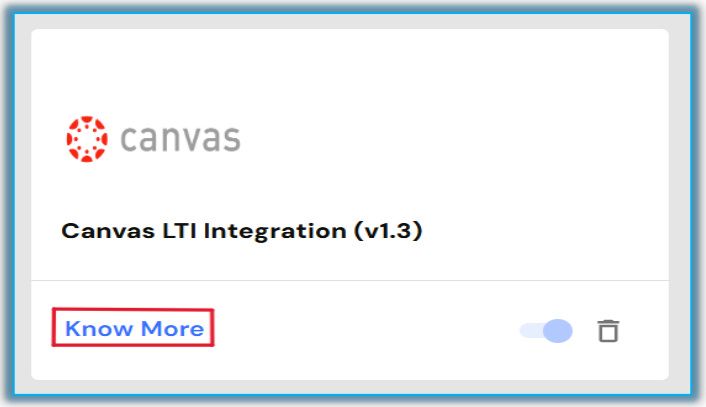
Scroll to TOP

- You will get the **Platform URL, Auth Endpoint, Access Endpoint** and **Keyset Endpoint** from Canvas during the integration setup.

> ***Endpoint Information:*** You will get the Access Endpoint, Auth Endpoint, Keyset Endpoint, and Platform URL from Canvas during the integration setup. To find these endpoints:
>
> 1. Log in to your Canvas account as an administrator.
> 2. Navigate to Account > Developer Keys.
> 3. Select LTI Keys and click on the key associated with your DrillBit integration.
> 4. The endpoints and Platform URL will be listed under the integration details.

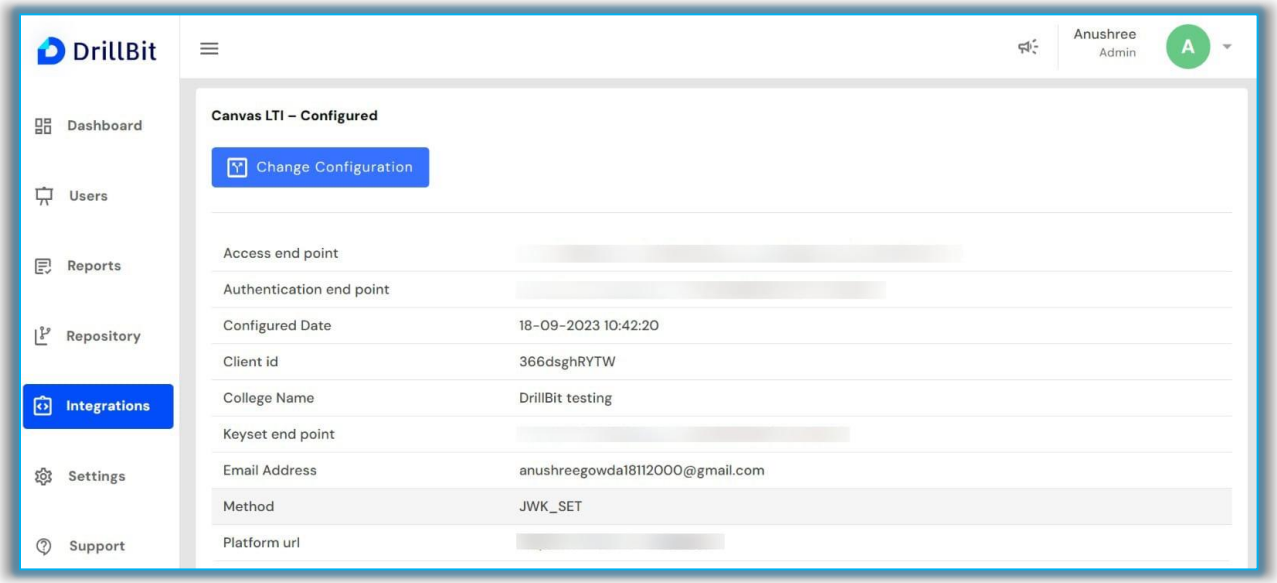
- **Method**: Choose the key exchange method to ensure secure data transfer:
  - **RSA**: Provides administrators with maximum control over cryptographic keys, ensuring secure communication for plagiarism checks. However, it requires manual management of the private/public key pair.
  - **JWK_SET**: JWK_SET is perfect for administrators who prefer a streamlined, automated key management process. By choosing JWK_SET, administrators ensure seamless and up-to-date communication for plagiarism checks, without the need for manual key management.

After clicking Submit, the integration setup will be finalized. A 'Know More' link will then appear for further details.

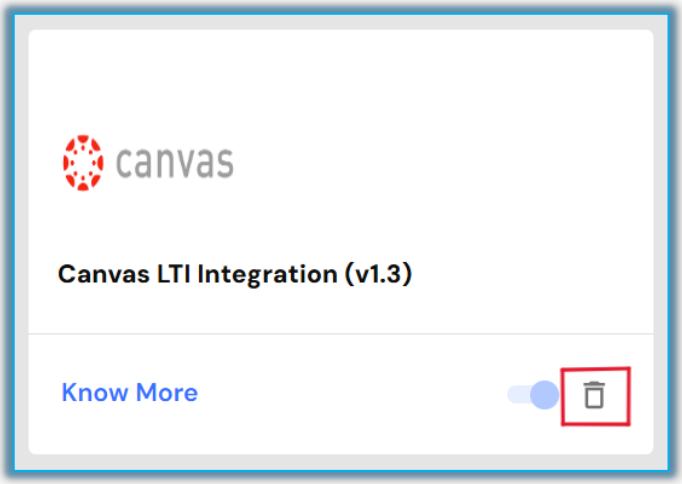


Scroll to TOP

Clicking on this ‘know more’ link will provide you with detailed information about the integration configuration, including the Access Endpoint, Authentication Endpoint, Configured Date, Client ID, College Name, Keyset Endpoint, Email Address, Method and Platform URL.



Additionally, a delete icon is provided in the interface. You can click this icon to remove the Canvas Integration if necessary.

