VeriGuide Express for CUHK – User Guide

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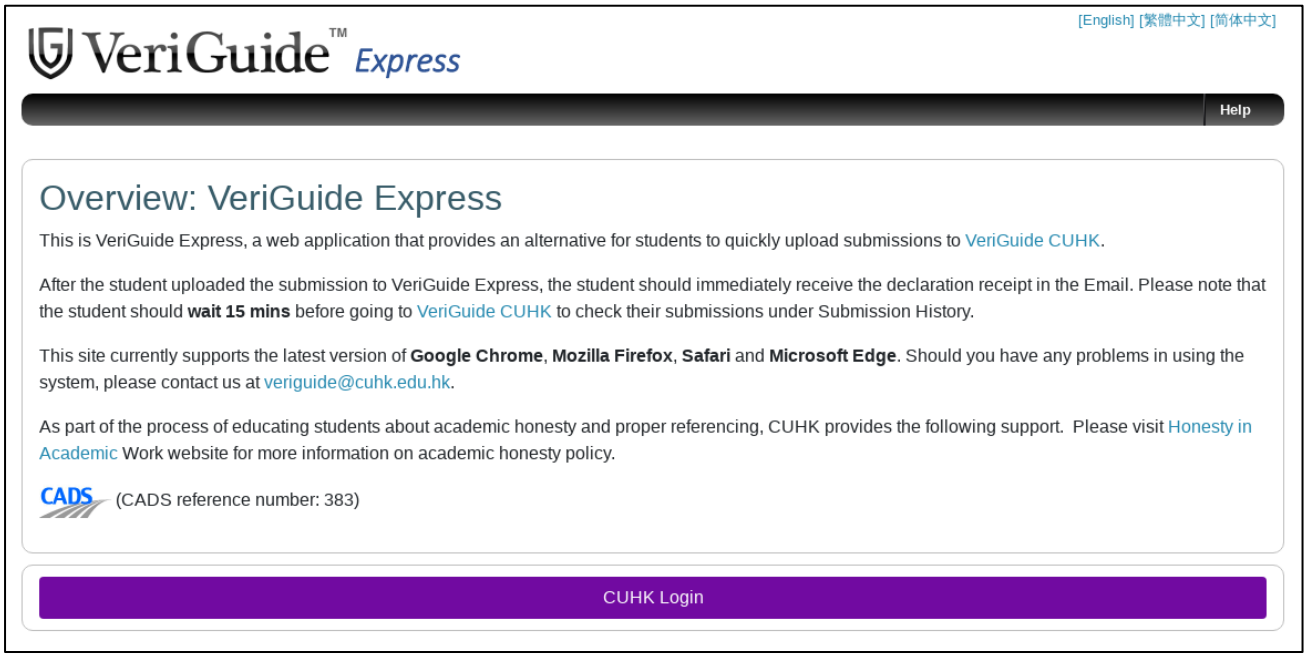
1. Introduction

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:

