

USER

COMPILATIO

Running a plagiarism check

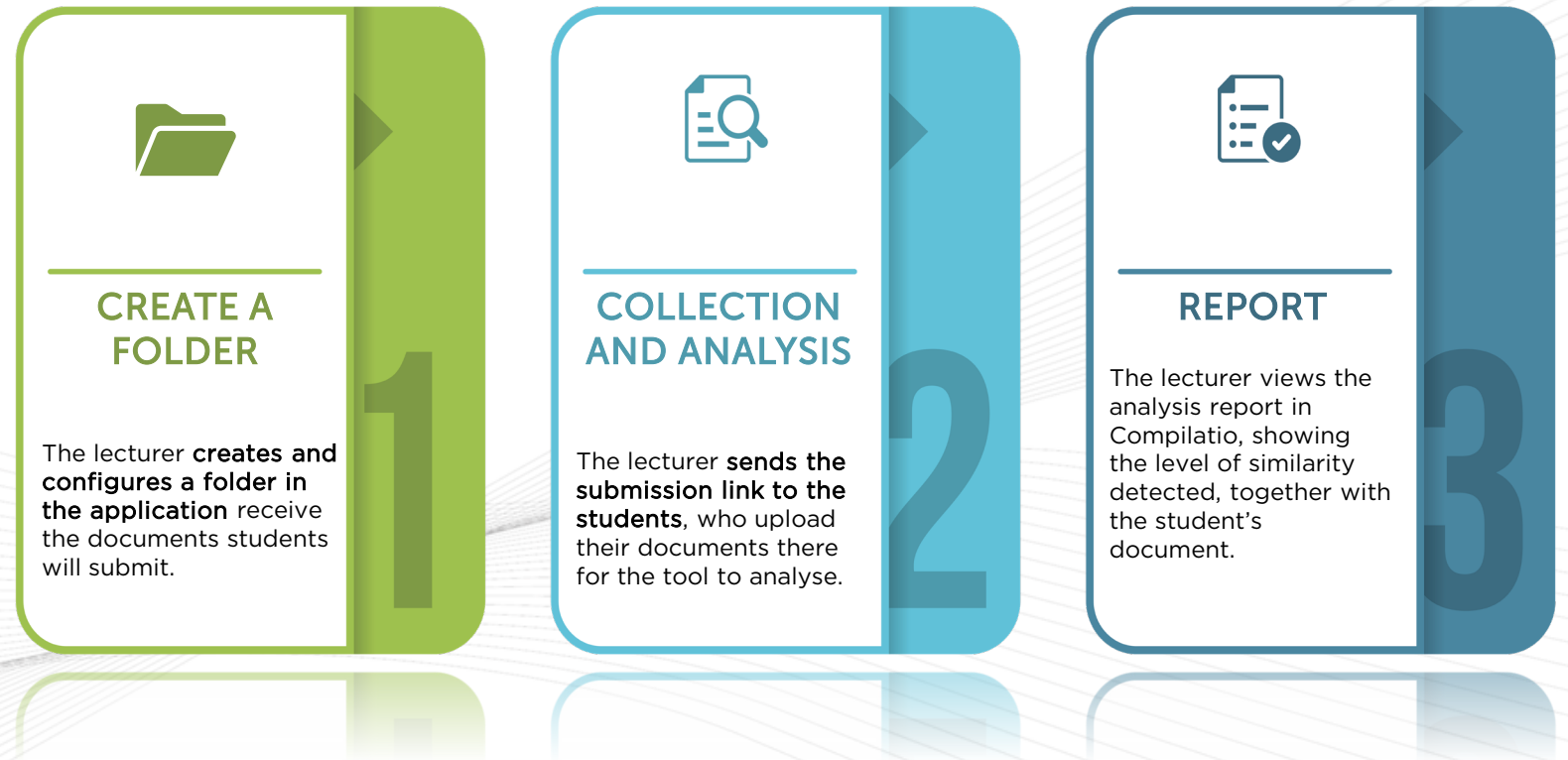
GUIDE

STEPS FOR ANALYSING A DOCUMENT

HOW DOES COMPILATIO WORK?

The growing use of the Internet provides access to a wide range of digital sources. Sciences Po expects its students to identify clearly any borrowed material as such (see Article 12 of the [Academic Regulations](#)).

To help you, the **Compilatio** tool (formerly Ouriginal) lets you clearly identify any borrowed material, by cross-checking against websites, digital databases and all work previously submitted to the tool by Sciences Po students.



LOGGING IN AND CREATING A NEW FOLDER

1

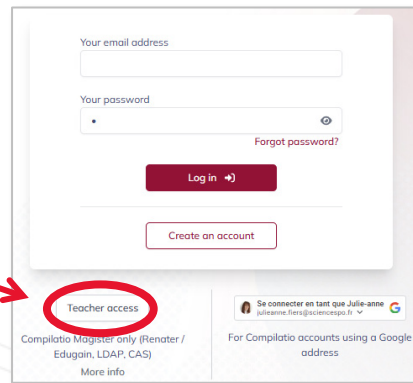
2

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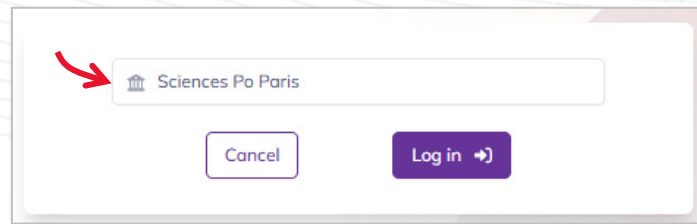
LOGGING IN TO COMPILATIO

- 1 Log in at the following address: <https://app.compilatio.net/app/>

Click '**Teacher access**'.



