



DocuMark

Comprehensive Guide for Faculty

Reviewing and evaluating student submissions with confidence

- ✓ Transparent writing analytics and activity tracking
- ✓ AI-assisted content detection with engagement scoring
- ✓ Secure report sharing with password-protected access

<https://www.trinka.ai/features/documark>

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1. About DocuMark

DocuMark is a transparency tool that redefines how educators approach AI-assisted submissions. It reduces teacher stress by shifting the focus from AI detection to learning and requiring students to take ownership of their AI-assisted writing.

DocuMark provides clear data and insights to reinforce an institution's AI policies, ensuring that writing assignments follow institutional guidelines and safeguard academic integrity.

Key Benefits

- **Transparency:** Tracks how content was created, revised, and finalized.
- **Accountability:** Encourages students to take ownership of AI-assisted writing.
- **Actionable Insights:** Provides faculty with data-driven reports for informed evaluation.
- **Academic Integrity:** Reinforces institutional AI policies with objective evidence.

Purpose of this Guide

This guide helps faculty review and evaluate student submissions using DocuMark. Students complete their writing in Trinka's Cloud Editor, using built-in tools to improve grammar and clarity. Once submitted, DocuMark generates a report that shows how the content was created and revised. Faculty can use this report to assess student effort, ensure academic integrity, and provide constructive feedback.

↔ Learn more: <https://www.trinka.ai/features/documark>

2. Getting Started

2.1 Account Setup

Once the Trinkka team configures the account, faculty members can create their account in Trinkka and sign up using their email IDs. If a faculty member already has an Enago or Trinkka account, they should log in using the same credentials or use “Forgot Password” to reset their password.

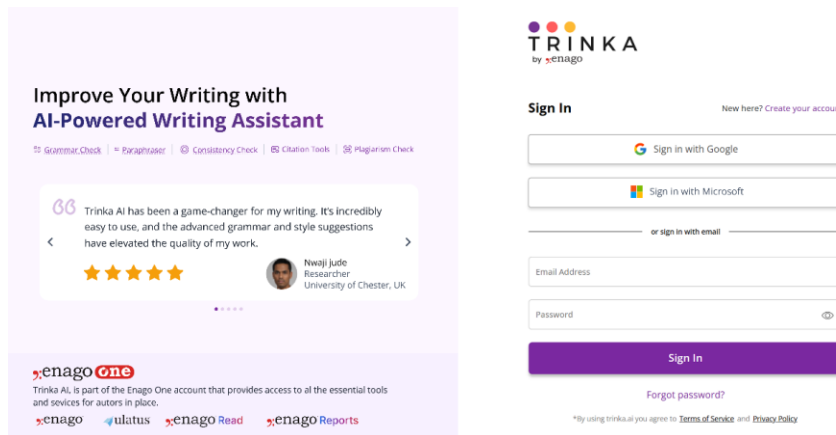


Figure 1: Trinkka Login / Sign-Up Page

Note: If you already have an Enago or Trinkka account, use the same credentials to log in. Use “Forgot Password” if needed.

2.2 Creating Your First Assignment

To begin drafting an assignment in the Cloud Editor, follow these steps:

Step 1: Access My Drive

Visit the Cloud Editor via the “My Drive” tab from the main navigation.

Step 2: Create a New File

Click the “New File + (plus)” icon to open a new blank document and start writing.

Step 3: Start DocuMark

Once the document is open, click on Start DocuMark to begin tracking user activity as they type, paste, or use AI to generate content.

