VeriCite for Instructors

Table of Contents

Technical Requirements ....................................................................................................................3
Preparing VeriCite Assignments .........................................................................................................3
  Option A: Setup Two Assignments ................................................................. 4
  Option B: Setup One Assignment ................................................................. 7
VeriCite Submission Options ..............................................................................................................9
  How do students submit to VeriCite?................................................................. 9
  Is it possible to upload multiple papers at once? .............................................. 9
  Can instructors submit assignments on behalf of a student? ............................... 9
  Can students resubmit or submit draft versions of their paper? ......................... 10
Reviewing Student Submissions .......................................................................................................10
  How do instructors review student’s VeriCite Reports? ...................................... 10
  What is dynamic reporting in VeriCite? ............................................................ 11
  How do I search and sort through VeriCite reports? .......................................... 11
  How do I check for improperly quoted text? ...................................................... 12
  Can I download original VeriCite submissions and/or print VeriCite reports?  .......... 12
Grading Workflow for Option A: ....................................................................................................13
  How to grade: (Steps 1 + 2) ................................................................................. 13
  Option A: Can I download my student’s submissions? ......................................... 13
Grading Workflow for Option B: ....................................................................................................13
  Step 1: Synchronize Canvas course roster with VeriCite ........................................ 13
  Step 2: How do you grade a VeriCite submission? .............................................. 13
  Option B: Does VeriCite work with SpeedGrader? ............................................. 14
  Option B: Can I add in-line comments within VeriCite? ..................................... 15
  Option B: Where can students view the comments an instructor has left in VeriCite? 15
  Option B: Can students write comments on VeriCite assignments? .................. 15
Appendix A: Navigation

What is the Assignments tab in VeriCite? ................................................................. 16
What is found under the Submit Paper tab? ............................................................. 16
What is found under the Setup tab? ........................................................................... 16
What information is displayed under the Details tab when I’m reviewing a VeriCite report? ................... 16
What is found under the Help tab? ............................................................................. 16
What is found under the Tutorial tab? ...................................................................... 16
What are Top Matches and how do I review them in the VeriCite report? ..................... 17
Contact UO Support! ................................................................................................. 17
Technical Requirements
Which web browsers are supported for VeriCite?
Google Chrome, Mozilla Firefox, and Safari browser will work with VeriCite. You can use this link to see if your browser is up-to-date: https://community.canvaslms.com/docs/DOC-1284

Preparing VeriCite Assignments
How do I setup a VeriCite assignment in Canvas?
VeriCite and Canvas are both learning tools that are young in their overall development. VeriCite and Canvas are working together to improve the user experience as they recognize the interaction between the two services has not been fully optimized. The current configuration options do have limitations, and we (UO Canvas Support) want to make sure we are helping instructors use the tools as effectively as possible. As a result, we have identified and documented recommended options for setting up VeriCite in Canvas. Please choose from one of our two recommended methods:

**Option A: Setup Two Assignments**
**Pros/Cons of setup the assignment with Option A:**
- **Pros:**
  - You can use SpeedGrader, the native Canvas grading interface
  - Submitted documents will retain formatting and images/graphs will appear in SpeedGrader
  - You can use a rubric to grade assignments
  - Students can access comments and feedback through the whole term via gradebook
  - You can download all papers at once
  - You will be notified when papers are submitted to Canvas
  - VeriCite is still used to generate a plagiarism report
- **Cons:**
  - Faculty must create two assignments and students must submit twice
  - There will be two columns in the gradebook

**Option B: Setup One Assignment**
**Pros/Cons of setup the assignment with Option B:**
- **Pros:**
  - Instructors only need to create one assignment and students only submit to one assignment
  - Only one column in the gradebook
- **Cons:**
  - You CANNOT use SpeedGrader
  - Formatting is not preserved and images/graphs will not display in VeriCite unless the paper is downloaded
  - You cannot batch download all of the assignments, but you can download them individually
  - You cannot use a rubric to grade automatically
  - If your assignment has a closing availability date, students will not be able to see reports or in-line comments after that date
  - If a VeriCite assignment is worth more than 0 points, Canvas’ notification system will not let you know when students have submitted papers (it only notifies if the assignment is worth 0 points – the request to fix this has been submitted)
Option A: Setup Two Assignments

