

USER GUIDE - INSTRUCTOR

Login to your account using the link in your welcome email.

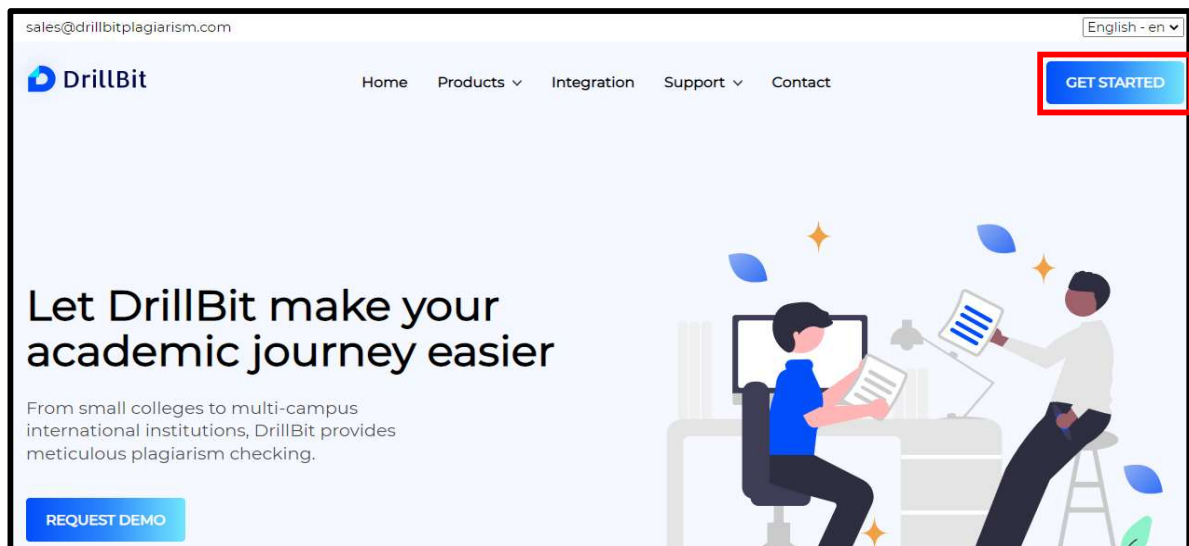
If you have received a welcome email from DrillBit, it means that the DrillBit administrator is allowing you to create classroom, create assignment, view reports.

If an administrator has added you as an instructor, but you have not received a welcome email from DrillBit, please check your spam or junk folder. Alternatively, contact your administrator to check that your account has been created successfully.

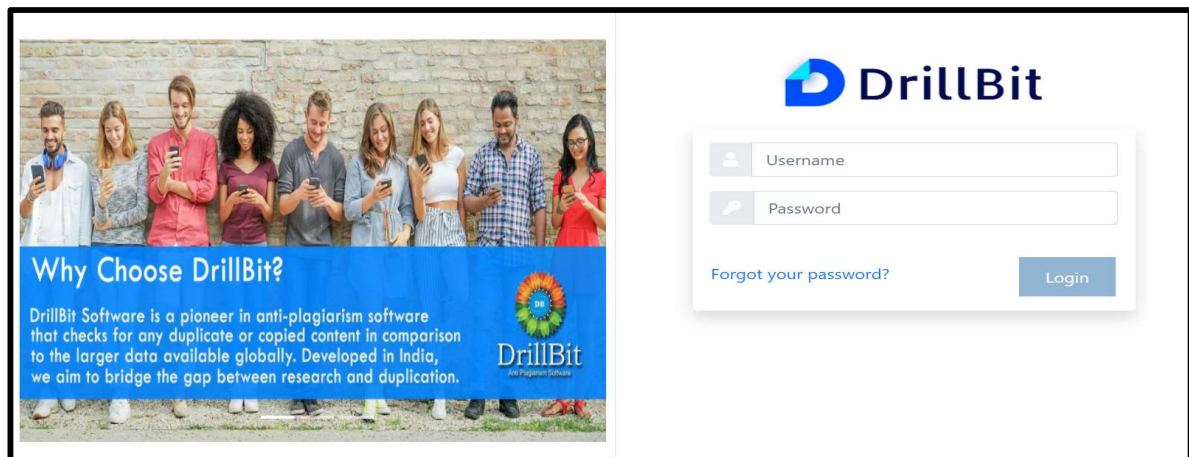
How to login into DrillBit Account?

1. Go to <https://www.drillbitplagiarism.com> or click on the link provided through the welcome email.

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

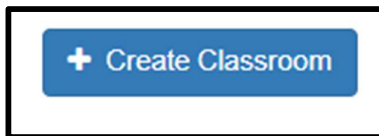


3. Enter the username and password and click on the Login button.



How to create a classroom in DrillBit plagiarism checker?

Step1: Click on the “create Classroom” button on the Homepage.