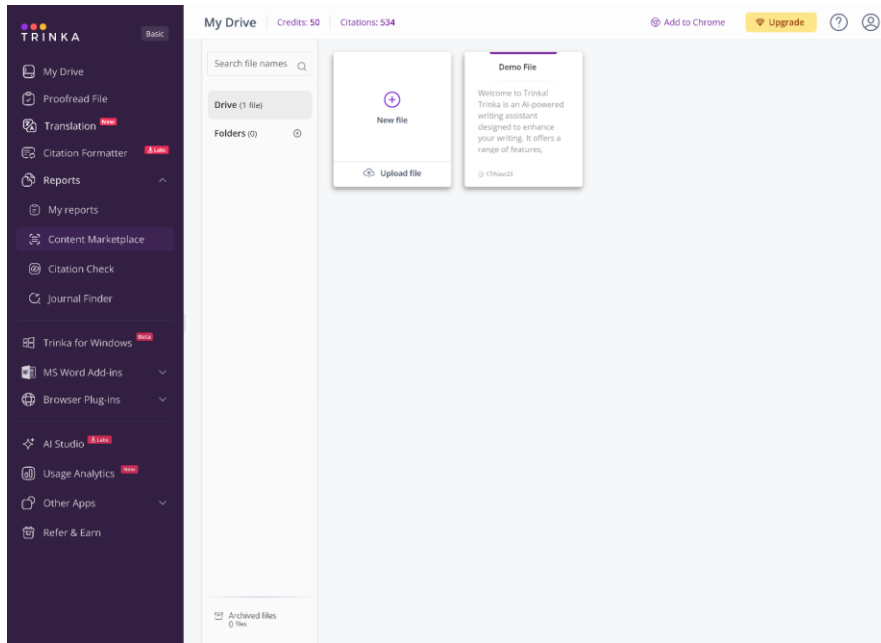


Figure 2: Cloud Editor—My Drive Interface

Important: DocuMark begins tracking once “Start DocuMark” is clicked. All typing, pasting, and AI usage is documented transparently.

3. Core Features

The Trinka Cloud Editor provides a professional academic writing environment equipped with intelligent tools to enhance clarity, accuracy, and overall quality. All writing activities are transparently documented through DocuMark to maintain academic integrity.

3.1 Grammar Check

Trinka's AI-driven grammar checker identifies and corrects grammatical mistakes and style inconsistencies while ensuring the text remains clear and professional. Alerts are categorized into four key areas:

- **Grammar:** Corrects sentence structure, subject-verb agreement, and word usage.
- **Spelling:** Identifies and corrects spelling errors.
- **Writing Advisor:** Recommends improvements for clarity, tone, and flow.
- **Enhancement:** Suggests rewording for improved readability and precision.

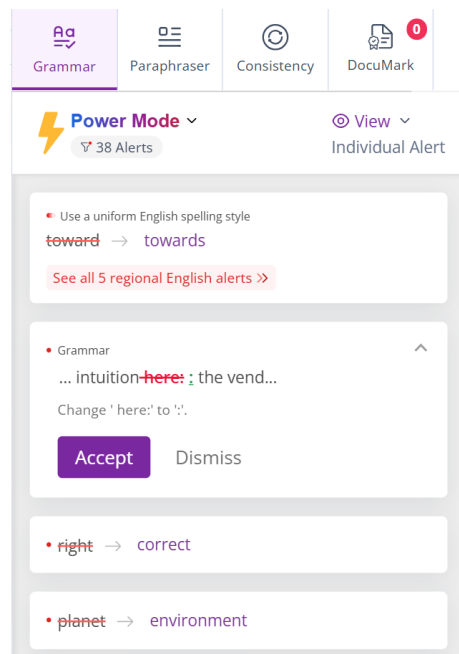


Figure 3: Grammar Check Panel

<input checked="" type="checkbox"/>	Select all categories	
<input checked="" type="checkbox"/>	Grammar	64
<input checked="" type="checkbox"/>	Spelling	0
<input checked="" type="checkbox"/>	Writing Advisor	0
<input checked="" type="checkbox"/>	Enhancements	0

Figure 4: Grammar Check—Alert Categories

Users receive alerts for identified words or phrases and can carefully review each suggestion, choosing to accept or reject them according to their judgment while maintaining full control over their writing.

3.2 Paraphraser

Trinka's Paraphrasing Tool helps users rewrite sentences while preserving their original meaning. Users can select any sentence in the editor and activate the paraphrasing tool.

Users can choose from 5 different modes for paraphrasing:

- **Standard:** Rewrites text by revising vocabulary or sentence structure.
- **Academic:** Makes writing appropriate for academic readers and publishers.
- **Formal:** Makes writing tone professional and businesslike.
- **Concise:** Makes writing direct by using fewer words.
- **Simple:** Conveys the message in an easy-to-understand way.

