Uganda Martyrs University

Archbishop Kiwanuka Memorial Library

UMU Library
DrillBit Instructor Guide

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UMU library

Presentation Overview

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1. Access - Roles, accounts and logging in

- DrillBit accounts at UMU are set up by the Library's designated DrillBit coordinator (Systems Librarian), who creates instructor accounts and assigns access.

Before you can submit or review documents, you need:

An active account

A DrillBit username and password issued by the Library.

A welcome email

Confirms your account is active — check spam if recently registered.

Course context

Know which department, course, or exam the check relates to.

If you do not yet have an account, contact the Systems Librarian – Derrick Walakira (dwalakira@umu.ac.ug).

Example of a welcome email with the DrillBit username and password issued by the Library

Hi "Head library",

You have been added to "Uganda Martyrs University" account on DrillBit Plagiarism Detection software License.

Below are your login details.

Login ID: headlib@umu.ac.ug
Password: JP3TMKEL

To sign-in to your account, please visit www.drillbitplagiarism.com

If you have any questions regarding your account, please contact your admin or support@drillbitplagiarism.com

Best Regards,
Team DrillBit

2. Logging in to DrillBit

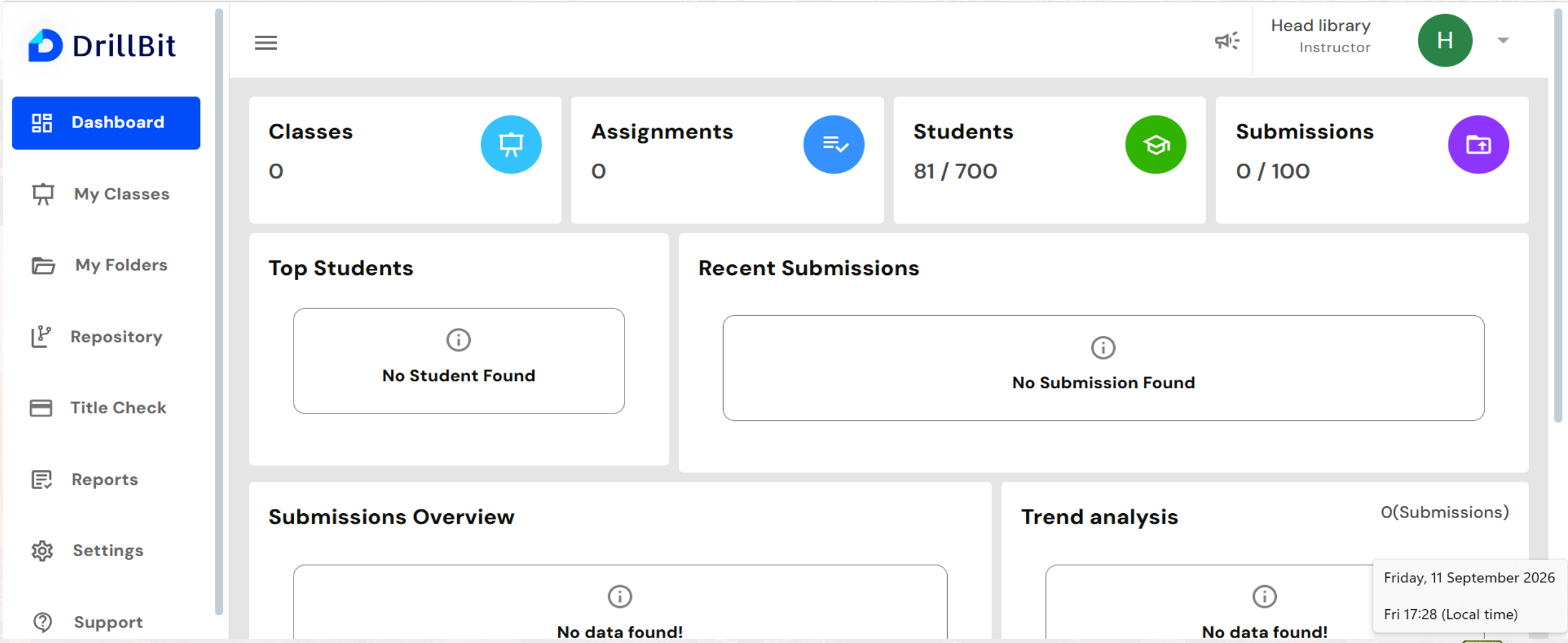
Step 1: Go to the DrillBit login page from your welcome email shared by the Library (see previous slide)