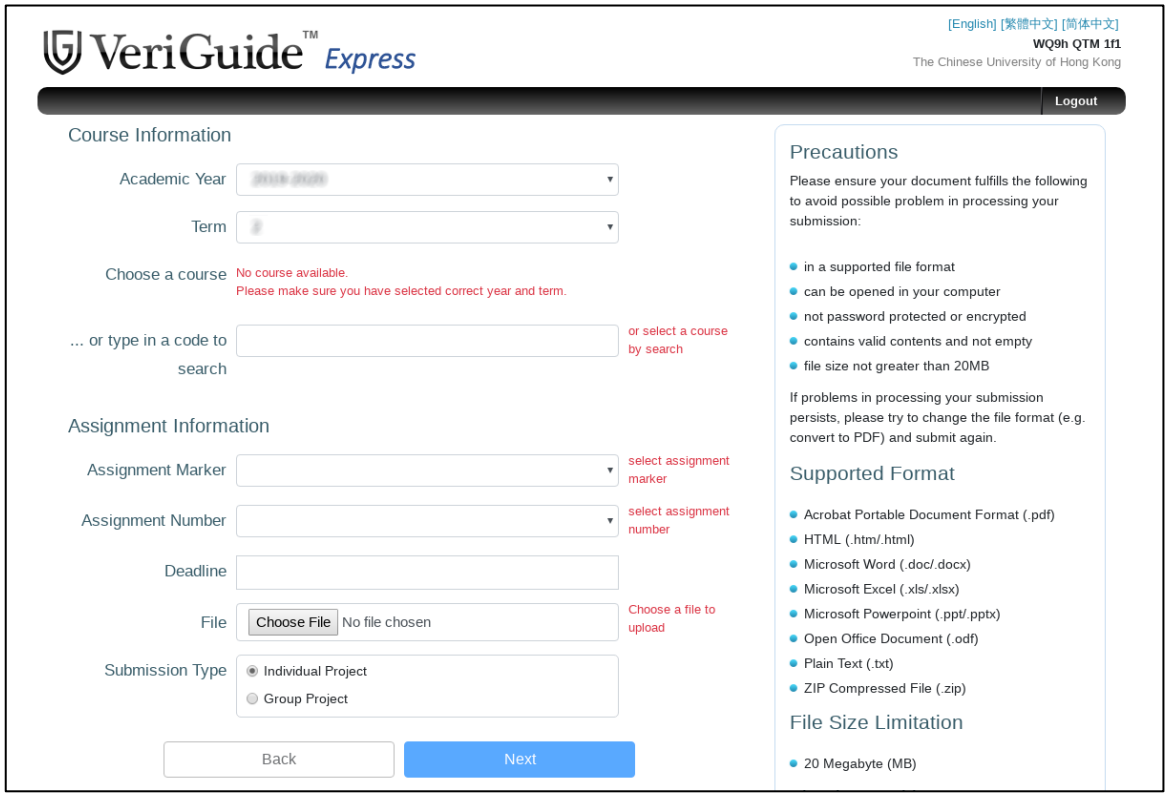


In the CUHK Login page, please enter your credentials:

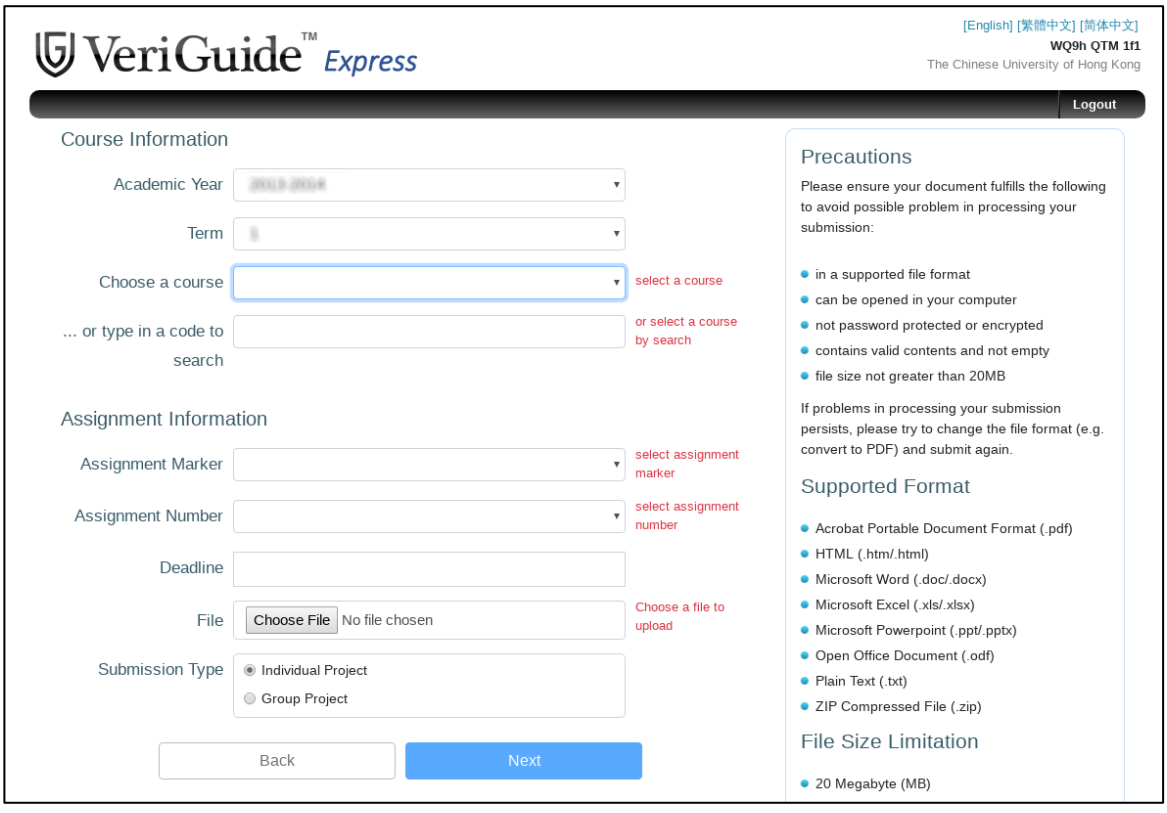
Please note that the user will automatically be logged out from VeriGuide Express after 30 minutes.