In conclusion, BKV disease is a frequent consequence of HSCT that is linked with considerable and long-term morbidity.



Figure 5: Paraphraser Toolbar

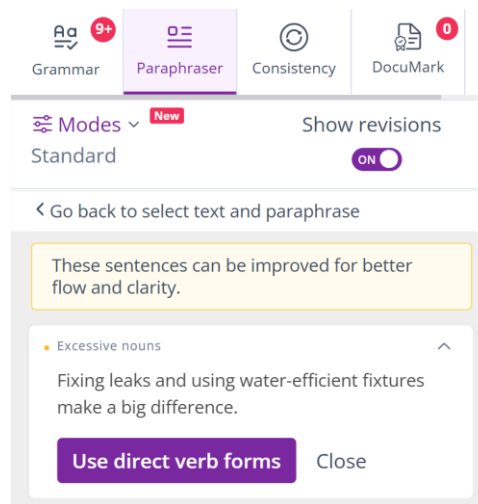


Figure 6: Paraphraser output.

3.3 Consistency Check

Trinka's Consistency Check automates the detection and correction of inconsistencies common in long-form academic and professional writing. Ensuring consistency improves readability and presentation quality.

3.4 AI Assistance

Trinka's AI Assistance enables real-time, custom edits using the /ask command. Users can:

- Improve fluency and coherence.
- Expand or compress content while retaining meaning.

- Adjust the tone and structure.
- Enhance clarity or technical precision.

By typing “/ask” followed by a request, Trinka generates targeted suggestions instantly, streamlining the revision process and reducing manual workload.

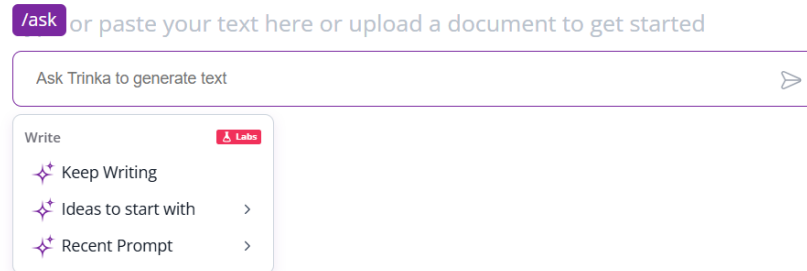


Figure 7: AI Assistance — /ask Command

3.5 Additional Resources

Faculty and students are encouraged to use the following resources for a detailed walkthrough of the features available with Trinka AI:

- [Trinka User Manual](#)
- [Walkthrough Videos](#) (Cloud Editor, Grammar Check, /ask, Paraphraser, Consistency Check)

4. Key Workflows

4.1 Content Authenticity

Ensuring the originality and authenticity of writing is essential for maintaining academic integrity and producing credible work. Trinka’s DocuMark guides students to review and revise AI-generated and copied content before submission.

How It Works

Step 1: Tracking

Once DocuMark is started, it runs in the background and documents sentences as they are typed, copied, or generated with AI.

Step 2: Student Review

Students are encouraged to rewrite copied and AI-generated sentences in their own words to ensure they have read and understood the content.

Step 3: Automatic Scoring

If the content is significantly revised, it is automatically considered to have high engagement, and no further action is required.

Important: This process empowers students to confidently **take ownership of their work**, reinforcing responsible writing practices and upholding ethical standards in academic and professional settings.

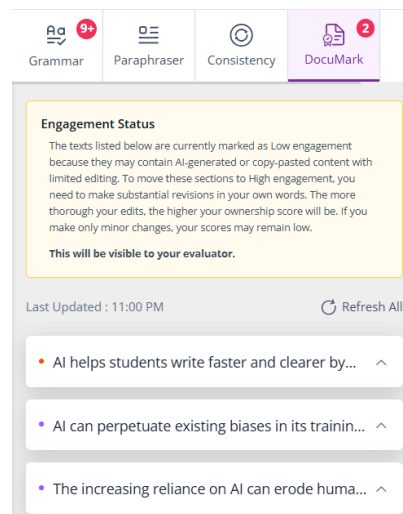


Figure 8: DocuMark Side Panel—Content Engagement

4.2 Submitting an Assignment

After completing their assignments, students can share their work by clicking the “View Report” button next to the DocuMark icon.