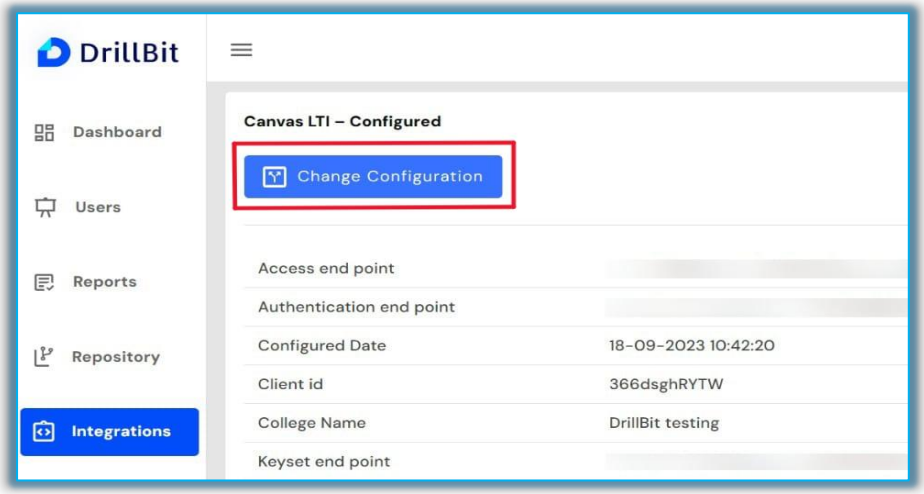


Scroll to TOP

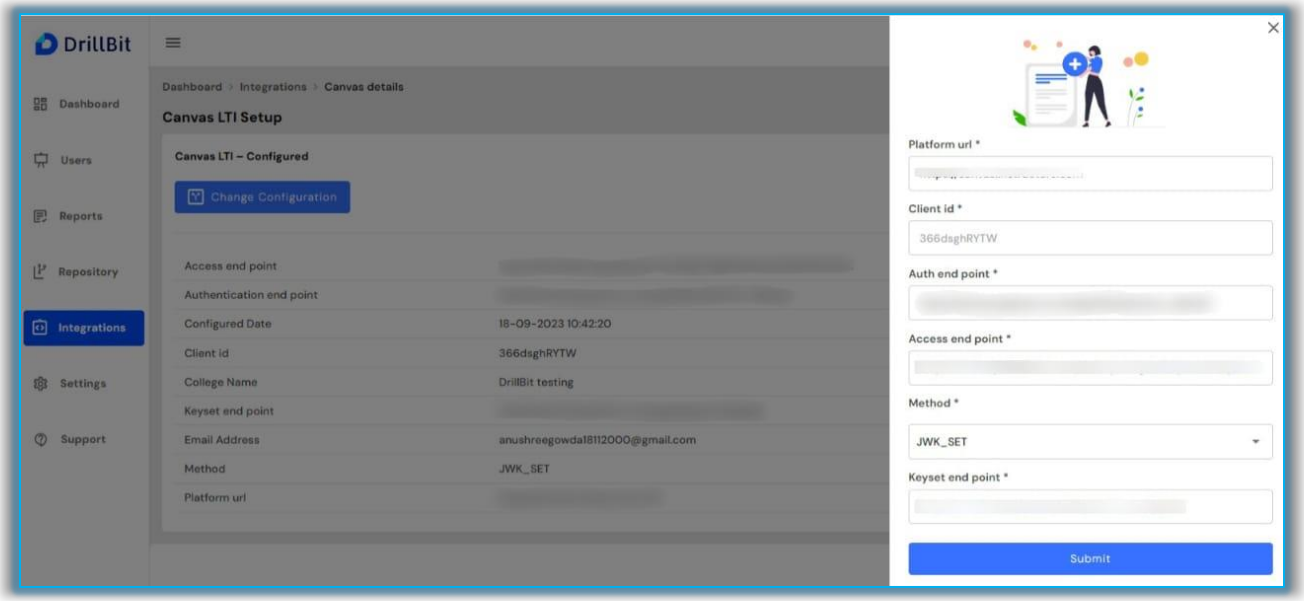
Updating the Configuration:

To make changes to the existing configuration:

1. Click on the **Change Configuration** button.



2. A side tab will open, allowing you to update Platform URL, Auth Endpoint, Access Endpoint, Method and Keyset Endpoint.



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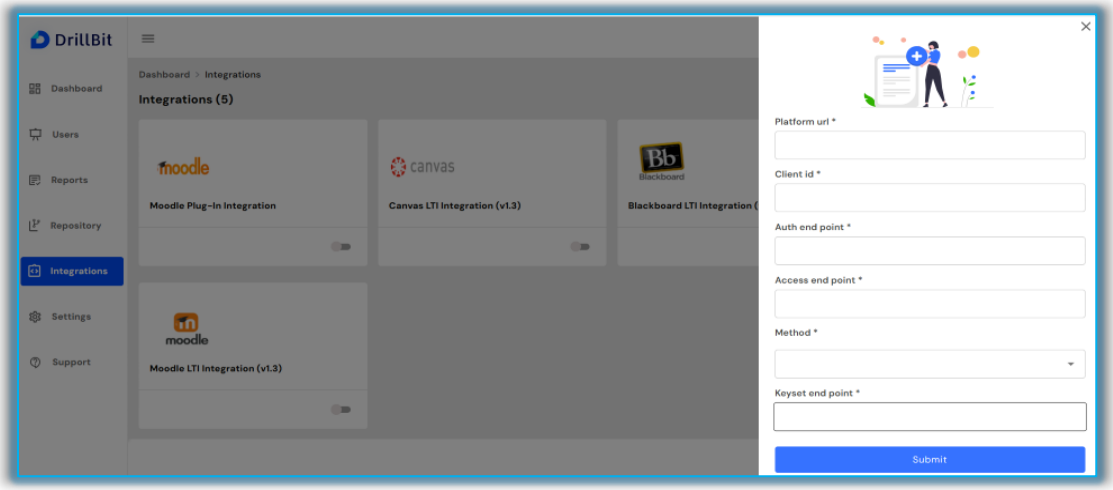
3. After making the necessary changes, click **Submit** to save them.

17.3 Blackboard LTI Integration (v1.3):

The Blackboard LTI Integration (v1.3) establishes a seamless connection between DrillBit and Blackboard, enabling users to submit documents for plagiarism checks directly through the Blackboard environment. This integration facilitates easy access to the results within the LMS interface.

To activate the Blackboard LTI Integration:

1. Toggle the activation button for Blackboard LTI Integration.
2. A side scroll bar will appear to fill in the required details. Complete the fields to establish the connection:



Scroll to TOP

- **Platform URL**: This URL is provided by the Blackboard administrator during the integration setup. It acts as the primary communication endpoint between DrillBit and Blackboard.
- **Client ID**: A unique identifier provided by Blackboard for the DrillBit integration. **Extra Information**: It is institution-specific and cannot be modified after configuration.
- You will get the Platform URL, Auth Endpoint, Access Endpoint, and Keyset Endpoint from Blackboard during the integration setup.

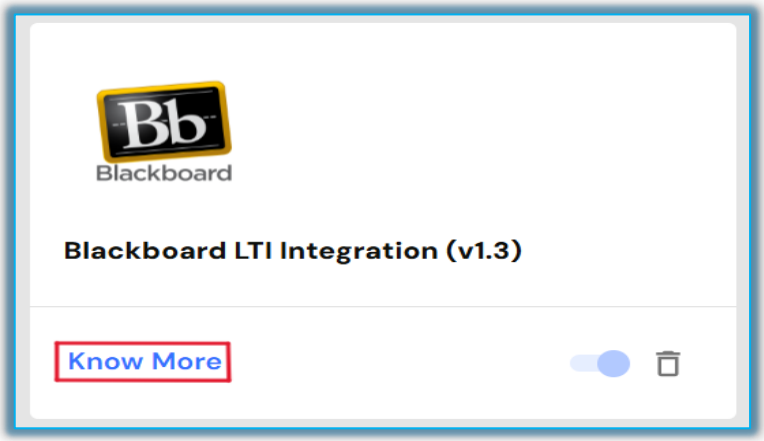
Endpoint Information: You will get a Access Endpoint, Auth Endpoint, Keyset Endpoint, and Platform URL from Blackboard during the setup. To locate these endpoints:

1. Log in to your Blackboard account as an administrator.
2. Navigate to **Admin Panel > LTI Tool Providers**.
3. Select the tool associated with DrillBit.
4. The endpoints and Platform URL will be displayed in the integration details.

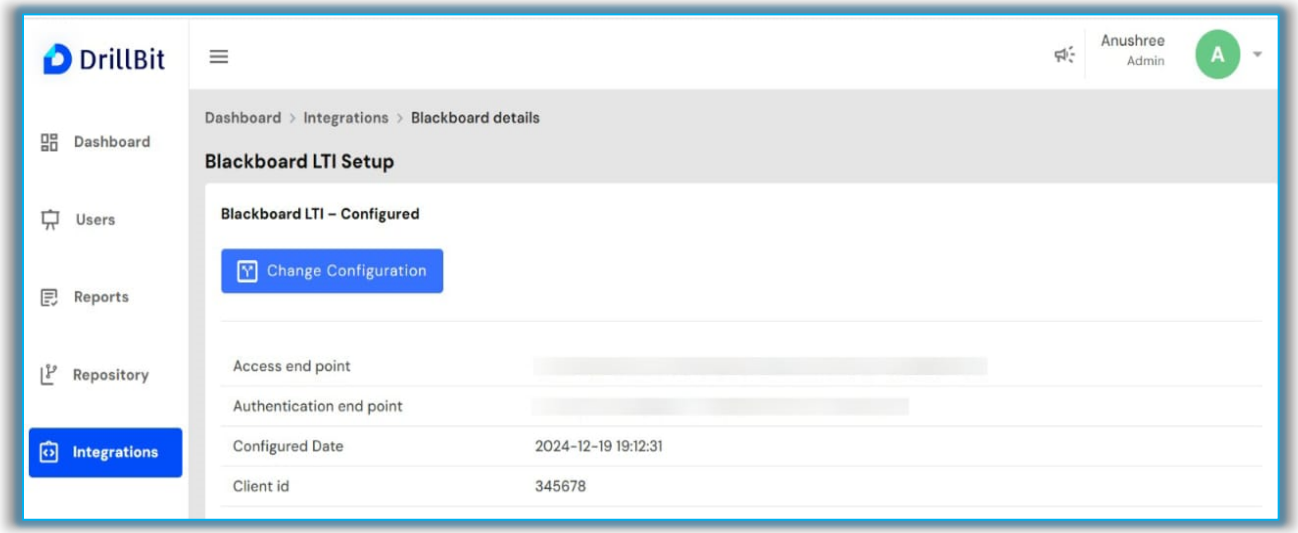
- **Method**: Specifies the method for key exchange for secure communication.
  - **RSA**: RSA offers high security by giving administrators complete control over cryptographic keys. However, it requires manual management of private/public key pairs.
  - **JWK_SET**: JWK_SET simplifies the key management process by automating the key exchange, ensuring secure and up-to-date communication for plagiarism checks without manual intervention.