3. Select a course

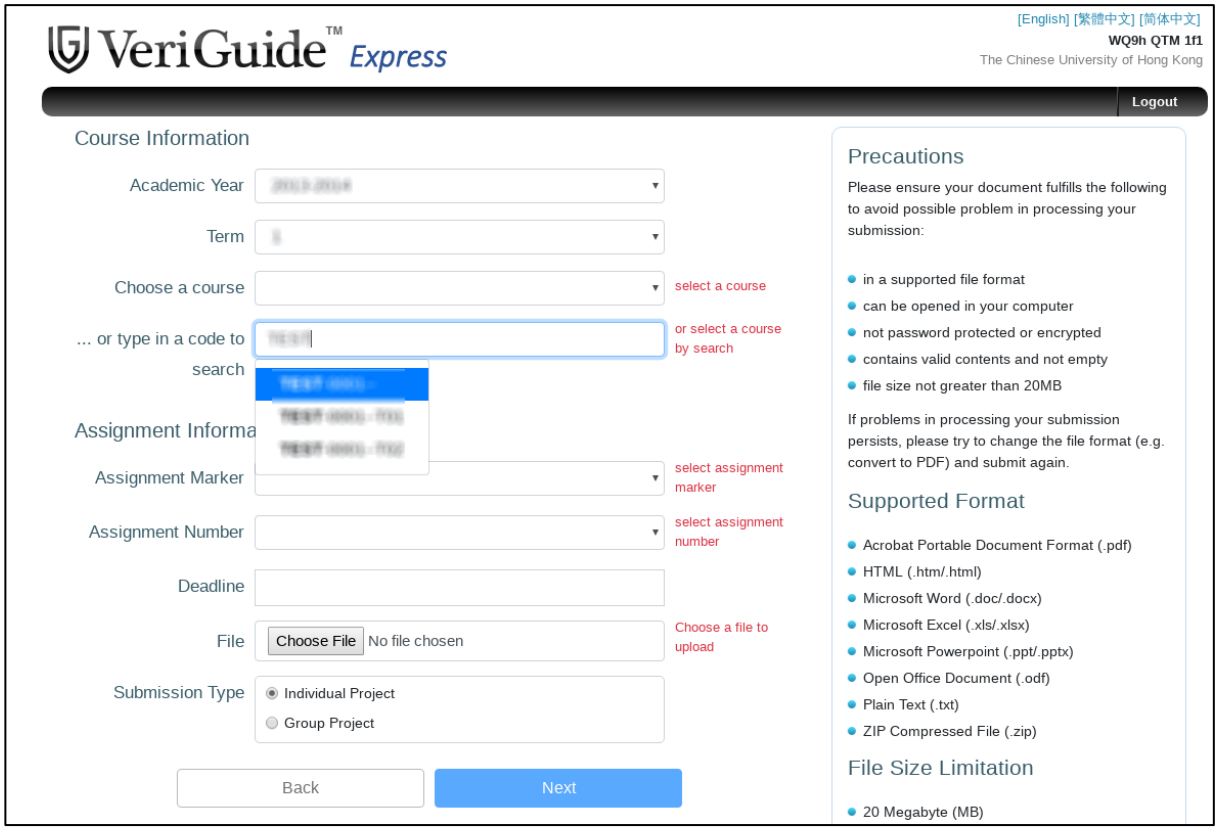
After the user was successfully logged in, the upload submission page will select the current academic year and term as the default selection, as shown in the following example (the example user does not have any course enrolled in the current academic year and term thus the web page prompts the user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



