

VeriGuide Express for CUHK – User Guide

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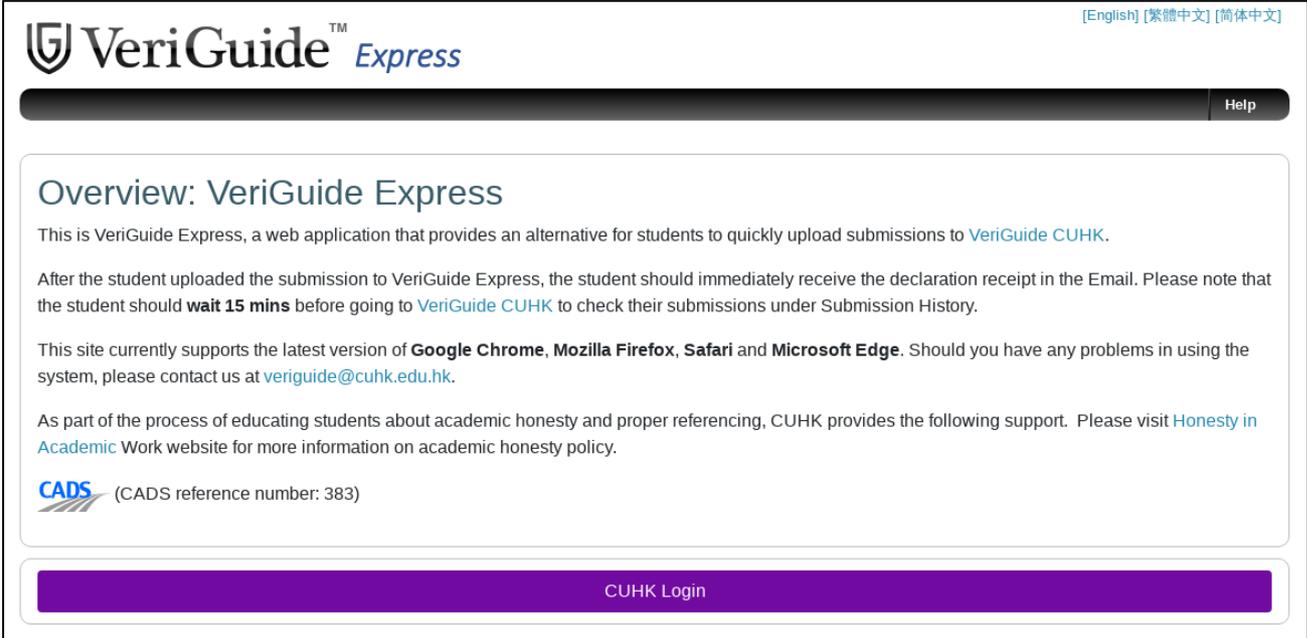
1. Introduction

[VeriGuide Express](#) is a supplementary web application that allows users to quickly upload files to the original [VeriGuide](#). Because VeriGuide expects a surge in volume during the end of term and examination period, users are encouraged to use [VeriGuide Express](#) to upload their files during this period to avoid congestion in the original [VeriGuide](#). VeriGuide Express will be familiar to those who already use the original VeriGuide, since the way to upload a file is the same between these two applications. Users will receive their upload receipts in their emails once they successfully uploaded their files in [VeriGuide Express](#). Submissions uploaded in VeriGuide Express will appear in the original [VeriGuide](#) after 15 minutes. The submission time of the upload file will be the time of upload in VeriGuide Express. As usual, assignment markers will need go to the original [VeriGuide](#) to view the submissions and the Originality Report.

Please note that [VeriGuide Express](#) can only be accessed by users who enrolled in a CUSIS course. The following web browsers are supported by VeriGuide Express: Google Chrome, FireFox, Safari and Microsoft Edge (Microsoft Internet Explorer is not supported).

2. User Login

Go to <https://express.veriguide.org/cuhk>. Click on the CUHK Login button, which will redirect you to the CUHK Login page:



[English] [繁體中文] [简体中文]

VeriGuideTM Express

Help

Overview: VeriGuide Express

This is VeriGuide Express, a web application that provides an alternative for students to quickly upload submissions to [VeriGuide CUHK](#).