Step2: In the next window, enter the required information.

- Classroom names like, CSE, EEE, ECE, Medical, anything.
- Note: Classroom name must be between 2 & 99 characters
- Choose the validity or deadline date

Create a New Classroom

Classroom Name

Validity



mm/dd/yyyy 

Cancel

Submit



Step3: click on the submit.

Step4: The classroom will be created with the classroom id, classroom name, and status.

SI No	Classroom ID	Classroom Name ↕	Status	Start Date ↕	End Date ↕	Action
1	1	Default Classroom	Active	2021-09-03 05:38:43	--	Select
2	31866	drillbit welcomes happy new year	expires soon	2022-01-03 11:54:03	2022-01-12	  Select

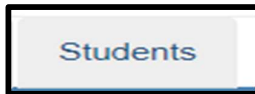
Activating a classroom that has been expired

An expired classroom can be extended by the instructor. Click on the edit icon and change the end date of the classroom then click on submit.

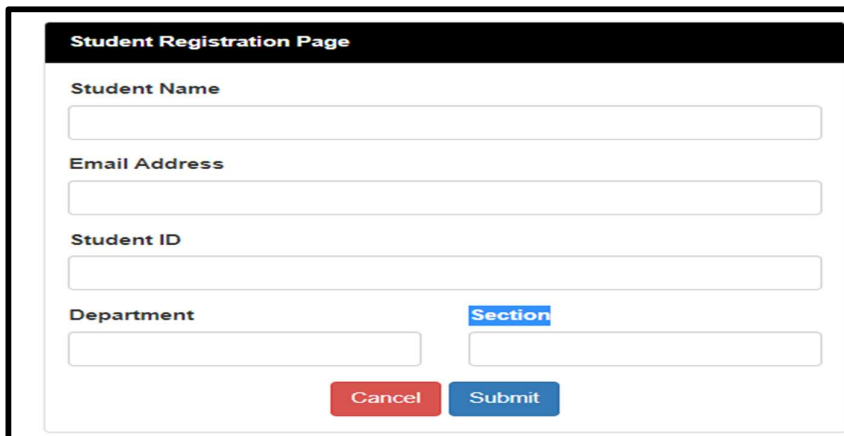
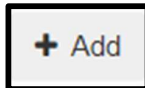
SI No	Classroom ID	Classroom Name ↕	Status	Start Date ↕	End Date ↕	Action
1	1	Default Classroom	Active	2021-09-03 05:38:43	--	Select
2	31866	drillbit welcomes happy new year	expired	2022-01-03 11:54:03	2022-01-10	  Select

How to Add students to the classroom in DrillBit plagiarism Checker?

step1: select the classroom, click on the “students” tab to add the students.



step2: click on “add” button and fill the details.

A screenshot of a web form titled "Student Registration Page" in a black header bar. The form has five input fields: "Student Name", "Email Address", "Student ID", "Department", and "Section". The "Section" label is highlighted in blue. At the bottom right, there are two buttons: a red "Cancel" button and a blue "Submit" button.

step2: Click on the submit button, the student will receive an auto generated email with username and password.

How to add multiple students?

Click on the “add multiple Students”, download the template



Fill the template

Instructor can fill the template, with the fields like, Name, Email Address, Student Id, Department, Section (maximum number of students – 50,000 per upload/template),

Note: students account creation depends on the number of accounts left.

Student Name	Email Address	Student ID	Department	Section	
john	john@edu.com	123	CSE	A	
michel jackson	micheljack@drillbit.com	A234	EEE	A	
lenova	lenova@hp.com	CS12	MEC	A	
intel core	intel@info.com	s34	MBBS	A	

step1: Click on **Choose file** button.

step2: Select the template which is updated with students' information.

Upload the file :

Choose File

No file chosen

File formats supported: csv

Cancel

Submit

Step3: Click on **Submit**

All students in the template will receive an auto generated mail with user id and password.

How to add existing students in the classroom?

step1: Click on "Add from List" to add existing students into the classroom.

Add From List

step2: Click on the "+" in the action column, the student will be added in the classroom. Student will not receive any new login credentials since he is an existing student.