Step 2: Click “Get started” or “log in” at the top of the page

Step 3: Enter the username and password issued to you, then click “log in”

Step 4: On first login, you may be prompted to change your password — choose a strong one and keep it confidential

3. Understanding your Dashboard



After logging in, your personal dashboard gives an overview of your DrillBit activity

- **My Folders** - The total number of folders you have created — typically one per course, cohort, or assignment
- **Submissions** - The total number of documents you have submitted during the current subscription period
- **My Recent Submissions** - A quick list of your most recently checked documents
- **Submission Overview** - A month-by-month view of how many documents you have submitted
- **Trend Analysis** - The average balance of “similar work” vs. “own work” across submissions — useful for spotting cohort patterns.

4. Setting Up a Folder – organising your work

Documents cannot be submitted without first being placed in a folder. Sensible organisation makes reports far easier to find later.

1

Open my folder

From the dashboard, open the My Folder tab.

2

Click +

Click the + icon to create a new folder.

3

Name it clearly

Use a convention: Course Code – Assignment – Academic Year.

4

Save

No limit on folders — each can hold multiple submissions.

Example: BIT2201 – Research Proposal – 2026/27

Tip: agree on one naming convention; to keep comparisons easy.

5. Submitting a Document

Step 1: Open the relevant folder and click the + icon to upload a document.

Step 2: Select the language category: English, Non-English, or Regional

Step 3: Choose your file — DOC, DOCX, or PDF (check the on-screen size limit).

Step 4: Complete the details: author name, title, and document type

Step 5: Confirm this is the final version — the report reflects exactly what is uploaded

Step 6: Click Submit. Processing usually takes a few minutes

6. Choosing what to Compare Against

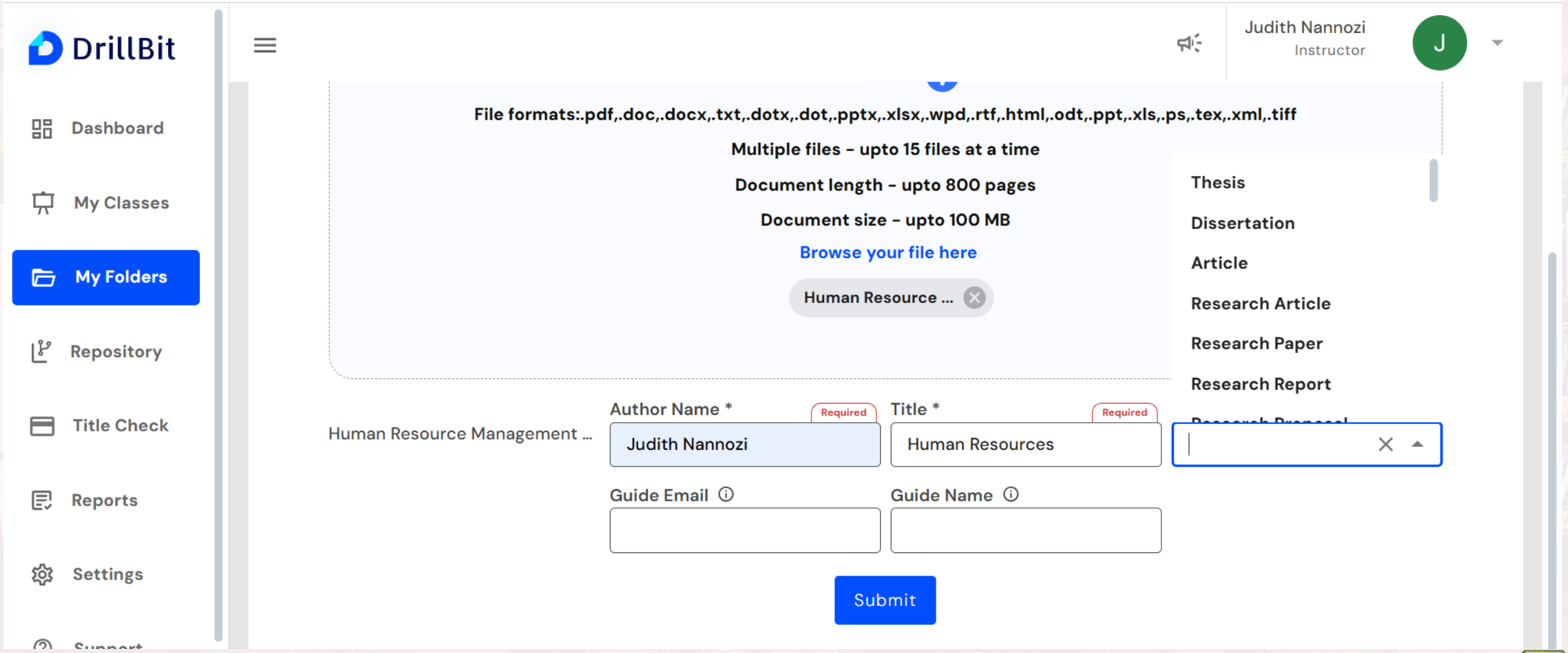
At least one source pool must be selected when creating a folder or submitting a document

