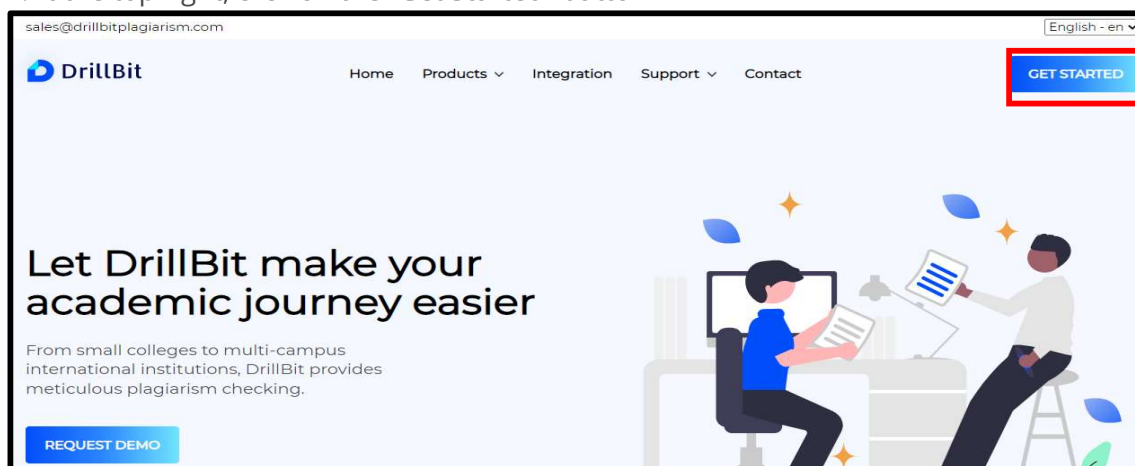# ADMIN USER GUIDE – 2022

Setting up your account

If you have received a welcome email from DrillBit, this confirms that your DrillBit account is now ready to use, or you have been added as an admin Instructor by the DrillBit team and you can now access the DrillBit services.
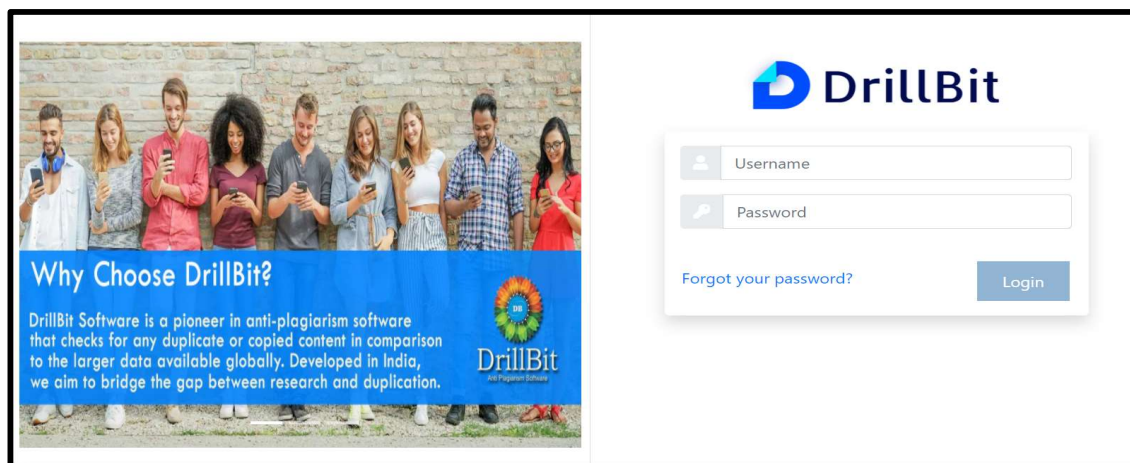
Where is my welcome email?

you have received an email from DrillBit Support, please check your Inbox, spam, or junk folder. Alternatively, contact DrillBit sales representative or DrillBit partners/resellers for any support.

How to login to a DrillBit Account?

1.Go to **https://www.drillbitplagiarism.com**

2.At the top right, click on the "Get Started" button

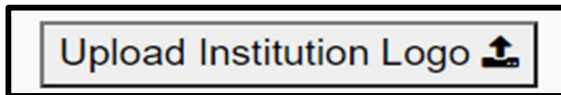3.Enter the username and password and click on the Login button.

How to get My Account information on Drillbit Plagiarism software?

Admins can choose "the My Account" tab to view Account Information.

How to upload the institution logo on DrillBit software?

Step1: Click on "Upload Institution logo" on the admin page

Upload Institution Logo

Step2: Click to choose a file and select a logo in .PNG or .JPG format, then click on "Submit" button.