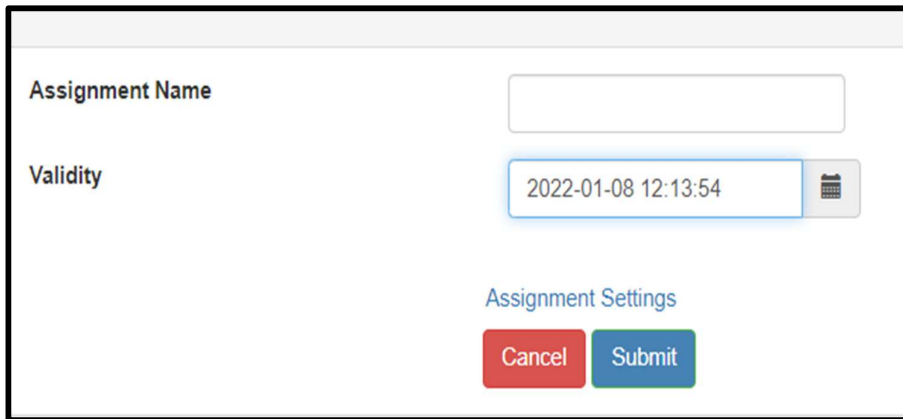
<input type="checkbox"/>	SI No	Student Name	Student ID	Student Email ID	Department	Section	Action
<input type="checkbox"/>	1	student	123	redacted@gmail.com	production	ads	<input data-bbox="1360 1245 1404 1283" type="button" value="+"/>
<input type="checkbox"/>	2	drillbit	DB001	drillbitredacted@gmail.com	Computers	A	<input data-bbox="1377 1318 1404 1344" type="button" value="+"/>

How to create an assignment in DrillBit plagiarism checker?


Step1: Click on the "create assignment" button.

Step2: In the next window, enter the required information.

- Assignment names like, essay, dissertations, thesis, anything.
- Note: Assignment name must be between 2 & 99 characters
- Choose the validity or deadline date
- Choose the assignment settings as per your requirement.



Assignment Name

Validity 

Assignment Settings

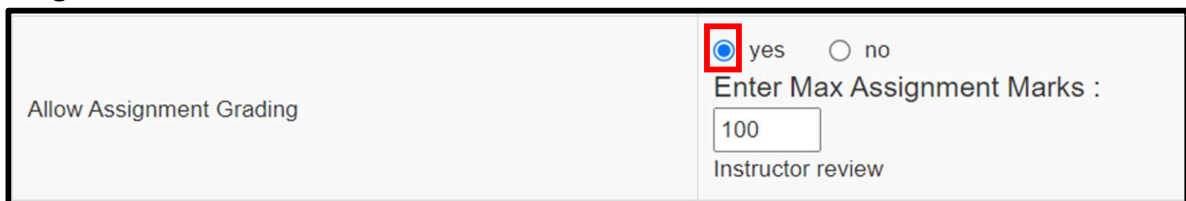
Step3: choose the required options & click on the submit.

Assignment settings

Instructor can choose the assignment settings; it will be applicable for only this assignment in the classroom

1.Grading option

Instructor can choose the grading option "Yes" and enter the maximum marks for this assignment.



Allow Assignment Grading ☒ yes ☐ no

Enter Max Assignment Marks :

Instructor review

2.Exclude Reference / Bibliography

As per the guidelines, DrillBit has given an option to exclude Reference/Bibliography from the document by choosing option "Yes" from the assignment settings.




Exclude Reference / Bibliography ☒ yes ☐ no

3.Exclude Quotes

As per the guidelines any content written within the quotation marks will be ignored from plagiarism search if you choose "Exclude Quotes" - "Yes" in the assignment settings

Valid quotes: "Hello world". (" ")

Invalid quotes: 'Hello world', "Hello. ("',< >,)



Exclude Quotes ☒ yes ☐ no

4. Exclude small sources

As per the UGC guidelines, frequency of similarity words <14 can be excluded in plagiarism search for thesis, dissertations, project works, any other academic content if you choose option "Exclude small sources" - "Yes" in assignment settings

As per the global standard, most of the publishers follow 5 similarity words for checking articles before publication, choose option "No" for Articles.

Exclude small sources (less than 14 similarity words)	<input checked="" type="radio"/> yes	<input type="radio"/> no (Standard 5 similarity words)
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5. Option to Exclude/Include Sources

To Exclude/include any sources in the analysis page, choose option "Yes" in the assignment settings to get this enabled.

Option To Exclude/Include Sources	<input checked="" type="radio"/> yes	<input type="radio"/> no
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6. Auto save to Repository

auto save to repository option can be enabled, choose "Yes", all the submissions in this assignment will be auto saved to an institution Repository.

Save To Institution Repository <div> On selecting 'yes', all the Submissions in this Assignment will be auto saved to Institution Repository.</div>	<input checked="" type="radio"/> yes	<input type="radio"/> no
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7. Allow Resubmission

If instructor want to allow submissions more than one time, select "Yes" and enter number of resubmissions.

Allow Resubmission	<input checked="" type="radio"/> yes	<input type="radio"/> no
	Number Of Re-Submissions : <input type="text" value="3"/> For this assignment	

8. Allow Resubmission After Due date

Select "yes" to allow the students to submit their assignment after the due date

Allow Submission After Due Date	<input checked="" type="radio"/> yes	<input type="radio"/> no
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9. Grammar check

Select "Yes" to get grammar report for student submissions along with plagiarism report.

Grammar Check (Single File Upload)	<input checked="" type="radio"/> Yes <input type="radio"/> No
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10. Choice of Email Notifications

Email notification notifies the students when the instructor creates a new assignment in the classroom.