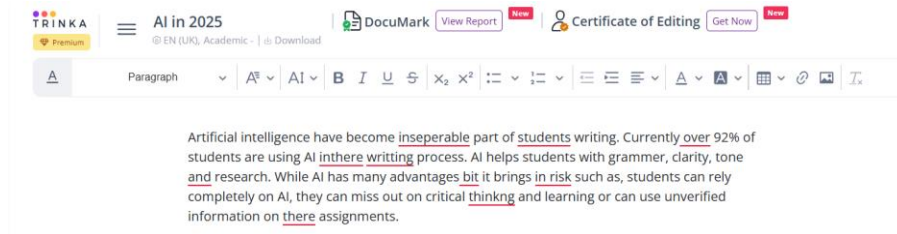


Figure 9: View Report Button

This action automatically generates a DocuMark report that showcases the writing history and evaluates the authenticity of the work based on writing behavior, revisions, and tool usage.

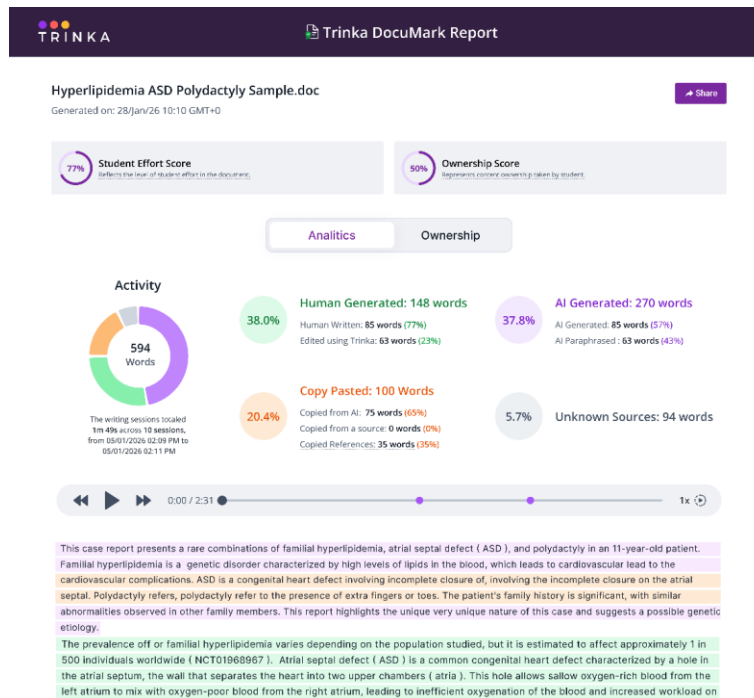


Figure 10: DocuMark Report Generation—Activity Summary

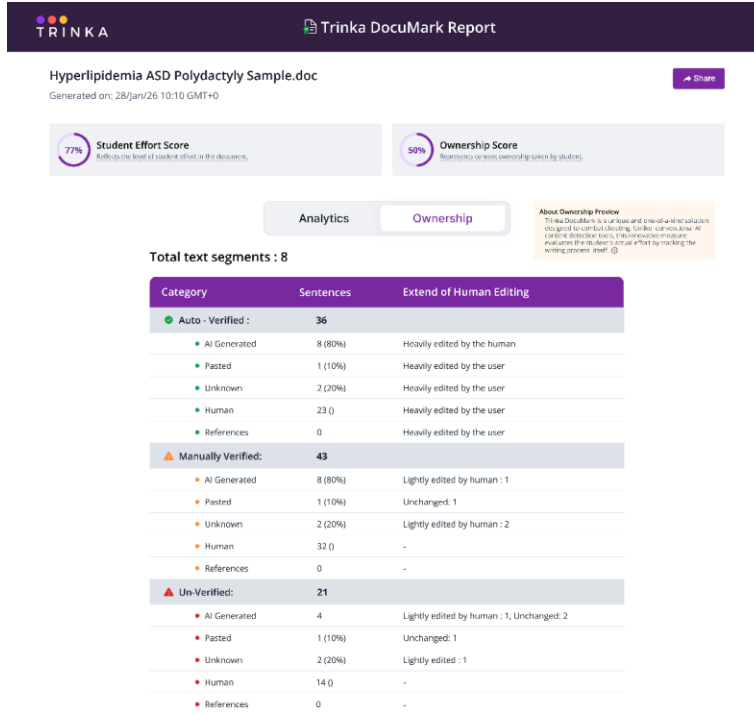


Figure 11: DocuMark Report Generation—Content Breakdown

Once the report is generated, it can be sent to the faculty for review by adding the faculty’s email address and setting a password for the report.

Note: The report can only be accessed by the intended recipient using the password, ensuring the confidentiality of the student’s work.

Share report ✕

AI in 2025

E-mail Id

Set Password

Confirm Password
(Password will be sent via email to access the DocuAuth report)

✔ Your data is safe, and the report reflects only the current version, without syncing future edits. Share

Figure 12: Share Report—Email and Password Setup

4.3 Report Evaluation by the Faculty

