

User Guide

Table of Contents

About VeriCite	3
What is VeriCite?	4
VeriCite FAQs	6
VeriCite Sakai Integration User Guide	10
How do I add a VeriCite assignment?	11
How do I view VeriCite reports for student submissions as an instructor?	
How do I view my VeriCite report as a student?	47
VeriCite Moodle Integration User Guide	68
How do I enable VeriCite in Moodle as an admin?	69
How do I add a VeriCite assignment?	72
How do I view VeriCite reports for student submissions as an instructor?	75
How do I view my VeriCite score and/or report as a student?	107
VeriCite Canvas Integration User Guide	127
How do I enable VeriCite in my Canvas course?	128
How do I add a VeriCite assignment?	133
How do I submit a VeriCite assignment as a student?	141
How do I view my VeriCite report as a student?	146
How do I submit a VeriCite assignment on behalf of a student?	168
How do I view or grade VeriCite reports as an instructor?	174
How do I manage permissions and users in VeriCite?	208
How do I sync my roster in Canvas?	212
VeriCite LTI User Guide	
How do I configure VeriCite as an LTI tool?	
How do I create a VeriCite LTI assignment?	220
How do I submit a VeriCite LTI assignment as a student?	229
How do I view my VeriCite LTI report as a student?	
How do I submit a VeriCite LTI assignment on behalf of a student?	254
How do I view or grade VeriCite LTI reports as an instructor?	258
How do I manage permissions and users in VeriCite LTI?	
How do I view VeriCite statistics as an admin?	
How do I look up a report as an admin?	
How do I log in as another user?	306

About VeriCite

What is VeriCite?

VeriCite is a plagiarism detection service that identifies potentially plagiarized or improperly cited text. VeriCite is most commonly used within a learning management system to scan student submissions. The service automatically checks submitted work against an ever-increasing index of online sources. VeriCite is available integrated into the Sakai and Moodle learning management systems, or as a standalone IMS Learning Tools Interoperability (LTI) service which can be integrated into any other platform or LMS that supports LTI. Our inspiration for creating this service was to provide our clients with an affordable, reliable plagiarism service that delivers reports instantly.

How does it work?

VerCite can consume student in-line submissions and submission files in any file format (e.g. pptx, html, docx, pdf, txt, rtf, ppt, doc, odf, etc.). It converts the student submission into plain text and excludes any quoted material from matching. The rest of the text is then compared for exact matches with existing source material. VeriCite uses string matching methods, along with a series of algorithms and scoring processes, to identify matching texts. A final report is presented to the user highlighting different levels or amounts of matching per submission. There is an overview score as well as a side by side comparison of the matching text and sources.

VeriCite reports are created on demand every single time you click to view the report. This means that there is no waiting for the report; all reports are delivered instantly. Reports are also non-static. If a student submits a paper and gets a plagiarized score of 0, and then another student in another class submits the same paper, then both reports and plagiarism scores will update to 100 to show that they have plagiarized. This dynamic updating can help prevent cases where groups of students or paper mills share the same paper.

All submitted papers are indexed in a completely encrypted form then stored securely in a repository that is specific to each subscribing institution. Additionally, the institution maintains full ownership and control of their repository materials.

Sakai, Moodle and Canvas Integrations

The Sakai and Moodle integrations both work within the Assignments tool in the LMS. When enabled, the VeriCite service appears as an additional option in the assignment settings when instructors create an assignment. Assignment in-line submissions and file attachments are automatically submitted for plagiarism review when students submit the assignment. Reports are delivered within the Assignment interface immediately after submission. If desired, instructors may allow students to view their own reports.

The Canvas integration also works within the Assignments tool as an External Tool submission type. When students submit assignments in Canvas, their reports are generated and available within the Assignments area via the Vericite LTI integration. Grades entered into the LTI tool are also automatically sent to the Canvas Gradebook.

LTI Integration

VeriCite may also be installed as a separate LTI service outside of Sakai. The LTI open standard makes it compatible with most learning management systems available today. The LTI service allows instructors to create assignments, to organize student submissions and grade assignments.



How can I get VeriCite?

VeriCite is a service hosted and maintained by Longsight to which institutions subscribe on an annual basis. Like all of Longsight's services, VeriCite is backed by our 100% uptime service level agreement. As part of the subscription fee, Longsight will install in your learning management system the components of VeriCite that are required to access the service, whether you use the native Sakai integration or the LTI integration. If you prefer to install these components yourself, Longsight will provide the required software and documentation. VeriCite pricing is based on the number of accounts that have access to the learning management system.

For more information including a demonstration and pricing schedule, please contact Longsight at vericite@longsight.com or call +1-866-224-5721.

VeriCite FAQs

VeriCite is a plagiarism detection service that identifies potentially plagiarized or improperly cited text. VeriCite is most commonly used within a learning management system to scan student submissions. The service automatically checks submitted work against an ever-increasing index of online sources.

No plagiarism detection process is perfect; that's not the goal. VeriCite and other excellent plagiarism services identify textual material that is potentially plagiarized by minimizing reports of false positives (identifying authentically original material as plagiarized) or false negatives (failing to identify actual plagiarism).

Like all such services, VeriCite identifies most cases of plagiarized work and most importantly can be used to engage your students in important conversations about attribution, proper citations and the impacts of plagiarism. VeriCite acts as an incentive for students to submit their own best work without making plagiarism detection a primary focus of their course.

How does VeriCite generate reports?

Students submit their papers online, and then VeriCite converts the student submission into plain text and excludes any quoted material from matching. The rest of the text is then compared for exact matches with existing source material. VeriCite uses string matching methods, along with a series of algorithms and scoring processes, to identify matching texts. A report is presented to the user highlighting different levels or amounts of matching per submission. There is an overview score as well as a side by side comparison of the matching text and sources.

VeriCite reports are created on demand every time the report is viewed. This means that there is no waiting for the report; all reports are delivered instantly. Reports are also dynamically refreshed. If a student submits a paper and gets a plagiarized score of 0, and then another student in another class submits the same paper, then both reports and plagiarism scores will update to 100 to show that they have plagiarized. This dynamic updating can help prevent cases where groups of students or paper mills share the same paper.

All submitted papers are indexed then stored securely in a repository that is specific to each subscribing institution.

What resources does VeriCite use to identify possible plagiarism?

VeriCite compares student submissions against data that have been encrypted from millions of academically-related websites, both public and private, including books, journals, articles, open educational resources and much more. For example, the 4.6 million articles in the English edition of Wikipedia have been indexed and Longsight is negotiating with commercial vendors to include their periodical and book databases in the process.

The VeriCite crawler was initiated with a "seed" list of several thousand key academic resources that are commonly plagiarized. The VeriCite crawler continuously indexes each of those sites and all the sites that are linked within those sites and beyond. Academically-related sites most often link to other academically oriented sites, and to sites that provide additional topical information for their site visitors (all potentially plagiarized material). We are constantly adding new sites to the list based on our crawling process, manual additions to the seed list, and negotiated permissions to add new resources.

In addition, each institution has their own private repository in which all student submissions for that institution are stored and used for comparison. Longsight can even index papers from prior term courses in order to populate the private repository with several years worth of student work. All papers stored in this private repository remain the property of the institution and are removed from the VeriCite database if the institution discontinues the service.

How large is this index of source materials?

The index is massive and continuously growing. More than 50 million academically-related websites (approaching billions of pages) have been indexed to date. Approximately one million new sites are added to the comparison repository each day. The current comparison repository contains many terabytes of highly compressed "hashes" that are used for comparisons.

How can I get VeriCite services?

Your institution can subscribe to VeriCite by completing and submitting a subscription agreement. We will contact you to provide access to the VeriCite service and assist if needed with the integration of VeriCite into your learning management platform. The installation is free, and your institution will get a free, three-month trial period to evaluate VeriCite before committing to an annual agreement.

Longsight does not currently provide VeriCite subscriptions to individuals. Those who wish to try out VeriCite individually can register for a free evaluation of VeriCite (integrated into Sakai) by registering at https://admin.longsight.com/vericite/signup

Can we host VeriCite at our institution?

No. VeriCite is a service that is hosted and supported by Longsight. The infrastructure requirements to index and instantly compare billions of web pages are huge. The costs of creating and operating VeriCite's indices are shared among Longsight's clients at very cost-effective rates. Additionally, Longsight provides extraordinary support for VeriCite just as we have been supporting all of our services and software for more than a decade.

Can VeriCite use a repository of sources that is specific and private to our institution?

Yes. VeriCite always uses the primary public repository described above as well as the institution's own separate, private, institution-specific repository. This allows VeriCite to check all newly

submitted papers against an institution's previously submitted papers as well as any public repositories. Institutions may remove their institutional repositories from VeriCite's database if they decide to no longer use VeriCite.

How do we install VeriCite?

Longsight can install the software patches for your LMS or you can install them. Detailed installation information is provided for Sakai and Moodle:

http://www.longsight.com/vericite/help/installation/sakai.html

http://www.longsight.com/vericite/help/installation/moodle.html

The LTI version of VeriCite requires only access credentials, not a local installation.

Can we evaluate VeriCite before deciding to use it broadly?

Yes. All institutional subscribers are given a free, three-month trial period to evaluate VeriCite. Please complete and submit a subscription agreement to begin the trial period, after which you can elect to continue with an annual agreement for VeriCite services at the prices listed on the agreement, or you can terminate your subscription with no further obligation. Details are included in the subscription agreement.

Individuals can register for a free evaluation of VeriCite (integrated into Sakai) by registering at https://admin.longsight.com/vericite/signup

Can VeriCite be used at the same time as other plagiarism services?

Yes, but only one plagiarism service can be active at a time within any given course.

Do VeriCite reports link back to the original source materials?

Yes. VeriCite reports clearly indicate the potentially plagiarized text and provide links back to the original source materials.

What learning management systems does VeriCite work with?

VeriCite is available integrated into the Sakai, Moodle and Canvas learning management systems, or as a standalone IMS Learning Tools Interoperability (LTI) service which can be integrated into any other platform or LMS that supports LTI. (Almost all LMSs support LTI.)

What material formats does VeriCite scan?

VerCite can consume student in-line submissions (authored in a rich text editor) and attached files in any file format (e.g. pptx, html, docx, pdf, txt, rtf, ppt, doc, odf, etc.).

Does VeriCite detect self-plagiarism?

Yes. If a student submits the same paper more than once within a single course, VeriCite assumes that each submission is a draft and does not flag the paper as plagiarized. However, if the student submits the same paper to more than one course, VeriCite will identify the work as plagiarized. Because VeriCite reports are dynamic, reports in both courses will be updated to identify this self-plagiarism.

Are the papers that students submit fully secured and private?

Yes. All submissions from your students are stored privately and securely. These protections, including FERPA compliance, are ensured by our contract for services and insured against data loss/exposure by our cyberliability insurance.

Does VeriCite have multiple language support?

No. VeriCite only supports the English language at this time.

How accurate should plagiarism detection be?

It depends on your needs.

If you are a publisher and need to make absolutely certain that the manuscript you are about to purchase is indeed the intellectual property of the seller, then you'll want a very high level of confidence in the plagiarism process.

If you are an instructor in a course, you probably have different goals. You want your students to author responsibly, to understand and respect the intellectual property of others and of course, to avoid the sanctions of the campus judicial policies on academic honesty. The presence of a plagiarism service in the assignment submission process serves as an incentive. If most forms of plagiarism are flagged for inspection by the instructor, these goals will be realized. As in almost anything, achieving 100% certainty is quite difficult and expensive, if possible at all. Debora Weber-Wulff, a thought leader in plagiarism detection, has said [1] "...it is not important in an education setting to find all of the plagiarism in a paper. It is sufficient to find enough for a sanction to be necessary." Sanctions are perhaps a last resort, but engaging the student in a discussion about academic honesty comes first.

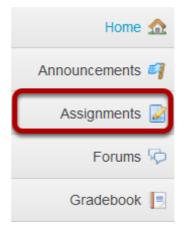
[1] Weber-Wulff, et al., 2013. Plagiarism Detection Software Test 2013. http://plagiat.htw-berlin.de/?attachment_id=2916

VeriCite Sakai Integration User Guide

How do I add a VeriCite assignment?

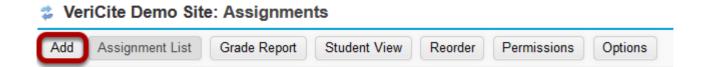
VeriCite is a plagiarism detection service which is integrated with Sakai. Instructors can add VeriCite plagiarism checking to any assignment created within the Assignments tool by following the steps below.

Go to Assignments.

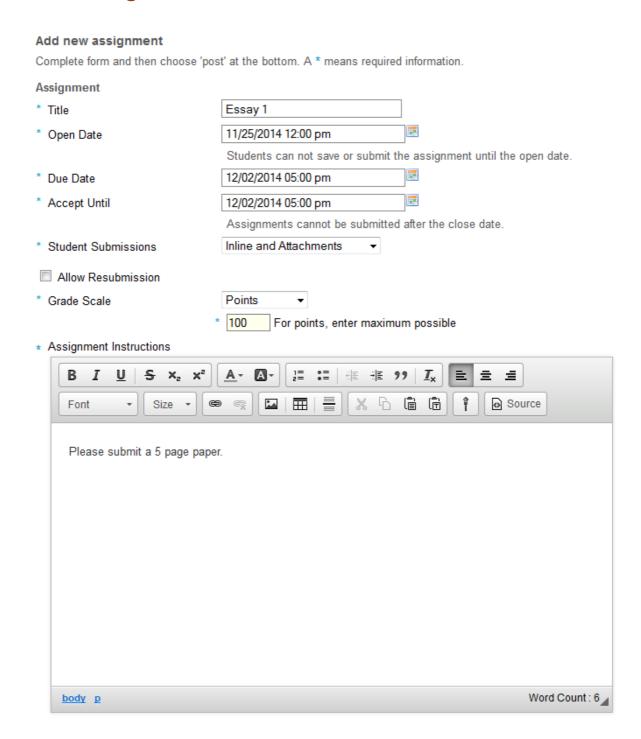


Select the **Assignment** tool from the Tool Menu of your site.

Click Add.

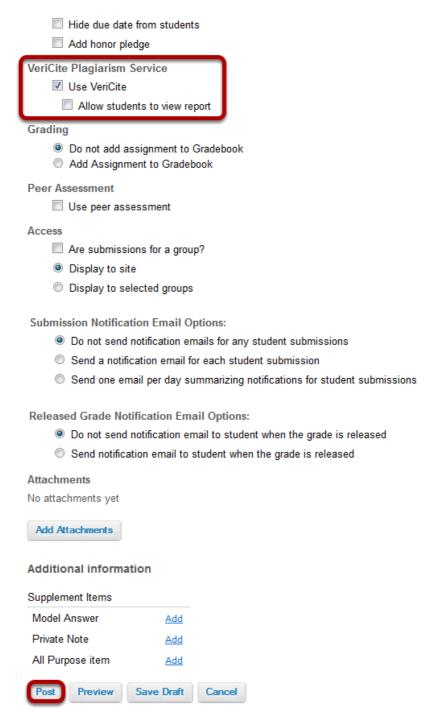


Create the assignment.



Create the assignment as normal. You may allow in-line submissions, file attachments, or both for student submissions, depending on your preference.

Select VeriCite Plagiarism Service.



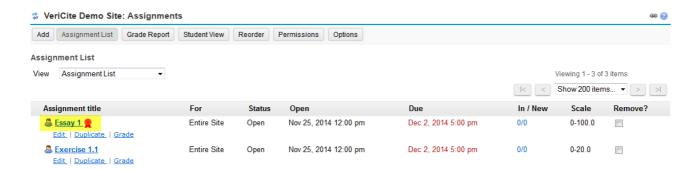
If VeriCite is installed on your instance of Sakai, you will see a **VeriCite Plagiarism Service** option in the assignment settings, just below the Honor Pledge.

Check the box next to VeriCite Plagiarism Service to enable VeriCite for this assignment.

Optionally, if you use the service, you may also check the box to Allow students to view report.

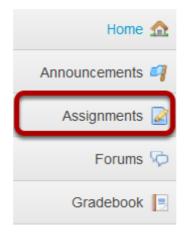
Click **Post** to save your settings and make the assignment available to students.

Assignments using VeriCite will be indicated with a red ribbon icon.



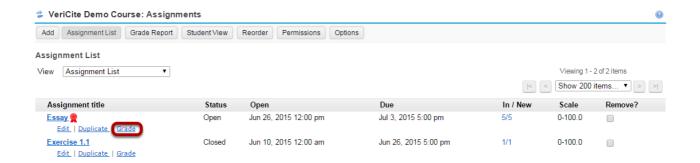
How do I view VeriCite reports for student submissions as an instructor?

Go to Assignments.



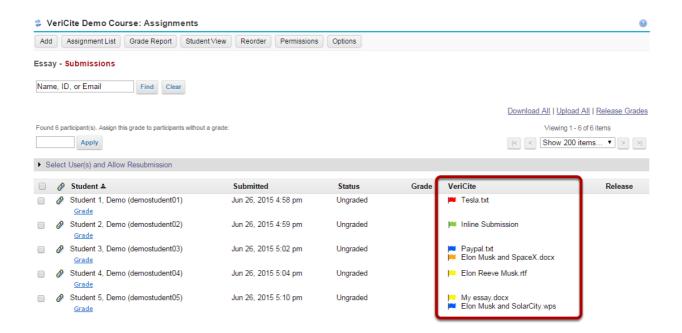
Select the **Assignment** tool from the Tool Menu of your site.

Click on Grade.



Select the **Grade** link for the assignment submission reports you want to view.

View list of submissions.



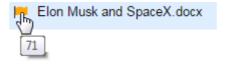
You will see a list of the students in the class, and for those with VeriCite reports, a colored flag will appear in the **VeriCite Plagiarism Service** column. Flags are color-coded to indicate the level of plagiarism (i.e. matching text) detected.

Blue: 0%Green: 1-24%Yellow: 25-49%Orange: 50-74%Red: 75-100%

The type of submission will be shown next to each report flag. Inline submissions will be indicated as such, and file attachments will display the filename of the attachment. For students with multiple submissions on an assignment, a unique report will be generated for each inline and/or file submitted as part of the assignment.

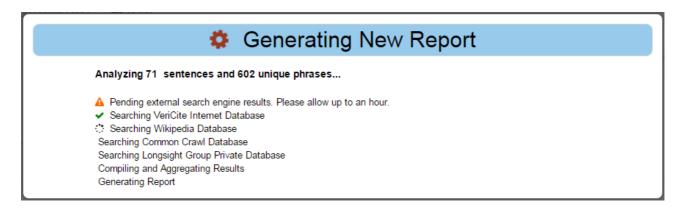
Note: Text within quotation marks is excluded from the matching text.

Click on a flag to view the report.



Note: Mousing over the flag will display the report score.

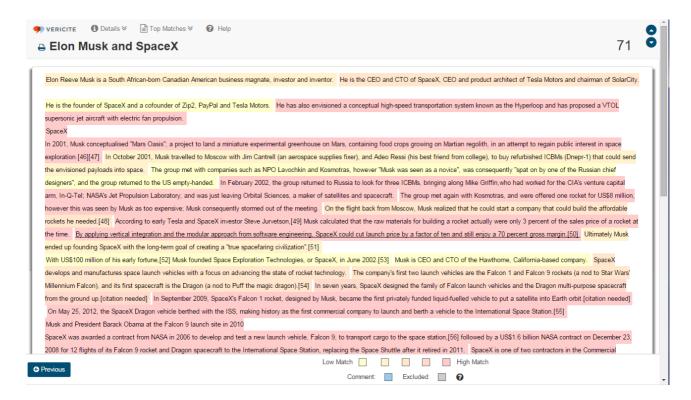
The report progress indicator will appear.