Click on Submit to complete the integration setup. Once configured successfully, a ‘Know More’ link will become available.

Scroll to TOP



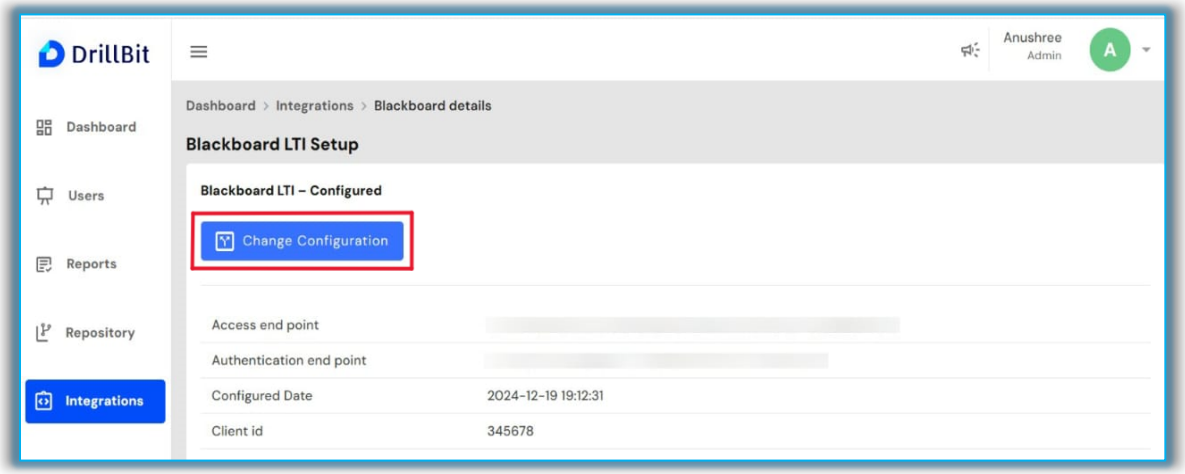
Clicking this link will provide you with all the details about the integration, including the Access Endpoint, Authentication Endpoint, Configured Date, Client ID, College Name, Keyset Endpoint, Email Address, Method, and Platform URL.



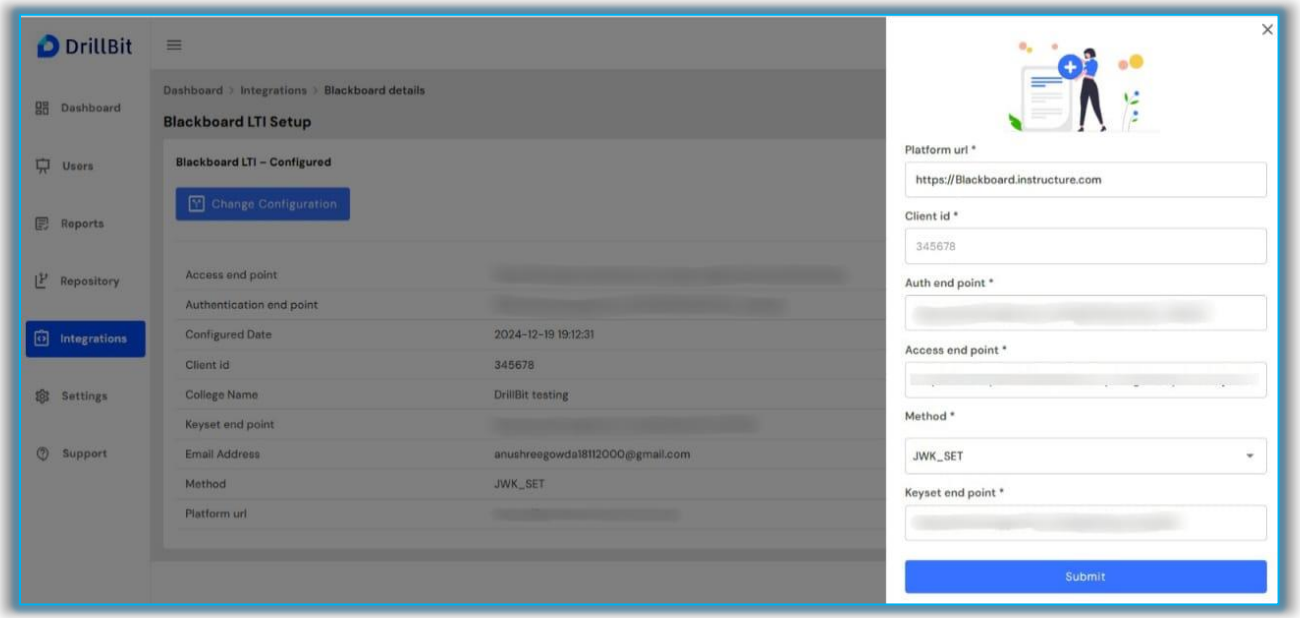
To modify the existing configuration:

1. Click on the **Change Configuration** button.

Scroll to TOP



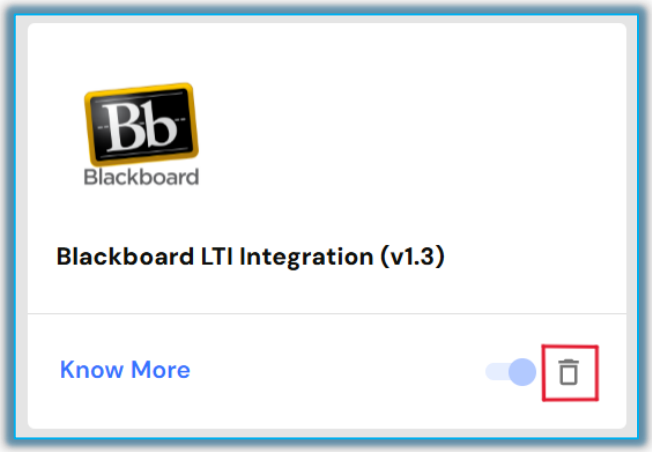
2. A side tab will open, allowing you to update the Platform URL, Auth Endpoint, Access Endpoint, Method, and Keyset Endpoint.



3. Once the changes are made, click **Submit** to save the configuration.

Additionally, you can click the **delete icon** to remove the Blackboard LTI Integration.

Scroll to TOP



17.4 Brightspace LTI Integration (v1.3):

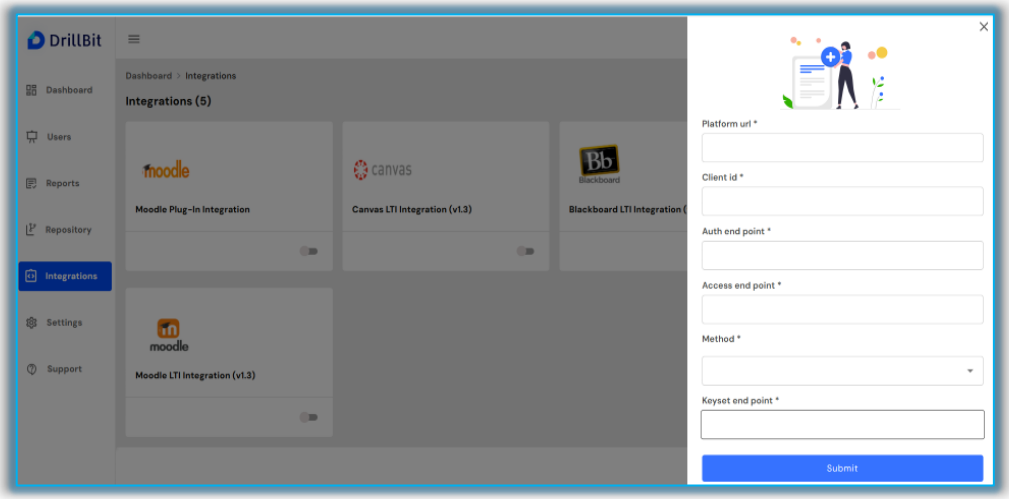
The Brightspace LTI Integration (v1.3) allows for a seamless connection between DrillBit and Brightspace, enabling direct document submissions for plagiarism checks from within the Brightspace platform. Users can easily access their plagiarism check results within the LMS interface.

