



User Guide for the plagiarism detection software at the German Sport University Cologne

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The German Sport University Cologne provides access to the plagiarism detection software which all employees may opt to use at their own initiative. This software is a mandatory quality assurance tool for written theses (cf. *User Guide for the plagiarism detection software at the German Sport University Cologne*, p.1)

1. Sign-up / register

Users sign up via <https://plagiatspruefung.dshs-koeln.de/>.

N.B.: Users can only access PlagScan from the German Sport University Cologne's network (DSHS-ID) or via the VPN Client!

The screenshot shows the PlagScan PRO login interface. At the top, there is a navigation bar with the PlagScan PRO logo on the left and an 'English' dropdown menu on the right. Below the navigation bar, there is a 'DSHS-Koeln' logo. A red box highlights the 'English' dropdown menu with the text 'Switch to English right here.' The main content area is titled 'Welcome to the plagiarism checking portal!' and includes a 'Sign in as teacher' section with fields for 'Username:' and 'Password:', a lock icon, and a 'Sign in >>' button. Below this is a 'Log in with code for submission' section with a 'Code:' field and a 'Login >>' button.

Enter your **German Sport University Cologne ID** and relevant **password** on the PlagScan homepage.

The screenshot shows a registration confirmation window titled 'Willkommen bei PlagScan!'. It contains a table with the following information: Name: Max Mustermann, Nutzername: AB1234, E-Mail: max.mustermann@test.de. Below the table, there is a paragraph of text in German stating that the account is for internal use only and that the user must agree to the terms of service. There is a checkbox labeled 'AGB gelesen & akzeptiert' which is checked. At the bottom, there are two buttons: 'OK, los geht's' and 'Abbrechen'.

When you sign on for the first time, the following window will appear, prompting you to confirm and verify your registration data.

Once you have signed on successfully, you will automatically be taken to the main mask.

The screenshot shows the PlagScan PRO main dashboard. At the top, there is a navigation bar with the PlagScan PRO logo on the left and three tabs: 'Dokumente', 'Einstellungen', and 'Logout'. The 'Einstellungen' tab is selected. Below the navigation bar, there is a sidebar on the left with a welcome message 'Hallo Marten Neppert!', the user's organization 'Deutsche Sporthochschule Köln', and a balance 'Ihr Guthaben: 1000'. The main content area is titled 'Dokumente hinzufügen:' and contains three options: 'Datei hochladen' (with a document icon), 'Texteingabe' (with a document icon), and 'Web Import' (with a globe icon). A red box highlights the 'Einstellungen' tab with the text 'Switch to English right here.' Below each option, there is a brief description: 'PDF, Word-Dokument etc. hochladen', 'Text direkt mittels Copy&Paste hinzufügen', and 'Dokument aus dem Internet laden, z.B. Dropbox'.

Select "Einstellungen" to switch into English.

PlagScan | PRO Dokumente Einstellungen Logout

Persönliche Daten

Nutzername: [Redacted] ?
Organisation: DSHS-Koeln ?
E-Mail: [Redacted] ?
Anrede: [Dropdown] ?
Vorname: Marten > Optionales Feld: Ihr Vorname.
Nachname: Neppert ?
Passwort: Passwort ändern ?
Sprache: Deutsch ?

Nutzeroberfläche und Reporting

Oberfläche: Einfach ?
Autostart: Nein, Analysen von Hand starten ?
Emailrichtlinie: Nur mailen bei rotem Level (>5%) ?
Docx Option: Word docx Dateien generieren ?

Änderungen speichern Änderungen verwerfen

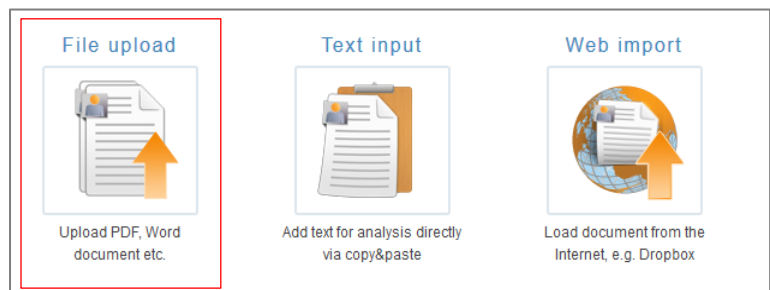
Select "English" and save your changes.