Once a student submits their assignment, a detailed DocuMark report is automatically generated. The faculty member receives an email at their registered email address containing a secure link and password to access this report.

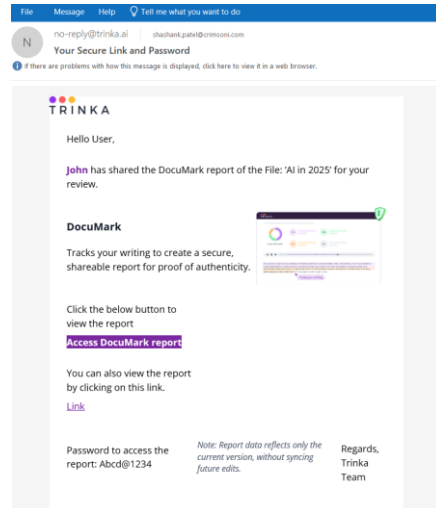


Figure 13: Email Notification with Report Link

🔒 Password Protected File

E-mail Id

Password

🔒 To keep the file safe, it is password protected, and the report reflects only the current version, without syncing future edits.

Submit

Figure 14: Report Login Page

Step 1: Open the Link

Click the secure link received via email.

Step 2: Enter Credentials

Enter your registered email address and the password provided.

Step 3: Review the Report

View and evaluate the student's submission with full insight into the writing process.

Faculty can use this report to

- Identify genuine effort versus AI-assisted shortcuts.
- Check whether the student has edited the AI-assisted content.
- Provide constructive feedback rather than harsh measures.
- Resolve conflicts with objective evidence.

Note: A sample DocuMark report is provided in the next section to help faculty familiarize themselves with the report format and features.