Each time a user views a report, the report is dynamically generated. The loading progress indicator informs the user of the repositories being scanned and visually indicates how the report is being compiled.

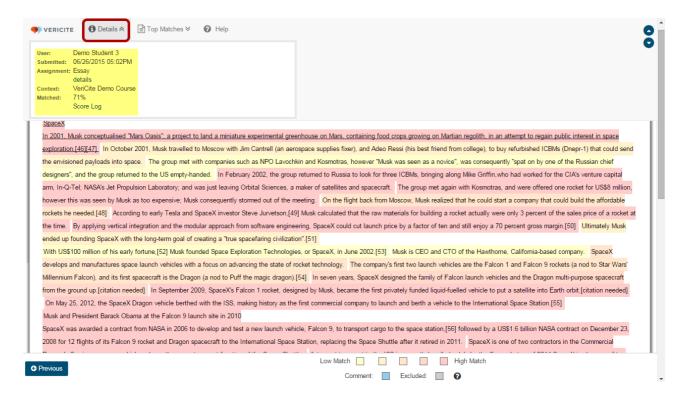
Note: When a paper is submitted, VeriCite takes the top most advanced sentences from the paper and submit them to an external search engine. If you see a "Pending external search engine" indicator, this means that the search results have not yet returned and you will need to view the report again later to see all of the results. Typically, this only happens the first time a report is viewed.

Report Navigation.



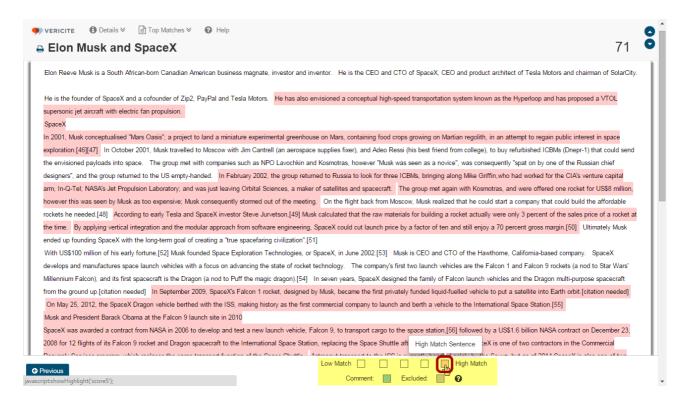
There are several ways to navigation throughout the report.

Report Details.



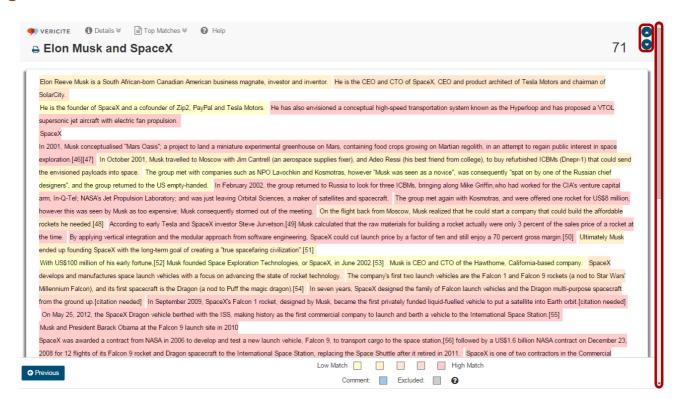
If you click on the **Details** drop-down menu at the top of the screen, you will see the the user, submission date, assignment, context (i.e. site or course where the paper was submitted), and the matched score.

Interactive Highlight Legend.



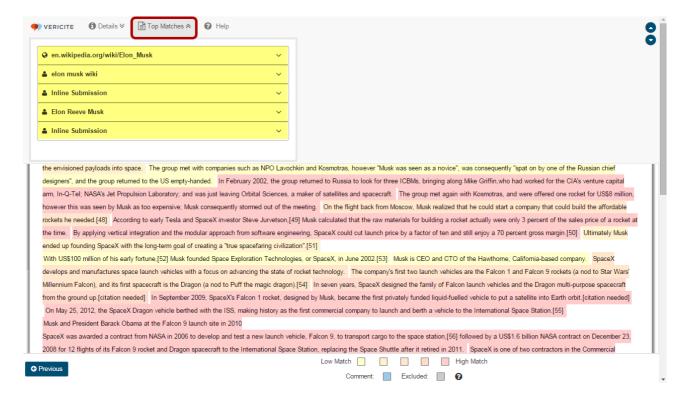
The report displays matching text highlighted in the colors noted in the legend at the bottom of the report. You can click on any of the match level boxes to view the highlighted sentences for that level only. Clicking again on the same highlight level toggles the display back to the full report.

Page or scroll down in the student submission.



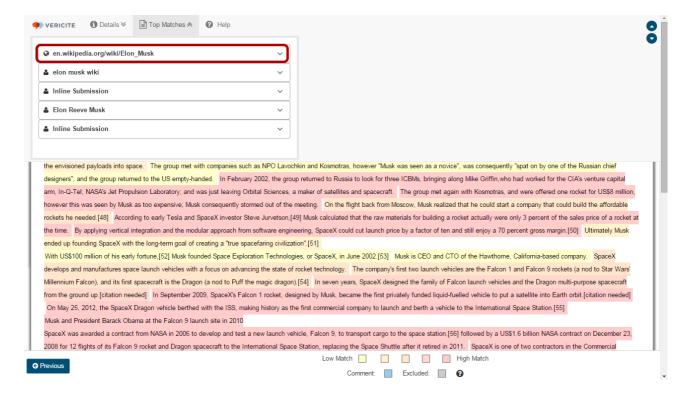
You may page down or up in the student submission using the arrows in the top left of the screen. You may also use the scroll bar to move up or down in the student submission report.

Top Matches.



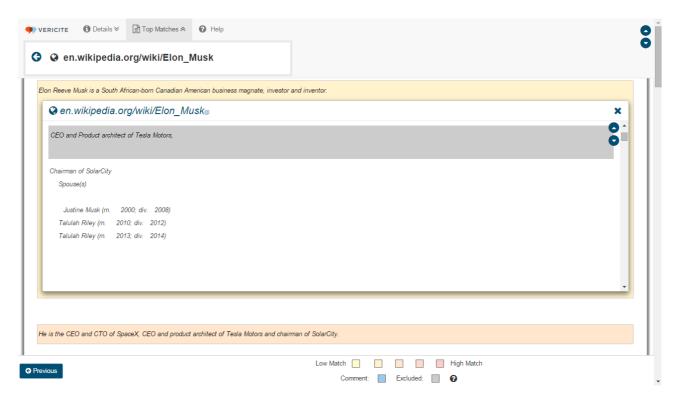
Click on the Top Matches drop-down menu to view a list of the top matching sources.

Top match source comparison.



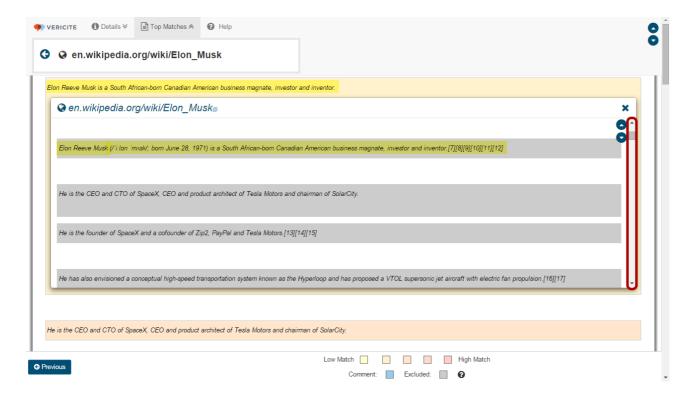
Click on any of the individual top matches buttons to view a source comparison for that source.

Source comparison view.



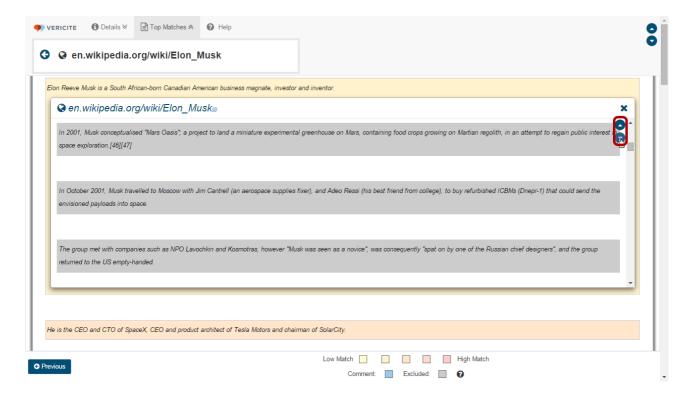
The selected source will be listed at the top of the screen, and the source text will appear in-line with the student submission, just below the matching student text and within another window on the page.

Scroll to view additional source information.



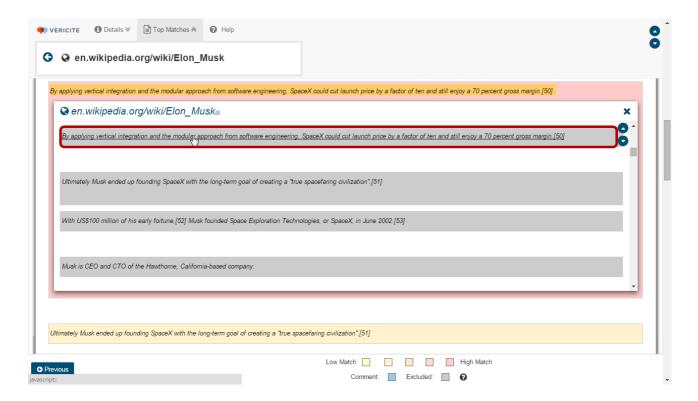
You can scroll up and down in the source frame to view or select a different highlighted section, view additional text in the matching source, and see where the matching text is located in the original document.

Jump view additional source information.

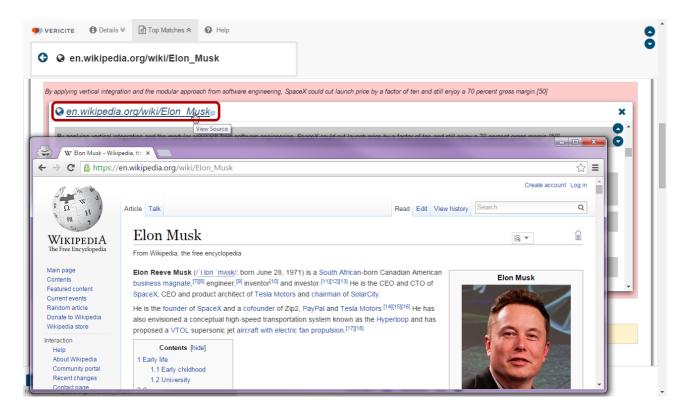


You can also use the up and down arrows to jump to other parts of the source text and see where additional matching text is located in the original document.

Click on on a matching sentence from the source, and it will jump to the location of the text in the student submission.



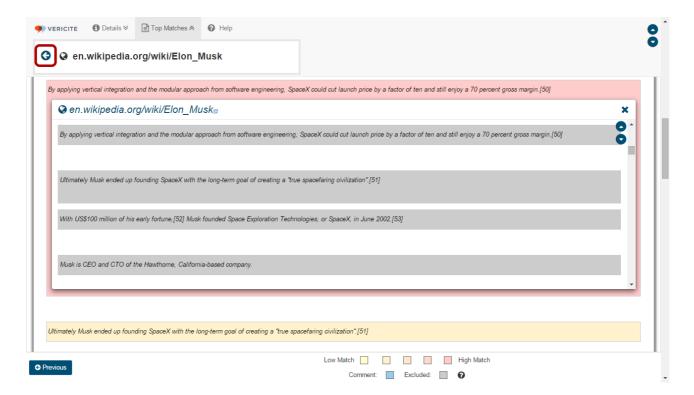
Link to a source web page.



If the matching source is from a web site, you can click on the title of the source to open the web page in a new tab/window.

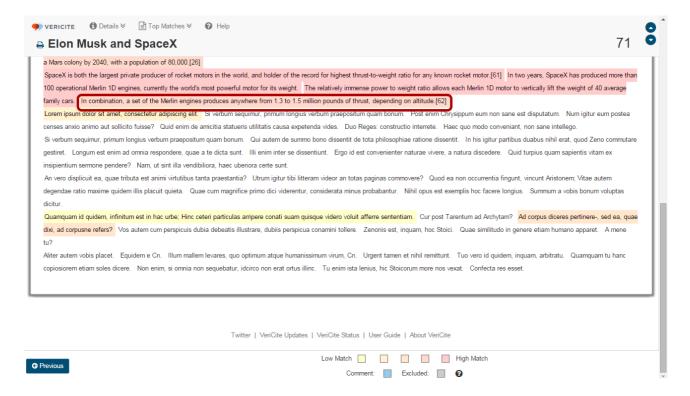
Note: Web page sources have a globe icon to the right of the title to indicate that they are Internet matches, as well as a small page icon to the right of the title to indicate that they are linked.

Return to the overall report.

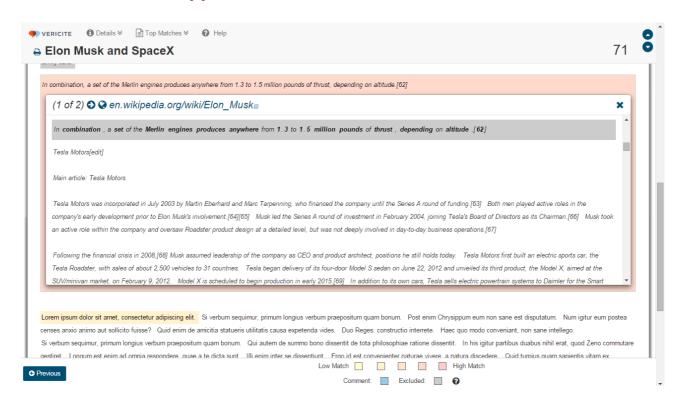


Click the "back" arrow icon next to the title of the top match source to close the source inspector and return to the original report screen.

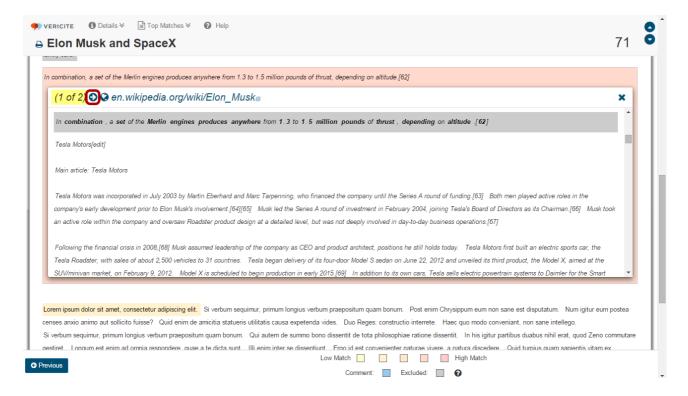
Click on highlighted text in the student submission to view the matching source information for that sentence.



The source detail will appear in-line below the selected sentence.

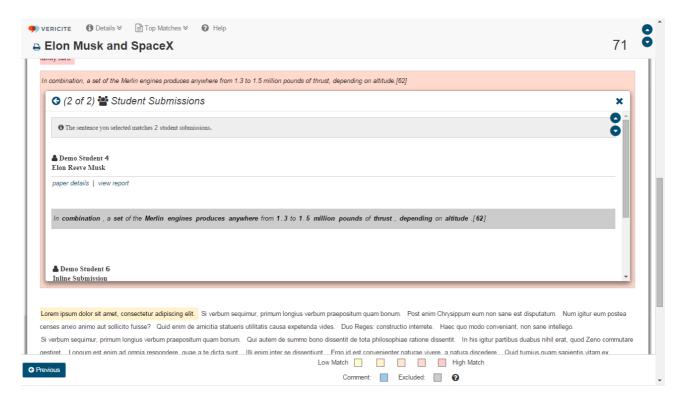


Viewing multiple matching sources.



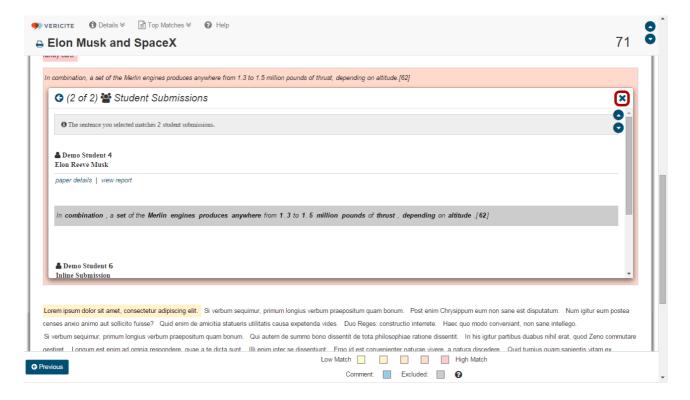
If there is more than one matching source for a particular sentence, you will see an indication of the number of matches, and you may click on the arrow icon to view the next matching source.

Aggregate view for student paper matches.

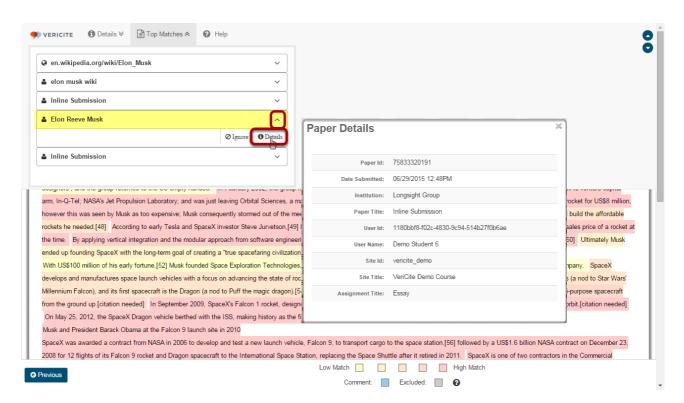


If you click on a sentence that matches several other student submissions, you will see the matching student papers aggregated in the source view, including the student name and the title of the student's submission. You may select the links provided for each matching student submission to display the **paper details** or **view report** for any of the listed papers.

Click the X in the right corner of the source view to return to the overall report.



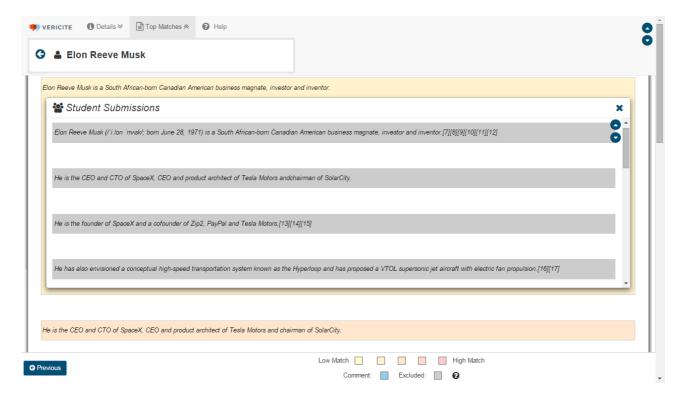
Student Paper Matches.