2. Upload a document

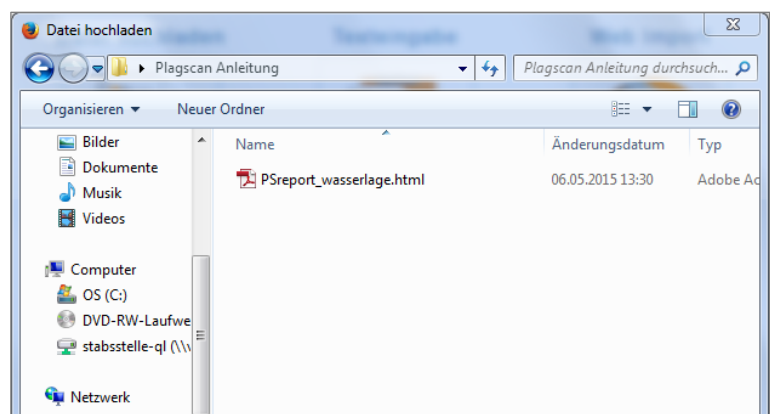
In principle, there are two ways of uploading documents. Both options are outlined in the following.

2.1. Upload documents by pressing the "Upload a document" button:

Select the "Upload a document" button to upload your document to the server.



You will then be prompted to select the relevant file from your folder.



Select the desired file and confirm your selection. *PlagScan* will then upload the file.

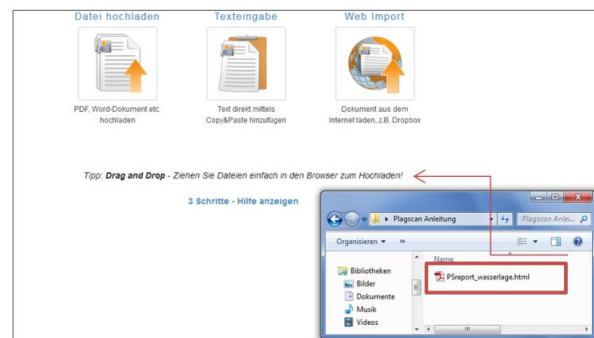
1 Document			
<div>Select all Selected: Check Delete</div>			
Filename	Words	PlagLevel	Date
<input type="checkbox"/> Soziale Ungleichheiten im Sport.pdf - ...	51% Processing		2016-11-15 10:13

Large files may take several minutes to upload (see image: *processing*). Do not close the browser window until processing has been completed (See Figure: "Start check")

1 Document			
<div>Select all Selected: Check (11 PP) Delete</div>			
Filename	Words	PlagLevel	Date
<input checked="" type="checkbox"/> Sport- und Bewegungstherapie bei Inneren Krankhe	1056 words	Start check (11 PP)	2016-11-15 10:57

2.2. "Drag and Drop" option

You can drag and drop your documents into the relevant field and upload the text. (Please note instructions in Clause 2.1.)



3. Check documents

Once you have uploaded your selected documents correctly, you can start the scan. As such, you have the option of checking individually selected documents or of checking all the documents at once.

3.1. Check individual document

If you want to check selected documents at once, check the box to the left of each document and then click "Start check".

<input checked="" type="checkbox"/>	Soziale Ungleichheiten im Sport.pdf - Soziale Ungleik	1320 words	Start check (14 PP)	2016-11-15 11:13
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3.2. Check all documents

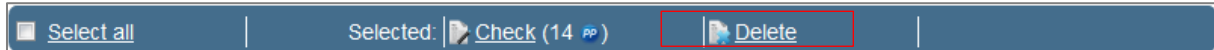
To check all documents, click "Select all" and then click "Check".