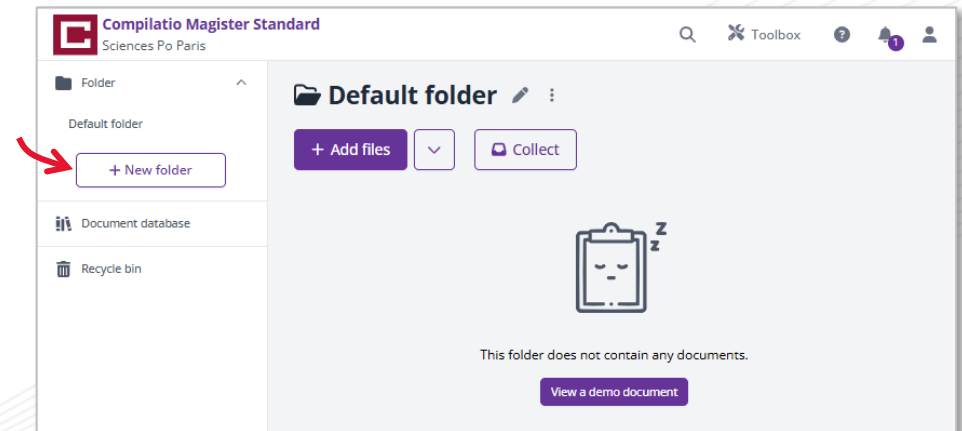
Search for and select the institution **Sciences Po Paris**, then click the '**Log in**' button.



Select your **Sciences Po Google account** using your login details firstname.surname@sciencespo.fr and your Sciences Po password.

CREATING A NEW FOLDER

- 2 Create a new folder by clicking the '**+ New folder**' button



You can create as many folders as you wish and organise them to suit your needs: by course, by assignment, etc.

CONFIGURING A FOLDER

CONFIGURING THE GENERAL INFORMATION

3 Complete the folder's general settings:

Enter the folder title.

Choose when **analyses are launched**:

- **Automatic:** as soon as a document is uploaded by the student.
- **Planned launch of analyses:** launches the analysis of all the students' documents received in the same folder at the same time, so that they are also compared with one another during the analysis.

The suspicious text thresholds are already correctly set; do not change them.

Tick 'Automatically add new documents in this folder to the document database'.

These documents will then be added to the resources used for future analyses.

← **Create new folder** Save

Folder description

Title
International Relations Course

Description
Tutorial 1 - Session 3

Analyses

☒ Automatic launch of analyses

☐ Planned launch of analyses

Suspicious text thresholds
Suspicious texts measured during an analysis do not necessarily indicate fraud.

Change the thresholds

☒ Green up to 10 % of suspicious texts
Documents that are evidently original and individual work, containing few suspicious texts.

☐ Orange up to 25 % of suspicious texts
Documents containing a significant number of suspicious texts.

☐ Red above Documents containing a large number of suspicious texts.

Document database

☒ Automatically add new documents in this folder to the document database.
Indexed documents will be in your document database. They will be used as comparison material for subsequent analyses.

4 Click 'Save' to confirm the settings.

Save

EDITING A FOLDER

Once the folder has been created, **edit** its general, collection (see next page) and notification settings using the '**Edit folder**' button.

International Relations Course

+ Add files

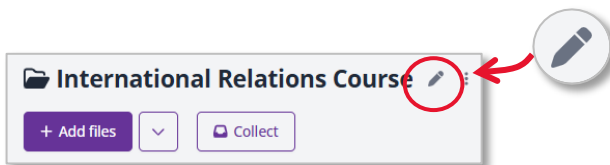
Collect

CONFIGURING A FOLDER

1

2

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Click the '**Edit folder**' button of the relevant folder to change its collection and notification settings

CONFIGURING COLLECTION

5 From the '**Collect**' settings:

Save the settings

Save

Tick to **open** collection

We recommend collecting documents **via the form**:

Click the '**Copy**' button to retrieve the link to copy the form link and send it to your students.

If required, set a **submission deadline** and, if appropriate, allow submissions after the deadline.



Always leave the '**Display in form**' options unticked.

CONFIGURING NOTIFICATIONS

6 From the '**Email notifications**' tab (only accessible via the '**Edit folder**' button):

Configure the folder's notifications as you wish: trigger events and how often you receive them.

SENDING THE LINK TO STUDENTS / VIEWING REPORTS

1

2

3

SENDING THE SUBMISSION LINK TO STUDENTS

7 From the **'Collect'** settings of the relevant folder:

In the **Instructions** section, click the **'Copy'** button to retrieve the submission link to send to your students by email or another secure method.



Instructions

Instructions for submitting documents, directly by your students

By form

Documents must be submitted by students to

<https://app.compil...>



note

Once the student has uploaded the document, the Compilatio analysis may take anywhere from a few minutes to 48 hours.

VIEWING THE ANALYSIS REPORTS

8 Click the **folder** of your choice in the left-hand side menu to find all the documents uploaded by your students.



Report

Open the document's detailed analysis report.



Open the document's properties and download options