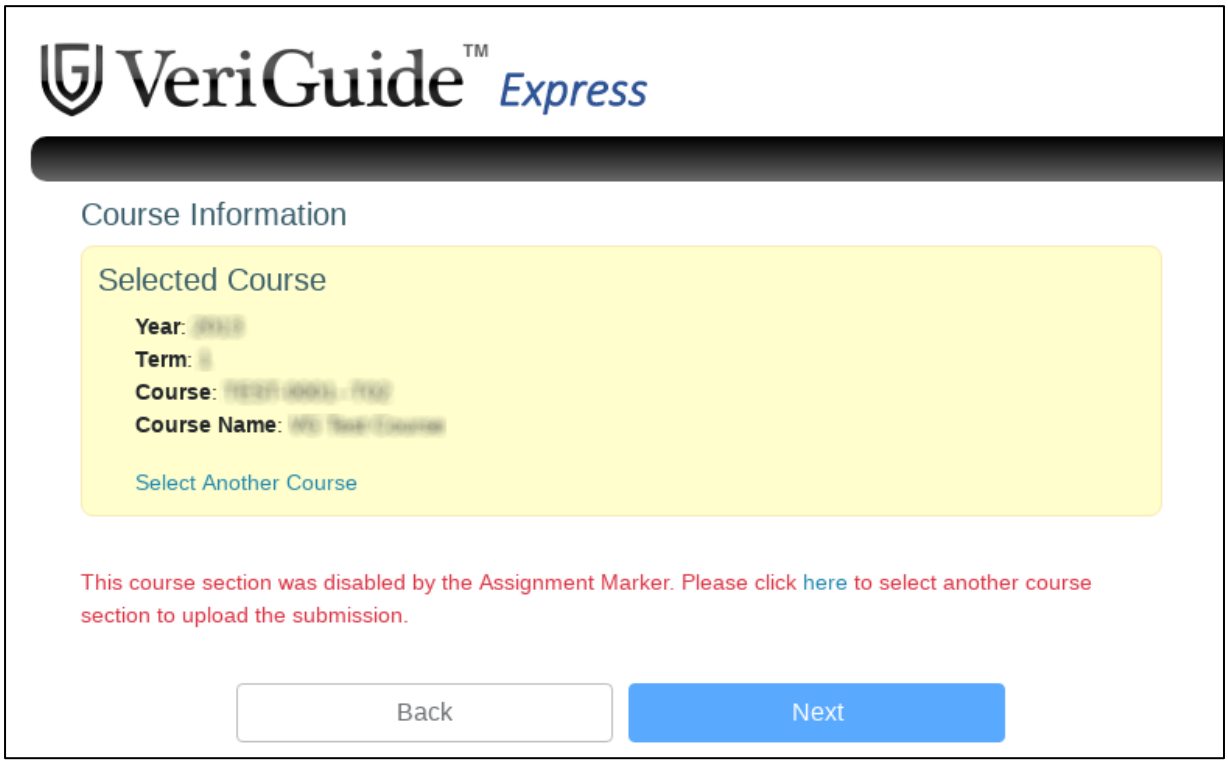
Please select the academic year and term for the course that you wish to upload your file:



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:

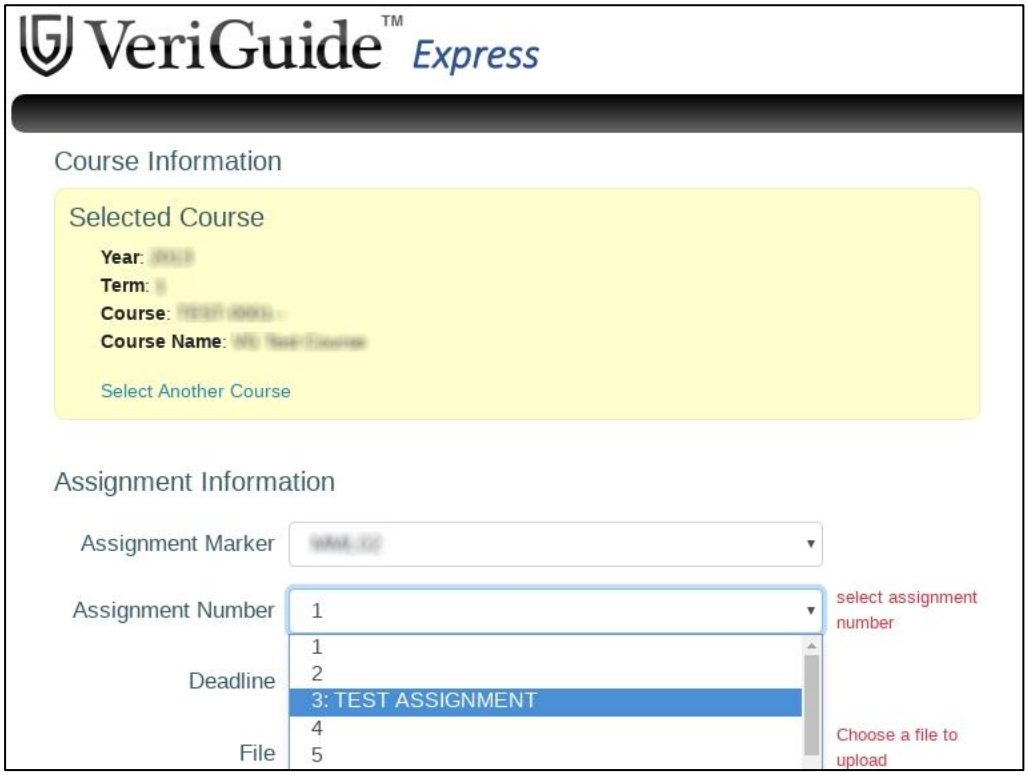


4. Select Assignment Marker

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 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:

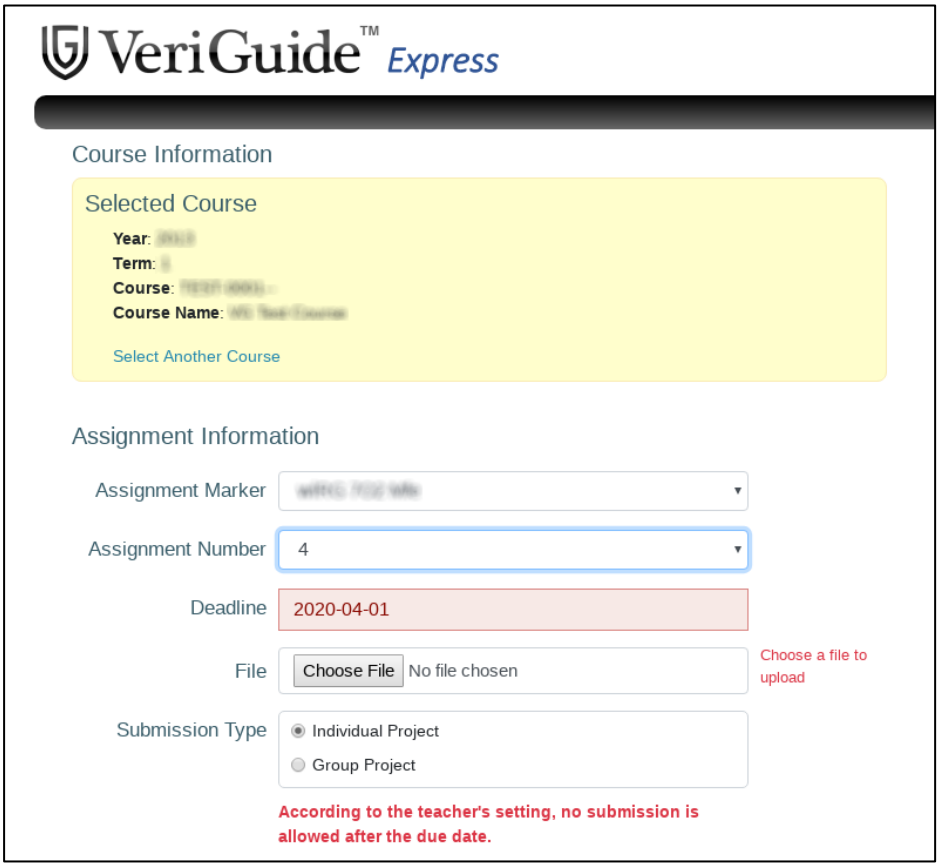


In the above, assignment number 3 is shown with the assignment name “TEST ASSIGNMENT”.