<input checked="" type="checkbox"/> Select all	Selected: Check (14 PP)	Delete
--	--------------------------	--------

The number in brackets indicates the number of **PlagPoints** required. Chapter 5: Instructions for this User Guide contains more detailed information about **PlagPoints**.

3.3 Check the same document several times

To check a document once again after it has been edited, delete the previous version. To do so, select the relevant document and click the "Delete" button.



N.B.!

When a document is checked again, it must be saved under a different file name even if it has been previously deleted.

All documents uploaded are automatically deleted after 48 hours.

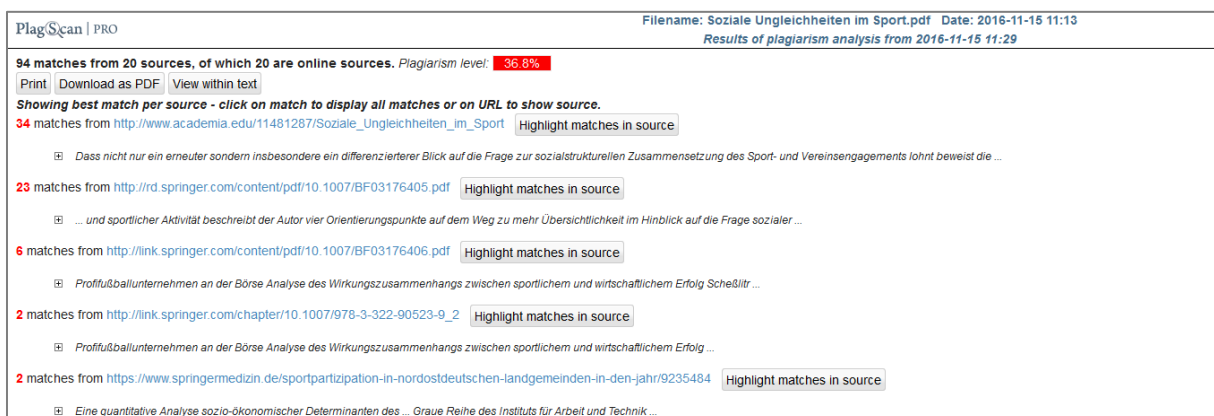
4. View report

You can subsequently view the report generated by *PlagScan*.



Simply select the "Report" button.

This command will take you to a different page offering a range of options.

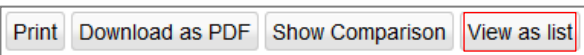


4.1 Print the scan report for the Examinations Office

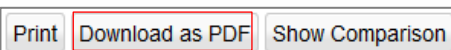
In accordance with Section 2.2, page 2 of the *User Guide for the plagiarism detection software at the German Sport University Cologne*, students having their thesis checked are obliged to submit a PlagScan report along with their thesis to the Examinations Office!

N.B.!

In order to create this report, print out the "Display results list".

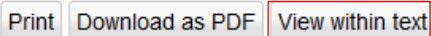


Create a PDF document of the list displayed on the screen, print out the document, sign it in the top right-hand corner and attach the signed copy of the list to your thesis.



4.2 Display text passages in the document that are identical with other sources

Select this option if you would like to compare the document analysed with the text found from other sources.

1. 
2. 