Step 1: Create Canvas Assignment
- Setup a new “Graded” assignment in the Canvas "Assignments" tool worth the desired number of points. (See the annotated screenshot below for reference.)
Step 2: Create a VeriCite Assignment

- Setup another assignment in the Canvas "Assignments" tool that is worth **zero** points, and choose "External Tool" under the "Submission Type" and add "VeriCite" as the external tool. Make sure to check the box to have Canvas "Load This Tool In A New Tab" so that VeriCite opens and displays properly for students. *(See screenshot below)*
Check the box to "Load This Tool In A New Tab" so that VeriCite opens and displays properly for students.

For the remainder of the Assignment settings, you can set those up as they work best for you assignment.

Don’t forget to Save & Publish!
**Option B: Setup One Assignment**

**Step 1: Create a VeriCite Assignment**
- Setup a "Graded" assignment in the Canvas "Assignments" tool that is worth the desired number of points and chose "External Tool" under the "Submission Type" and add "VeriCite" as the external tool. Make sure to specify to have Canvas "Load This Tool In A New Tab" so that VeriCite opens and displays properly for students.
Check the box to "Load This Tool In A New Tab" so that VeriCite opens and displays properly for students.

Determine the remainder of the Assignment settings that you'd like to use for this assignment.

Warning: if you plan to use in-line comments during grading, the "Until Date" should NOT be used!

Don't forget to Save & Publish!
VeriCite Submission Options

**How do students submit to VeriCite?**
The steps for completing assignment submissions will depend on whether VeriCite is setup using Option A or Option B in Canvas. Please see the VeriCite for Students guide located on the blog for more information.

**Is it possible to upload multiple papers at once?**
Yes. This feature is primarily used when instructors or TAs are submitting papers on behalf of students. VeriCite allows multiple documents to be uploaded at once through the use of zip files. All files must be added to a folder and compressed into a zip file before uploading. Once a zip folder has been accepted, VeriCite will attempt to auto detect the correct user for each file. Auto detection is based on VeriCite looking at each file name for the user’s ID, last name or first name. If there are any issues, VeriCite will prompt the user to review the user/student, the assignment, and file’s title. After the review process is complete, click **Submit Papers** to complete the submission process.

- **NOTE:** Unless a student needs to submit multiple documents for one assignment, it is unlikely that students will need to upload zip files. Usually students will only submit one document per assignment.
- There is a limit of 100 files, and 100MB total unzipped file size per zip file.

**Can instructors submit assignments on behalf of a student?**
Yes. Go to Canvas > Select the VeriCite Assignment > Click on VeriCite’s Submit Paper tab. After you have uploaded the file or copied the text directly, review the submission by confirming the User/Student, the Assignment and the Title; click the blue Canvas Submit Paper button when complete.
Can students resubmit or submit draft versions of their paper?
Yes. Students may submit and re-submit versions of their paper to the same assignment. VeriCite won't flag multiple versions of a student's paper as being potentially plagiarized, so long as the student is submitting the newer versions of their paper to the same VeriCite assignment within Canvas. If a student were to submit their paper to a different assignment, it would then be flagged as potentially plagiarized.

Reviewing Student Submissions

How do instructors review student’s VeriCite Reports?
Instructors will navigate to and open the VeriCite assignment in their course. When the VeriCite interface loads, the instructor will be presented with the Assignments tab displaying a list of student names and submissions. To begin reviewing student work, click anywhere within the student submission box.

Clicking in the student submission box generates the plagiarism report.
What is dynamic reporting in VeriCite?
This means new originality reports are generated every time an instructor or student decides to review a VeriCite report. This provides a fresh report that is scanned against the most up-to-date database in order to provide the most accurate report possible. Changes in matching percentages will be reflected in the Score Log, which is located under the Details tab, while reviewing a student’s report. The generating report window will appear and create a new report for the instructor to view once View Report is clicked.