If the student submission matches another student paper, you can view the matching paper information including the paper id, date submitted, institution, paper title, user id, user name, user email, site id, site title and assignment title of the source paper.

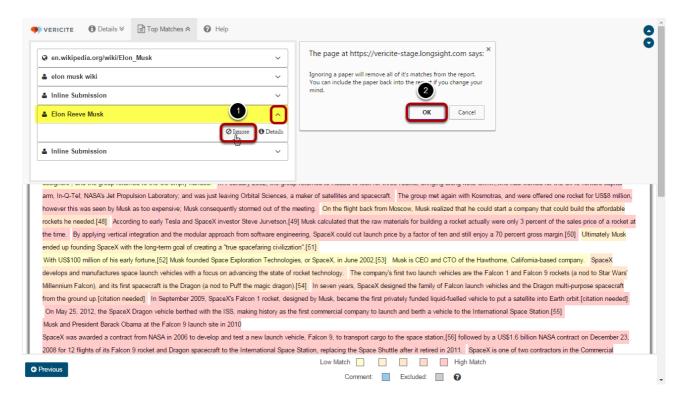
Click on the down arrow for the matching student paper and then select **Details** to view the paper details.

Matching student papers within your institution.



For papers within your institution, if some of the text from one student submission matches text from a different student's submission, you may click on the source to see the matching text from the student submission in the source comparison detail.

Ignoring a matching source.

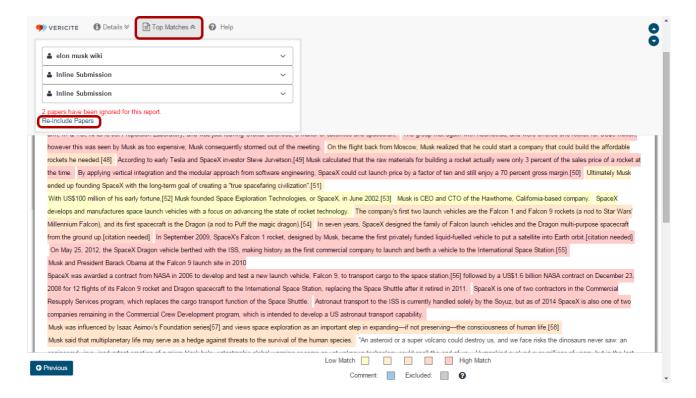


If you would like to exclude any of the matching sources from the report:

- 1. Click on the down arrow for the source and select **Ignore**.
- 2. You will be prompted to confirm this action. Click **OK** to continue.

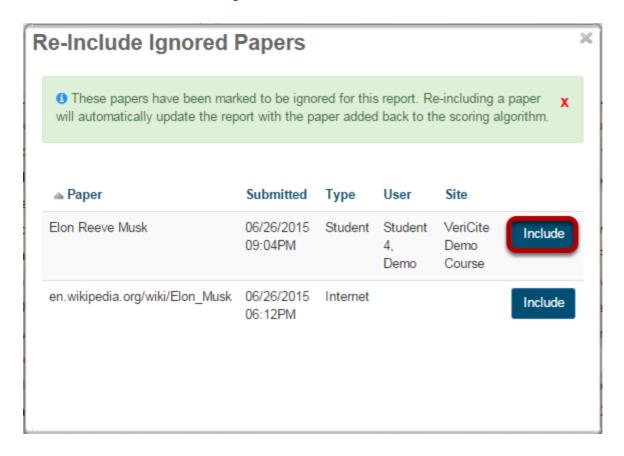
This will remove that source from consideration and recalculate the plagiarism score for the report.

Re-including an ignored source.



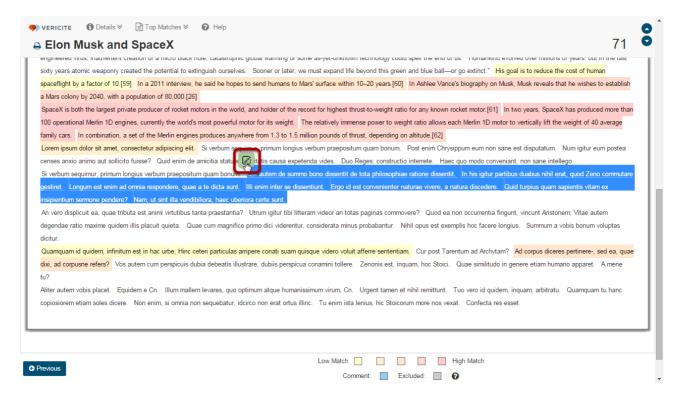
To re-include a paper, select **Top Matches**, and then click on the **Re-Include Paper** link.

Click Include to select the item you would like to re-include.



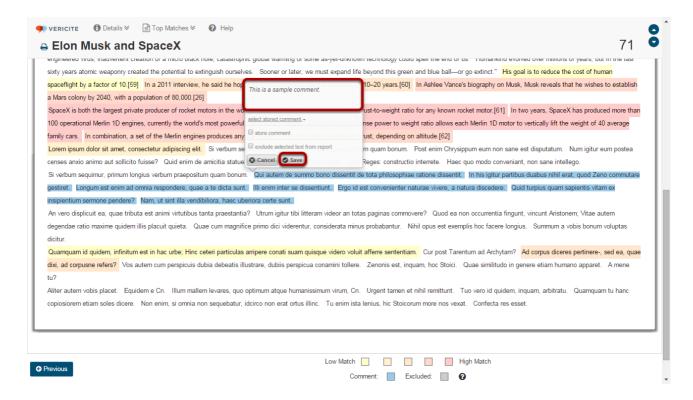
When you select to re-include papers, you will see a list of any ignored items. Notice that the title of the item, as well as the type of match (e.g. Internet or Student) is also shown. If one of the matches is a student match, the name of the student and the site (if applicable) will also be shown.

Annotating student submissions.



Highlight the section of the submission text that you would like to annotate, and then click on the **Edit** icon that appears.

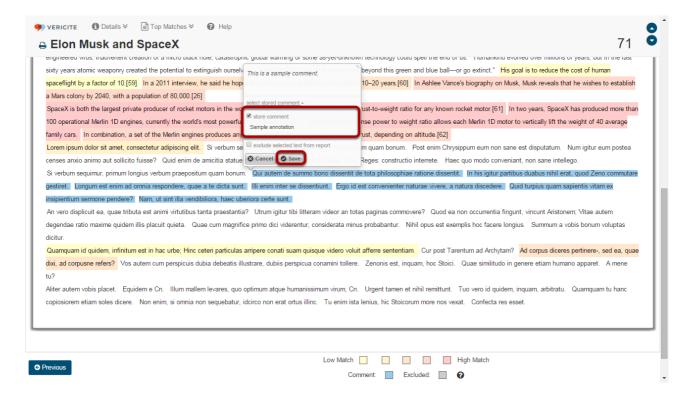
Enter your comments and click Save.



Enter your comments or annotations into the text box provided. Then click **Save** to save the comment.

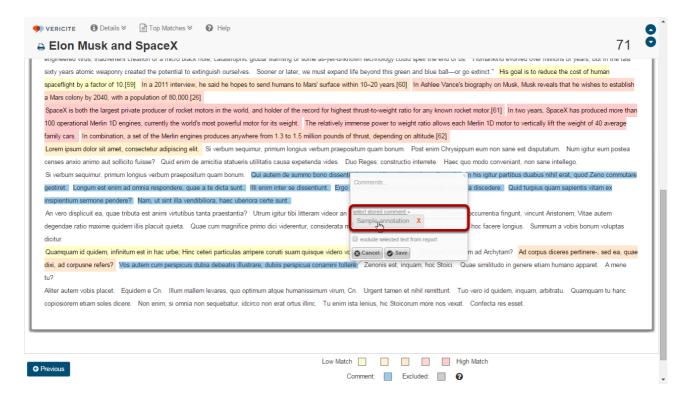
Note: Annotated sections of text will appear highlighted in blue in the report.

Click store comment and Save. (Optional)



If you would like to store your comment for later use, you may check the **store comment** box and enter a title for the annotation. Then, click **Save** to store the comment as well as save it within the report.

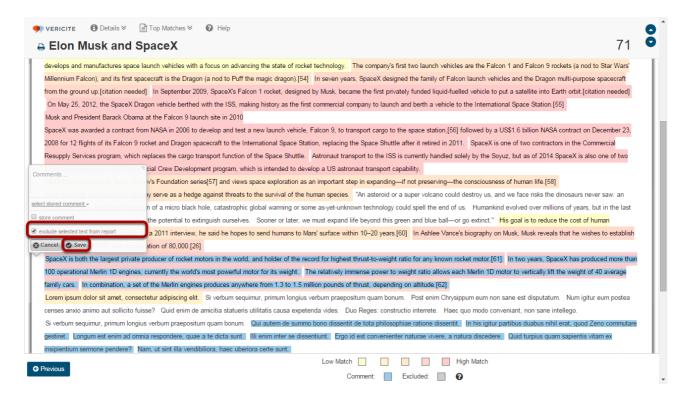
Select stored comments. (Optional)



If you would like to use a stored comment, click on **select stored comment** and choose from the list of available annotations.

Note: Clicking on the red X next to a stored comment will delete that comment from your list of stored items.

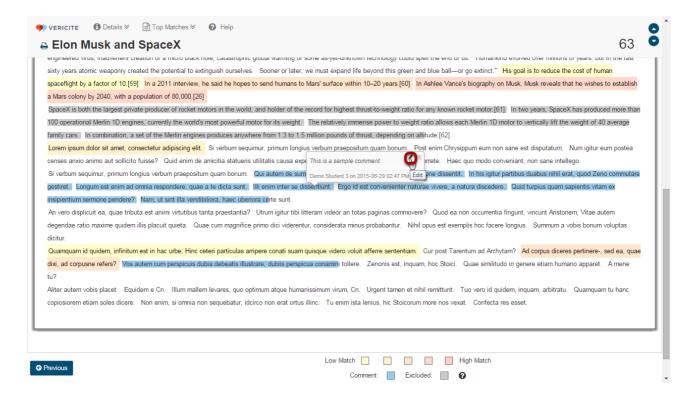
Click exclude selected text from report and Save. (Optional)



If you would like to ignore the highlighted text, check the box next to **exclude** selected text from report and then click Save.

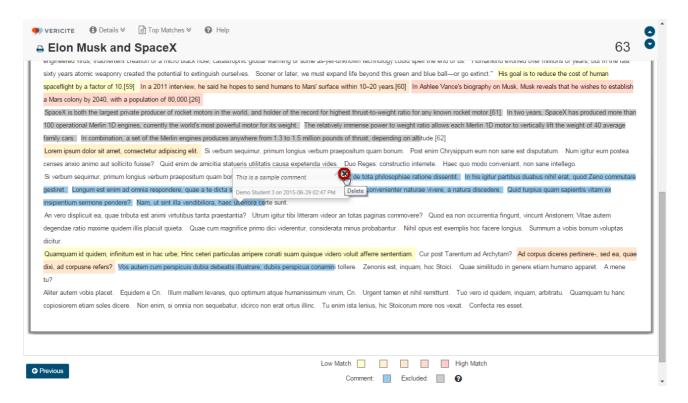
Note: Excluded sections of text will appear highlighted in gray in the report after saving.

Editing existing comments. (Optional)



If you would like to edit an existing comment, mouse over the section of highlighted text and click on the **Edit** pencil icon in the comment text bubble.

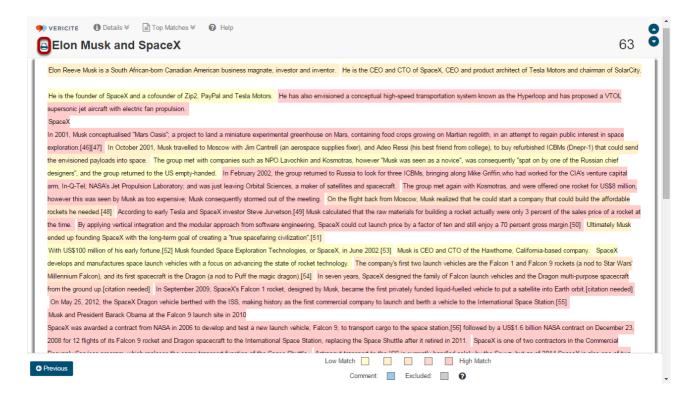
Deleting comments. (Optional)



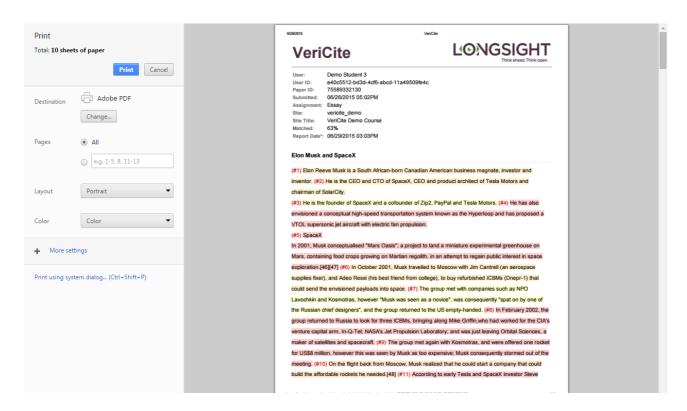
If you would like to delete an existing comment, mouse over the highlighted text and then click the **Delete** X icon in the comment text bubble.

Note: Take care when deleting comments! Deleted comments are completed removed from the report.

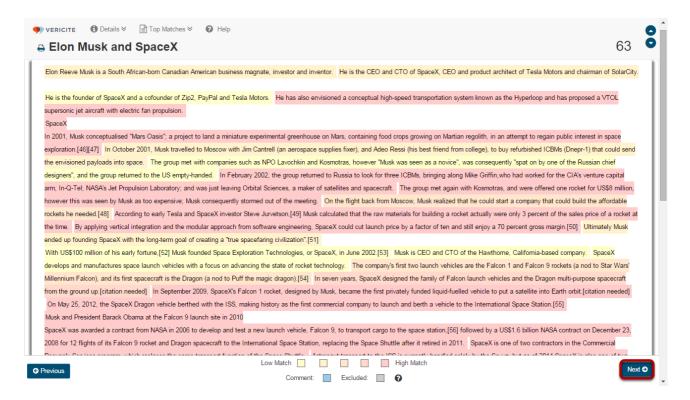
To print or save the report to your computer, click the print icon to the left of the paper title within the report.



The report will display in a printer-friendly format which can either be printed or saved as PDF.



Viewing additional student reports.



If there are multiple reports available for that student, you may click on the **Next** or **Previous** buttons to go directly to the next or previous report for that student. (If there are no other reports for that student, then the Next and Previous buttons do not appear.)

Navigating in VeriCite using the keyboard.

If you prefer to navigate through VeriCite reports using the keyboard, please refer to the list below for keyboard shortcuts and their functions.

Keyboard Shortcuts:

tab: Use tab to step through the user interface.

h: Use h to jump to the header of the page. This is normally the navigation section.

b: Use b to jump to the body of the page. This is the main section, for instance the report or the list of items.

- **f**: Use f to jump to the footer of the page. This is normally the last action elements on the page and may not always be available.
- **n**: Use n to jump to the next button. This can be for list pagers or next report, for example.
- p: Use p to jump to the previous button. This can be for list pagers or previous report, for example.

User Guide

shift + n: Use shift + n to jump to the next match button for the main report.

shift + p: Use shift + p to jump to the previous match button for the main report.

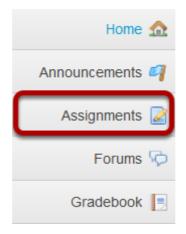
alt + n: Use alt + n to jump to the next match button in the matched paper section.

alt + p: Use alt + p to jump to the previous match button in the matched paper section.

m: Use m to jump to the matched paper section in the report page.

How do I view my VeriCite report as a student?

Go to Assignments.

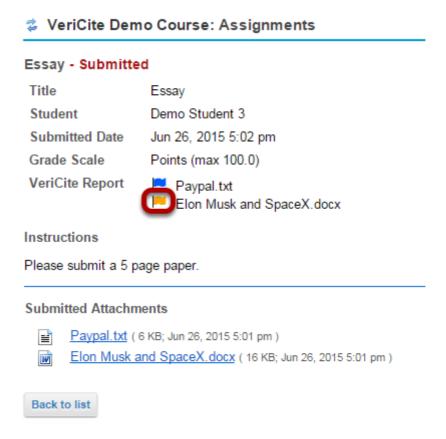


Select the **Assignment** tool from the Tool Menu of your site.

Click on the title of the assignment.



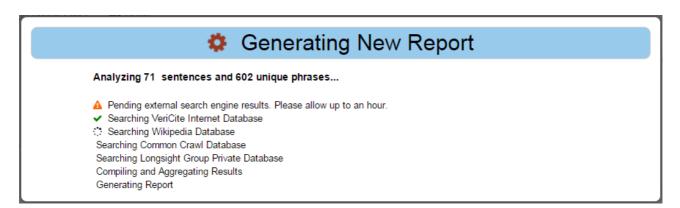
Click on the flag to view your report.



If your instructor has allowed students to view their own reports, a link to the report will display here.

Click on the flag icon next to the inline text or filename of your submission to open the report. If you have more than one file, you may see multiple flags, one for each report.

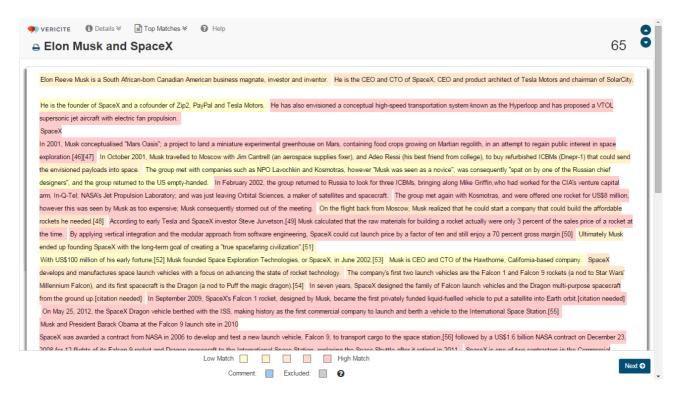
The report progress indicator will appear.



Each time a user views a report, the report is dynamically generated. The loading progress indicator informs the user of the repositories being scanned and visually indicates how the report is being compiled.

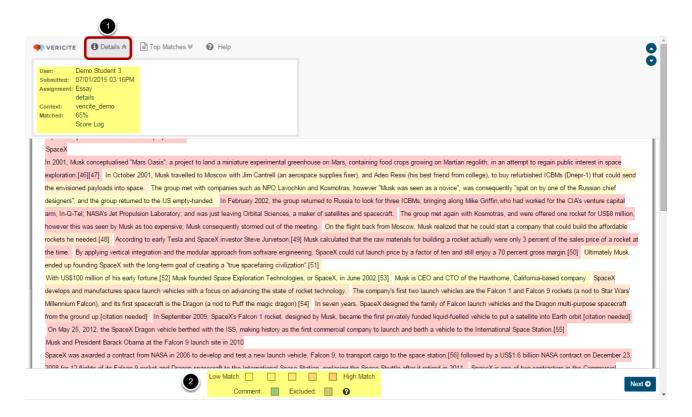
Note: When a paper is submitted, VeriCite takes the top most advanced sentences from the paper and submit them to an external search engine. If you see a "Pending external search engine" indicator, this means that the search results have not yet returned and you will need to view the report again later to see all of the results. Typically, this only happens the first time a report is viewed.