After the student uploaded the submission to VeriGuide Express, the student should immediately receive the declaration receipt in the Email. Please note that the student should **wait 15 mins** before going to [VeriGuide CUHK](#) to check their submissions under Submission History.

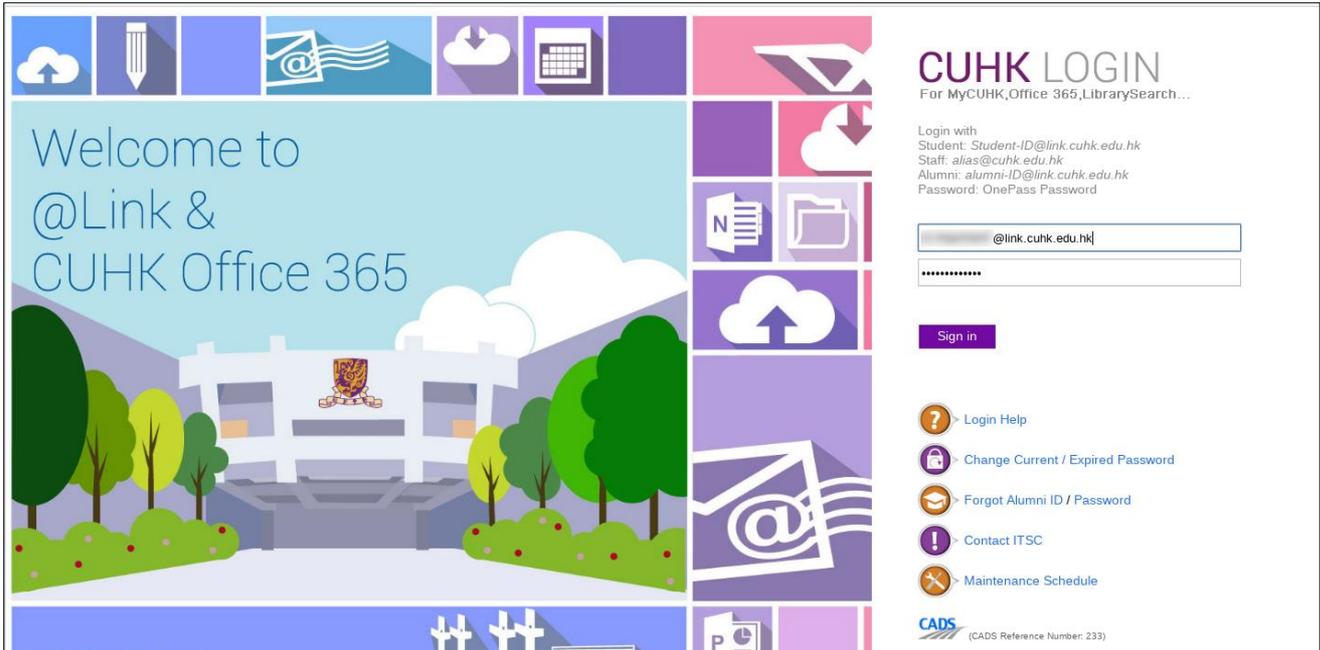
This site currently supports the latest version of **Google Chrome**, **Mozilla Firefox**, **Safari** and **Microsoft Edge**. Should you have any problems in using the system, please contact us at veriguide@cuhk.edu.hk.

As part of the process of educating students about academic honesty and proper referencing, CUHK provides the following support. Please visit [Honesty in Academic Work](#) website for more information on academic honesty policy.

 (CADS reference number: 383)

CUHK Login

In the CUHK Login page, please enter your credentials:



CUHK LOGIN

For MyCUHK, Office 365, LibrarySearch...