Activating the Integration

To activate the Brightspace LTI Integration:

1. Toggle the activation button for Brightspace LTI Integration.
2. A side scroll bar will appear to fill in the required details. Complete the fields to establish the connection:

Scroll to TOP



- **Platform URL**: This URL is provided by the Brightspace administrator during the setup process and serves as the communication endpoint between DrillBit and Brightspace.
- **Client ID**: A unique identifier provided by Brightspace for the DrillBit integration.
  Extra Information: It is specific to your institution and cannot be changed once configured.
- You will get the Platform URL, Auth Endpoint, Access Endpoint, and Keyset Endpoint from Brightspace during the integration setup.

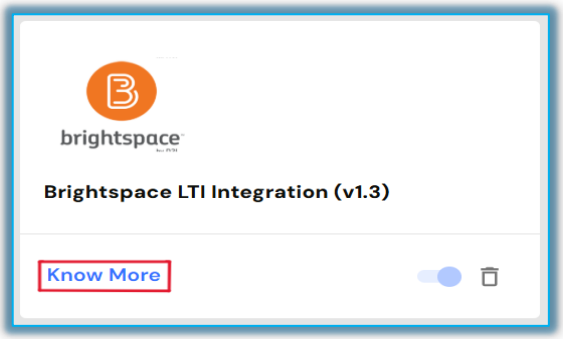
Endpoint Information: You will receive the Access Endpoint, Auth Endpoint, Keyset Endpoint, and Platform URL from Brightspace during the setup process. To find these details:

1. Log in to your Brightspace account as an administrator.
2. Navigate to **Admin Tools > External Learning Tools**.
3. Select the integration for DrillBit.
4. The endpoints and Platform URL will be listed in the integration settings.

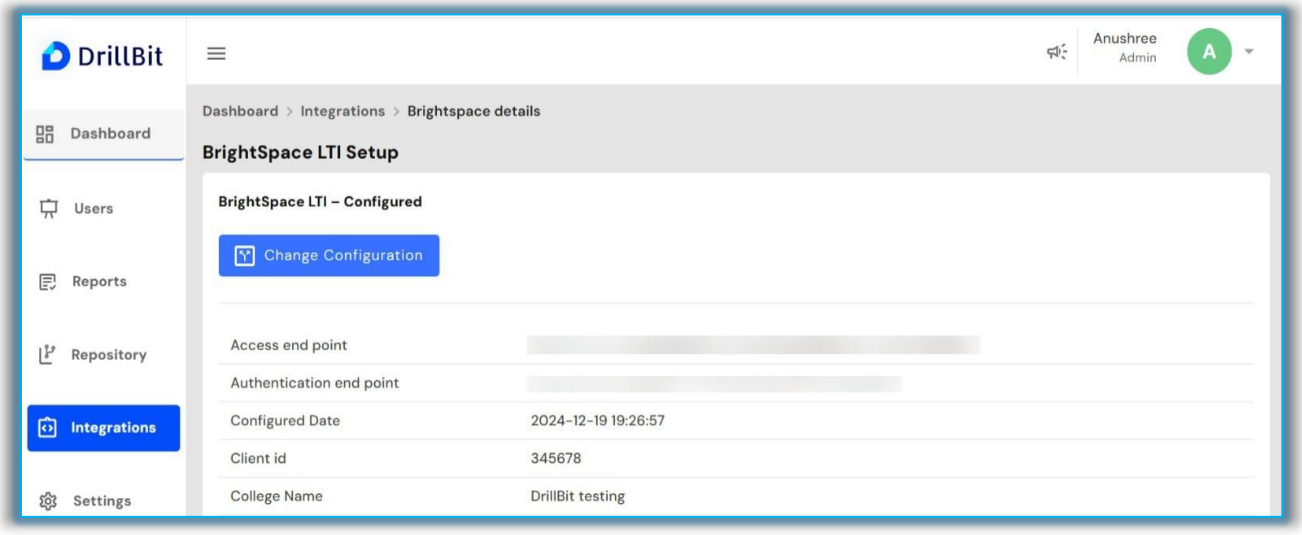
Scroll to TOP

- **Method**: Specifies the method for secure key exchange.
  - **RSA**: RSA ensures secure communication with full control over the cryptographic keys but requires manual key management.
  - **JWK_SET**: JWK_SET offers an automated, hassle-free key management process, ensuring continuous and secure communication for plagiarism checks.

Then click on Submit to finalize the integration setup. After successful configuration, a 'Know More' link will appear.



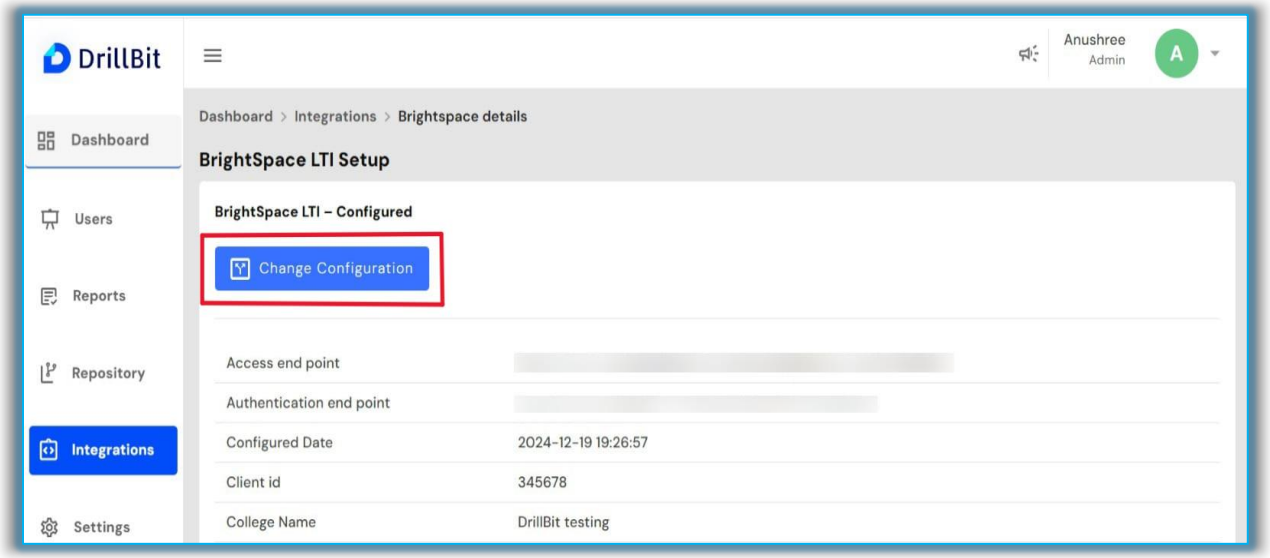
Clicking this link will display detailed integration information, including the Access Endpoint, Authentication Endpoint, Configured Date, Client ID, College Name, Keyset Endpoint, Email Address, Method, and Platform URL.