Report Navigation.



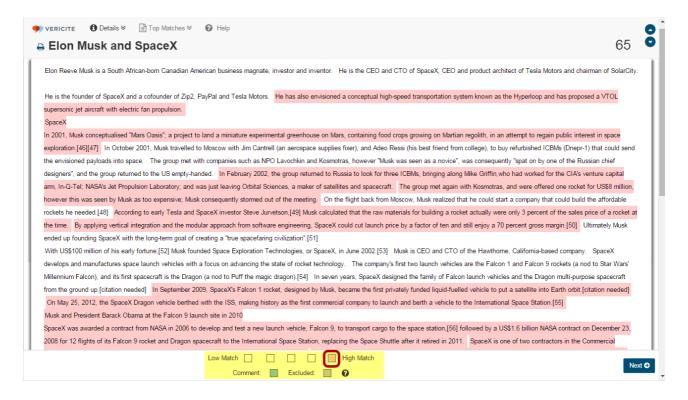
There are several ways to navigation throughout the report.

Report Details.



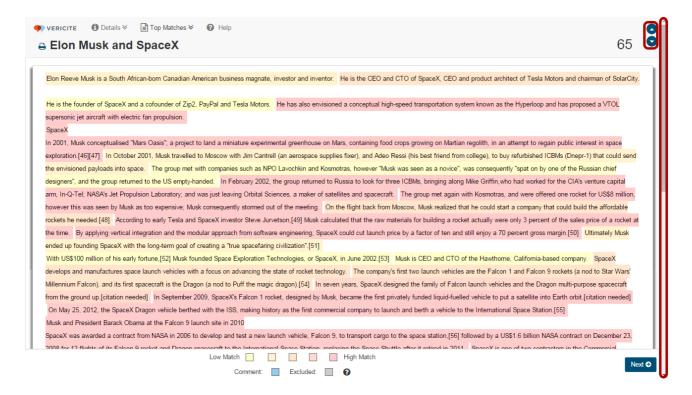
If you click on the **Details** drop-down menu at the top of the screen, you will see the the user, submission date, assignment, context (i.e. site or course where the paper was submitted), and the matched score.

Interactive Highlight Legend.



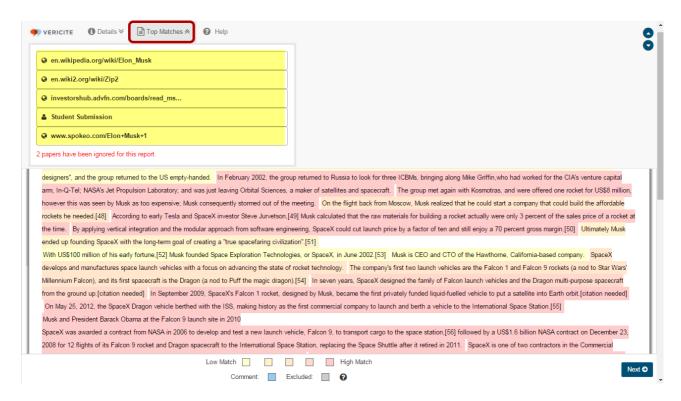
The report displays matching text highlighted in the colors noted in the legend at the bottom of the report. You can click on any of the match level boxes to view the highlighted sentences for that level only. Clicking again on the same highlight level toggles the display back to the full report.

Page or scroll down in the student submission.



You may page down or up in the student submission using the arrows in the top left of the screen. You may also use the scroll bar to move up or down in the student submission report.

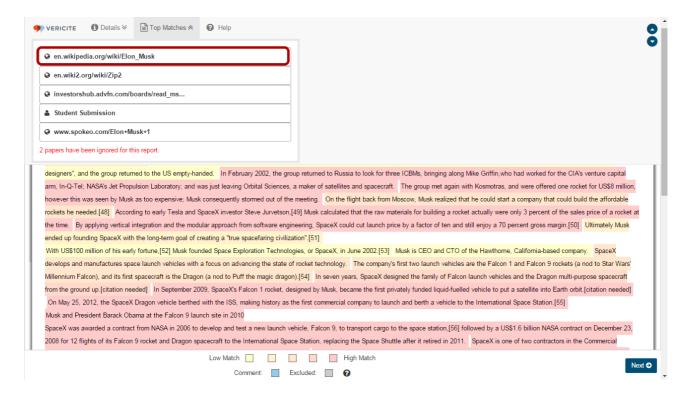
Top Matches.



Click on the **Top Matches** drop-down menu to view a list of the top matching sources.

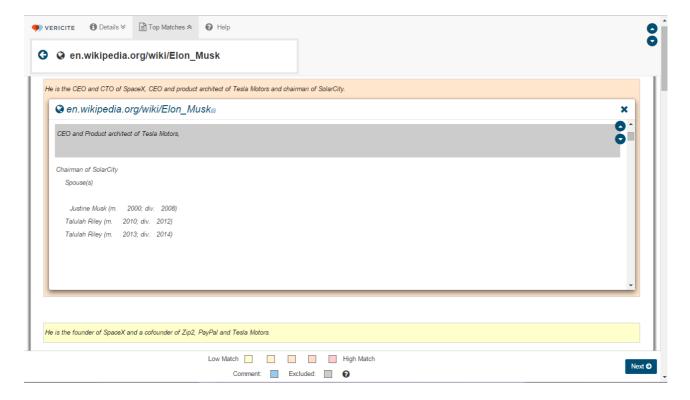
Note: Any top matches with other student papers will appear in the Top Match list as "Student Submission" rather than any identifying information about the matching student report.

Top match source comparison.



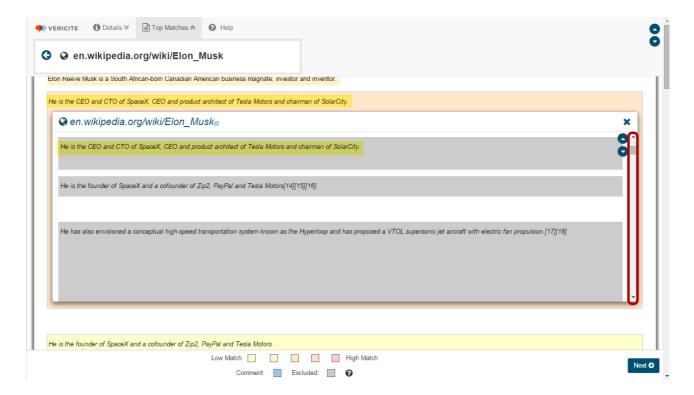
Click on any of the individual top matches buttons to view a source comparison for that source.

Source comparison view.



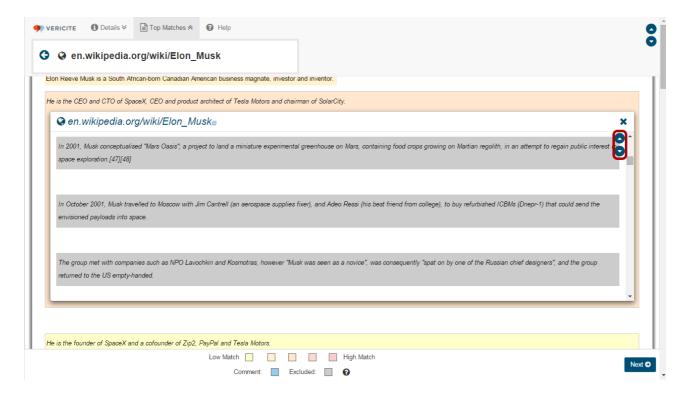
The selected source will be listed at the top of the screen, and the source text will appear in-line with the student submission, just below the matching student text and within another window on the page.

Scroll to view additional source information.



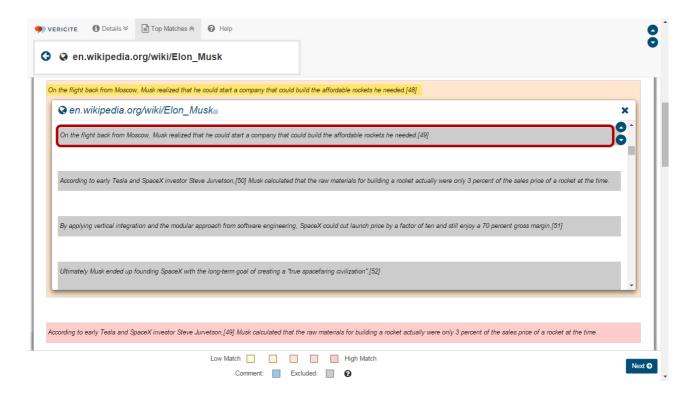
You can scroll up and down in the source frame to view or select a different highlighted section, view additional text in the matching source, and see where the matching text is located in the original document.

Jump view additional source information.

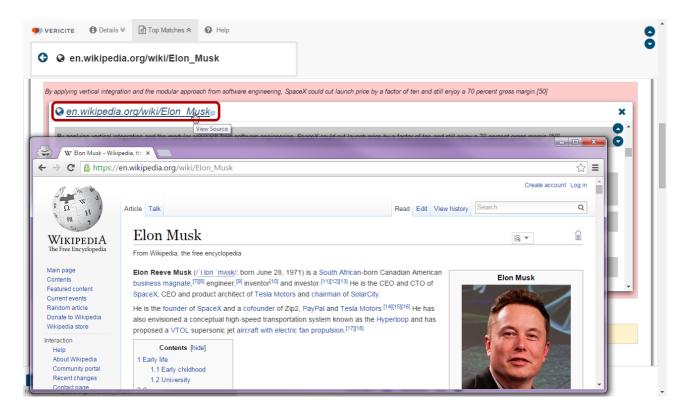


You can also use the up and down arrows to jump to other parts of the source text and see where additional matching text is located in the original document.

Click on on a matching sentence from the source, and it will jump to the location of the text in the student submission.



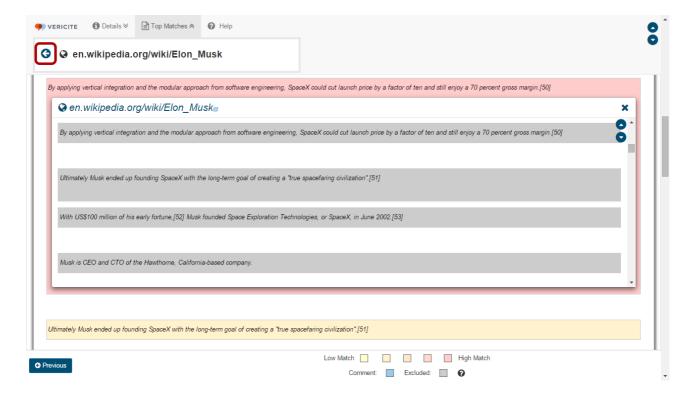
Link to a source web page.



If the matching source is from a web site, you can click on the title of the source to open the web page in a new tab/window.

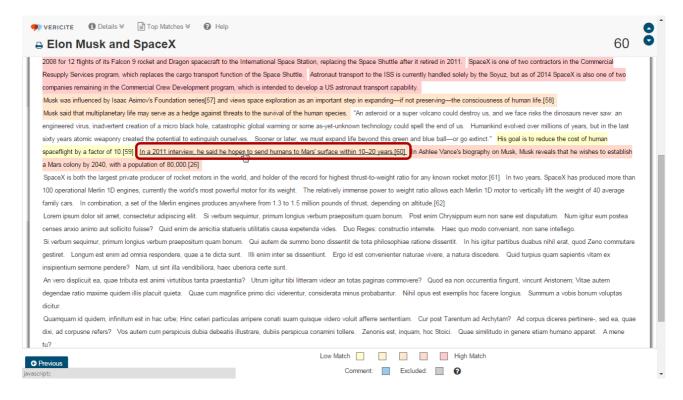
Note: Web page sources have a globe icon to the right of the title to indicate that they are Internet matches, as well as a small page icon to the right of the title to indicate that they are linked.

Return to the overall report.

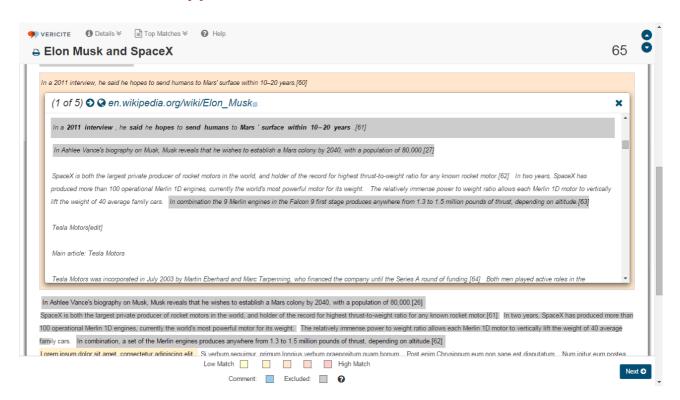


Click the arrow icon next to the title of the top match source to close the source inspector and return to the original report screen.

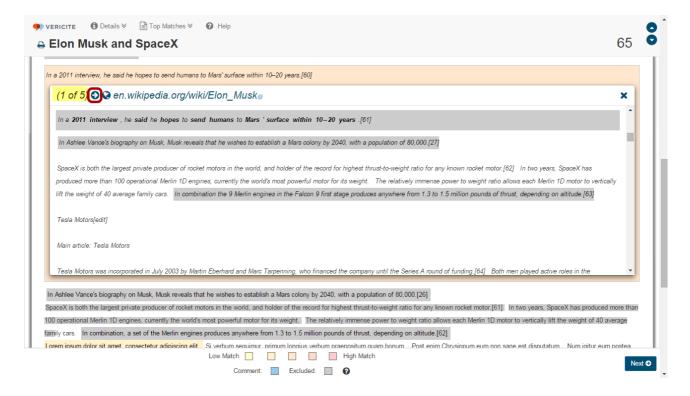
Click on highlighted text in the student submission to view the matching source information for that sentence.



The source detail will appear in-line below the selected sentence.

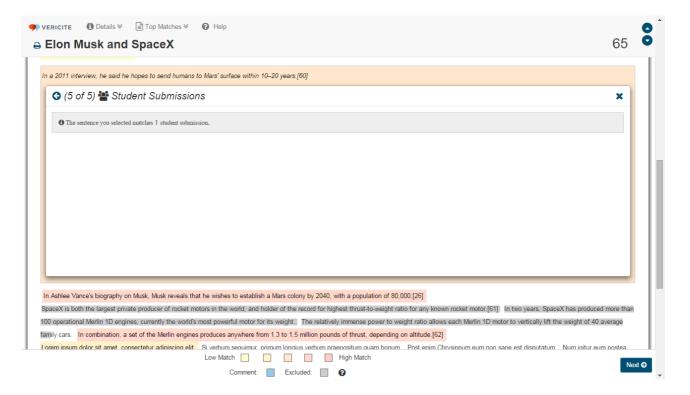


Viewing multiple matching sources.



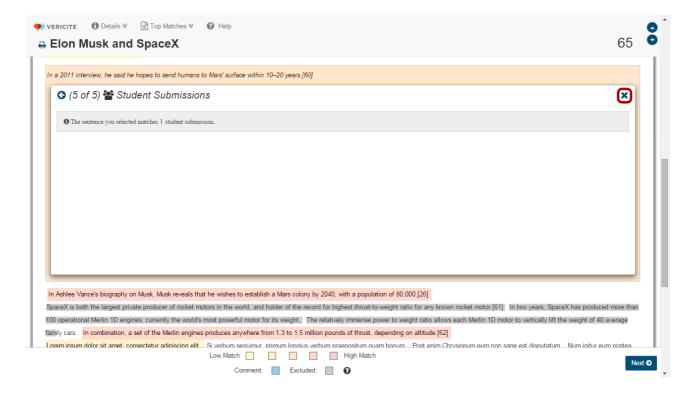
If there is more than one matching source for a particular sentence, you will see an indication of the number of matches, and you may click on the arrow icon to view the next matching source.

Student paper matches.

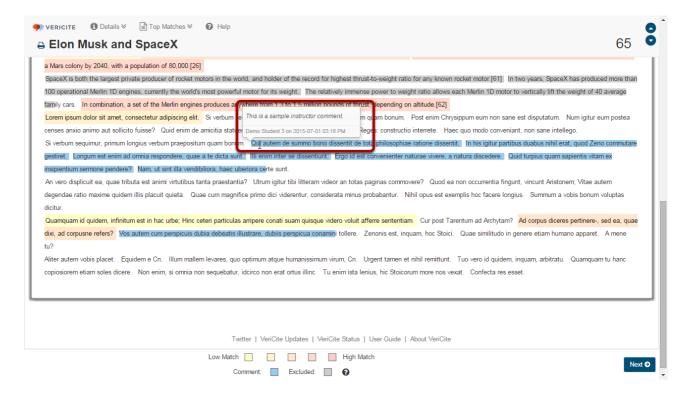


If some of the text from your submission matches text from another student's submission, you will see an indication of the student match or matches below the selected sentence. However, you will not be able to see student names or report details for the matching student paper/s.

Click the X in the right corner of the source view to return to the overall report.

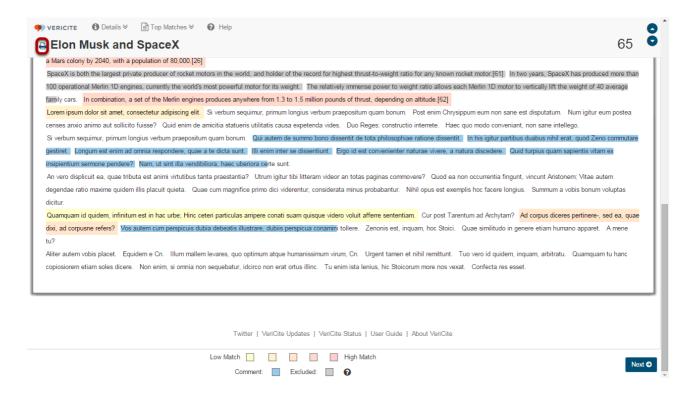


Viewing instructor comments.

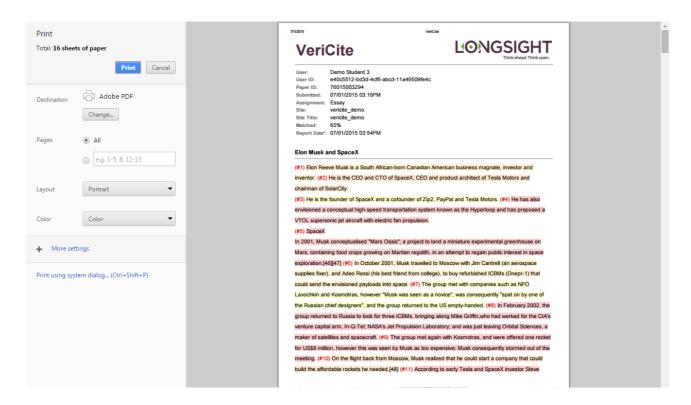


If your instructor has added comments to your report, they will be highlighted in blue. Mouse over the highlighted section of text to view the comment text bubble.