Choice Of Email Notifications	<input checked="" type="radio"/> yes <input type="radio"/> no
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11. Question & Answer

Instructor can give the questions to the students in the same,

Select "yes" and set questions. students can submit their answers along with an assignment submission.

Add Questions	<input checked="" type="radio"/> yes <input type="radio"/> no
	Question 1
	<input type="text" value="*"/>
	Question 2
	<input type="text"/>
	Question 3
<input type="text"/>	
Question 4	
<input type="text"/>	
Question 5	
<input type="text"/>	

12. Exclude Phrases

As per UGC guidelines, all generic terms, laws, standards equations can be excluded.

DrillBit has included new feature to exclude phrases.

Choose "Exclude Phrases" – "yes" in the assignment settings.

Enter plain text without any punctuation marks, one phrase is a must if you choose "yes"

Valid phrases: Computer science and engineering

Invalid phrases: 'Computer science and engineering'

☒ yes ☐ no

Entered Phrases will be excluded for plagiarism check. Enter one Phrase per each text box without punctuation. Each Phrase should have a minimum of 3 and maximum of 200 characters

Exclude Phrases

phrase 1 *	phrase 2	phrase 3
phrase 4	phrase 5	phrase 6
phrase 7	phrase 8	phrase 9
phrase 10	phrase 11	phrase 12
phrase 13	phrase 14	phrase 15

Step3: click on the submit.

Step4: The assignment will be created with the assignment id, assignment name, and status.

SI No	Assignment ID	Assignment Name ↕	Status	Creation Date ↕	Action
1	81240	first Assignment in new year	expires soon	2022-01-03 11:54:47	  Select

How to Edit the assignment in DrillBit plagiarism checker?

Step1: Click on the “edit icon” to change the end date and assignment settings.

Step2: Once the changes have been done, instructor must click on “submit” to save the changes.

SI No	Assignment ID	Assignment Name ↕	Status	Creation Date ↕	Action
1	81240	first Assignment in new year	expired	2022-01-03 11:54:47	  Select

How to delete the assignment in DrillBit plagiarism checker



Step1: Click on the “Delete” icon.

Step2: choose “Yes” on the alert message,

Note: all the submissions under this assignment will be deleted permanently.

How to upload files in DrillBit plagiarism checker

To upload the files, click on the “assignment name” or on the “select” option.

SI No	Assignment ID	Assignment Name ↕	Status	Creation Date ↕	Action
1	81240	first Assignment in new year	expires soon	2022-01-03 11:54:47	  Select

choose the upload options “upload English”, “upload non-English”.



Upload English

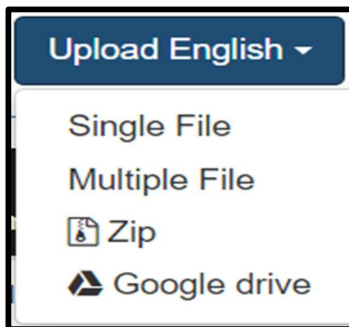
Instructor can choose the following options

Single file – to upload single file

Multiple files – to upload up to 10 files

Zip file – to upload up to 20 files in compressed format

Google drive – to upload large file.

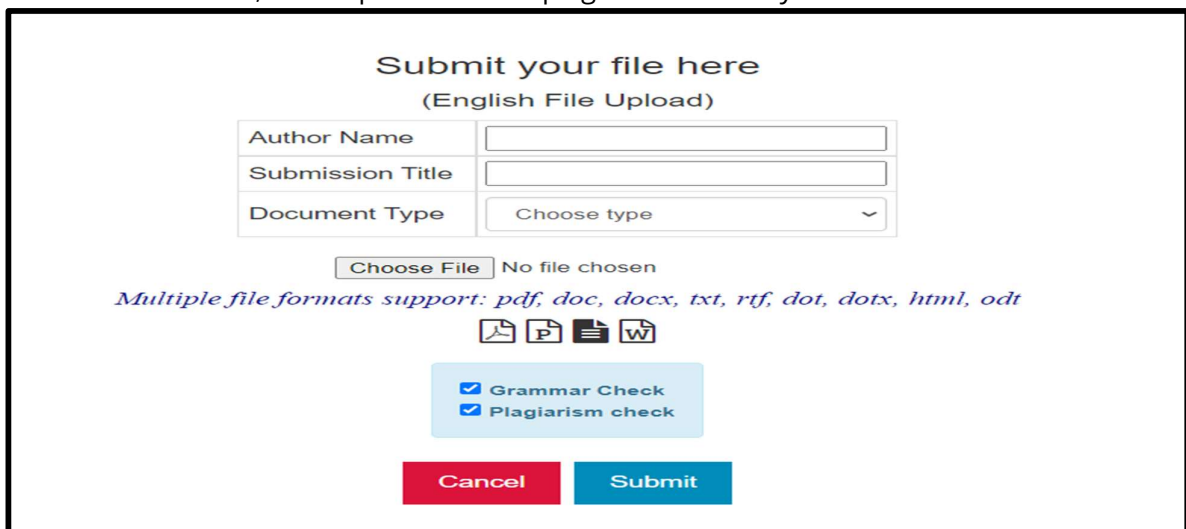


Single file Upload

Step1: Instructor must enter “Author Name”, “Paper Title”, Select “Document type”, and choose the file (**Supported file types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.)