- **Student Papers**
- **Journals & Publishers**

  A large database of published academic journal articles and scholarly publications — important for theses and dissertations.
- **Internet / Web**
- **Institution Repository**

  UMU's own repository of previously submitted work, where enabled, checking new work against the University's archive.

At least one source pool must be selected when creating a folder or submitting a document



7. Reading the Similarity Report

7.1 Submission information

Author, title, submission ID, date, document type, page/word count — use the ID when referencing a report.

7.2 Result information

Overall score, plus a Source Type breakdown and a Report Content breakdown (quotes vs. matched words).

7.3 Exclusion information

What was included or excluded — quotations, bibliography, small matches, or a student's own prior work.

77.4 Detailed report

Full text with matches highlighted by colour and linked to source, from page two onward.

- **Tip:** Matches of only three or four words usually reflect common phrasing rather than copying, and contribute little to the overall score

DrillBit

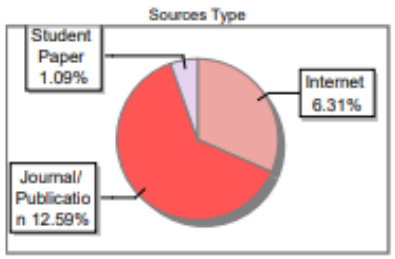
The Report is Generated by DrillBit Plagiarism Detection Software

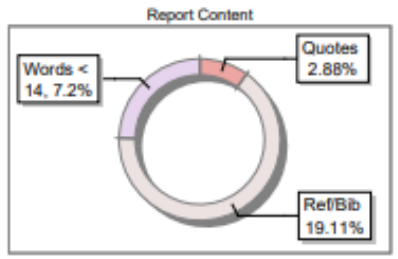
Submission Information

Author Name	Simon
Title	The Impact of Artificial Intelligence (AI) on Service Delivery in the Telecommunication Sector: The case of MTN Uganda
Paper/Submission ID	7021559
Submitted by	jnannozi@umu.ac.ug
Submission Date	2026-08-26
Total Pages, Total Words	22, 5307
Document type	Brief Research Proposal

Result Information

Similarity **20 %**





Exclude Information

Quotes	Not Excluded	Language	English
References/Bibliography	Not Excluded	Student Papers	Yes
Source: Excluded < 14 Words	Not Excluded	Journals & publishers	Yes
Excluded Source	0 %	Internet or Web	Yes
Excluded Phrases	Not Excluded	Institution Repository	Yes

Database Selection

A Unique QR Code use to View/Download/Share Pdf File

DrillBit

DrillBit Similarity Report

20 SIMILARITY %

53 MATCHED SOURCES

B GRADE

A-Satisfactory (0-10%)
B-Upgrade (11-40%)
C-Poor (41-60%)
D-Unacceptable (61-100%)

LOCATION	MATCHED DOMAIN	%	SOURCE TYPE
1	www.emerald.com	3	Internet Data
2	apsdpr.org	1	Publication
3	norden.diva-portal.org	1	Publication
4	uir.unisa.ac.za	1	Publication
5	erepository.uonbi.ac.ke	1	Publication
6	ijisrt.com	1	Internet Data
7	publicera.kb.se	1	Publication
8	rchubpublisher.com	1	Publication
9	www.linkedin.com	1	Internet Data

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8. Interpreting the Similarity Score

Green	Blue	Orange	Red
Below ~10% Satisfactory — low similarity, generally acceptable.	**~11–40%** Moderate — review source breakdown; better citation may be needed.	**~41–60%** High — likely to require significant revision; treat as a concern.	**Above ~60%** Very high — generally unacceptable without substantial rework.