Change Institution Logo

Choose File | No file chosen

File formats supported: png, jpg

Cancel   Submit

How to check Account Statistics in DrillBit Plagiarism?
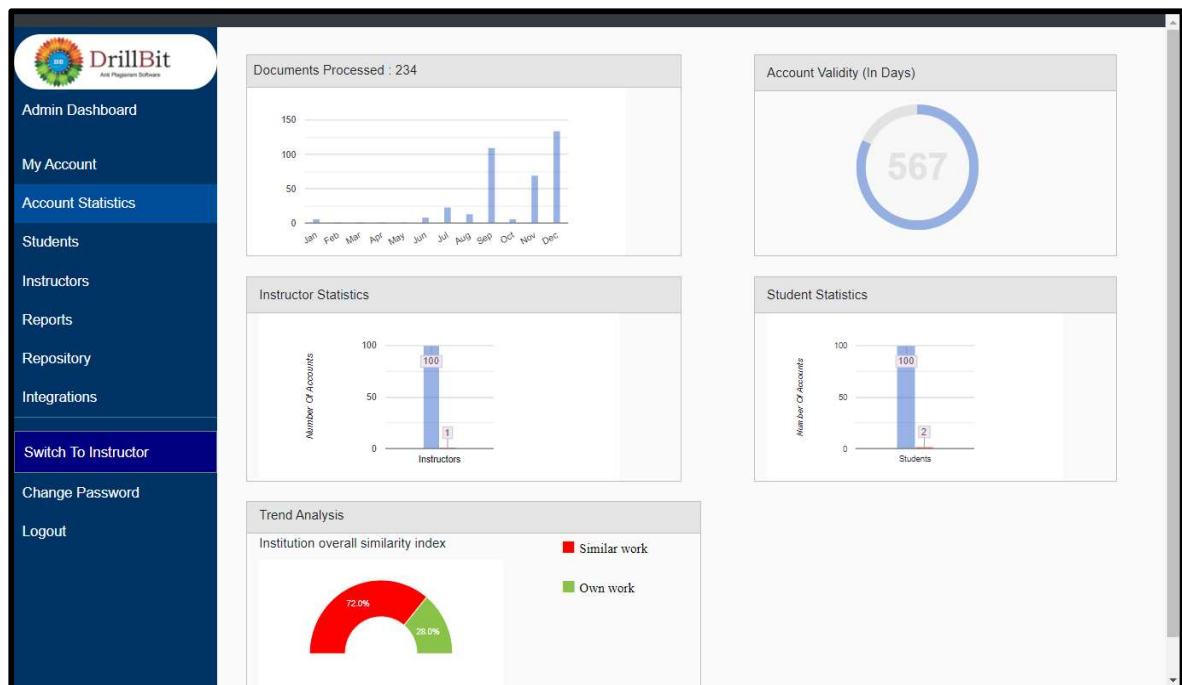
Graph1: Total number of documents processed in the license

Graph2: Account validity remaining in the days

Graph3: Total number of instructor accounts and active accounts.

Graph4: Total number of students ' accounts and active accounts.

Graph5: Trend analysis, it shows similar work and own work within the institution

Can Admin view the total number of students in college

Step1: Select the "Students" tab from the left side menu

Step2: Click on the "Download Students List" button.

How to get Student statistics on DrillBit?

Step1: Select the "Students" Tab

Step2: Click on "Stats" Icon in the Students ' list

■	Sl No	Student Name ⇕	Student ID	Student Email ID	Creation Date ⇕	Department	Section	Action
☐	5	drillbit	DB001	drillbit.open@gmail.com	2021-07-13 01:25:26	Computers	A	📊 ✏ | 🗑 | 🔑

How to Edit students' information on Drillbit Plagiarism?

Step1: Select the "Students" Tab

Step2: Click on "Edit" from "Action" column in the students ' list

■	Sl No	Student Name ⇕	Student ID	Student Email ID	Creation Date ⇕	Department	Section	Action
☐	5	drillbit	DB001	drillbit.open@gmail.com	2021-07-13 01:25:26	Computers	A	📊 ✏ 🗑 🔑

Step3: Can edit only student's name, student id, department, section.

Edit Student Information

Student Name	drillbit
Email Address	drillbitsatish@gmail.com
Student ID	DB001
Department	Computers
Section	A
End Date	07/28/2023

Cancel Confirm

3.Click on "confirm".

How can an admin instructor Delete Student accounts in DrillBit?

Step1: Select the "Student" Tab.

Step2: Click on "Delete" from "Action" column in the student list.

■	SI No	Student Name ⇕	Student ID	Student Email ID	Creation Date ⇕	Department	Section	Action
☐	5	drillbit	DB001	drillbit.open@gmail.com	2021-07-13 01:25:26	Computers	A	📊 | ☑ | 🗑 🔑

Step3: The student account will be deleted permanently and removed from all the classrooms and you cannot restore it.