5. Understanding the DocuMark Report

5.1 Activity Overview and Visual Analytics

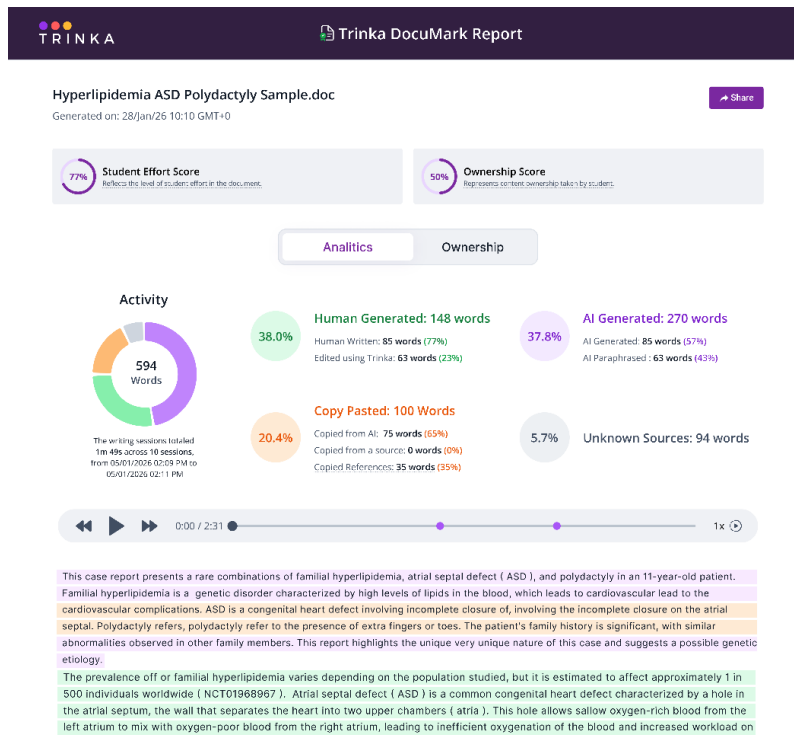


Figure 15: Activity Overview Dashboard

This section presents a visual breakdown of the entire submission:

- **Student Effort Score (%):** Reflects the level of effort demonstrated through revisions, rewriting, and engagement with the content.
- **Ownership Score (%):** This indicates how much of the content appears to be authored or meaningfully revised, indicating originality and control over the writing.
- Total words and source contributions:
 - Human-generated
 - AI-generated
 - Copy-pasted
 - Untracked sources
- Shows how much was edited using Trinka or paraphrased using AI.

5.2 Document Replay Timeline

- A timeline slider shows how the document has evolved over time.
- Faculty can review when and how major edits were made, including insertion, rewriting, or paraphrasing.

5.3 Color-Coded Highlights in the Text

Sentences in the preview pane are color-coded based on origin:

Color	Meaning
Purple	AI-generated content
Orange	Copy-pasted content
Green	Human-generated content
Grey/Unknown	Source not determined

5.4 Engagement Summary Table

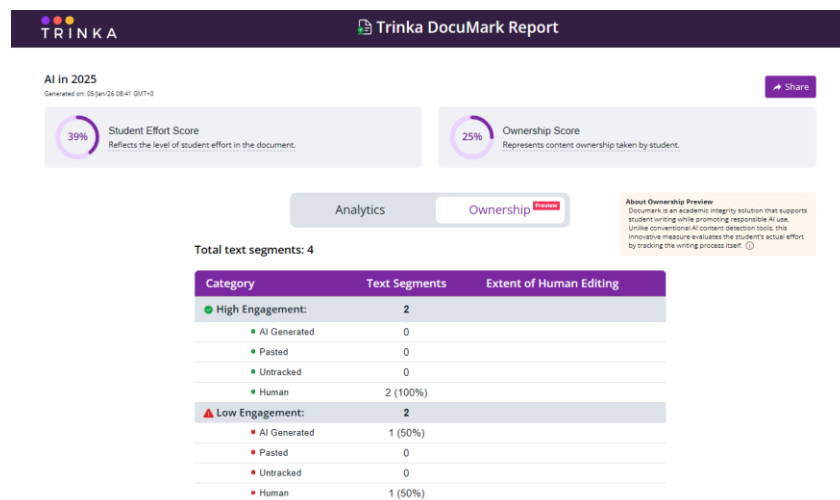


Figure 16: Engagement Summary Table

This table summarizes how many sentences fall under each engagement status:

- **High Engagement:** Sentences that have been significantly rewritten by the student.
- **Low Engagement:** Sentences that are lightly revised or not revised at all may require further review.

It also breaks down the origin of each sentence (AI, copy-paste, human, untracked) and the extent of human editing, giving a reliable snapshot of student effort.