Analyzed document	Matches in source
Soziale Ungleichheiten im Sport -----1/4----- 236 Besprechungen Das Interdisziplinäre setzt jedoch eine verbindende und verbindliche Leitkonzeption voraus. • H. MECHLING Und J. MUNZERT haben 35 Autoren für ihr Vorhaben gewinnen können. Jeder Beitrag wurde von zwei Gutachtern redigiert. Alle Beiträge unterliegen einem Abstimmungs- und Terminfahrplan. Wer sich selbst schon einmal einer solchen Aufgabe gegenüber sah und sie so gut gelöst hat, wie die beiden Herausgeber, zollt Respekt und Anerkennung. RILO POHLMANN (Kamsdorf) MICHAEL NAGEL: Soziale Ungleichheiten im Sport (Sportentwicklungen in Deutschland, Bd. 16). Aachen: Meyer & Meyer 2004 270 S. - €18,90 Als ehemaliges Mitglied der regen Potsdamer Arbeitsgruppe um Jürgen BAUR, Sebastian BRAUN und Ulrike BURRMANN hat sich Michael NAGEL über längere Zeit dem Thema sozialer Ungleichheiten im Sport- und Vereinsengagement gewidmet. Der Ertrag dieser Forschungsarbeiten ist nun in seiner Dissertation	Soziale Ungleichheiten im Sport Das Interdisziplinäre setzt jedoch eine verbindende und verbindliche Leitkonzeption voraus MECHLING Und J Jeder Beitrag wurde von zwei Gutachtern redigiert Alle Beiträge un- Alle Beiträge un- terliegen einem Abstimmungs- und Terminfahrplan Soziale Ungleichheiten im

5. N.B.

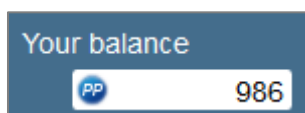
5.1 PlagLevel

The PlagScan software and PlagLevel provide information on how much content within a document is plagiarised. However, this information is **not** legally binding. The PlagLevel is merely a rough estimate of how much content within a document is plagiarized. Please note that the software also highlights bibliographical references and general wording from other sources as matches in source. These matches in source do not automatically indicate the text contains plagiarism. A high PlagLevel therefore does **not** necessarily indicate a large amount of plagiarism in the thesis, but merely a large number of matches detected in the text which may be reasonable considering the type of scientific work involved. It is the expert marking the written, thesis not the software who decides whether matching text passages contain plagiarism.

Regardless of the result of the scan carried out by the plagiarism detection software, examiners are obliged to check each case of suspected plagiarism with utmost care. The final assessment of the examination performance is incumbent upon the examiner in each concrete case who must write an expert opinion on the results of his or her analysis (*User Guide for the plagiarism detection software at the German Sport University Cologne, Clause 3.4, p. 4*).

5.2 Credit

Each account is given a certain number of *PlagPoints* as credit. A certain number of *PlagPoints* will be deducted from your credit for each PlagScan check carried out. (*See Check document: the credit required to scan a document is displayed in brackets beside the "Check" button*)



This measure is intended solely to prevent the plagiarism detection software from being misused.

If you have run out of credit after carrying out several scans on your texts, please contact the HelpDesk at the German Sport University Cologne immediately (See page 7 for contact details)

6. Contact

If you have any queries about how to use the plagiarism detection software, please contact any of the following:

Technical issues:

IT HelpDesk at the German Sport University Cologne

Am Sportpark Müngersdorf 6
50933 Köln
Hauptgebäude, 3. OG, Raum 303a

E-mail: support@-dshs-koeln.de
Tel.: +49 221 4982-6300

Opening hours:
Monday - Friday
9:00 a.m. - 12:30 p.m.
2:00 p.m. – 4:00 p.m.

Queries relating to the mandatory checks of theses:

Prüfungsamt der DSHS Köln (Examinations Office at the German Sport University Cologne)

Am Sportpark Müngersdorf 6
50933 Köln
Hauptgebäude, 1. OG

E-mail: pruefungsamt@-dshs-koeln.de
Tel.: +49 221 4982-6168 (Hr. Witteler)
<http://www.dshs-koeln.de/visitenkarte/einrichtung/pruefungsamt/>

Opening hours:
Monday - Friday
9:00 a.m. - 11:00 a.m.
Monday – Thursday 2:00 p.m. – 3:00 p.m.
and by appointment

Content-related queries about PlagScan reports etc.

Abteilung Hochschulentwicklung und Qualitätsmanagement (University Development and Quality Management Department)

Am Sportpark Müngersdorf 6
50933 Köln
IG III, 2. OG

E-mail: gm@-dshs-koeln.de
Tel.: +49 221 4982-4606/-6117 (Hr. Pfeiffer, Dr. Jesse)