Login with
Student: [Student-ID@link.cuhk.edu.hk](#)
Staff: [alias@cuhk.edu.hk](#)
Alumni: [alumni-ID@link.cuhk.edu.hk](#)
Password: OnePass Password

Sign in

- Login Help
- Change Current / Expired Password
- Forgot Alumni ID / Password
- Contact ITSC
- Maintenance Schedule

 (CADS Reference Number: 233)

Please note that the user will automatically be logged out from VeriGuide Express after 30 minutes.

3. Select a course

After the user was successfully logged in, the upload submission page will select the current academic year and term as the default selection, as shown in the following example (the example user does not have any course enrolled in the current academic year and term thus the web page prompts the user that no courses are available to select):

VeriGuide™ Express

[English] [繁體中文] [简体中文]
WQ9h QTM 1f1
The Chinese University of Hong Kong

Logout

Course Information

Academic Year

Term

Choose a course No course available.
Please make sure you have selected correct year and term.

... or type in a code to search or select a course by search

Assignment Information

Assignment Marker select assignment marker

Assignment Number select assignment number

Deadline

File No file chosen Choose a file to upload

Submission Type Individual Project Group Project

Back Next

Precautions

Please ensure your document fulfills the following to avoid possible problem in processing your submission:

- in a supported file format
- can be opened in your computer
- not password protected or encrypted
- contains valid contents and not empty
- file size not greater than 20MB

If problems in processing your submission persists, please try to change the file format (e.g. convert to PDF) and submit again.

Supported Format

- Acrobat Portable Document Format (.pdf)
- HTML (.htm/.html)
- Microsoft Word (.doc/.docx)
- Microsoft Excel (.xls/.xlsx)
- Microsoft Powerpoint (.ppt/.pptx)
- Open Office Document (.odf)
- Plain Text (.txt)
- ZIP Compressed File (.zip)

File Size Limitation

- 20 Megabyte (MB)

Please select the academic year and term for the course that you wish to upload your file:

VeriGuide™ Express

[English] [繁體中文] [简体中文]
WQ9h QTM 1f1
The Chinese University of Hong Kong

Logout

Course Information

Academic Year

Term

Choose a course select a course

... or type in a code to search or select a course by search

Assignment Information

Assignment Marker select assignment marker

Assignment Number select assignment number

Deadline

File No file chosen Choose a file to upload

Submission Type Individual Project Group Project

Back Next

Precautions

Please ensure your document fulfills the following to avoid possible problem in processing your submission:

- in a supported file format
- can be opened in your computer
- not password protected or encrypted
- contains valid contents and not empty
- file size not greater than 20MB

If problems in processing your submission persists, please try to change the file format (e.g. convert to PDF) and submit again.

Supported Format

- Acrobat Portable Document Format (.pdf)
- HTML (.htm/.html)
- Microsoft Word (.doc/.docx)
- Microsoft Excel (.xls/.xlsx)
- Microsoft Powerpoint (.ppt/.pptx)
- Open Office Document (.odf)
- Plain Text (.txt)
- ZIP Compressed File (.zip)

File Size Limitation

- 20 Megabyte (MB)

Next, use the dropdown menu (Choose a course) to select the course. If for some reason you cannot find the course in the drop down after selecting the academic year and term, you can go to “type in a code to search” and type the first few letters of the course code, as demonstrated below, to select the course:

Please note that some courses are disabled by the assignment markers. As shown in the following example, a warning is displayed to the user to tell them to select another course:

4. Select Assignment Marker

After selecting the course, the user will select the assignment marker who will be the only person able to view (and grade) the submission. Since some of the courses have multiple assignment markers, please ensure you have selected the correct assignment marker for your submission. Otherwise, the assignment marker will not be able to view your submission.