Step2: Instructor can enable only “Grammar check” or “Plagiarism check” or both together.

if none are selected, will be processed for plagiarism check by Default.











Submit your file here
(English File Upload)

Author Name	<input type="text"/>
Submission Title	<input type="text"/>
Document Type	<input type="text" value="Choose type"/>

No file chosen

Multiple file formats support: pdf, doc, docx, txt, rtf, dot, dotx, html, odt

☒ Grammar Check
☒ Plagiarism check

How to upload Multiple files in DrillBit plagiarism checker?

Step1. Instructor can upload “minimum 1 and maximum 10” files.

step2. Click on “Add more files” to get file upload options.

Step3. Enter the fields, choose file, author name, title, choose document type”.

Step4. Click on “Submit” to uploads the files successfully.

Supported file Types: PDF, DOC, DOCX.

The screenshot shows a file upload interface with four rows of input fields. Each row contains a 'Choose File' button, a 'No file chosen' status, an 'Author Name' text box, a 'Paper Title' text box, and a 'Choose type' dropdown menu. To the right of each dropdown is a red 'X' button. At the top right, there is a blue 'Add More Files' button and a red 'Clear List' button. At the bottom left, there are red 'Cancel' and blue 'Submit' buttons.

Zip file upload

Step1. Instructor can upload a zip file that can contain a maximum of “20 documents”,

The zip file size must be less than “100 MB”.

Supported file type: ZIP.

Step2. Choose a file and click on Upload English.

The screenshot shows a dialog box titled 'Choose ZIP File'. It contains a 'Choose File' button, a 'No file chosen' status, and two buttons at the bottom: a red 'Cancel' button and a blue 'Upload English' button.

3. Click on the “Confirm zip submission” to submit the document successfully.

The screenshot shows a confirmation dialog box titled 'Zip File contains following:'. It displays the following information: 'Total Pages: 1', 'PDF files: 0', 'DOC / DOCX files: 1', and 'Other files: 0'. At the bottom, there are two buttons: a red 'Go Back' button and a blue 'Confirm zip submission' button.

Upload from Drive

Step1. Instructor can upload files from a Google drive.

Step2. Enter the required fields, click on "choose from drive",

Step3. Enter the drive credentials once google authentication is done, instructor can select the file and click on submit.


Step4. After submission, instructor can see a popup message "file uploaded successfully."

Supported file Types: PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.





Submit your file here

(English File Upload)

Author Name	<input type="text"/>
Submission Title	<input type="text"/>
Document Type	<div>Choose type</div>

Choose from drive 

Multiple file formats support: pdf, doc, docx, txt, rtf, dot, dotx, html, odt



Cancel Submit

How to upload non-English files in DrillBit?

Upload English ▾

Upload Non-English

Step1: Instructor must enter "Author Name", "Paper Title", Select "Document type", and "language."

Step2. Choose the file - **Supported file types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML,

3.Click on the submit button to upload the file.


Submit your file here

(Non-English File Upload)

Author Name	<input type="text"/>
Submission Title	<input type="text"/>
Language	<div>Select Language</div>
Document Type	<div>Choose type</div>

Choose File No file chosen

Supported File Format: docx, doc, pdf, txt



Cancel Submit

Submission's page

The instructor can view their submissions, student submissions in the assignment.

	SI No	Author Name ↕	Paper Title	Original File	grammar	Language	Paper ID	Submitted Date ↕	Similarity	Action
	1	test	test	Plagiarism.pdf	NA	English	450375	2022-01-22 13:02:11	78	

Deleting Submission/uploaded file

To delete the submission from the assignment, click on the delete icon and choose "yes" on alert message.

Note: Deleted submissions/files cannot be restored.

	SI No	Author Name ↕	Paper Title	Original File	grammar	Language	Paper ID	Submitted Date ↕	Similarity	Action
	1	test	test	Plagiarism.pdf	NA	English	450375	2022-01-22 13:02:11	78	

How to view result file or download the report in DrillBit?

Step1. To view/download the report, click on the similarity percentage.

Step2. The result or analysis page with the paper id, author name and matched sources.

	SI No	Author Name ↕	Paper Title	Original File	grammar	Language	Paper ID	Submitted Date ↕	Similarity	Action
	1	test	test	Plagiarism.pdf	NA	English	450375	2022-01-22 13:02:11	78	

2.Once instructor click on the similarity percentage the result page will be opened with the paper id, Author name and matched sources and list features are available in the new page.