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:



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:

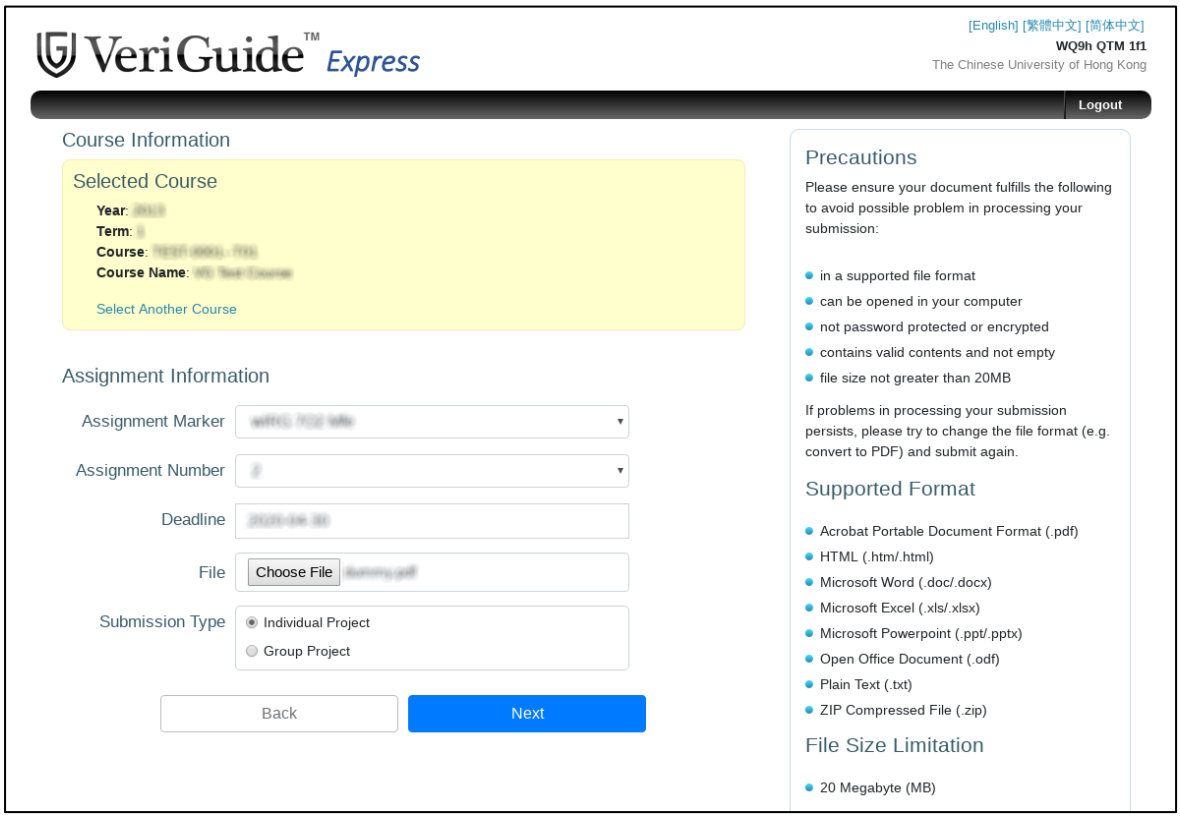
- .pdf, .htm, .html, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .odf, .txt, .zip