5. Select Assignment Number

Select the assignment number as specified by the instructor for the submission upload. Some assignment numbers may display the assignment names which is created by the assignment marker. For example:

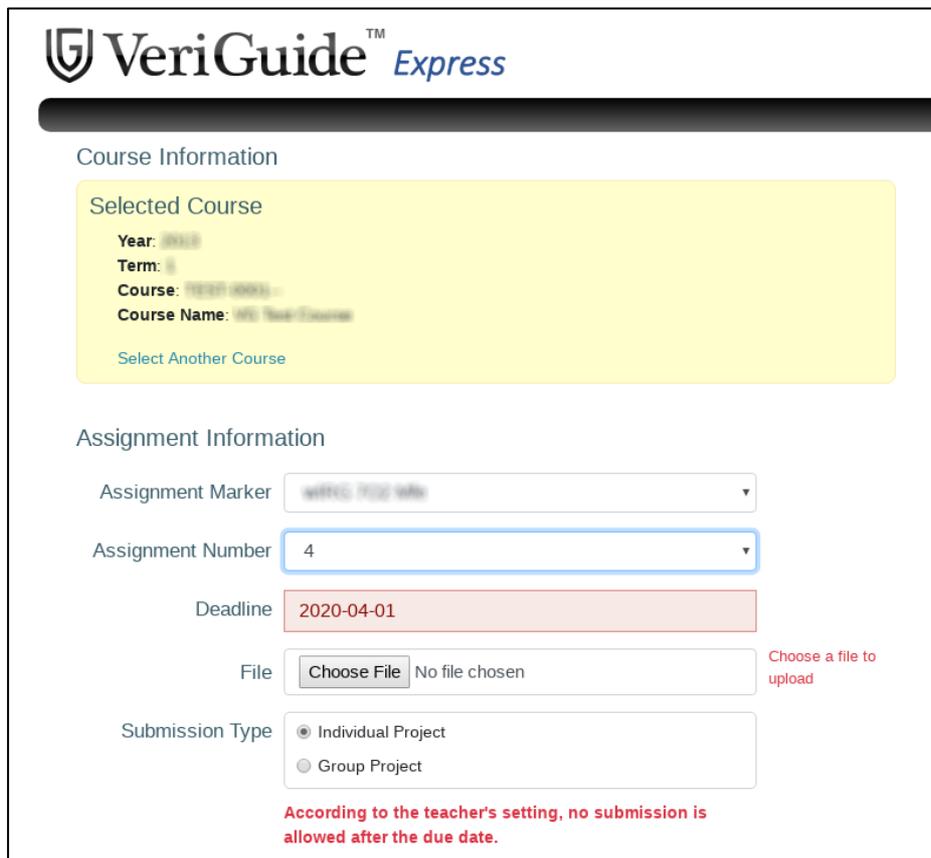
The screenshot displays the VeriGuide Express interface. At the top is the logo for VeriGuide Express. Below it is a section titled "Course Information" with a yellow background. It contains the following fields: "Selected Course", "Year: 2013", "Term: ", "Course: TEST 1001", and "Course Name: 101 Test Course". A link "Select Another Course" is at the bottom of this section. Below the course information is the "Assignment Information" section. It includes a dropdown for "Assignment Marker" with "MARK 10" selected. The "Assignment Number" dropdown is open, showing options 1, 2, 3: TEST ASSIGNMENT (highlighted in blue), 4, and 5. To the right of the dropdown is a red text prompt "select assignment number". Below the dropdown is a "Deadline" label and a "File" label. To the right of the file label is a red text prompt "Choose a file to upload".

In the above, assignment number 3 is shown with the assignment name “TEST ASSIGNMENT”.

Important Note: Unlike in the original VeriGuide, VeriGuide Express will not show the “(Submitted)” status for assignments that were already submitted by the user under the assignment number drop-down.

6. Select Assignment Deadline

The user will need to select the assignment deadline as instructed by the assignment marker. In some occasions, the assignment deadline is set by the assignment marker, and some assignment deadline may even block submissions if the current date has already passed the assignment deadline, as indicated below:



The screenshot displays the VeriGuide Express interface. At the top, the logo 'VeriGuide Express' is visible. Below it, the 'Course Information' section is highlighted in yellow and contains the following details: 'Selected Course', 'Year: 2019', 'Term: 1', 'Course: 11221 (MBA)', and 'Course Name: MBA Term Course'. A link 'Select Another Course' is provided below. The 'Assignment Information' section includes a dropdown for 'Assignment Marker' (set to 'MBA 11221'), a dropdown for 'Assignment Number' (set to '4'), a 'Deadline' field showing '2020-04-01' with a red border, a 'File' upload area with a 'Choose File' button and 'No file chosen' text, and a 'Submission Type' section with radio buttons for 'Individual Project' (selected) and 'Group Project'. A red warning message at the bottom states: 'According to the teacher's setting, no submission is allowed after the due date.'