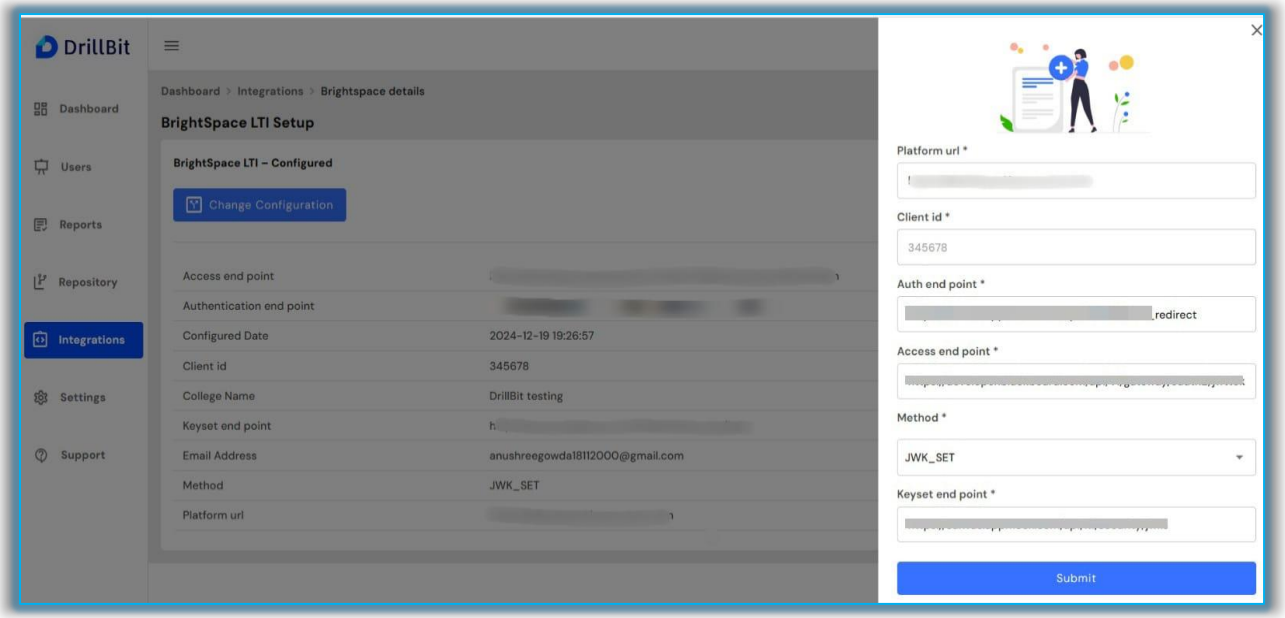
Scroll to TOP

To update the configuration:

1. Click on the **Change Configuration** button.



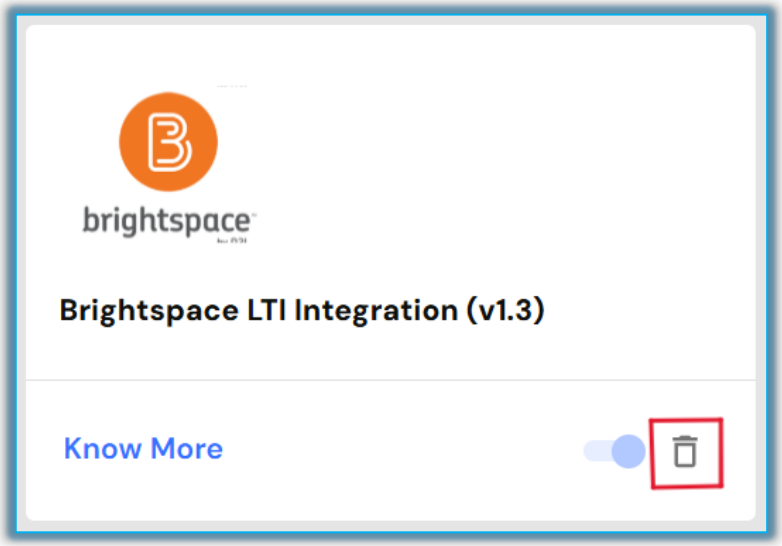
2. A side tab will open, allowing you to modify the Platform URL, Auth Endpoint, Access Endpoint, Method, and Keyset Endpoint.



3. Click **Submit** to save the updated settings.

Scroll to TOP

You can also use the **delete icon** to remove the Brightspace LTI Integration.



17.5 Moodle LTI Integration (v1.3):

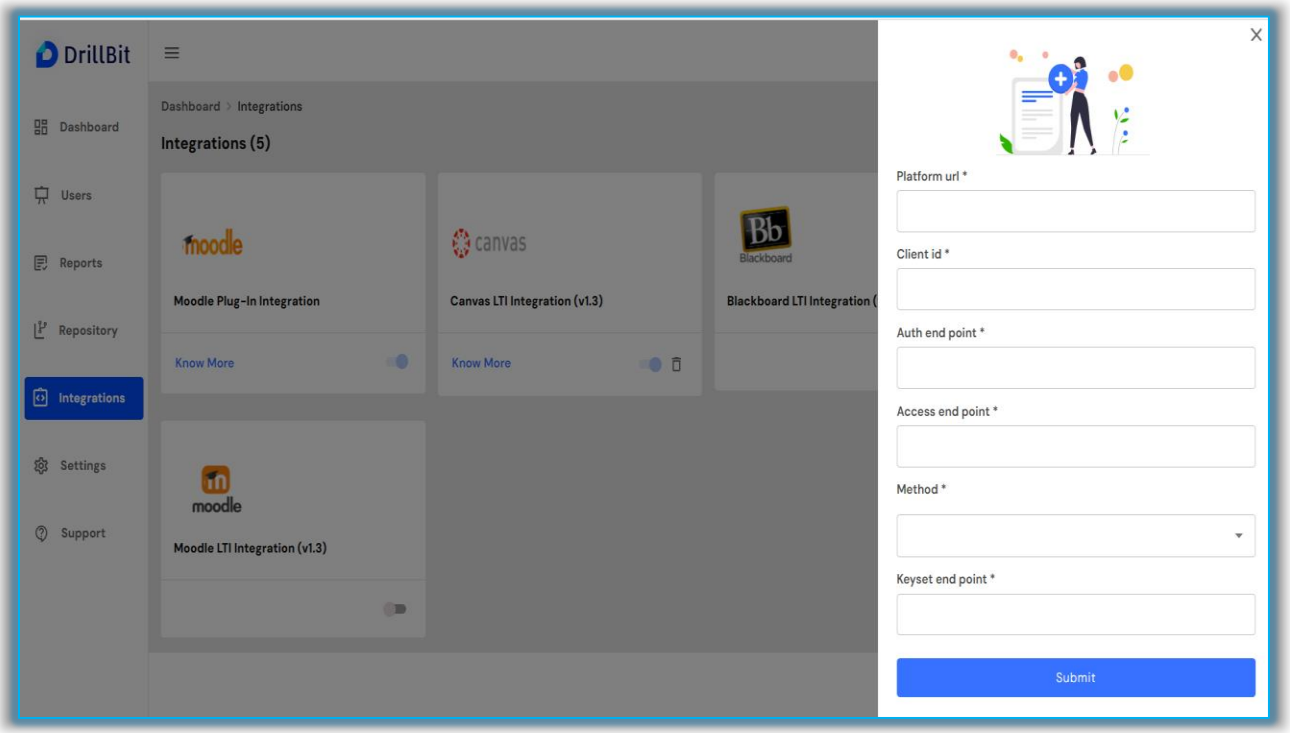
The Moodle LTI Integration (v1.3) ensures smooth communication between DrillBit and Moodle, allowing users to submit documents for plagiarism checks directly through Moodle. Results are easily accessible within the Moodle environment.

Activating the Integration

To activate the Moodle LTI Integration:

Scroll to TOP

1. Toggle the activation button for Moodle LTI Integration.
2. A side scroll bar will appear to fill in the required details. Complete the fields to establish the connection:

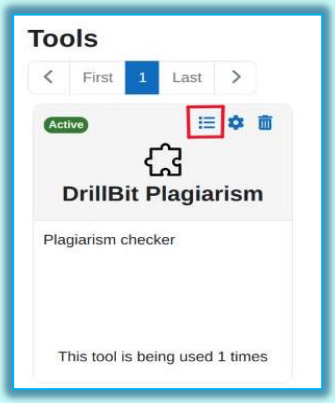


- **Platform URL**: This URL is provided by the Moodle administrator during the setup and serves as the communication endpoint between DrillBit and Moodle.
- **Client ID**: A unique identifier provided by Moodle for the DrillBit integration. **Extra Information**: It is institution-specific and cannot be modified once configured.

Scroll to TOP

Endpoint Information: You will receive the Access Endpoint, Auth Endpoint, Keyset Endpoint, and Platform URL from Moodle during the setup. To locate these endpoints:

1. Log in to your Moodle account as an administrator.
2. Go to **Site Administration > Plugins > External Tools > Manage Tools**.
3. Select the integration for DrillBit and click on view configuration details.