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

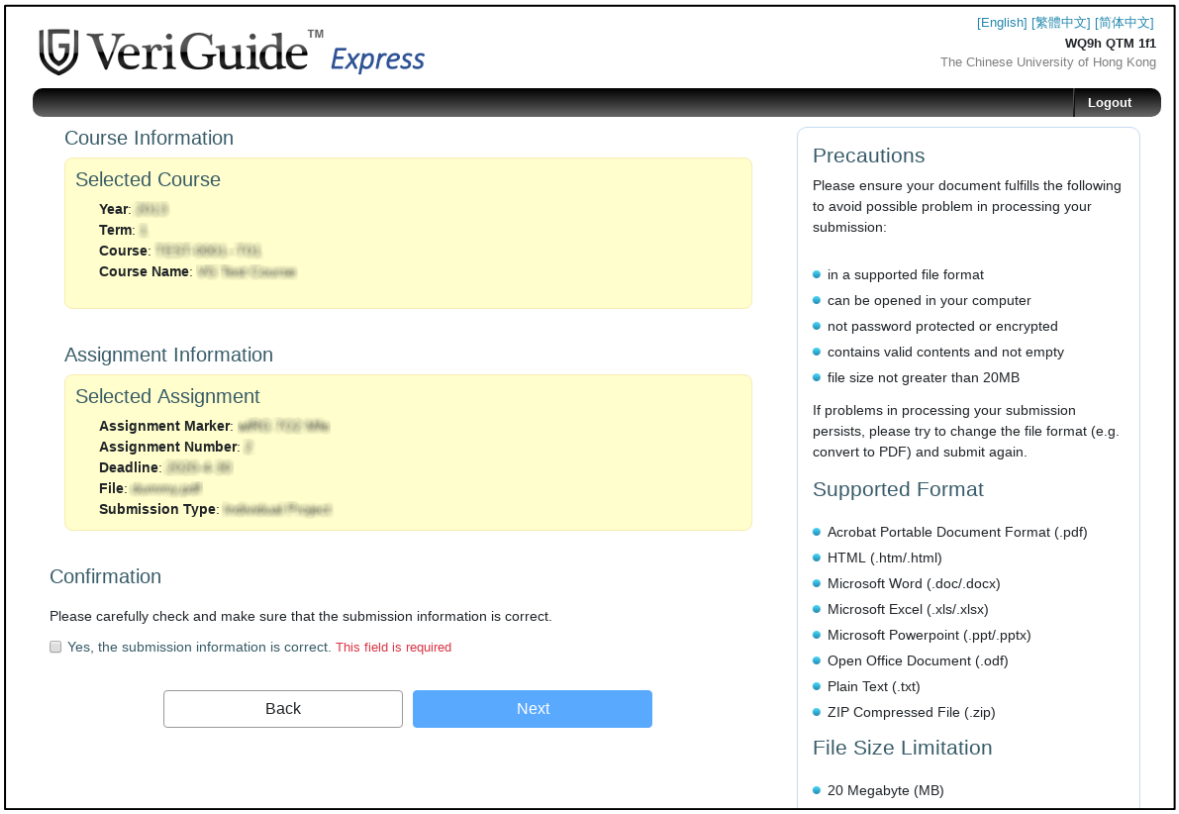
The user will need to select whether the upload submission type is an Individual or a Group Project. The primary difference between these two submission types is in the declaration

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.