Please note the assignment deadline is assigned to the assignment number of the specific instructor. As a result, if you select a different assignment marker but the same assignment number, a different assignment deadline will be displayed.

7. Choose a file to upload

Please choose a file to upload. The supported file type is as follows:

- .pdf, .htm, .html, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .odf, .txt, .zip

The file upload size is restricted to 20MB. You may wish to upload a zip file if your submission contains multiple files.

8. Choose a submission type

The user will need to select whether the upload submission type is an Individual or a Group Project. The primary difference between these two submission types is in the declaration

statement, which is sent to the user's email after successfully upload the file. For an Individual project, only the person who uploads the file will need to sign the declaration statement whereas for a Group project, all the group members must sign the declaration statement.

The screenshot shows the VeriGuide Express submission interface. At the top, there is a header with the VeriGuide Express logo and navigation links for [English], [繁體中文], and [简体中文]. The user is logged in as WQ9h QTM 1f1 from The Chinese University of Hong Kong. The main content is divided into three sections: Course Information, Assignment Information, and Precautions. The Course Information section shows a selected course with details: Year: 2022, Term: 1, Course: 11227-0003-713, and Course Name: 4G2 Test-Courses. The Assignment Information section includes fields for Assignment Marker (wpfcs 7122 946), Assignment Number (2), Deadline (2022-04-20), File (Choose File: 4g2test.pdf), and Submission Type (Individual Project selected). The Precautions section lists requirements for document format, opening, password protection, content validity, and file size (not greater than 20MB). It also lists supported formats: Acrobat Portable Document Format (.pdf), HTML (.htm/.html), Microsoft Word (.doc/.docx), Microsoft Excel (.xls/.xlsx), Microsoft Powerpoint (.ppt/.pptx), Open Office Document (.odf), Plain Text (.txt), and ZIP Compressed File (.zip). A File Size Limitation of 20 Megabyte (MB) is also noted. Navigation buttons for Back and Next are at the bottom.

9. Confirmation

The user will need to confirm the above selections are correct by placing a check mark. Click Next to continue:

The screenshot shows the VeriGuide Express submission interface at the Confirmation step. The header and user information are the same as in the previous screenshot. The Course Information and Assignment Information sections are now highlighted in yellow, indicating they have been selected. The Confirmation section contains a message: "Please carefully check and make sure that the submission information is correct." Below this message is a checkbox labeled "Yes, the submission information is correct. This field is required", which is currently unchecked. Navigation buttons for Back and Next are at the bottom. The Precautions and Supported Format sections remain visible on the right side of the page.

10. Read the Agreement

The Agreement will be displayed to the user. Please read carefully the contents of the Agreement before click on “Yes, I agree”:

<p>The student, in submitting his/her work ("this Work") to VeriGuide, warrants that he/she is the lawful owner of the copyright of this Work.</p> <p>The student hereby grants a worldwide irrevocable non-exclusive perpetual licence in respect of the copyright in this Work to the University. The University will use this Work for the following purposes.</p> <p>(a) Checking that this Work is original</p> <p>The University needs to establish with reasonable confidence that this Work is original, before this Work can be marked or graded. For this purpose, VeriGuide will produce comparison reports showing any apparent similarities between this Work and other works, in order to provide data for teachers to decide, in the context of the particular subjects, course and assignment. However, any such reports that show the author's identity will only be made available to teachers, administrators and relevant committees in the University with a legitimate responsibility for marking, grading, examining, degree and other awards, quality assurance, and where necessary, for student discipline.</p> <p>(b) Anonymous archive for reference in checking that future works submitted by other students of the University are original</p> <p>The University will store this Work anonymously in an archive, to serve as one of the bases for comparison with future works submitted by other students of the University, in order to establish that the latter are original. For this purpose, every effort will be made to ensure this Work will be stored in a manner that would not reveal the author's identity, and that in exhibiting any comparison with other work, only relevant sentences/ parts of this Work with apparent similarities will be cited. In order to help the University to achieve anonymity, this Work submitted should not contain any reference to the student's name or identity except in designated places on the front page of this Work (which will allow this information to be removed before archival).</p> <p>(c) Research and statistical reports</p> <p>The University will also use the material for research on the methodology of textual comparisons and evaluations, on teaching and learning, and for the compilation of statistical reports. For this purpose, only the anonymously archived material will be used, so that student identity is not revealed.</p> <p>I confirm that the above submission details are correct. I am submitting the assignment for:</p> <p><input checked="" type="checkbox"/> [X] an individual project.</p> <p>I have read the above and in submitting this Work fully agree to all the terms. I declare that: (i) the assignment here submitted is original except for source material explicitly acknowledged; (ii) the piece of work, or a part of the piece of work has not been submitted for more than one purpose (e.g. to satisfy the requirements in two different courses) without declaration; and (iii) the submitted soft copy with details inputted on this page is identical to the hard copy(ies), if any, which has(have) been / is(are) going to be submitted. I also acknowledge that I am aware of the University's policy and regulations on honesty in academic work, and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations, as contained in the University website http://www.cuhk.edu.hk/policy/academichonesty/.</p> <p>I also understand that assignments without a properly signed declaration by the student concerned will not be graded by the teacher(s).</p> <p><input type="checkbox"/> Yes, I agree. This field is required</p> <p style="text-align: center;"><input type="button" value="Back"/> <input type="button" value="Next"/></p>	<h3>Identity Masking</h3> <p>To protect your identity from being exposed, please put your personal information in the submitted file inside this enclosure <<* ... *>>.</p> <p>Example Name: <<* Chan Tai Man *>> Student ID: <<* 07234562 *>></p> <p>Note: Identity mask function is only applicable to file content, but not the file name.</p>
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Click Next will start the file upload process to VeriGuide Express.

11. Upload Submission Success

After the file was successfully uploaded to VeriGuide Express, the following result page will be displayed to the user. Please note the reference number of your submission upload. At the same time, you will receive a declaration receipt in your email account.

[English] [繁體中文] [简体中文]
WQ9h QTM 1f1
The Chinese University of Hong Kong

Help Logout

Assignment Submission



Submission Successful

The assignment has been submitted **SUCCESSFULLY**.

Please note your submission reference number: [REDACTED]

Your assignment [REDACTED] with due date 2025-04-28 for the course [REDACTED], [REDACTED] Your Course is submitted on 2025-04-28 18:31:18 with the filename [REDACTED].pdf has been submitted successfully. You may upload another submission by going to [here](#) .

Before the assignments are marked or graded, VeriGuide will produce comparison reports showing any apparent similarities between assignments and other sources in order to provide data for teachers to decide, in the context of the particular subjects, course and assignment. If the teacher upon seeing the report, believes there is a case that needs further investigation, the student will be given access to the relevant portion of the report before the case is taken to any committee concerned. If the student does not hear, then there is nothing to follow up.

Important: Please wait 15 mins before going to [VeriGuide CUHK](#) to check your submission upload under [Submission History](#).

Logout VeriGuide Express

In this page, it gives you the option to upload another submission, or Logout from VeriGuide Express. Please note that you need to wait 15 minutes before your submission file appears in the original [VeriGuide](#).

12. Synchronization of records created by assignment markers in VeriGuide Academic

For the following records that were created in [VeriGuide Academic](#) by the assignment markers, a 15-minute wait time is required before they appear in VeriGuide Express:

1. Assignment Name.
2. Assignment Deadline.

Because of the 15-minute wait time, for assignment markers, please ensure you plan ahead and create the assignment name or assignment deadline in [VeriGuide Academic](#) before informing users to upload submission in VeriGuide Express.