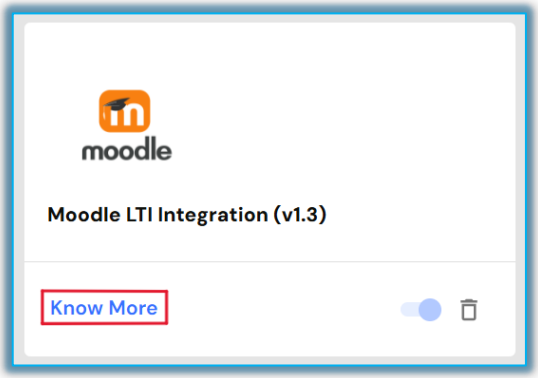


4. The endpoints and Platform URL will be available under integration settings.

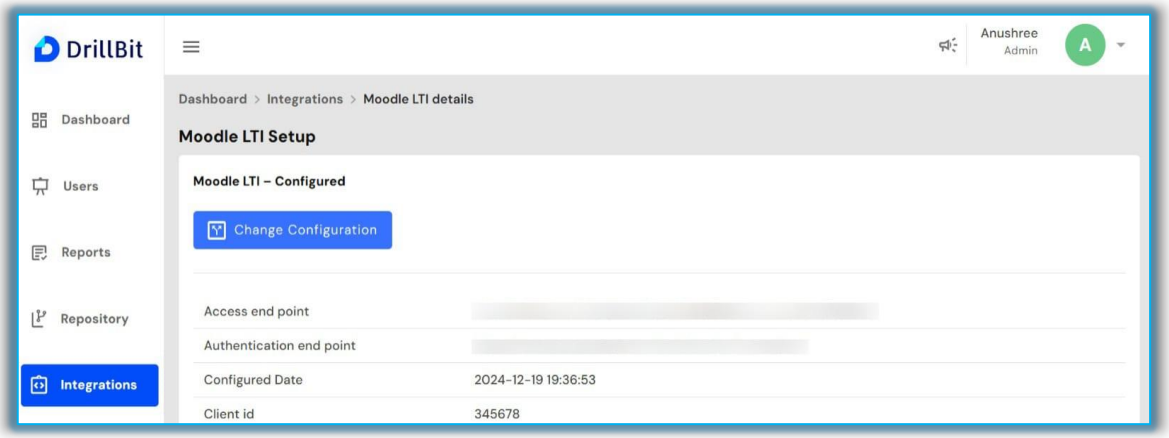
- You will get the Platform URL, Auth Endpoint, Access Endpoint, and Keyset Endpoint from Moodle during the integration setup.
- **Method**: Specifies the method for secure data exchange.
  - **RSA**: RSA is suitable for administrators who prefer maximum control over key management but requires manual handling of private/public key pairs.
  - **JWK_SET**: JWK_SET provides a dynamic and automated solution for key exchange, making the process simpler and more efficient.

Then click on Submit to finalize the integration setup. After successful configuration, a ‘Know More’ link will appear.

Scroll to TOP

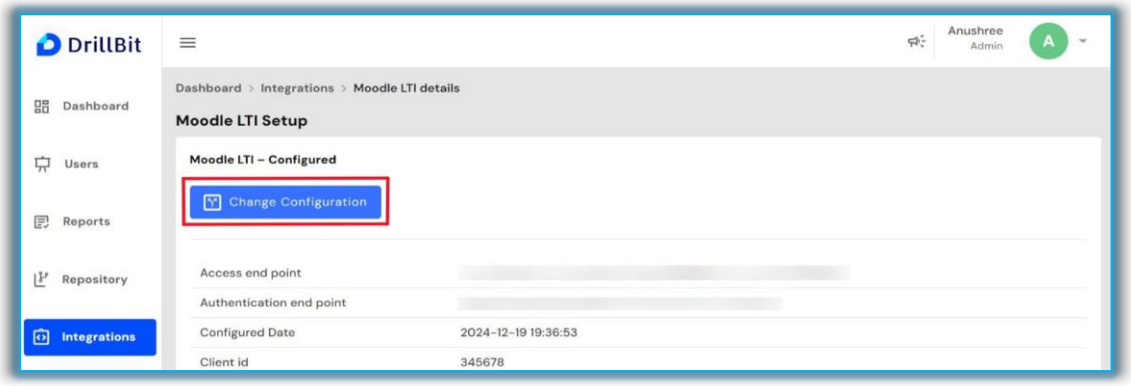


Clicking this link will reveal integration details, such as the Access Endpoint, Authentication Endpoint, Configured Date, Client ID, College Name, Keyset Endpoint, Email Address, Method, and Platform URL.



To modify the configuration:

1. Click on the **Change Configuration** button.



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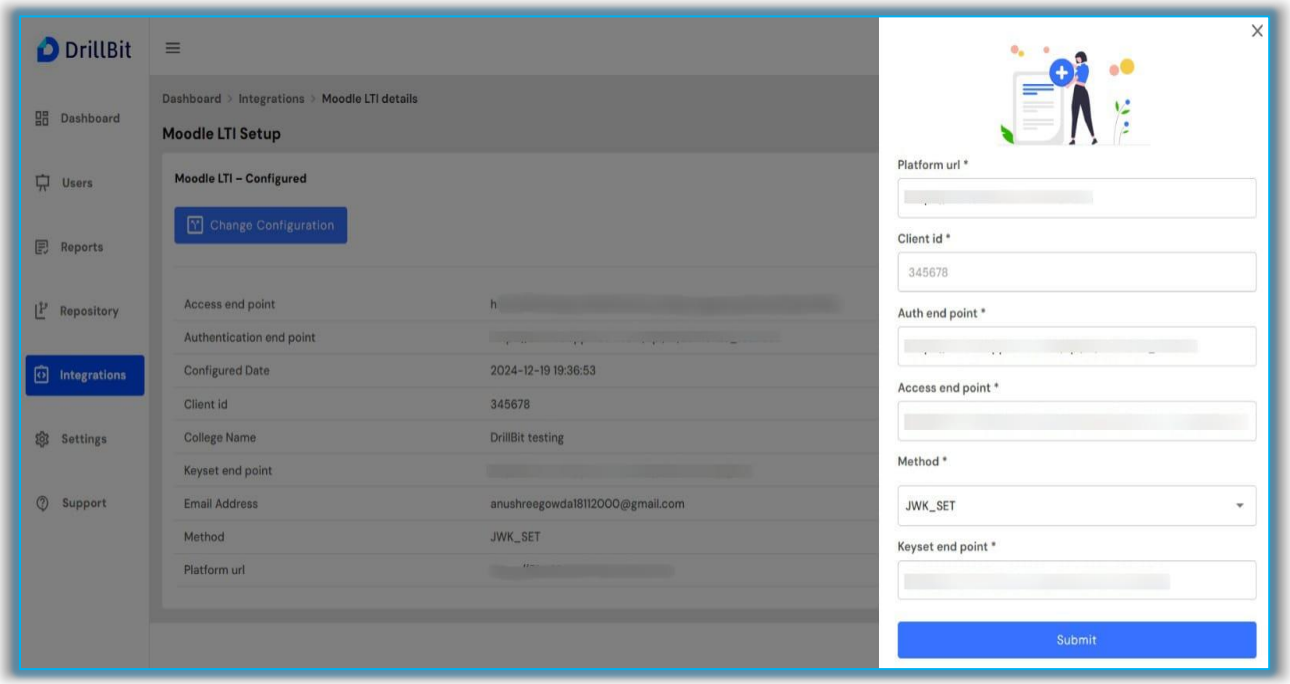
2. A side tab will open, allowing you to update the Platform URL, Auth Endpoint, Access Endpoint, Method, and Keyset Endpoint.



3. Click **Submit** to save the changes.

You can also click the **delete icon** to remove the Moodle LTI Integration.

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18.Account Security Settings

18th Nov 2024

The settings section offers essential security feature, such as Multi-Factor Authentication (MFA), to help safeguard your account and enhance your overall security.