Similarity %

Exclude single
Sources

To view Previous
matched content

URL to view
original source

To view next
matched content

Exclude multiple
Sources

Include multiple
Sources

Include single Sources

Matched content

DRILLBIT
SPENDING LESS TO PREVENT MORE

PAPER ID : 450375 / AUTHOR NAME : Test

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PREVIOUS HIGHLIGHT

75
Similarity %

EXCLUDE

MATCHED SOURCES

Location	Primary Source	%	Exclude
<input checked="" type="checkbox"/> 1	En.wikipedia.org Internet Data	58%	▼
<input type="checkbox"/> 2	Www.k12academics.com Internet Data	7%	▼
<input type="checkbox"/> 3	En.wikipedia.org Internet Data	5%	▼
<input type="checkbox"/> 4	Arxiv.org Internet Data	3%	▼
<input type="checkbox"/> 5	Www.gutenberg.org Internet Data	1%	➤
<input type="checkbox"/> 6	En.wikipedia.org WEB SITE	1%	▼

INCLUDE

EXCLUDED SOURCES

Location	Primary Source	%	Exclude
<input checked="" type="checkbox"/> 7	En.wikibooks.org Internet Data	1%	◀
<input type="checkbox"/> 8	Www.hilarispublisher.com Publication	1%	◀

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www.k12academics.com

plagiarism may sometimes also form part of a claim for breach of the plagiarist's contract, or, if done knowingly, for a civil wrong.

In academia and journalism

Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud, and offenders are subject to academic censure, up to and including expulsion. Some institutions use plagiarism detection software to uncover potential plagiarism and to deter students from plagiarizing. However, plagiarism detection software does not always yield accurate results and there are loopholes in these systems.^[31] Some universities address the issue of academic integrity by providing students with thorough orientations, required writing courses, and clearly articulated honor codes.^[32] Indeed, there is a virtually uniform understanding among college students that plagiarism is wrong.^[32] Nevertheless, each year students are brought before their institutions' disciplinary boards on charges that they have misused sources in their schoolwork.^[32] However, the practice of plagiarizing by use of sufficient word substitutions to elude detection software, known as rogeting, has rapidly evolved as students and unethical academics seek to stay ahead of detection software.^[33]

An extreme form of plagiarism, known as "contract cheating", involves students paying someone else, such as an essay mill, to do their work for them.^[28]

In journalism, plagiarism is considered a breach of journalistic ethics, and reporters caught plagiarizing typically face disciplinary measures ranging from suspension to termination of employment.^[34] Some individuals caught plagiarizing in academic or journalistic contexts claim that they plagiarized unintentionally, by failing to include quotations or give the appropriate citation. While plagiarism in scholarship and journalism has a centuries-old history, the development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier.^[35]

Predicated upon an expected level of learning and comprehension having been achieved, all associated academic accreditation becomes seriously undermined if plagiarism is allowed to become the norm within academic submissions.^[36]

CHAP. I.
OF ROASTING, BOILING, &c.
THAT good Cooks will find fault with teaching upon a Recipe of Cookery, which they never thought worth Hannah Glasse's signature at the top of the first chapter of her book, *The Art of Cookery Made Plain and Easy*, 6th Edition, 1758, an attempted defence against rampant plagiarism

Exclude & Include Sources Options

Instructor can exclude and include sources if the sources are irrelevant to the subject or Instructors own work

Exclude: select the sources from the matched source list and click on “Exclude” button.

Include: select the sources from the excluded sources list and click on “Include” button.

Alternate Sources

The same content may be available in single source or multiple sources, but the software will detect all the sources and display the highest percentage in the primary source and others are in alternate source list.

The screenshot displays a software interface for plagiarism detection. At the top, a red circular progress indicator shows a similarity percentage of 77%. Below this, a table titled "MATCHED SOURCES" lists several sources. The first three sources are from "En.wikipedia.org" with similarity percentages of 58%, 7%, and 5% respectively. The last three sources are also from "En.wikipedia.org" but with lower similarity percentages of 5%, 4%, and <1%. A callout box points to the 5% similarity percentage of the third source, stating "Click here to view". Another callout box points to the bottom of the list, stating "Alternate Source list".

Location	Primary Source	%	Exclude
<input type="checkbox"/> 1	En.wikipedia.org Internet Data	58%	▼
<input type="checkbox"/> 2	Www.k12academics.com Internet Data	7%	▼
<input type="checkbox"/> 3	En.wikipedia.org Internet Data	5%	▲
<input type="checkbox"/>	En.wikipedia.org Internet Data	5	🌐
<input type="checkbox"/>	En.wikipedia.org Internet Data	4	🌐
<input type="checkbox"/>	2l-apd a two-level plagiari... Publication.	<1	🌐

Matched Sources Navigation

Instructor can click on the source, and it will navigate to matched content in the document. Click on the “NEXT HIGHLIGHT” to view the next matched content in the same page or different pages.