5.5 Sentence-Level Breakdown

#	Original Version	Final Version	Verification Status
1	Human Artificial intelligence have become inseperable part of students writing.	High Student Effort Unchanged Artificial intelligence have become inseperable part of students writing.	High Engagement
2	Human Currently over 92% of students are using AI inthere writing process.	High Student Effort Unchanged Currently over 92% of students are using AI inthere writing process.	High Engagement
3	Human AI helps students with grammer, clarity, ton and research.	High Student Effort Unchanged AI helps students with grammer, clarity, ton and research.	High Engagement
4	Human Write AI have many advantages bit it brings in risk such as, students can rely completely on AI, they can miss out on critical thinking and learning.	High Student Effort 100% Human Write AI have many advantages bit it brings in risk such as, students can rely completely on AI, they can miss out on critical thinking and learning or can use unverified information on there assignments.	High Engagement
5	Human Disadvantages:	High Student Effort 100% Human Disadvantages Advanlages:	High Engagement
6	Copy Paste AI helps students write faster and clearer by giving quick suggestions, correcting errors, and organizing ideas. <small>Details of copy-pasted text: AI Generated: No Human: Chat GPT Reason for pasting: none</small>	No Student Effort Unchanged AI helps students write faster and clearer by giving quick suggestions, correcting errors, and organizing ideas.	Low Engagement
7	Human It also supports better learning by offering explanations, examples, and guidance whenever students need it.	High Student Effort Unchanged It also supports better learning by offering explanations, examples, and guidance whenever students need it.	High Engagement
8	Human Adva	High Student Effort 100% Human Adva Disadvantages:	High Engagement
9	AI Generated AI can perpetuate existing biases in its training data, leading to discriminatory outcomes. <small>Reason: 2 lines of disadvantages of AI</small>	No Student Effort Unchanged AI can perpetuate existing biases in its training data, leading to discriminatory outcomes.	Low Engagement
10	AI Generated The increasing reliance on AI can erode	Low Student Effort 99% AI Generated, 1% Human The increasing reliance on AI can erode human skills and critical thinking, resulting in overdependence on automated systems. <small>Reason: 2 lines of disadvantages of AI</small>	Low Engagement

Figure 17: Sentence-Level Breakdown—Engagement Table

This table shows a side-by-side comparison of

- **Original Version:** Shows the initial form of each sentence along with its detected origin (Human, AI Generated, or Copy-Pasted).
- **Final Version:** Displays the edited version after student interaction, highlighting whether meaningful revisions were made.
- **Engagement Level:** Indicates the level of student engagement with the content:
 - High Engagement: It was substantially rewritten, demonstrating clear effort and understanding.
 - Low Engagement: lightly revised or largely unchanged, requiring closer review.

5.6 Content Categories Reference

The report categorizes the students' writing into the following segments to provide clarity on content origin and editing patterns.

Human Generated Content

Category	Description
Human Generated	Text written entirely by the student without using AI tools.
Human Written	Natural student-written content that may include minor edits for clarity or flow.
Edited Using Trinka	Content refined using Trinka's grammar, style, or clarity suggestions without changing meaning.

AI Generated Content

Category	Description
AI Generated	Content created or assisted by AI writing or generation tools.
Paraphrased Using AI	Content was reworded using AI paraphrasing features.
AI Generated Content	New text produced using AI writing or content generation tools.

Copy-Pasted Content

Category	Description
Copy-Pasted	Content inserted by copy paste.
Copied from AI	Content copied from external AI tools such as ChatGPT and Gemini.
Copied from a Source	Content copied from an external website.

Untracked Sources

Category	Description
Untracked Sources	Text with an unclear or unverifiable origin.

Engagement Levels

Category	Description
High Engagement	Substantial student effort: meaningful rewriting, restructuring, or refinement of content.
Low Engagement	Minimal student effort: content lightly edited, unchanged, or largely AI-generated.

This detailed breakdown empowers faculty to objectively assess student work, ensure academic honesty, and provide meaningful, evidence-based feedback.