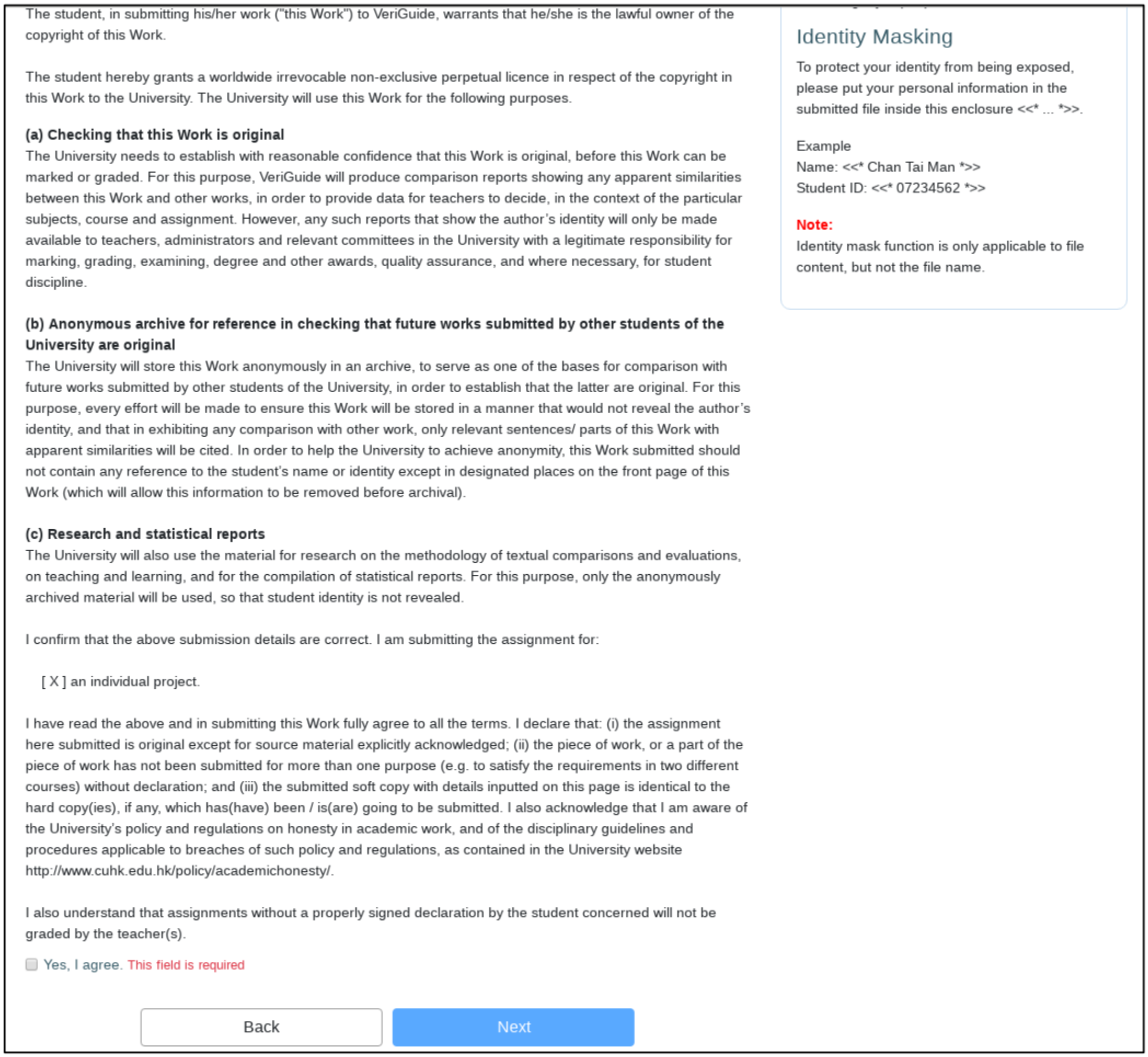
9. Confirmation

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



10. Read the Agreement

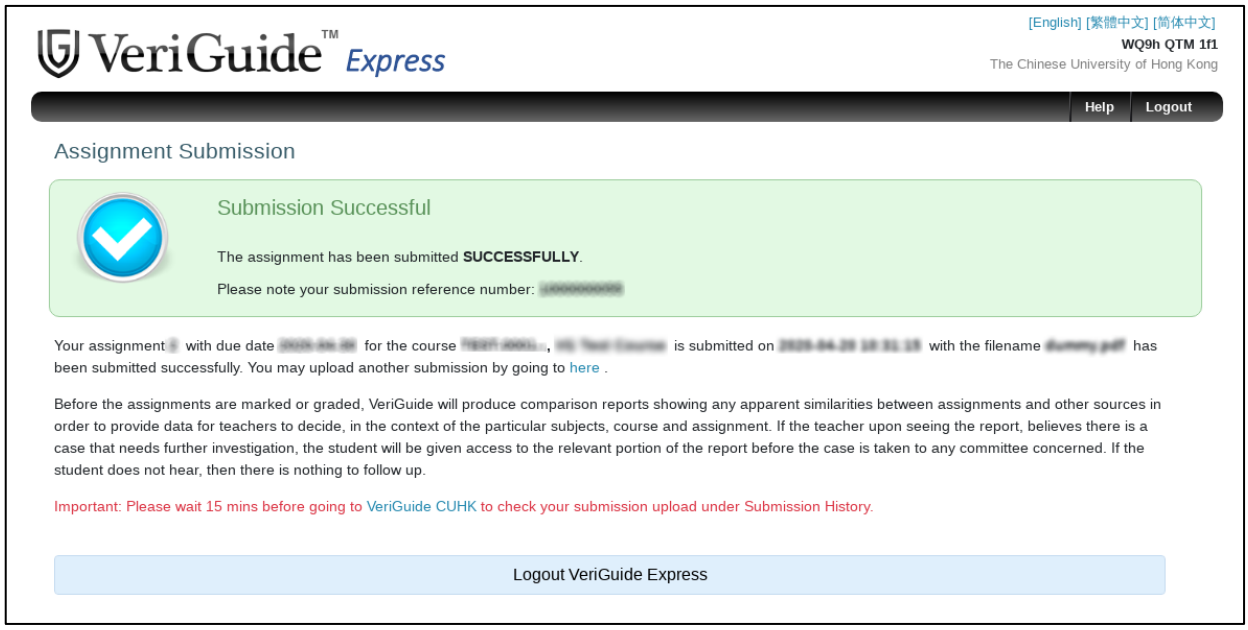
The Agreement will be displayed to the user. Please read carefully the contents of the Agreement before click on “Yes, I agree”:



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.



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.