

Email submission of assignments to Ouriginal

User guide for educators

Submitting/receiving a student assignment via email

Once your students have completed their assignment, there are two ways that you/your students can submit it to Ouriginal via email for the Plagiarism Analysis Report to be generated.

Depending on your institution's guidelines, and your preferred workflow – you can ask the students to submit directly to Ouriginal via email, or alternatively they can submit it to you, the educator, and you can 'bulk send' them to Ouriginal via email.

In order to do this, you need to ensure the below:

1. Firstly, you will need an Ouriginal email address - usually it is something like `firstname.lastname@analysis.Ouriginal.com`
 2. This email address is generated by Ouriginal in conjunction with your IT system admin, and it will be linked both to your Ouriginal credentials as an educator, and your school's email account.
- Depending on your teacher/school's settings, you may receive an email confirming that Ouriginal has received your document and is in the process of creating the analysis report.
 - In some cases, you may receive the 'similarity score' and/or the analysis report back to your email too (at the same time as your teacher receives it) – but like the email confirmation, this depends on your teacher/school's settings. Hence, it is best to check with them on what to expect.
 - Please be aware that the system may take up to 24 hours to generate reports, although usually it is much quicker.

Direct student submission via email

Once you begin using Ouriginal, remember to share your Ouriginal email address with your students if you wish for them to submit their assignments directly to Ouriginal.

1. Share your Ouriginal email address with the students.
2. Ask the students to submit their paper to this email address via an attachment (see student user guide for more details).
3. Once the student submits, and the analysis is complete – you will receive a notification to your associated school email.
4. This email will include the 'overall text match' percentage, and a link to see the full analysis report for further detail.



Educator bulk upload via email

Depending on the way you usually work, you may wish to receive all the assignments before submitting them to Ouriginal for analysis.

In this case, you simply need to follow the steps below:

1. Advise the students to email their assignments to your normal school email address (pro-tip: ask them to use set titles in the email!).
2. Download the student documents to your computer.
3. Create a new email and add in your Ouriginal email address.
4. Attach the student assignments.
5. Hit send.
6. You will then receive a notification to your school email once each analysis is complete.
7. This email will include the 'overall text match' percentage, and a link to see the full analysis report for further detail.

Supported file types

It is primarily up to you as the teacher, to decide which file formats you will accept. Ouriginal supports the following file formats when submitting a document to Ouriginal through email:

**.doc, .docx, .xls, .xlsx, .sxw, .ppt, .pptx, .pdf, .pdf
2.0, .txt, .rtf, .html, .htm, .wps, .odt, .odp, .ods, .tif, .tiff, .ps, .hwp, .pages (4), and .zip**

Documents in any other format will not be accepted by the system. Instead of a confirmation e-mail mentioned above, you will receive an error message. Please note that documents submitted to Ouriginal may not contain any document protection or encryption.

Ouriginal does not recognize pictures, links (copied or shared), videos, scanned documents, or protected files. If any of these files are sent to Ouriginal, our system will send an email to the person who submitted the document stating that the file does not contain enough characters.

Further information

The Ouriginal website is a great hub for any other questions you may have. We have a page de-dicated to FAQ's, tips for students on avoiding self-plagiarism alongside what might constitute plagiarism too, and of course some tips on how to reference/quote.

Please be aware, as a general rule – Ouriginal will look to have all communication regarding its solution through teachers/school staff – so if there are ever any questions or issues, it's best that your students know this in advance.

Find more information on www.Ouriginal.com or contact us at support@Ouriginal.com