How to Resend login credentials?

Step1: Select the "Student" Tab

Step2: Click on "Key" Icon from "Action" column in the student list

■	SI No	Student Name ⇕	Student ID	Student Email ID	Creation Date ⇕	Department	Section	Action
☐	5	drillbit	DB001	drillbit.open@gmail.com	2021-07-13 01:25:26	Computers	A	📊 | ☑ | 🗑 🔑

How to add Instructors in DrillBit Plagiarism software?

Step1: Select the "Instructor" tab from the left side menu

Step2: Click on the "Add instructor" button

Step3: Enter the following fields

- Username
- Email Address
- End Date
- Allocate Documents

Step4: Click on "Confirm"

Step5: The Instructors will get Login credentials (with password) via automated mail from support@drillbitplagiarism.com. The instructor must check in Inbox/spam/Junk folders.

How to Add multiple Instructors to DrillBit plagiarism?

Step1: Select the "Instructors" Tab then Click on "Add Multiple Instructors"

Step2: Download the template which is in .CSV format

Step3: Enter fields like, Name, Email Address, No of Documents as shown in the below table

Name	Email Address	Number of Submissions
john	john@edu.com	10
michel jackson	micheljack@drillbit.com	50
lenova	lenova@info.com	100
intel core	intel@info.com	60

Step3: Click on "Choose file" and select the filled template

Step4: Click on "Submit"

Step5: The instructors will get Login credentials (with password) via automated mail from support@drillbitplagiarism.com. The instructor must check in Inbox/spam/Junk folders.

How can Admin deactivate instructori ccount in DrillBit plagiarism?

Step1: Select the "Instructors" Tab

Step2: Click on "Deactivate" from "Action" column in the instructors ' list

SI No	Instructor Name ⇕	Instructor Email ID	Creation Date ⇕	Status	Action	Stats
2	DrillBit	support@drillbitplagiarism.com	2022-01-07 13:19:59	Active	Deactivate Delete | Edit | 🔑	📊

Step3: The instructor account will be deactivated for a period and the admin instructor can activate it anytime.

How can an admin instructor Delete Instructor accounts in DrillBit?

Step1: Select the "Instructors" Tab

Step2: Click on "Delete" from "Action" column in the instructors ' list

SI No	Instructor Name ⇕	Instructor Email ID	Creation Date ⇕	Status	Action	Stats
4	DrillBit	support@drillbitplagiarism.com	2022-01-07 13:19:59	Active	Deactivate | Delete | Edit | 🔑	📊

Step3: The instructor account will be deleted permanently and you cannot restore it.

How to Edit instructor information on Drillbit Plagiarism?

Step1: Select the "Instructors" Tab

Step2: Click on "Edit" from "Action" column in the instructors ' list

Step3: Can edit only Username, validity, and number of documents

SI No	Instructor Name ⇕	Instructor Email ID	Creation Date ⇕	Status	Action	Stats
4	DrillBit	support@drillbitplagiarism.com	2022-01-07 13:19:59	Active	Deactivate | Delete | Edit 🔑	📊

How to Resend login credentials?

Step1: Select the "Instructors" Tab

Step2: Click on "Key" Icon from "Action" column in the instructors ' list

SI No	Instructor Name ⇕	Instructor Email ID	Creation Date ⇕	Status	Action	Stats
4	DrillBit	support@drillbitplagiarism.com	2022-01-07 13:19:59	Active	Deactivate | Delete | Edit 🔑	📊

How to get instructor statistics on DrillBit?

Step1: Select the "Instructors" Tab

Step2: Click on "Stats" Icon in the instructors ' list

SI No	Instructor Name ⇕	Instructor Email ID	Creation Date ⇕	Status	Action	Stats
4	DrillBit	support@drillbitplagiarism.com	2022-01-07 13:19:59	Active	Deactivate | Delete | Edit 🔑	📊

How to download submissions Report on DrillBit?

Step1: Select the "Reports" Tab

Step2: Select a Single instructor or all instructors in the dropdown menu

Step3: choose from date and to date

Step4: Click on the view and download button

Step5: Enter the email id and submit to Reports via email

Integrations

DrillBit integrates with all major LMS platforms, please refer to LMS Integration manuals.

Switch to Instructors

An Admin instructor can play a dual role as an Admin as well as instructor to submitting the documents from their login.

How to change the admin instructor password in DrillBit plagiarism?

Step1: Click on "the Change Password" Tab

Step2: Enter the old password and new password, confirm the new password, and click on change password.

Change Password

Instructions :
1. Your password cannot be the same as your username
2. Password must be a minimum of 8 characters length

Enter Old Password :

New Password

Minimum 8 Characters
Long

Confirm New Password

Change Password