Support Materials

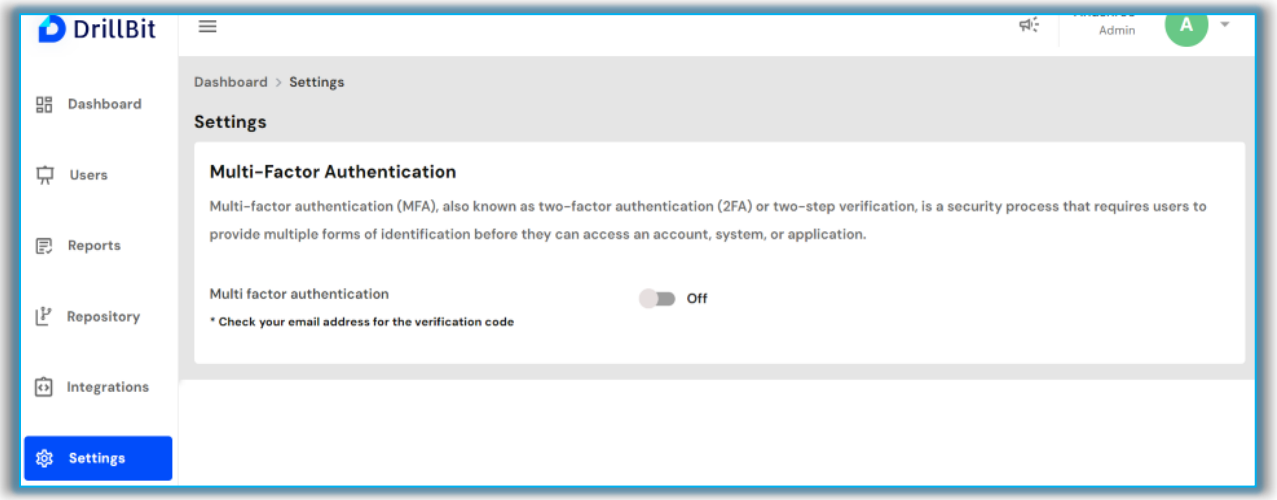
Account Security Settings
Admin Announcements
Admin Dashboard
All About User Management
Admin Reports
Managing Repositories

Multi-Factor Authentication (MFA) for Security

To enhance the security of administrator accounts, DrillBit has implemented Multi-Factor Authentication (MFA). MFA adds an extra layer of protection goes beyond just a password, requiring an additional verification step to significantly reduce the risk of unauthorized access. Enabling MFA is a simple step that greatly strengthens your account's security.

Steps to Enable Multi-Factor Authentication (MFA)

1. Log in to DrillBit as an administrator.
2. Navigate to the settings section on the left sidebar of the application.
3. In the Multi-Factor Authentication section, you will see the option to enable MFA.

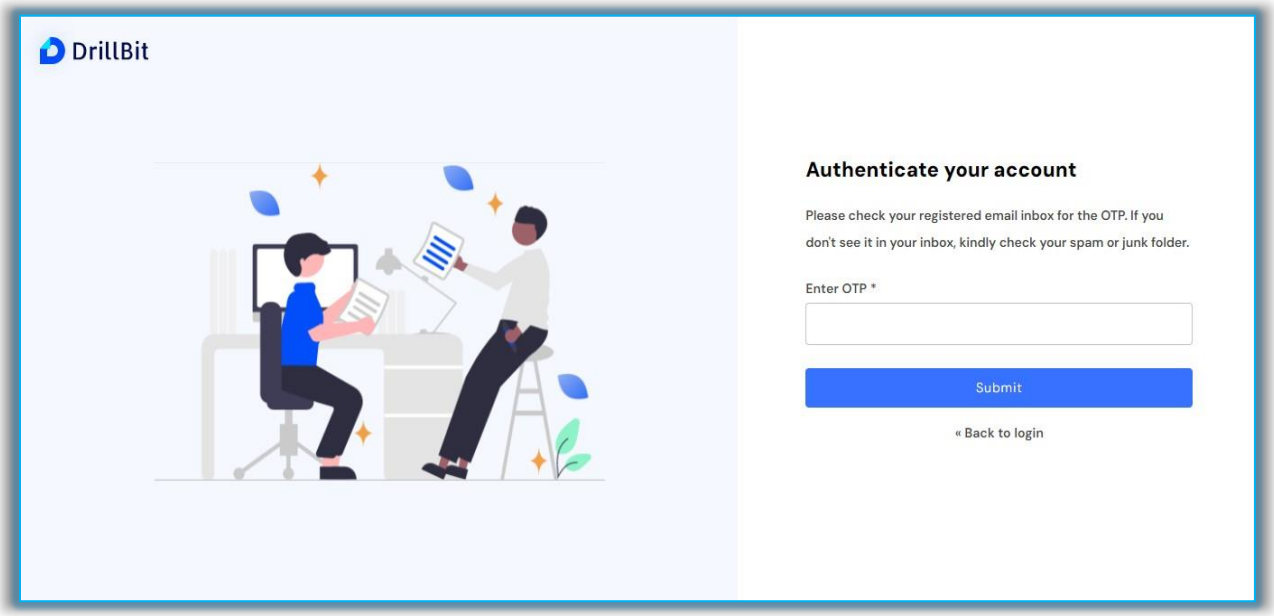


4. Toggle the switch to enable MFA.

Scroll to TOP

5. A pop-up window will appear asking, "Are you sure you want to activate Multi-Factor Authentication?" Select Yes to confirm.

Login Process: After MFA is enabled, administrators will first enter their password when logging in. Following successful password entry, an OTP will be sent from DrillBit to the administrator's registered email address. The administrator must then enter this OTP on the login page to complete the authentication process.



Additional Information: If you need to disable MFA, you can do so by toggling the switch off in the same settings section. A confirmation pop-up will appear with the message, "Are you sure you want to deactivate Multi-Factor Authentication?" Select **Yes** to confirm and deactivate MFA.

Ensure your registered email address is correct to avoid issues with receiving OTPs. After 3 consecutive incorrect attempts to enter the OTP, you will need to log in again and request a new OTP.

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19. Support Centre

18th Nov 2024

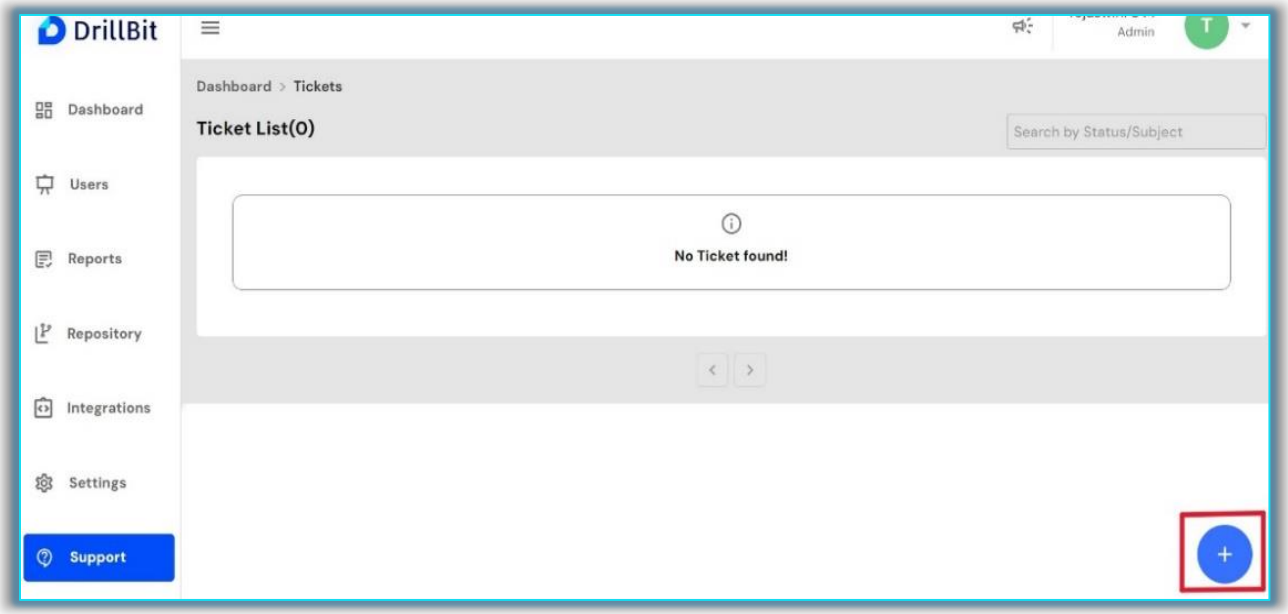
The Support functionality offers a streamlined ticketing system crafted to handle any queries or issues administrators might encounter. This system is designed to help you efficiently report problems and get the assistance you need, ensuring that your concerns are addressed quickly and effectively.