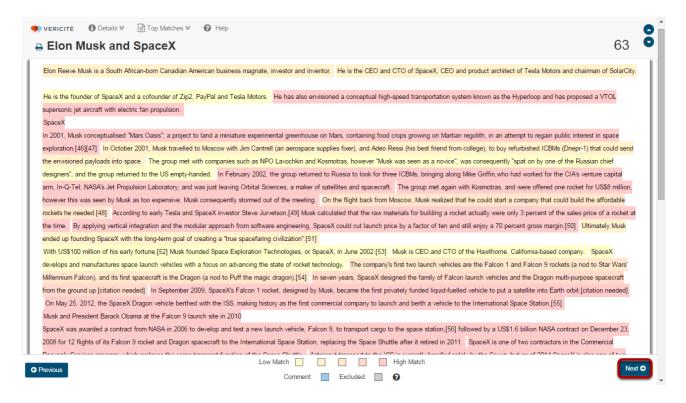
To print or save the report to your computer, click the print icon to the left of the paper title within the report.



The report will display in a printer-friendly format which can either be printed or saved as PDF.



Viewing additional reports.



If there are multiple reports available for that assignment, you may click on the **Next** or **Previous** buttons to go directly to the next or previous report. (If there are no other reports, then the Next and Previous buttons do not appear.)

Navigating in VeriCite using the keyboard.

If you prefer to navigate through VeriCite reports using the keyboard, please refer to the list below for keyboard shortcuts and their functions.

Keyboard Shortcuts:

tab: Use tab to step through the user interface.

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b: Use b to jump to the body of the page. This is the main section, for instance the report or the list of items.

- **f**: Use f to jump to the footer of the page. This is normally the last action elements on the page and may not always be available.
- **n**: Use n to jump to the next button. This can be for list pagers or next report, for example.
- p: Use p to jump to the previous button. This can be for list pagers or previous report, for example.

User Guide

shift + n: Use shift + n to jump to the next match button for the main report.

shift + p: Use shift + p to jump to the previous match button for the main report.

alt + n: Use alt + n to jump to the next match button in the matched paper section.

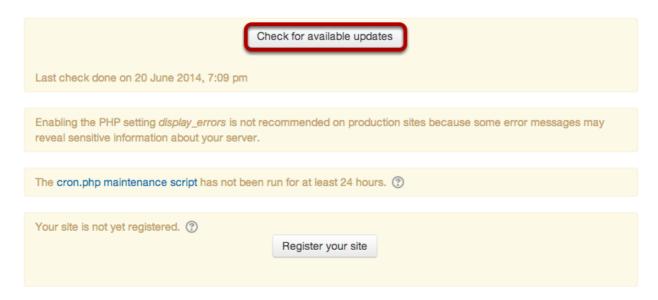
alt + p: Use alt + p to jump to the previous match button in the matched paper section.

m: Use m to jump to the matched paper section in the report page.

VeriCite Moodle Integration User Guide

How do I enable VeriCite in Moodle as an admin?

Check for available updates.



Moodle 2.8dev (Build: 20140613)

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GNU Public License

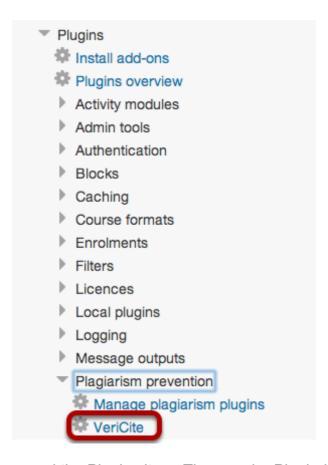
First, check for available updates to refresh the list of plug-ins available in Moodle.

Enable plagiarism plugins.



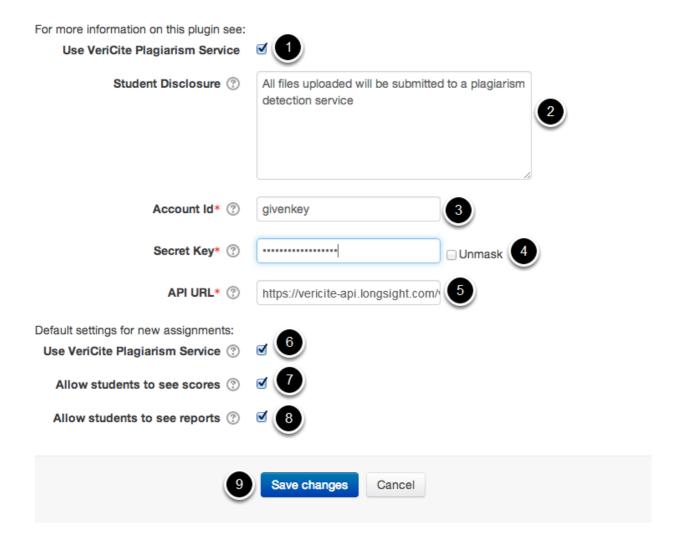
Check the box next to **Enable plagiarism plugins**. (If you are currently using another plagiarism detection service, this option may already be selected.)

Go to VeriCite in the Plugins menu.



In the left navigation menu, expand the Plugins item. Then, under Plagiarism Prevention and select **VeriCite**.

Enter VeriCite setup information.

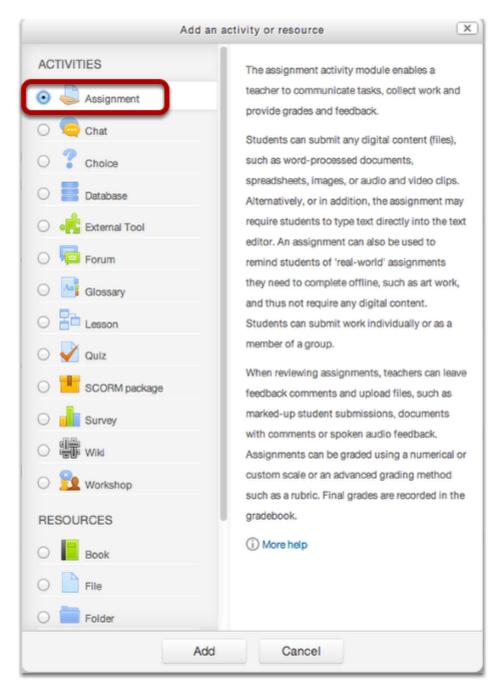


- 1. Check the box next to **Use VeriCite Plagiarism Service** to enable the service.
- 2. Enter or edit the **Student Disclosure** statement if desired. (This is the message students will see when they go into an assignment that uses VeriCite.)
- 3. Enter your **Account Id**. (This id is unique to each implementation and will be provided to you by Longsight for your trial and/or production account.)
- 4. Enter your **Secret Key**. (This key is also unique and will be provided to you by Longsight for your trial and/or production account.)
- 5. Enter the API URL: https://vericite-api.longsight.com/vericite/report
- 6. Check the box next to **Use VeriCite Plagiarism Service** if you want that option to be selected by default for new assignments.
- 7. Check the box next to **Allow students to see scores** if you want that option to be selected by default for new assignments.
- 8. Check the box next to **Allow students to see reports** if you want that option to be selected by default for new assignments.
- 9. Click **Save Changes** once you have entered all of the information above.

How do I add a VeriCite assignment?

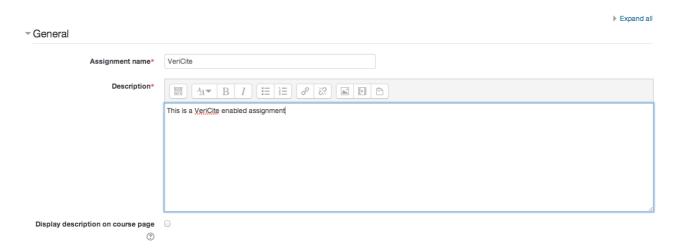
VeriCite is a plagiarism detection service which is integrated with Moodle assignments. Instructors can add VeriCite plagiarism checking to any assignment created within the Assignment area by following the steps below.

Add an Assignment.



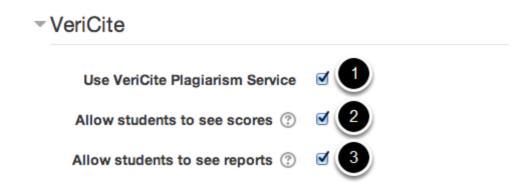
Add an Assignment from the Activities menu in your site.

Create the assignment.



Create the assignment as usual.

Select VeriCite Plagiarism Service.



If VeriCite is enabled in your instance of Moodle, you will see **VeriCite** options in the assignment settings.

- 1. Check the box next to **VeriCite Plagiarism Service** to enable VeriCite for this assignment.
- 2. Check the box next to **Allow students to see scores** if you want students to see their own plagiarism scores.
- 3. Check the box next to **Allow students to see reports** if you want students to see their own reports.

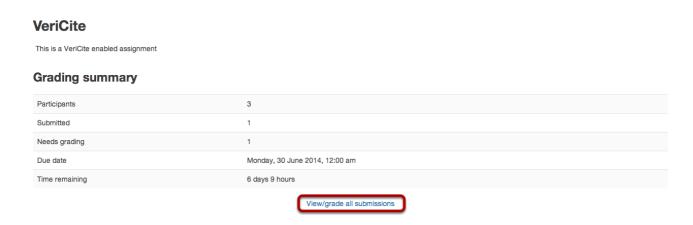
Save your assignment settings.



Click either Save and return to course or Save and display to save your assignment settings.

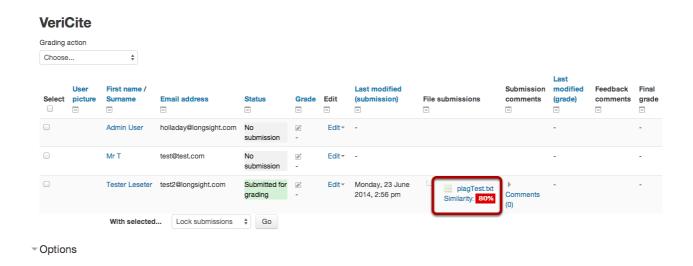
How do I view VeriCite reports for student submissions as an instructor?

Go to the assignment and click on View/grade all submissions.



Select the View/grade all submissions link for the assignment reports you want to view.

View list of submissions.

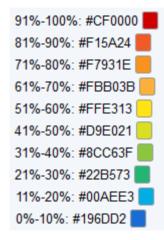


You will see a list of the students in the class, and for those with VeriCite reports, a highlighted plagiarism score will appear in the **File submissions** and/or **Online Text** columns.

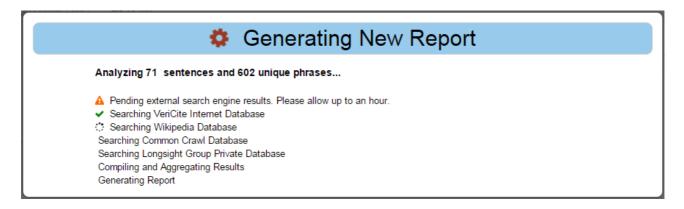
Click on the **Similarity** link to view the report.

Note: Text within quotation marks is excluded from the matching text.

Scores are color-coded to indicate the level of plagiarism (i.e. matching text) detected.



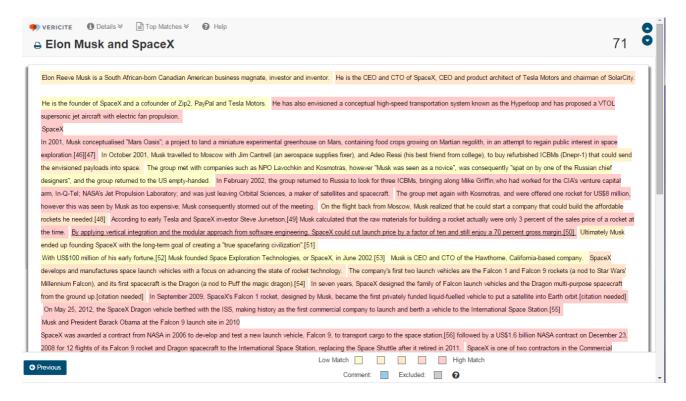
The report progress indicator will appear.



Each time a user views a report, the report is dynamically generated. The loading progress indicator informs the user of the repositories being scanned and visually indicates how the report is being compiled.

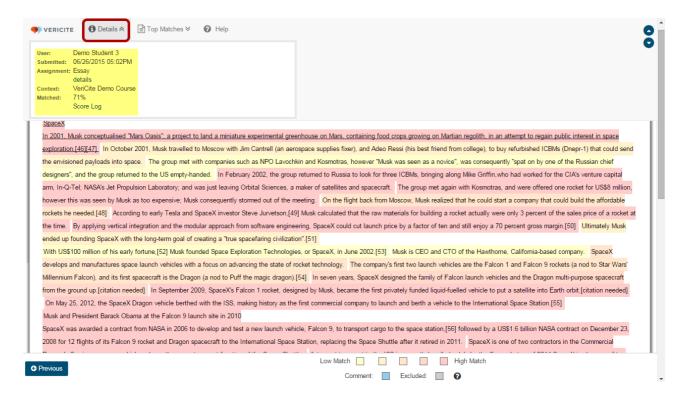
Note: When a paper is submitted, VeriCite takes the top most advanced sentences from the paper and submit them to an external search engine. If you see a "Pending external search engine" indicator, this means that the search results have not yet returned and you will need to view the report again later to see all of the results. Typically, this only happens the first time a report is viewed.

Report Navigation.



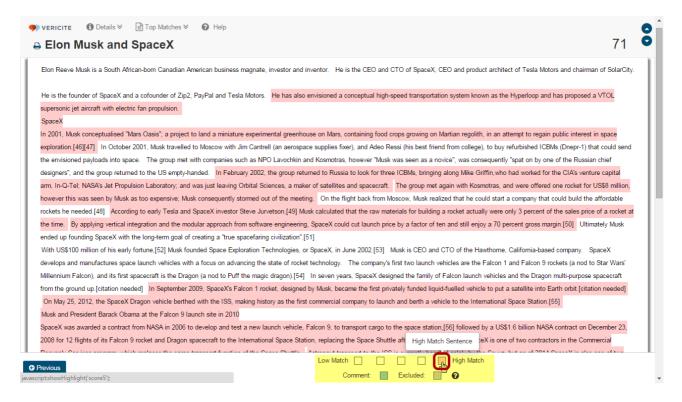
There are several ways to navigation throughout the report.

Report Details.



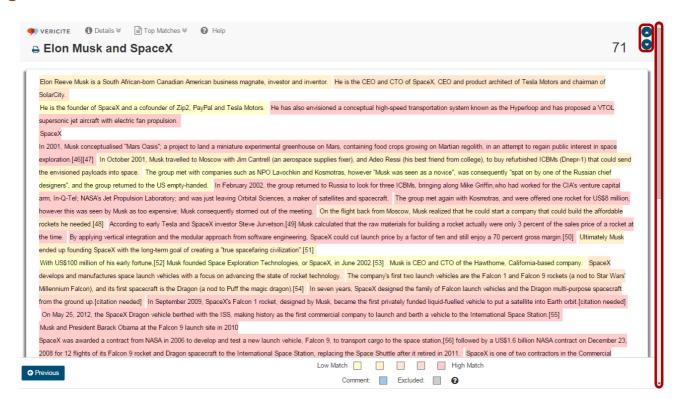
If you click on the **Details** drop-down menu at the top of the screen, you will see the the user, submission date, assignment, context (i.e. site or course where the paper was submitted), and the matched score.

Interactive Highlight Legend.



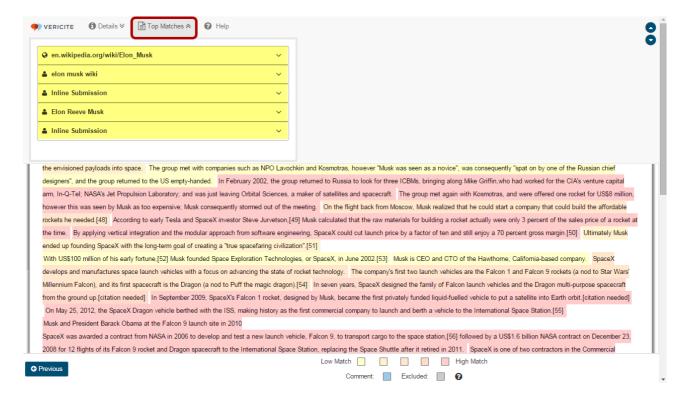
The report displays matching text highlighted in the colors noted in the legend at the bottom of the report. You can click on any of the match level boxes to view the highlighted sentences for that level only. Clicking again on the same highlight level toggles the display back to the full report.

Page or scroll down in the student submission.



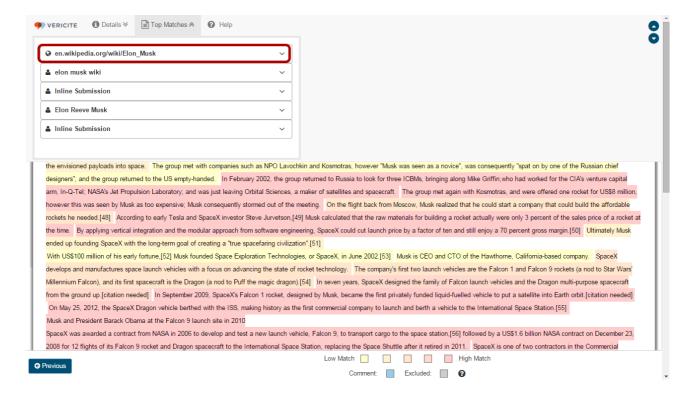
You may page down or up in the student submission using the arrows in the top left of the screen. You may also use the scroll bar to move up or down in the student submission report.

Top Matches.



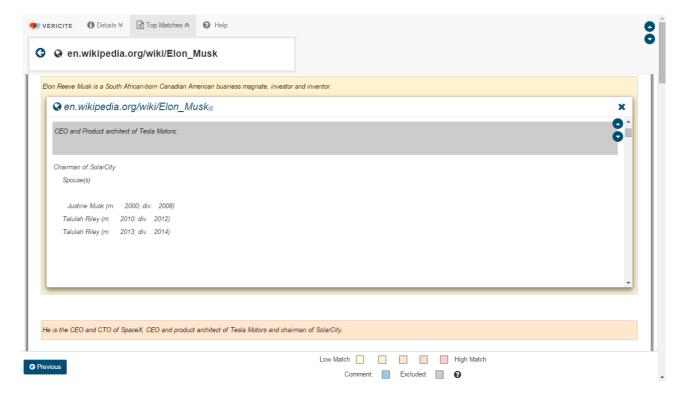
Click on the Top Matches drop-down menu to view a list of the top matching sources.

Top match source comparison.



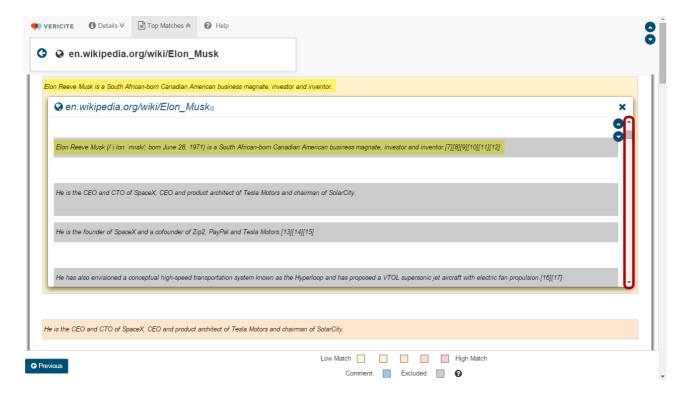
Click on any of the individual top matches buttons to view a source comparison for that source.