How do I search and sort through VeriCite reports?
VeriCite provides a key that shows a range of Low to High Matches. This legend corresponds to the matching highlighted text in the student paper (Ex: High Match = pink highlights). As you are viewing the paper, click on the highlighted text to view the source of the detected plagiarism.
How do I check for improperly quoted text?
Students may intentionally use improper quotations in an attempt to hide plagiarized text from the VeriCite scan. VeriCite has preventative measures in place to look for tricky quotations (e.g. open ended quotes, multi-paragraph spanning quotes, mixing single and double quotes, etc.). So if a student attempts to do this VeriCite will still flag the improperly quoted text as potentially plagiarized.

Can I download original VeriCite submissions and/or print VeriCite reports?
Yes. There are two options.
Here is what it looks like from the VeriCite “Assignments Overview” screen:

![VeriCite Assignments Overview](image1)

“Download” the original paper submission and/or directly “Print Report” from the gear icon in the VeriCite Assignment page.

Here is what it looks like from the “View Report” screen within VeriCite:

![VeriCite View Report](image2)

For you as a faculty member: You can go to the assignment and then to the SpeedGrader. You will see the View Rubric. You will also see the peer reviewed filled in rubric and comments there. Note: Yes it does look like reviews but you are not.
Grading VeriCite Assignments
The method for grading will depend on whether you setup VeriCite using Option A or Option B, which is described above.

Grading Workflow for Option A:
Step 1: Opening up the assignments
Open the Canvas assignment and select SpeedGrader. Open the VeriCite assignment in a new browser tab to review VeriCite originality reports. The VeriCite tab is only being used for viewing the originality report. All of the grading and comments will be completed in SpeedGrader.

Step 2: Grading/Viewing reports
While in SpeedGrader, you can assign points, add comments and feedback. Make sure to look at each of the student’s VeriCite originality reports by going to the VeriCite tab and choosing to View Report for each of the students.

- Note: in order to use in-line comments within the SpeedGrader interface, students must submit their paper in a .doc, .docx, .ppt, .pptx, .pdf file format. Other formats are not supported for annotations in SpeedGrader.

Option A: Can I download my student’s submissions?
Yes. You can download individual student’s submission from SpeedGrader or batch download all student submissions from the Canvas assignment page.

Grading Workflow for Option B:
Step 1: Synchronize Canvas Roster/Grade Syncing
To synchronize your roster, go to the VeriCite assignment > Setup > Manage Users > Sync Canvas Roster. Once the synchronization is complete, you will have an updated and accurate roster list within VeriCite.

As a best practice, we recommend taking a minute to synchronize your Canvas course roster with VeriCite every time you grade assignments. The synchronization process only takes a few seconds and it ensures that you have the most updated student roster in VeriCite.
Step 2: How do you grade submission in VeriCite?

- Go into the assignment and select a student’s submission to view report and submission. Then, select the Details tab from the top.
- Grades can be added next to the Assignment Grade option which is located above the comments box. Comments in the VeriCite comment box will also sync to the Canvas gradebook.

**NOTE:** In-line comments do NOT sync to the Canvas gradebook. In-line comments must be viewed in the VeriCite interface. If you are using the Until Date to prevent students from submitting late, VeriCite submissions and in-line comments will not be accessible to student after that date.

Grades assigned within VeriCite or in the Canvas gradebook will automatically be synced and displayed between the two locations. This provides two opportunities to assign/adjust a student’s grade.

**Option B: Does VeriCite work with SpeedGrader?**

No. Unfortunately, VeriCite assignments cannot be graded with SpeedGrader. However, the VeriCite interface allows you to review the submitted assignment, specify a grade, add comments, and toggle left and right to view the next or previous student’s submissions. The interface looks different than SpeedGrader, but it provides many of the same features.