Support Materials

Support Centre
Admin Dashboard
All About User Management
Admin Reports
DrillBit Repository
Manage Repository
Integrations

Creating a Support Ticket

1. **Access the Support Centre**: Start by navigating to the Support Centre within the DrillBit application. This section allows you to submit support tickets and track the status of existing ones.



2. **Initiate a New Ticket:** Click the plus icon to begin creating a new support request. This is where you start your journey to getting the help you need.
3. **Complete the Ticket Form**:

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a. **Issue Category**: Choose the appropriate category for your issue, such as Technical, Billing, Account, General, or Others. Selecting the right category ensures the request is routed to the correct team.
b. **Priority**: Set the priority level of your ticket—High, Medium, or Low— to indicate how urgently you need assistance.
c. **Subject**: Provide a brief, clear subject line for your ticket to quickly convey the main issue.

   Description: Enter a detailed description of the issue or query being faced. The more detail provided, the better the support team can understand and address the concern.

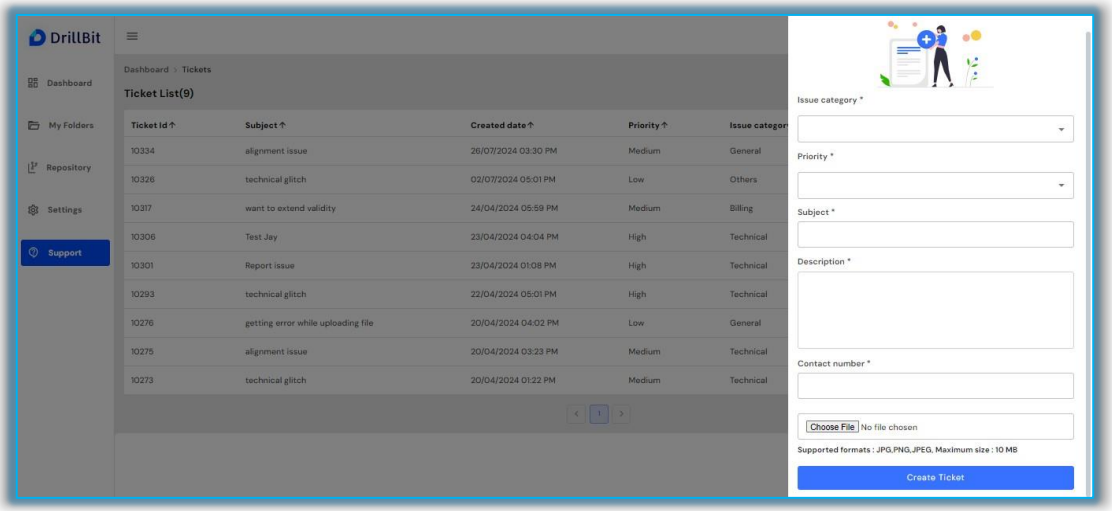
   Contact Number: Provide a contact number where further information can be requested if needed.

   Attachments: Attach any relevant files that could help resolve the issue.

Supported file formats for attachments include JPG, PNG, and JPEG, with a maximum file size of 10 MB.

4. **Submitting the Ticket:**

   - Once all required fields are completed and any necessary files are attached, click the “Create Ticket” button to submit the ticket.



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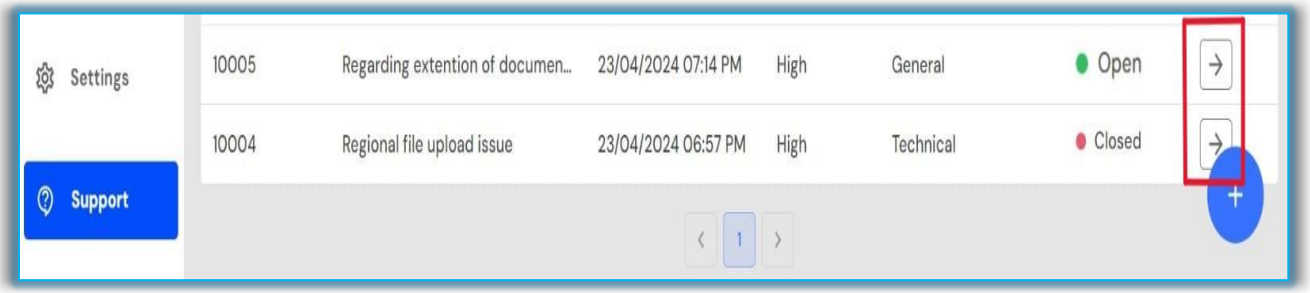
Tracking and Managing Tickets:

1. **View Submitted Tickets:** All submitted tickets can be viewed in the Support section, providing an overview of each request made.
2. **Sorting:** Sorting has been added for Ticket ID, Subject, Created Date, Priority, and Issue Category. To use sorting, click on the arrow mark next to each field.

3. **Monitor Ticket Status:**
   - The ticketing system provides updates on the status of tickets, allowing progress to be monitored effectively.



   - To continue a conversation related to a ticket, click the arrow to dive deeper into the ticket. This opens a chat where further comments can be made, and direct communication about the issue can take place.

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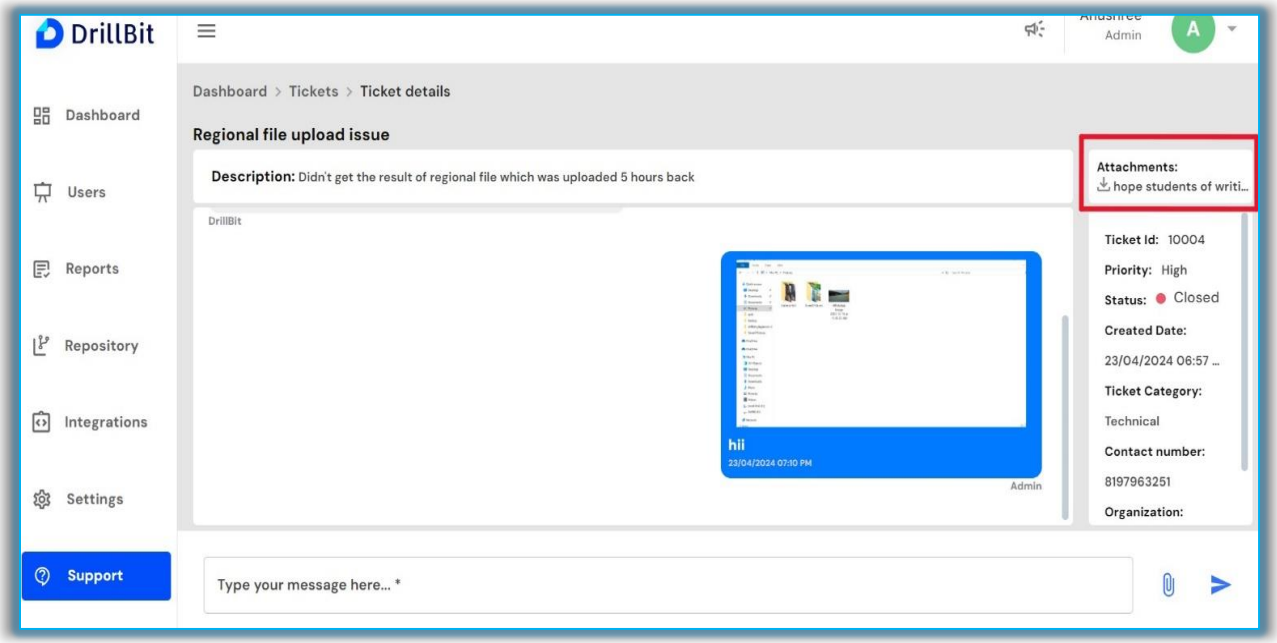

More to Know: When you access a raised ticket, you can view all its details, including the Ticket ID, Priority, Status, Created Date, Ticket Category, Contact Number, and Organization. Additionally, any attached files can be downloaded directly from the conversation.

By utilizing the ticketing system in DrillBit Plagiarism, administrators can ensure that any issues or queries are addressed promptly and effectively, maintaining smooth operation and support for your institution's plagiarism detection needs.