6. DocuMark Reports Dashboard

6.1 Viewing Submissions

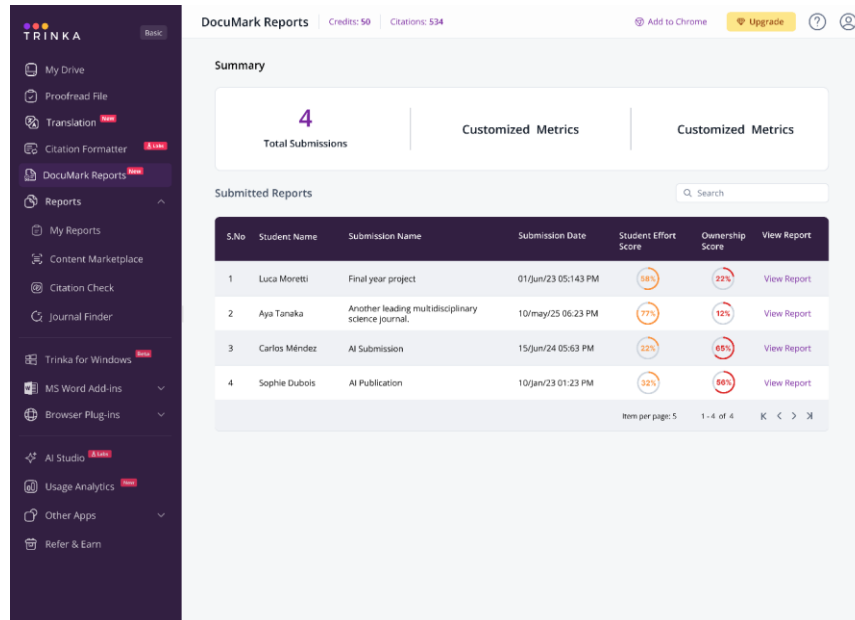


Figure 18: DocuMark Reports Dashboard

The DocuMark Reports Dashboard allows faculty to view and manage all student submissions in one place. This dashboard provides a high-level summary of student activity and quick access to detailed reports for review.

6.2 Key Information Displayed

Each submitted report in the dashboard includes the following columns:

- **Student Name:** Displays the name of the student who submitted the document.
- **Submission Name:** Title or topic of the submitted assignment.
- **Submission Date:** The date and time the assignment was submitted.
- **Student Effort Score (%):** Reflects the level of effort demonstrated by the student through revisions, rewriting, and engagement with the content.
- **Ownership Score (%):** This indicates how much of the content appears to be authored or meaningfully revised, indicating originality.
- **View Report:** Opens the detailed DocuMark report with deeper insights into content origin, revisions, and writing patterns.

6.3 How to Use the Dashboard

- **Spot submissions that require further review:** Look for assignments with a low Student Effort Score, as these may indicate minimal revision or potential overuse of AI tools.
- **Evaluate student engagement:** A low Ownership Score indicates limited revisions to AI-generated or copied content. A high Ownership score reflects strong student effort.

- **Access reports quickly:** Use the “View Report” link to open the full DocuMark report and review sentence-level writing behavior.

6.4 Best Practices

- Prioritize reviewing submissions with a low student effort score.
- Use insights from the report to support feedback and overall evaluation.
- Encourage students to actively revise and improve flagged content before final submission.

Important: Regular use of the dashboard helps build familiarity with report patterns and makes it easier to identify submissions that need closer attention.

7. Additional Information

7.1 Access and Security

All DocuMark reports are securely hosted and accessed through encrypted links with password protection to ensure the confidentiality of student work and faculty reviews.

7.2 Report Availability

Faculty will receive the DocuMark report link and password shortly after a student submits their assignment. These reports are also available at any time through the DocuMark Report Dashboard, which is accessible to all faculty members.

7.3 Resources

Resource	Link
Trinka User Manual	https://www.trinka.ai/user-manual
Walkthrough Videos	YouTube Playlist
The Trinka Sign-In Page	https://cloud.trinka.ai/signin
DocuMark Webpage	https://www.trinka.ai/features/documark

7.4 Contact Support

For technical assistance during the pilot, please contact the support team:

Email: support@trinka.ai

7.5 Feedback and Improvements

We welcome your feedback to help improve DocuMark. Please share your suggestions via the support email above. Your insights are invaluable in making DocuMark better for educators and students alike.

Thank You for Using DocuMark!

Empowering transparent, responsible, and integrity-driven academic writing.