Source comparison view.



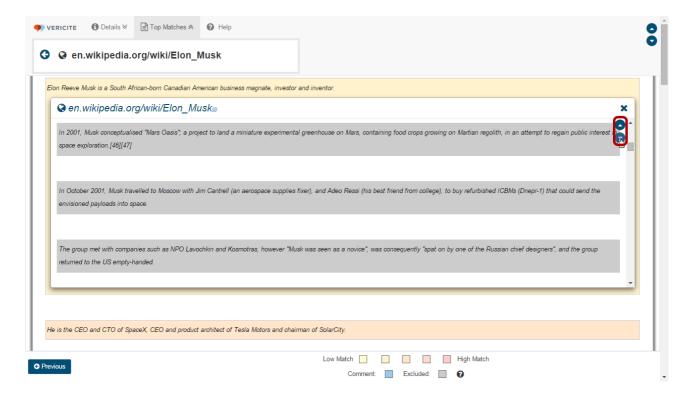
The selected source will be listed at the top of the screen, and the source text will appear in-line with the student submission, just below the matching student text and within another window on the page.

Scroll to view additional source information.



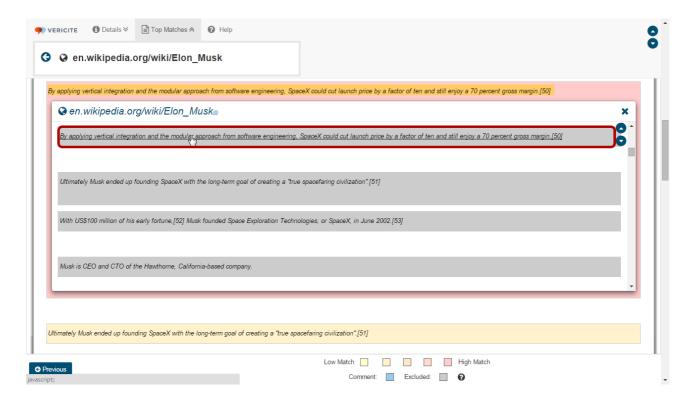
You can scroll up and down in the source frame to view or select a different highlighted section, view additional text in the matching source, and see where the matching text is located in the original document.

Jump view additional source information.

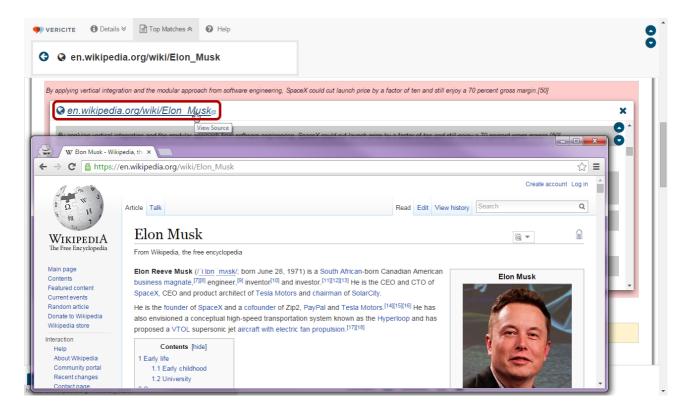


You can also use the up and down arrows to jump to other parts of the source text and see where additional matching text is located in the original document.

Click on on a matching sentence from the source, and it will jump to the location of the text in the student submission.



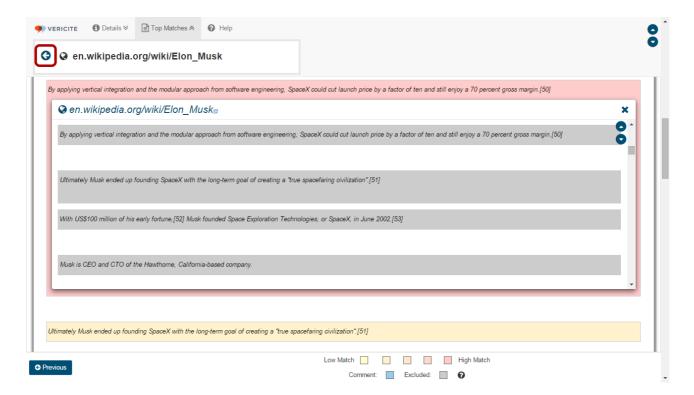
Link to a source web page.



If the matching source is from a web site, you can click on the title of the source to open the web page in a new tab/window.

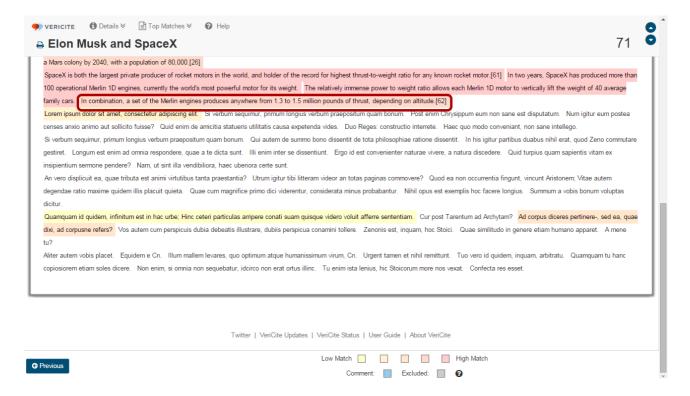
Note: Web page sources have a globe icon to the right of the title to indicate that they are Internet matches, as well as a small page icon to the right of the title to indicate that they are linked.

Return to the overall report.

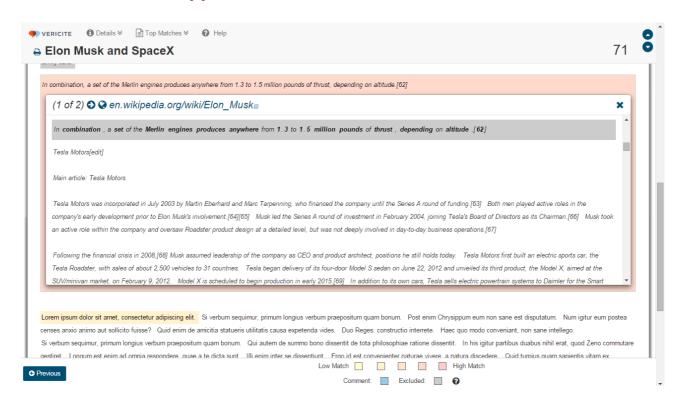


Click the "back" arrow icon next to the title of the top match source to close the source inspector and return to the original report screen.

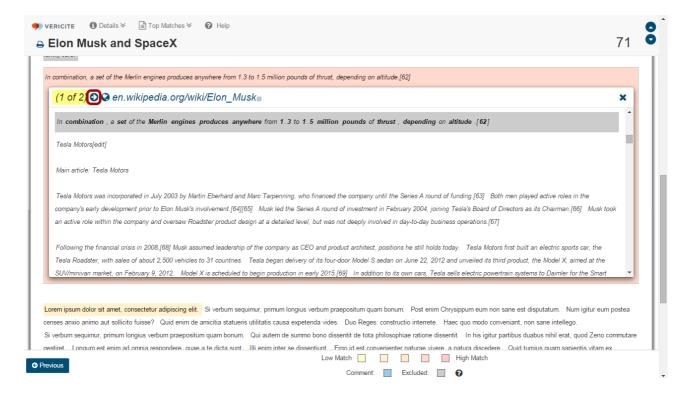
Click on highlighted text in the student submission to view the matching source information for that sentence.



The source detail will appear in-line below the selected sentence.

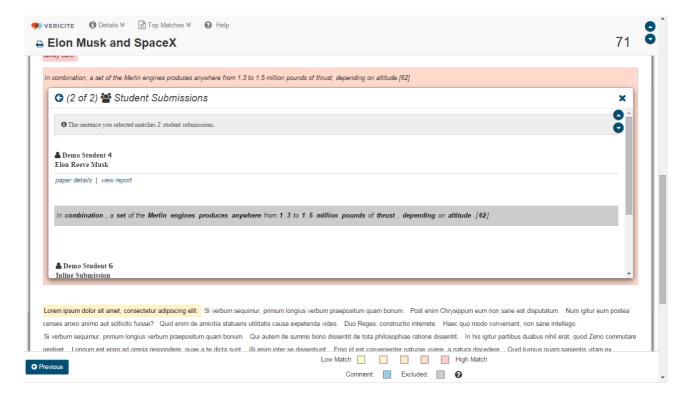


Viewing multiple matching sources.



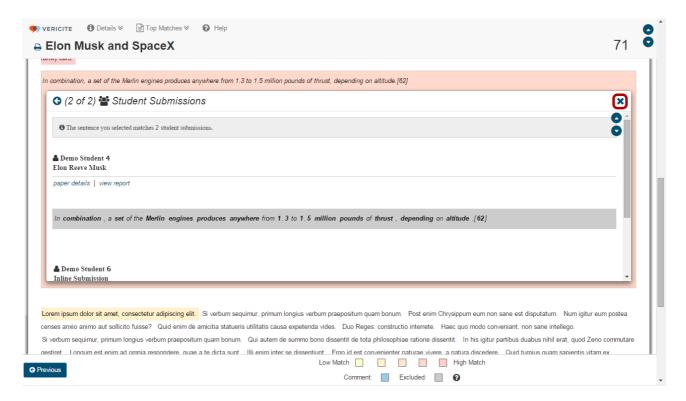
If there is more than one matching source for a particular sentence, you will see an indication of the number of matches, and you may click on the arrow icon to view the next matching source.

Aggregate view for student paper matches.

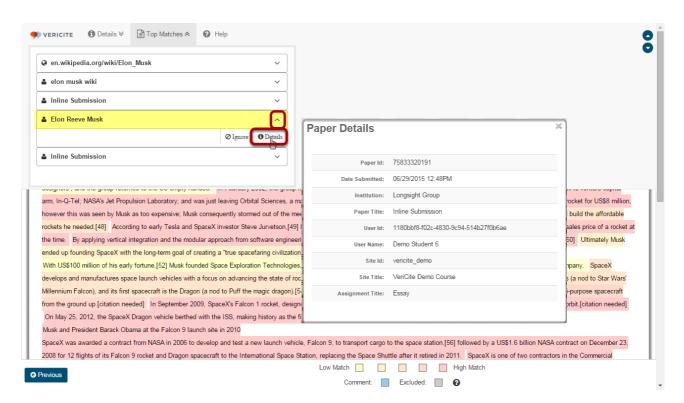


If you click on a sentence that matches several other student submissions, you will see the matching student papers aggregated in the source view, including the student name and the title of the student's submission. You may select the links provided for each matching student submission to display the **paper details** or **view report** for any of the listed papers.

Click the X in the right corner of the source view to return to the overall report.



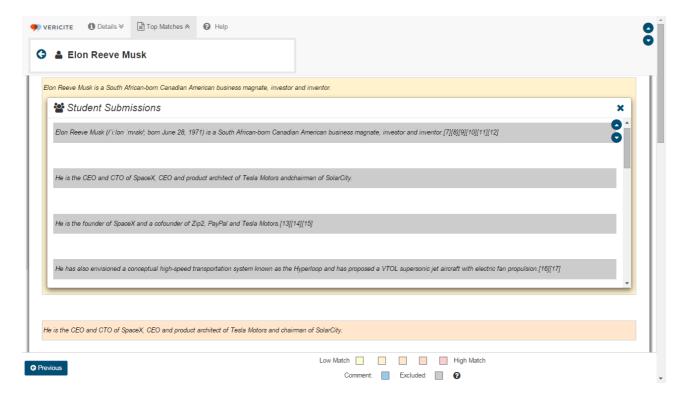
Student Paper Matches.



If the student submission matches another student paper, you can view the matching paper information including the paper id, date submitted, institution, paper title, user id, user name, user email, site id, site title and assignment title of the source paper.

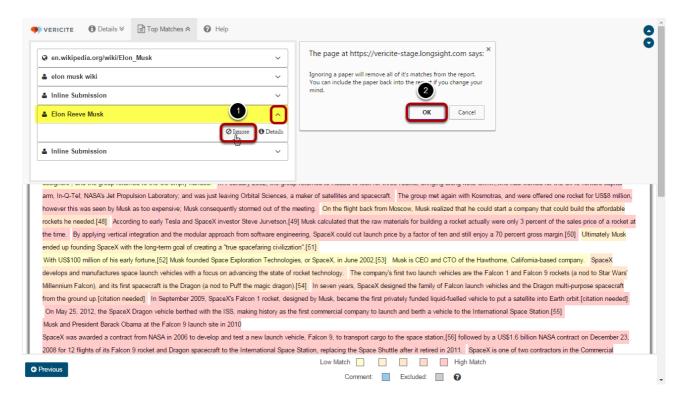
Click on the down arrow for the matching student paper and then select **Details** to view the paper details.

Matching student papers within your institution.



For papers within your institution, if some of the text from one student submission matches text from a different student's submission, you may click on the source to see the matching text from the student submission in the source comparison detail.

Ignoring a matching source.

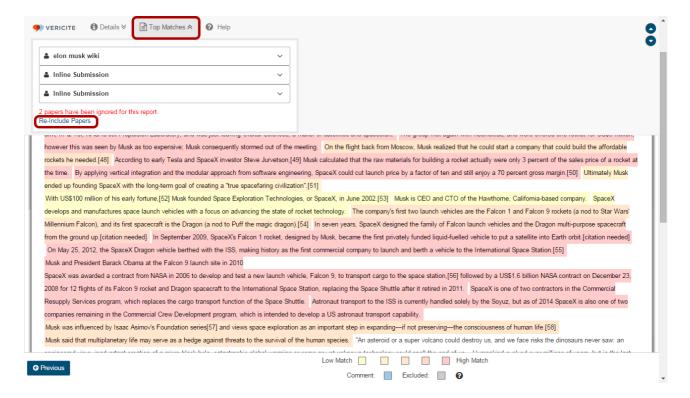


If you would like to exclude any of the matching sources from the report:

- 1. Click on the down arrow for the source and select **Ignore**.
- 2. You will be prompted to confirm this action. Click **OK** to continue.

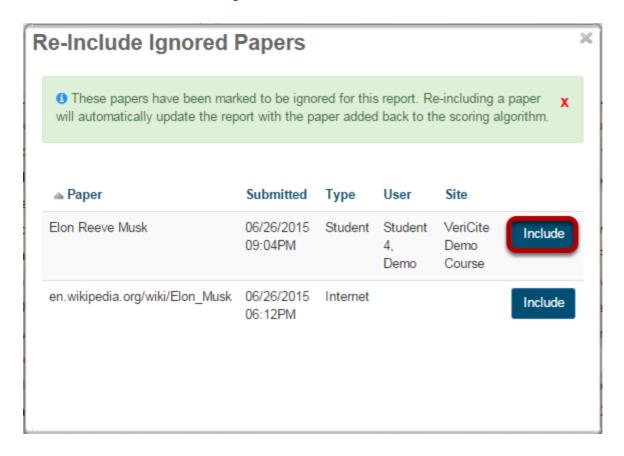
This will remove that source from consideration and recalculate the plagiarism score for the report.

Re-including an ignored source.



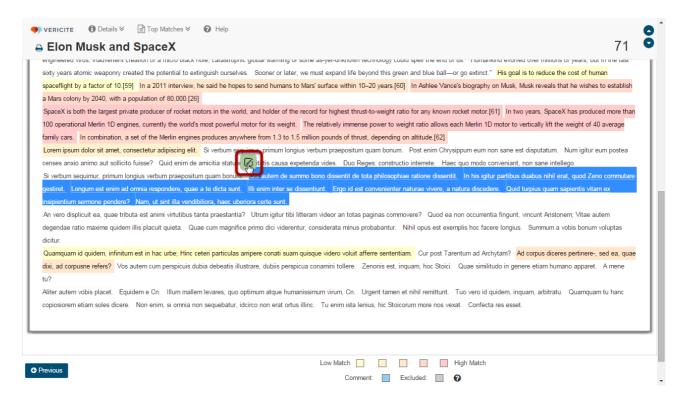
To re-include a paper, select **Top Matches**, and then click on the **Re-Include Paper** link.

Click Include to select the item you would like to re-include.



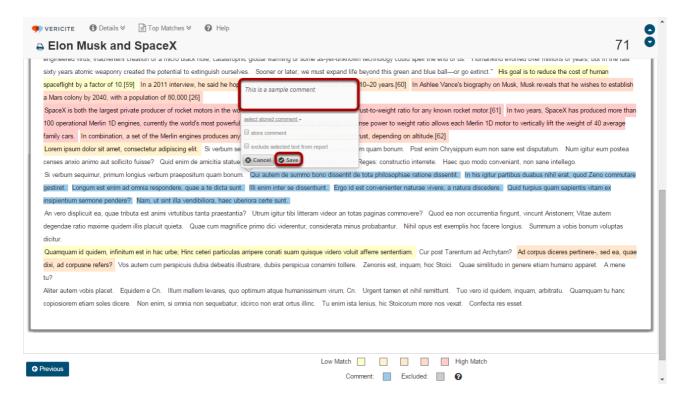
When you select to re-include papers, you will see a list of any ignored items. Notice that the title of the item, as well as the type of match (e.g. Internet or Student) is also shown. If one of the matches is a student match, the name of the student and the site (if applicable) will also be shown.

Annotating student submissions.



Highlight the section of the submission text that you would like to annotate, and then click on the **Edit** icon that appears.

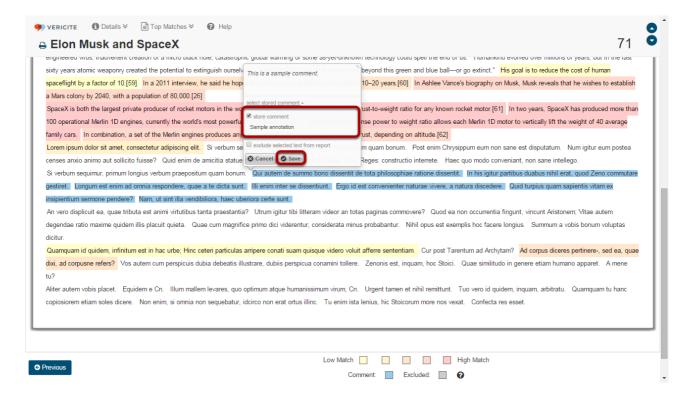
Enter your comments and click Save.



Enter your comments or annotations into the text box provided. Then click **Save** to save the comment.

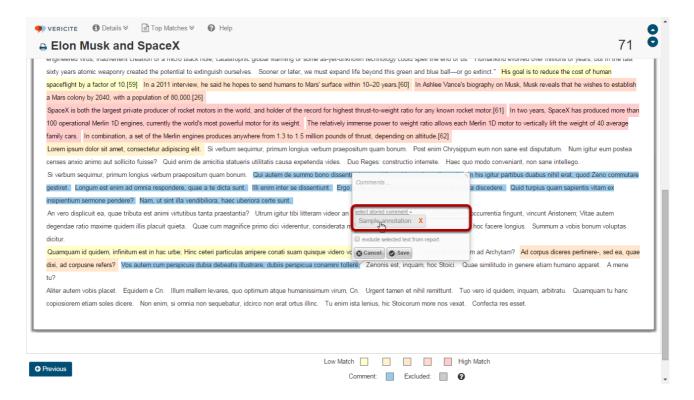
Note: Annotated sections of text will appear highlighted in blue in the report.