Click on the “PREVIOUS HIGHLIGHT” to view the previous matched content in the same page or different pages.

Matched Content Navigation

Instructor can check the matched source from the matched content by clicking on the highlighted color. The matched source will be highlighted in the sources list.

The screenshot displays the DrillBit plagiarism report interface. On the left, a sidebar shows a 'Similarity %' of 35 and a list of 'MATCHED SOURCES'. The list includes 10 items, each with a checkbox, a description, a similarity percentage, and a green arrow icon. Item 2, 'Comparisons between genetic di...', is highlighted in yellow. On the right, the 'Introduction' section of a document is shown, with several lines of text highlighted in yellow and green, corresponding to the matched sources. A red box highlights the green arrow icon next to item 2 in the sources list, and a red box highlights the corresponding highlighted text in the document preview.

Location	Primary Source	%	Exclude
<input type="checkbox"/>	1 Published in open access proce...	7%	
<input type="checkbox"/>	2 Comparisons between genetic di...	7%	
<input type="checkbox"/>	3 Seed phosphorus remobilization...	2%	
<input type="checkbox"/>	4 Applicable law to transnationa...	2%	
<input type="checkbox"/>	5 Aberrant splicing of a natural...	2%	
<input type="checkbox"/>	6 The ecology of the fungi the ...	2%	
<input type="checkbox"/>	7 Economic review, september 200...	2%	
<input type="checkbox"/>	8 Effects of foot posture on fif...	1%	
<input type="checkbox"/>	9 Study on the combustion charac...	1%	
<input type="checkbox"/>	10 Multi-stage progressive optima...	1%	

Email Notification

Instructor can send the PDF plagiarism report via “email id “

Can enter single email id or up to 10 mail ids. Use “Enter” to separate mail ids.

The screenshot shows the DrillBit plagiarism report interface with an 'Email Notification' modal form overlaid. The form has a text input field labeled 'Enter Email' and a 'SEND' button. A red box highlights the email icon in the top right corner of the interface. The background shows the same document preview as the previous screenshot, with the 'Introduction' section visible.

QR Code

Instructor can scan the QR Code to view the report on mobile. DrillBit supports portability to download or to view a document just by scanning the QR-Code.



Save To Repository

Instructor can save the file to the institution Repository by click on "Repository icon "and click on the "Save" option.

Note: similarity should be less than 30%.

A screenshot of a mobile application interface for saving to a repository. At the top, there is a blue header bar with the text "AUTHOR NAME : Test" on the left, an envelope icon in the center, a QR code icon, and a repository icon (represented by three stacked horizontal lines) on the right. The repository icon is highlighted with a red square. Below the header, the text "Save To Repository" is displayed. Underneath this text are three input fields: "Author Name" with the value "test", "Article/Paper/Thesis Title" with the value "test", and "Published Year" with the value "2021" and a dropdown arrow. At the bottom of the form is a large blue button labeled "SAVE".

Digital Receipt

Step1: Instructors can get the digital receipt by click on the "Digital Receipt" from the header.

Step2: Instructor can select the digital receipt based on the user choice by selecting the given options. (Synopsis, Dissertations, Thesis and Article)

Step3: Instructor can edit few fields and name of signature then click on the "print" option.

Digital Receipt

SYNOPSIS DISSERTATION THESIS ARTICLE

 **DrillBit**
Anti Plagiarism Software

Drillbit Softtech India Pvt. Ltd

Certificate of Plagiarism Check for Synopsis

Author Name	test
Course of Study	Type here...
Name of Guide	Type here...
Department	Type here...
Acceptable Maximum Limit	Type here...
Submitted By	satheesh.b@drillbitplagiarism.com
Paper Title	test
Similarity	18%
Paper ID	415944
Submission Date	2021-11-24 10:29:48

Signature of Student Signature of Guide

Head of the Department

* This report has been generated by DrillBit Anti-Plagiarism Software

PRINT

File information

step1: Instructor can get the file information, click on the "file information" icon.

- Submission details
- Text information
- File metadata

Step2:click on the drop down to view detail information .

AUTHOR NAME : Test

File Information

- Submission Details
- Text Information
- File Metadata

Download Report

To download the report, click on the “Download icon” and can choose the download options “PDF Report “or “HTML Report”.

Download File

- PDF Report
- HTML Report

Grading

Step1. click on the grade mark option.

Step2. enter text feedback and add marks to the assignment.

Step3. click on the checkbox to send feedback to the student via email and click on submit.

Instructor Assignment Review/Feedback Form

Enter Feedback

Enter Marks / Maximum Marks 100

☒ Send feedback to student via Email

SUBMIT

Settings

Instructor can change the settings for the current document, the settings will be applicable for only this document and the sources and similarity % will be updated.