Beyond the overall score colour, **the report also uses different colours to highlight matched text from different sources within the body of the document — so a colour there indicates *which source* a passage matches, not a severity level. The same colour repeated in two places means those two passages match the same source.**

9. Good Practice for Instructors

- Set clear expectations: explain that submissions will be checked and what threshold applies.
- Use a consistent folder-naming convention for each course and academic year.
- Always open the full report rather than acting on the headline percentage alone.
- Treat DrillBit as a support to academic judgement, not a replacement for it.
- Keep submission receipts and reports for the University's records retention period.
- Where a score raises serious concern, follow UMU's formal academic integrity procedure.

Practical tips on interpreting the DrillBit similarity report

1. Look Beyond the Headline Percentage

The overall score alone can mislead in either direction — always open the Source Type and Report Content breakdowns before judging.

- Check concentration: 15% from one source is more serious than 15% spread across 30 sources
- Compare the quote-vs-matched-text ratio — high quoted content is expected in literature reviews, not in methodology or discussion sections

- Re-run the mental score after mentally subtracting properly cited quotations and the bibliography

2. Read the Highlighted Text in Context

Colour-coded matches only tell you where overlap exists — you still have to judge whether it reflects poor citation, coincidence, or copying.

- Open the source-linked passages, not just the percentage page — read a few of the longest matched blocks in full
- A single continuous block of 40+ matched words is far more concerning than several 3–4 word matches
- Check whether matched text sits inside quotation marks with a citation, or is presented as the student's own work

3. Check where in the Document Matches Fall

Similarity is expected in some sections and a red flag in others — location matters as much as quantity.

- Introductions and literature reviews naturally show higher similarity due to citations — treat with more tolerance
- Methodology, results, discussion, and conclusion sections should be mostly original — matches here deserve closer scrutiny
- A spike concentrated in one section (e.g. the whole conclusion matching one source) is a major red flag.

4. Cross-Check for Collusion or Recycling

The Student Papers source pool can reveal patterns a single report won't show on its own.

- If a match is to another student paper, check whether it's from the same class/cohort (possible collusion) or an earlier semester (possible recycling or file-sharing)
- For repeat assignments across academic years, compare a new submission against your own prior cohorts' folder, not just the current one
- Watch for a student's score rising sharply across a semester's submissions — worth a quiet conversation

5. Watch for Signs of Deliberate Evasion

Some students try to defeat similarity checks rather than write original work — a suspiciously low score on writing that reads inconsistently is itself a signal.

- Sudden shifts in vocabulary, tone, or technical sophistication between paragraphs can indicate stitched-together or purchased content that a similarity score alone won't catch
- If the writing quality feels mismatched to the score, open the actual file (not just the report) and skim for odd spacing, unusual fonts, or invisible characters
- A near-zero score on a topic with abundant published literature is worth a second look." (or "glance.")

6. Build a Consistent Documentation Habit

Your interpretation should be defensible later — to the student, an appeals panel, or a departmental review.

- Keep the downloaded report and digital receipt with your grading file for every submission you formally act on
- Write one or two lines noting why you accepted or escalated a score, especially for borderline (blue/orange) cases
- For any case heading toward a formal academic integrity process, involve a second reviewer before the score is treated as decisive

Getting Help!

For account access, technical issues, or help interpreting a report, contact:

1. The Systems Librarian	2. The Scholarly Communications and Publishing Team	3. All Librarians
Mr. Derrick Walakira	Ms. Lydia Atuhairwe Lasu Ms. Florence Nambooze Ms. Judith Nannozi	General contact
dwalakira@umu.ac.ug	latuhairwe@umu.ac.ug fnambooze@umu.ac.ug jnannozi@umu.ac.ug	library@umu.ac.ug