Click store comment and Save. (Optional)



If you would like to store your comment for later use, you may check the **store comment** box and enter a title for the annotation. Then, click **Save** to store the comment as well as save it within the report.

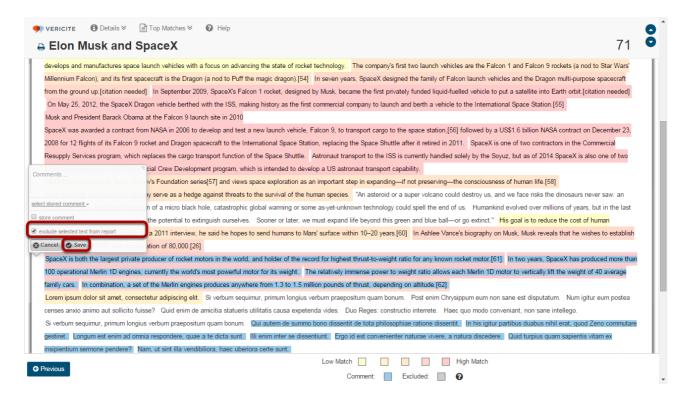
Select stored comments. (Optional)



If you would like to use a stored comment, click on **select stored comment** and choose from the list of available annotations.

Note: Clicking on the red X next to a stored comment will delete that comment from your list of stored items.

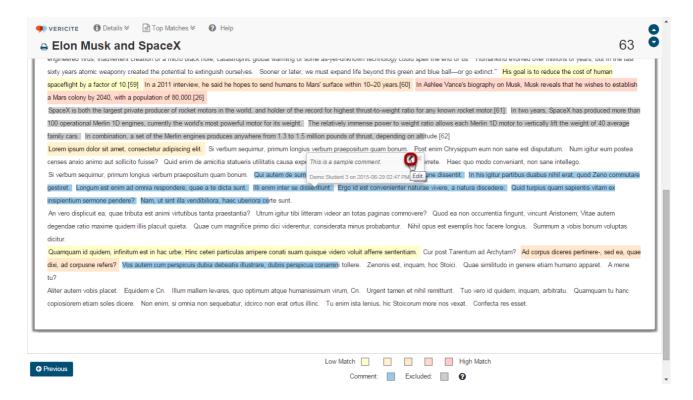
Click exclude selected text from report and Save. (Optional)



If you would like to ignore the highlighted text, check the box next to **exclude** selected text from report and then click Save.

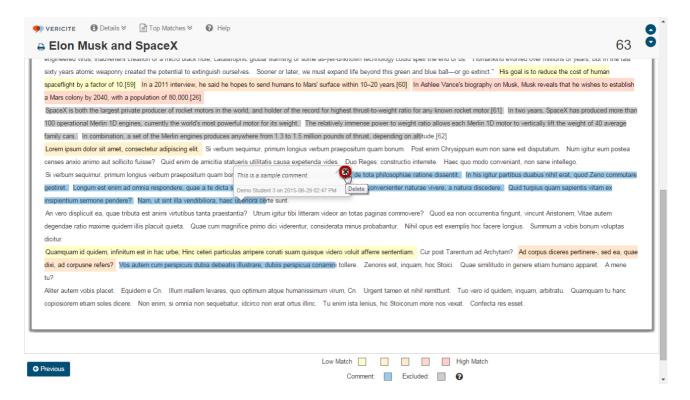
Note: Excluded sections of text will appear highlighted in gray in the report after saving.

Editing existing comments. (Optional)



If you would like to edit an existing comment, mouse over the section of highlighted text and click on the **Edit** pencil icon in the comment text bubble.

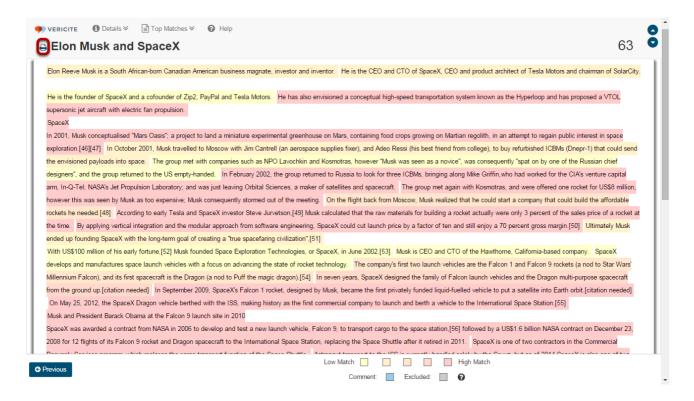
Deleting comments. (Optional)



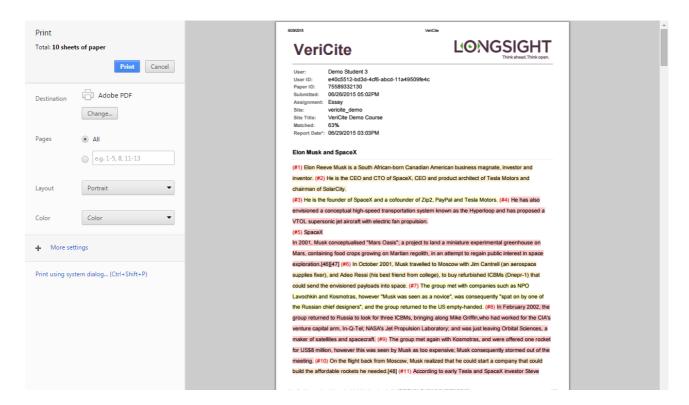
If you would like to delete an existing comment, mouse over the highlighted text and then click the **Delete** X icon in the comment text bubble.

Note: Take care when deleting comments! Deleted comments are completed removed from the report.

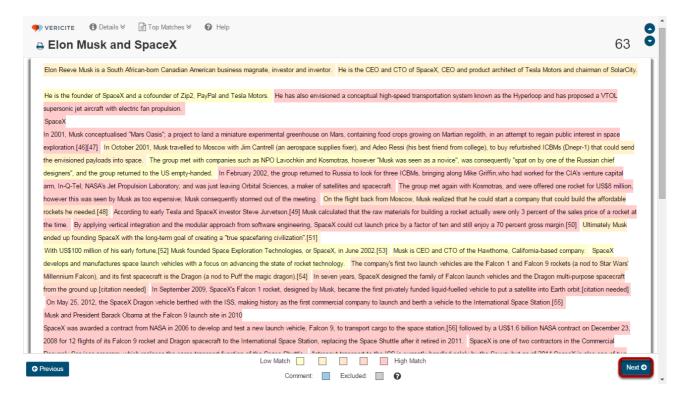
To print or save the report to your computer, click the print icon to the left of the paper title within the report.



The report will display in a printer-friendly format which can either be printed or saved as PDF.



Viewing additional student reports.



If there are multiple reports available for that student, you may click on the **Next** or **Previous** buttons to go directly to the next or previous report for that student. (If there are no other reports for that student, then the Next and Previous buttons do not appear.)

Navigating in VeriCite using the keyboard.

If you prefer to navigate through VeriCite reports using the keyboard, please refer to the list below for keyboard shortcuts and their functions.

Keyboard Shortcuts:

tab: Use tab to step through the user interface.

h: Use h to jump to the header of the page. This is normally the navigation section.

b: Use b to jump to the body of the page. This is the main section, for instance the report or the list of items.

- **f**: Use f to jump to the footer of the page. This is normally the last action elements on the page and may not always be available.
- **n**: Use n to jump to the next button. This can be for list pagers or next report, for example.
- p: Use p to jump to the previous button. This can be for list pagers or previous report, for example.

User Guide

shift + n: Use shift + n to jump to the next match button for the main report.

shift + p: Use shift + p to jump to the previous match button for the main report.

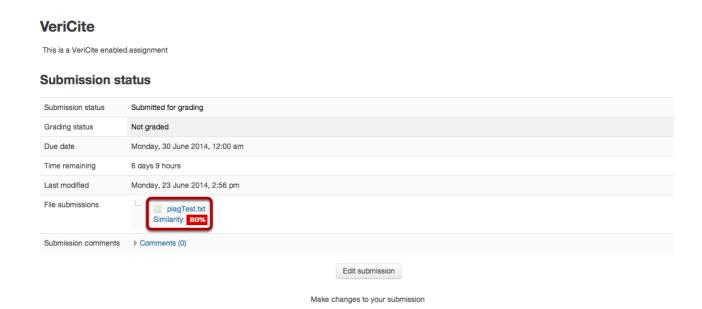
alt + n: Use alt + n to jump to the next match button in the matched paper section.

alt + p: Use alt + p to jump to the previous match button in the matched paper section.

m: Use m to jump to the matched paper section in the report page.

How do I view my VeriCite score and/or report as a student?

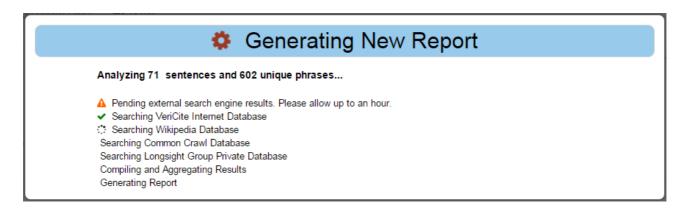
Go to the assignment in your course.



If your instructor has allowed students to view their own scores, you will see a **Similarity** score listed underneath your submission after you turn in your assignment.

If your instructor has allowed students to view their own reports, you may click on the **Similarity** link to open the report.

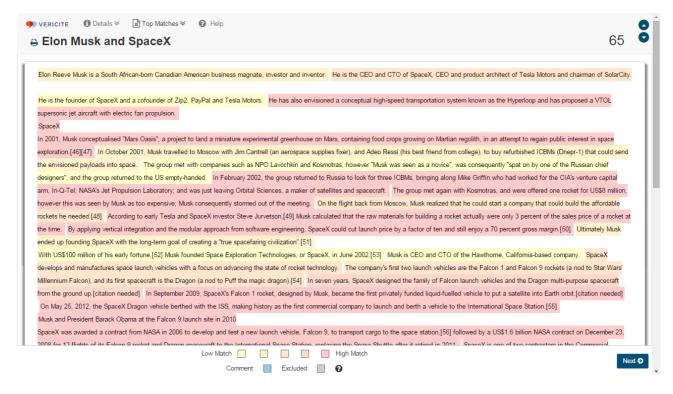
The report progress indicator will appear.



Each time a user views a report, the report is dynamically generated. The loading progress indicator informs the user of the repositories being scanned and visually indicates how the report is being compiled.

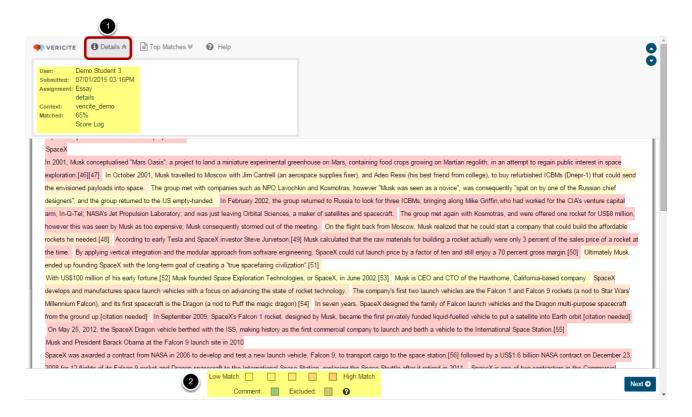
Note: When a paper is submitted, VeriCite takes the top most advanced sentences from the paper and submit them to an external search engine. If you see a "Pending external search engine" indicator, this means that the search results have not yet returned and you will need to view the report again later to see all of the results. Typically, this only happens the first time a report is viewed.

Report Navigation.



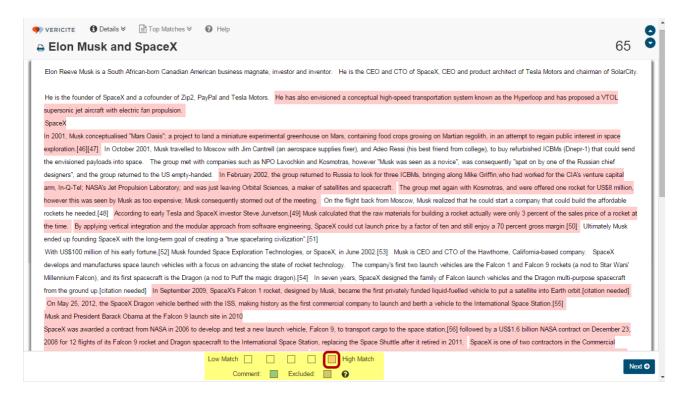
There are several ways to navigation throughout the report.

Report Details.



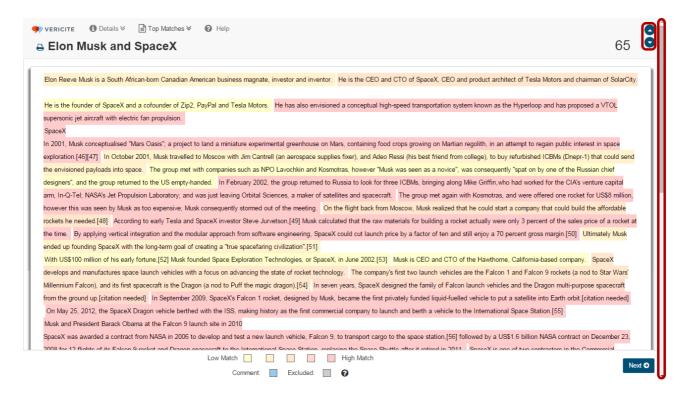
If you click on the **Details** drop-down menu at the top of the screen, you will see the the user, submission date, assignment, context (i.e. site or course where the paper was submitted), and the matched score.

Interactive Highlight Legend.



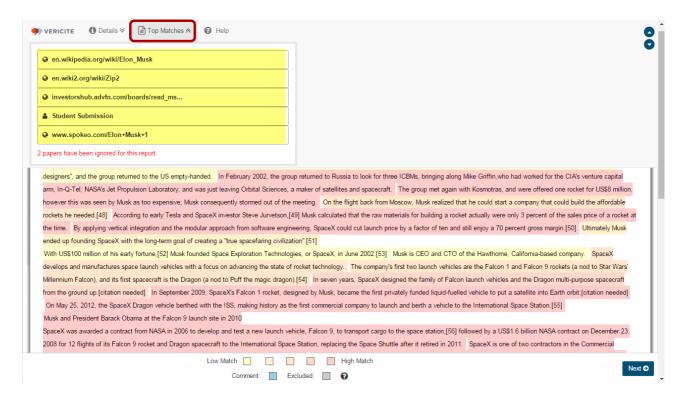
The report displays matching text highlighted in the colors noted in the legend at the bottom of the report. You can click on any of the match level boxes to view the highlighted sentences for that level only. Clicking again on the same highlight level toggles the display back to the full report.

Page or scroll down in the student submission.



You may page down or up in the student submission using the arrows in the top left of the screen. You may also use the scroll bar to move up or down in the student submission report.

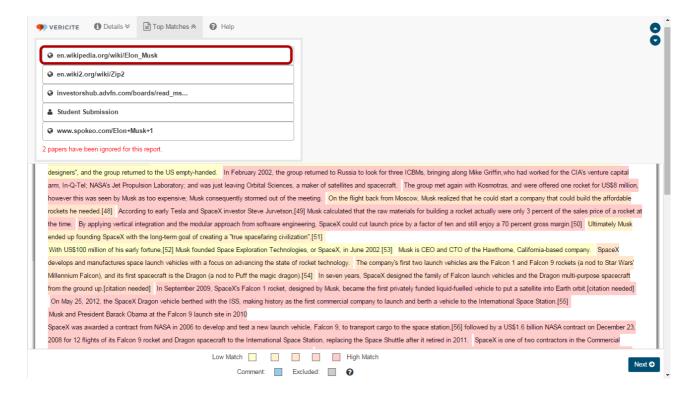
Top Matches.



Click on the **Top Matches** drop-down menu to view a list of the top matching sources.

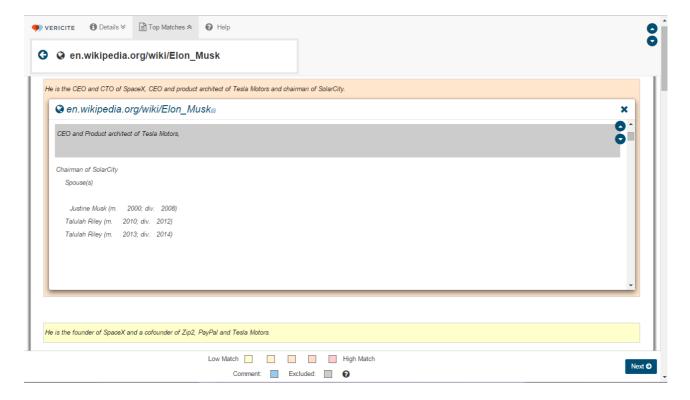
Note: Any top matches with other student papers will appear in the Top Match list as "Student Submission" rather than any identifying information about the matching student report.

Top match source comparison.



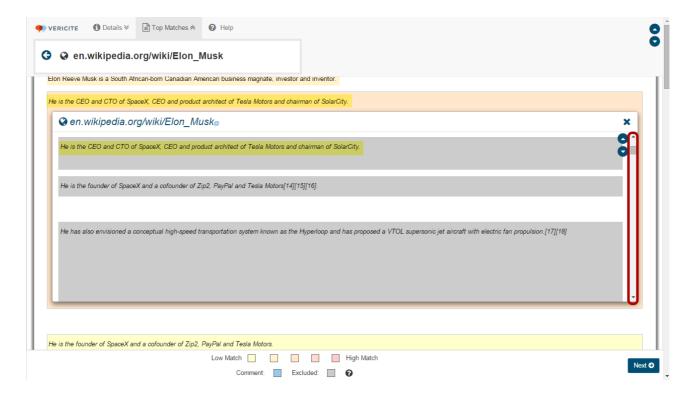
Click on any of the individual top matches buttons to view a source comparison for that source.

Source comparison view.



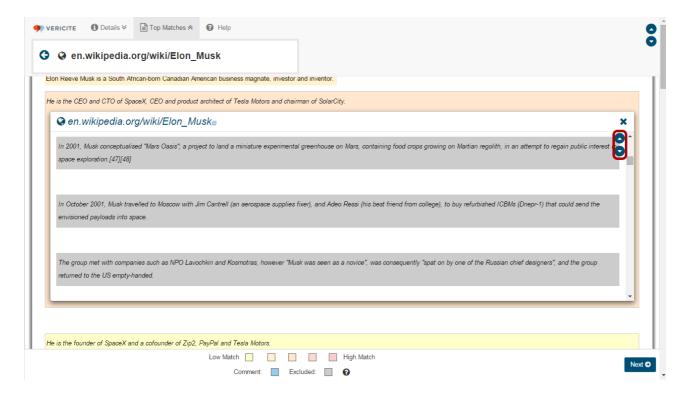
The selected source will be listed at the top of the screen, and the source text will appear in-line with the student submission, just below the matching student text and within another window on the page.

Scroll to view additional source information.