- **NOTE:** When using VeriCite, no student’s submissions will be present in SpeedGrader. If you’d like to use Vericite and SpeedGrader, please see the Option A: Setup Two Assignments instructions listed above.
Option B: Can I add in-line comments within VeriCite?
Yes. You can add comments by highlighting a section of text. You will be prompted with a little pencil icon; click on that icon and you will be able to add comments. You can store comments as needed for other papers. You will use the select stored comment to reuse comments. The option to exclude selected text from the report can be used when an instructor identifies text or content as not being plagiarized. If this option is selected, VeriCite will re-scan the text and generate a new report excluding the highlighted text. When comments are added, the text will appear in blue and can be viewed by hovering the cursor over the blue highlighted text.

Option B: Where can students view the comments an instructor has left in VeriCite?
Students can re-open the assignment and click, View Report to see their instructor’s comments and their assigned grade in the VeriCite interface. Students may also go to Grades and click on the title of the assignment to view their instructor’s comments and their assigned grade.

- NOTE: If students choose to view their grade and comments with this method, they will also have the opportunity to leave a comment in response to the instructor. Instructors can see student added comments from the Canvas gradebook, or by going back into VeriCite and opening the Details tab while Viewing Report.

Option B: Can students write comments on VeriCite assignments?
Yes, if instructors have their notification preferences set for Comment on Reports students can add comments on an assignment. These settings can be adjusted under the Setup > Permissions menu in VeriCite.
Appendix A: Navigation

**What is the Assignments tab in VeriCite?**
The **Assignments** tab gives you an overview of all the assignments, submission statuses, reports, scores, grades, and submissions you currently have in VeriCite. You can search for submissions by: Assignment, User, Status (In Review, Not Submitted, Reviewed, Submitted, Graded, Ungraded), or sort by Date Submitted, Grade, Paper Status, Report Score, Selected Assignment, Title, or Username.
For Students, the Assignments tab lists all available assignments, as well as any previous submissions.

**What is found under the Submit Paper tab?**
Work is submitted using the **Submit Paper** tab; typically, this is the first action students take when accessing VeriCite. Instructors can submit papers here as well.
Users can drag and drop files, copy/paste their work, or type their submission directly into VeriCite from the Submit Paper tab.

**What is found under the Setup tab?**
Instructors and administrators manage users and permissions using the Setup tab.
The **Permissions** area within Setup allows instructors to configure a range of permissions. Instructors determine whether or not students can view their own reports as well as define additional permissions for users including creating, viewing, editing, deleting and grading assignments.
**Manage Users** is a tab in the Setup menu that allows instructors to synchronize their Canvas Roster with VeriCite.

**What information is displayed under the Details tab when I’m reviewing a VeriCite report?**
The **Details** tab shows information about the User (student), the time and date the assignment was submitted, an option to view assignment details, the status of the assignment, the percentage of the text that is matched and the associated score log (which shows information regarding each student submission). There is a space to enter a numerical grade and comments about the assignment.

**What is found under the Help tab?**
The help tab allows users to view the complete set of VeriCite documentation. This is a great resource for detailed instructions on how to accomplish specific tasks during VeriCite use. When users click on the Help tab, a new browser tab opens to display links to documentation created by VeriCite.

**What is found under the Tutorial tab?**
The tutorial tab in VeriCite offers a quick walkthrough of the VeriCite interface. It lists explanations for each of the tabs in the VeriCite interface.
What are Top Matches and how do I review them in the VeriCite report?
The **Top Matches** tab is located next to the **Details** tab when viewing a VeriCite report. Clicking on the **Top Matches** tab displays a list of links to external websites, and to other papers found within the University of Oregon’s VeriCite submission database. Users can scroll through the student submission, or click on the colors in the Highlight Legend to view highlighted text. As a user scrolls through the document, the links under Top Matches will change to display the location where VeriCite has found a match to the text of a student’s submission.

**NOTE:** The following message appears when VeriCite has previously indexed a website’s content, but that websites content is no longer available: “Problem retrieving matched paper. We found a match...” VeriCite does not remove these links from their database because it provides an indication that at one time content that was found in a student’s submission was also found elsewhere online.

---

More questions? Ask the UO Canvas Support team!

**Educational Technologies Support office**
Center for Media and Educational Technologies, UO Libraries
Knight Library, room 19 (ground floor)
Monday – Friday 8:00am - 5:00pm
LMS-support@ithelp.uoregon.edu
541-346-1942