Types	Total Content	Similarity %	Sources	Yes	No
Exclude Quotes	9%	2%	1	<input checked="" type="radio"/>	<input type="radio"/>
Exclude Reference / Bibliography	18%	3%	2	<input checked="" type="radio"/>	<input type="radio"/>
Exclude < 14 words	--	16%	13	<input type="radio"/>	<input checked="" type="radio"/>

Duplicate phrases

Choose options

step1: To view the duplicate phrases in the document choose the “duplicate phrases”.

step2: Minimum 3 words should be selected and a maximum of up to 14 words is applicable.

Step3: Enter the words limit, click on “submit”.

step4: The number of phrases occurrences in the document will be displayed.

Duplicate Phrases.

Enter number of words

0

SUBMIT

Private repository

Step1: Instructor can save previous years or old files in the private repository to compare current year documents and to avoid duplication within the Institutions.

Click on the “Private Repository” icon on Home Page.

Satheesh Xstream Language **Private Repository** Home DrillBit

Instructor Classroom - Home
Instructions :
 1. Select the default Classroom to check the instructor's own documents.
 2. To Create a Classroom click on the "+ create Classroom".
 3. Click on the "Edit" icon to edit the existing settings of the classroom.
 4. Click on the "Delete" icon to delete the classroom.
 5. Click on "Classroom Name" or "Select" to proceed with an assignment.

Account expires in 4 days

Classroom

Classroom Name Search [+ Create Classroom](#)

Sl No	Classroom ID	Classroom Name	Status	Start Date	End Date	Action
1	1	Default Classroom	Active	2022-01-12 19:10:16	--	Select
2	30337	test	expired	2021-06-23 02:04:05	2021-06-25	Edit Delete Select
3	31636	new day new hopes	expired	2021-12-08 20:10:32	2021-12-22	Edit Delete Select

step2: Enter author name, title, published year, language, choose file.

step3: Click on the submit to save the file.

[Home](#) > [Private Repository](#)

[\[Repository Inbox \]](#)

Author Name

Article/Paper/Thesis Title

Published Year

Language ☒ English ☐ Non-English

No file chosen

Allowed File Formats : PDF, DOC, DOCX

Step4: To view saved files in the repository, click on the "Repository inbox".

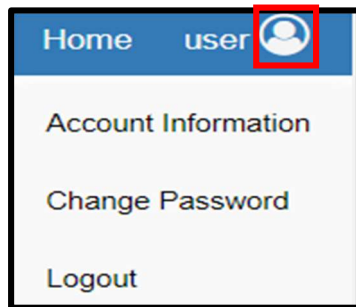
[\[Repository Inbox \]](#)

step5: To remove the files from the repository, click on "remove ", a request has been sent to DrillBit team to remove the file from the repository.

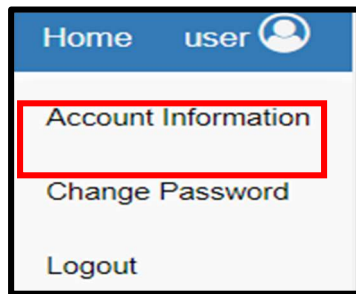
Sl No	Paper ID	Author Name	Paper Title	Added Date	Action
71	241643	test	test	2021-03-24 10:21:59	Remove

Account information

step1: Instructor can view the account information by clicking on the “user profile” in homepage.



step2: Select the account information, to view the account details.

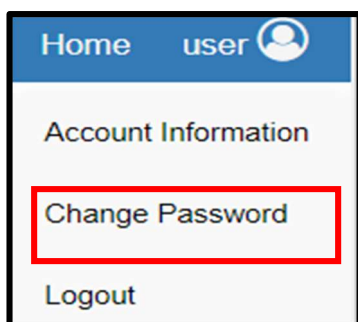


step3: Instructor can view all the account information, date of creation, account expires, and total documents allocated.

Instructor Account Information	
Institute Name	Satheesh Xtream
Instructor Name	DrillBit
Instructor ID	25713
Instructor Email Address	bsrreddy803@gmail.com
Creation Date	2022-01-12 19:10:16
Total Documents Alloted	100
Total Documents Submitted	1
Files Saved to Repository	1 (View Repository)
Account Expires on	2022-01-28 00:00:00
Account Type	Instructor
Admin Account	satheeshreddy45@gmail.com
User Time Zone	Asia/Kolkata (UTC+05:30)

How to change the password in Drillbit plagiarism?

step1: instructor can change the password by click on the "change password "from the instructor profile.



step2: Enter the old password and enter the new password, conform the new password, and click on.

Enter Old Password :

New Password

✖

 Minimum 8 Characters Long

Confirm New Password

✖

Cancel

Save

How to logout from a Drillbit Account?

Instructors can “logout” from the account by clicking on the logout option from the homepage.