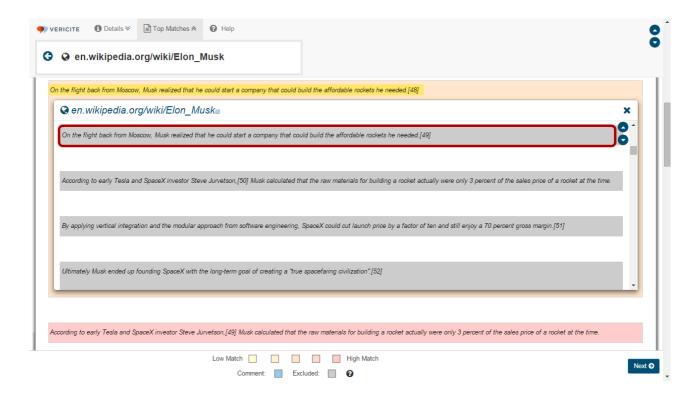
You can scroll up and down in the source frame to view or select a different highlighted section, view additional text in the matching source, and see where the matching text is located in the original document.

Jump view additional source information.

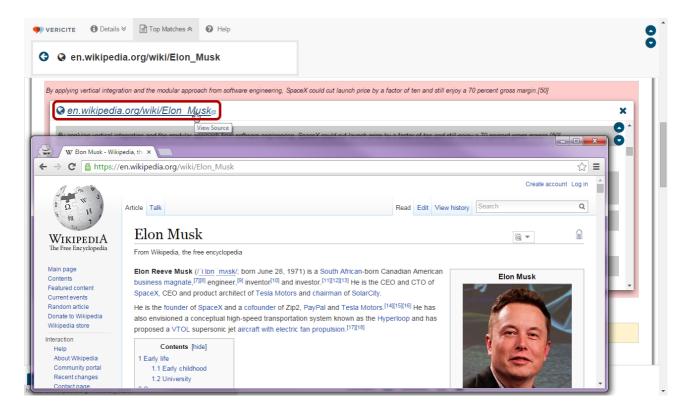


You can also use the up and down arrows to jump to other parts of the source text and see where additional matching text is located in the original document.

Click on on a matching sentence from the source, and it will jump to the location of the text in the student submission.



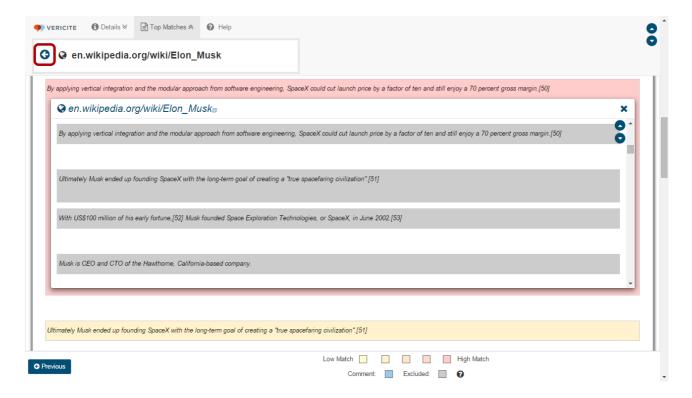
Link to a source web page.



If the matching source is from a web site, you can click on the title of the source to open the web page in a new tab/window.

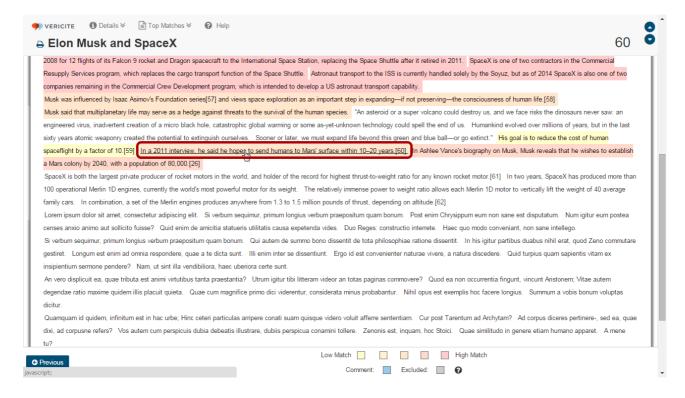
Note: Web page sources have a globe icon to the right of the title to indicate that they are Internet matches, as well as a small page icon to the right of the title to indicate that they are linked.

Return to the overall report.

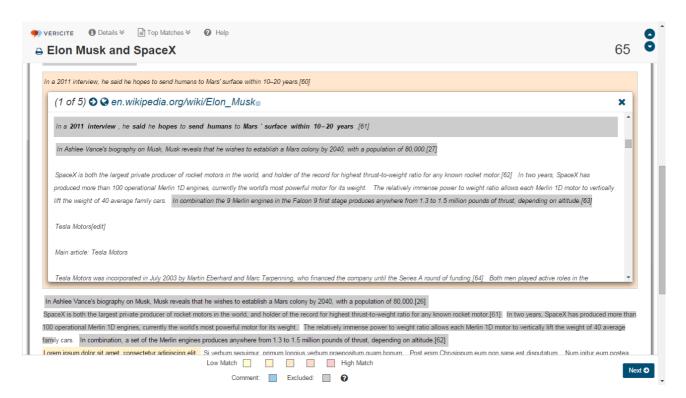


Click the arrow icon next to the title of the top match source to close the source inspector and return to the original report screen.

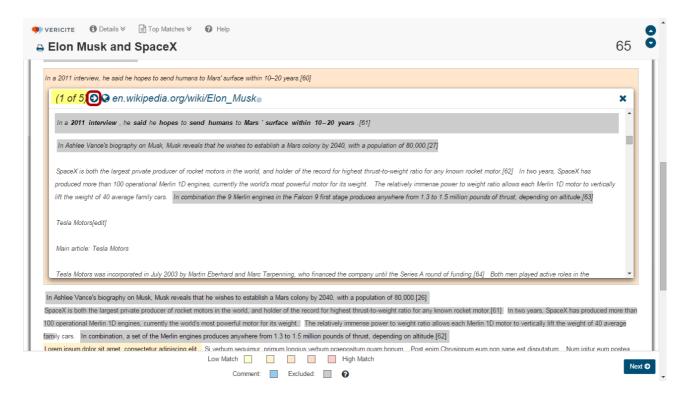
Click on highlighted text in the student submission to view the matching source information for that sentence.



The source detail will appear in-line below the selected sentence.

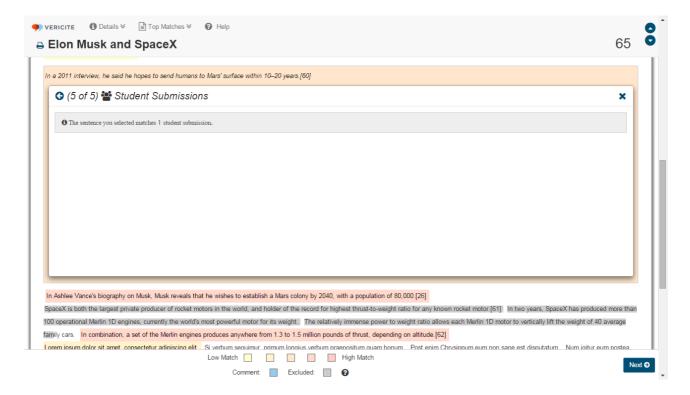


Viewing multiple matching sources.



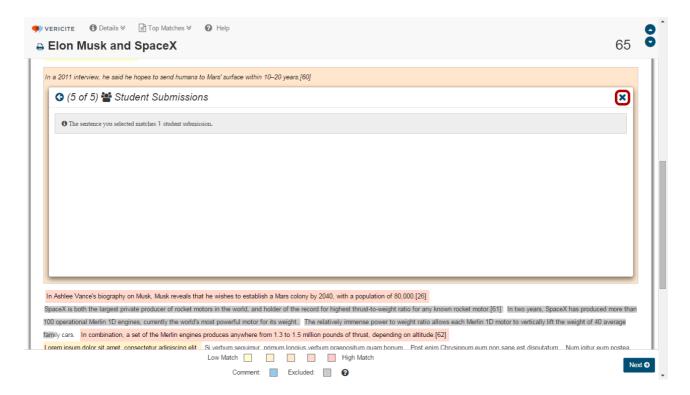
If there is more than one matching source for a particular sentence, you will see an indication of the number of matches, and you may click on the arrow icon to view the next matching source.

Student paper matches.

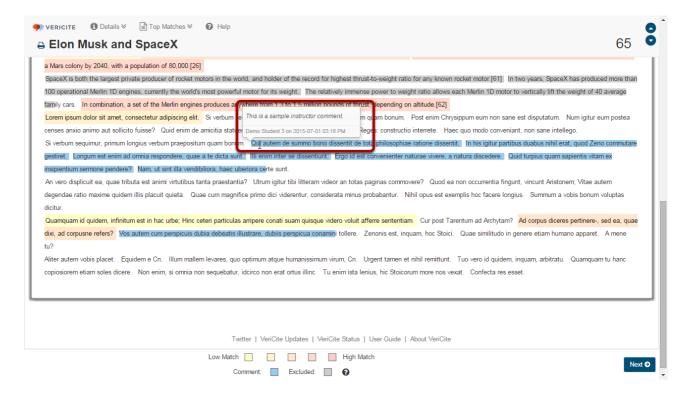


If some of the text from your submission matches text from another student's submission, you will see an indication of the student match or matches below the selected sentence. However, you will not be able to see student names or report details for the matching student paper/s.

Click the X in the right corner of the source view to return to the overall report.

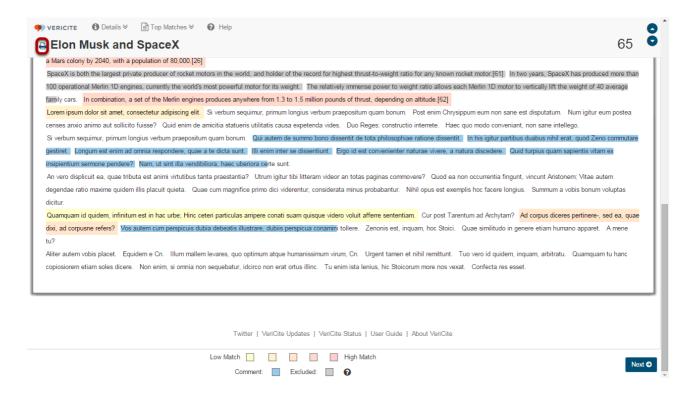


Viewing instructor comments.

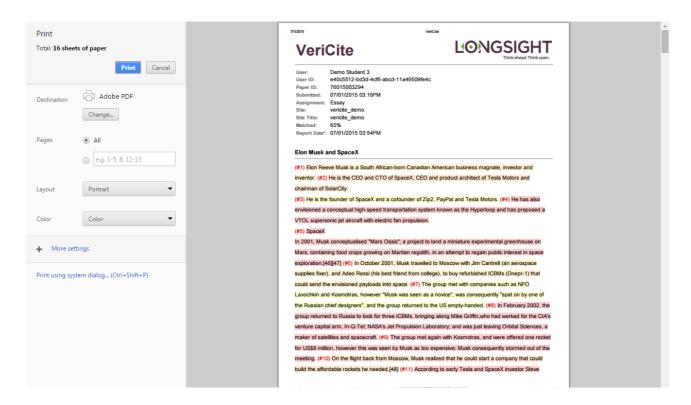


If your instructor has added comments to your report, they will be highlighted in blue. Mouse over the highlighted section of text to view the comment text bubble.

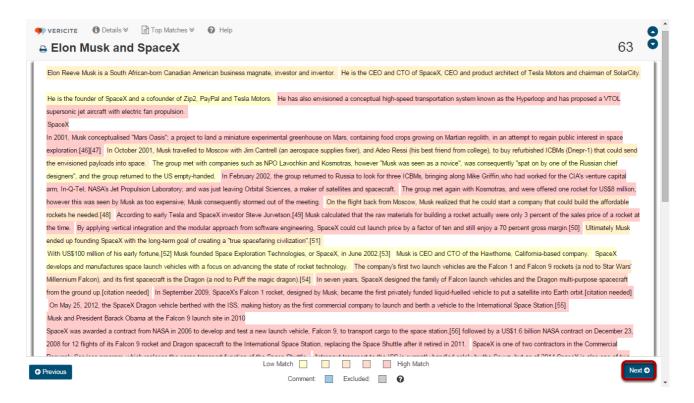
To print or save the report to your computer, click the print icon to the left of the paper title within the report.



The report will display in a printer-friendly format which can either be printed or saved as PDF.



Viewing additional reports.



If there are multiple reports available for that assignment, you may click on the **Next** or **Previous** buttons to go directly to the next or previous report. (If there are no other reports, then the Next and Previous buttons do not appear.)

Navigating in VeriCite using the keyboard.

If you prefer to navigate through VeriCite reports using the keyboard, please refer to the list below for keyboard shortcuts and their functions.

Keyboard Shortcuts:

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b: Use b to jump to the body of the page. This is the main section, for instance the report or the list of items.

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User Guide

shift + n: Use shift + n to jump to the next match button for the main report.

shift + p: Use shift + p to jump to the previous match button for the main report.

alt + n: Use alt + n to jump to the next match button in the matched paper section.

alt + p: Use alt + p to jump to the previous match button in the matched paper section.

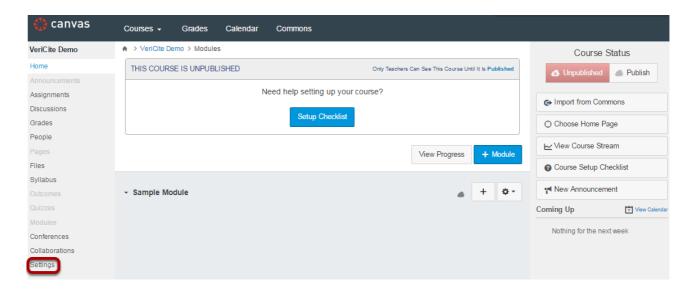
m: Use m to jump to the matched paper section in the report page.

VeriCite Canvas Integration User Guide

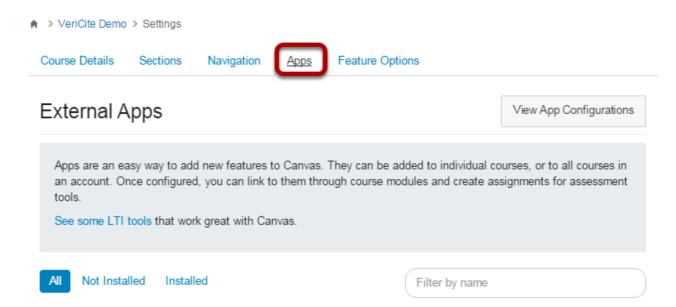
How do I enable VeriCite in my Canvas course?

You only need to enable VeriCite once per course. Once you have enabled VeriCite in a course, you may simply select it as the submission type when you add new assignments.

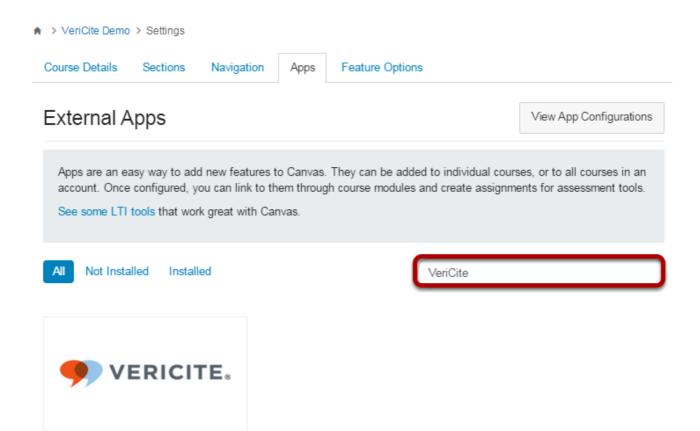
Go to Settings in your Canvas course.



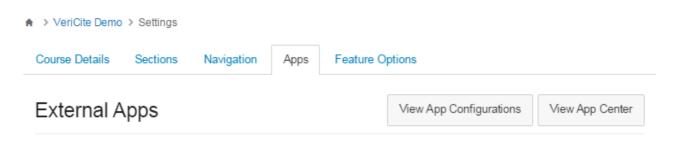
Go to the Apps tab.



Search for VeriCite.



Select VeriCite and click Add App.



Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.



VeriCite

Identify possible plagiarism immediately using, VeriCite, an easy-to-use and instant plagiarism reporting service from Longsight backed by Longsight's acclaimed technical support team.

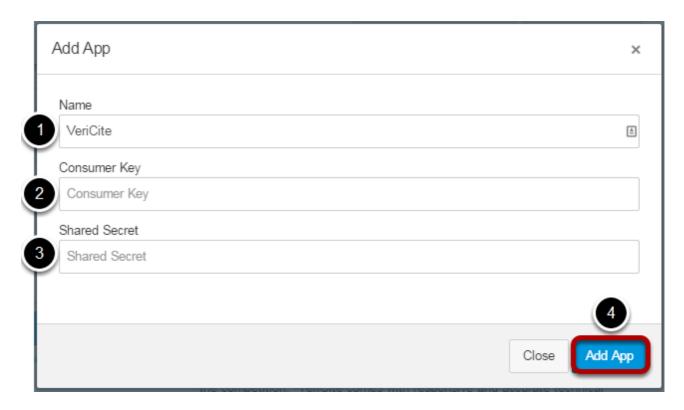
A CLOSER LOOK AT VERICITE: -VeriCite is instant. No waiting for results. - VeriCite reports are dynamic, allowing instructors to examine sources. -VeriCite scans textual material in all common file formats. -VeriCite is reliable. Consistently smooth reporting. -VeriCite reports on single attachments, multiple attachments and even inline text. -VeriCite costs less than one-third of the competition. -VeriCite comes with responsive and accurate technical support. -Vericite supports native and LTI integrations with a broad range of learning management systems, including Moodle.

Try VeriCite today by registering for a free demo account at: https://admin.longsight.com/vericite/signup

SUBSCRIBE TO VERICITE SERVICES AND RECEIVE A FREE THREE MONTH TRIAL SUBSCRIPTION WITH NO LONG TERM OBLIGATION.

To learn more about VeriCite visit us at https://www.vericite.com or call 866-224-5721

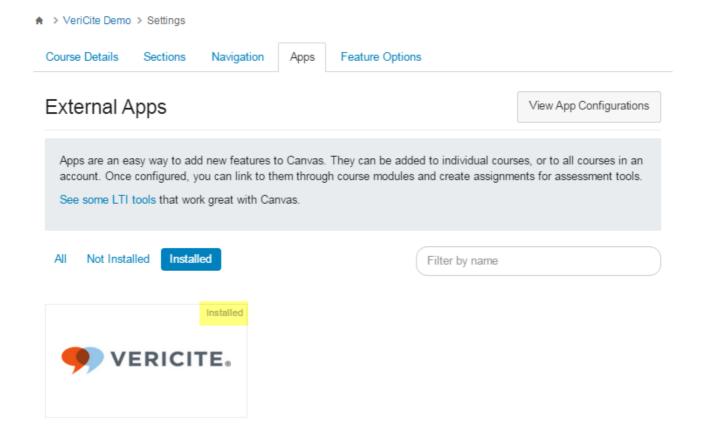
Enter the information provided by Longsight for your VeriCite integration and click Submit.



You will need to enter the following information.

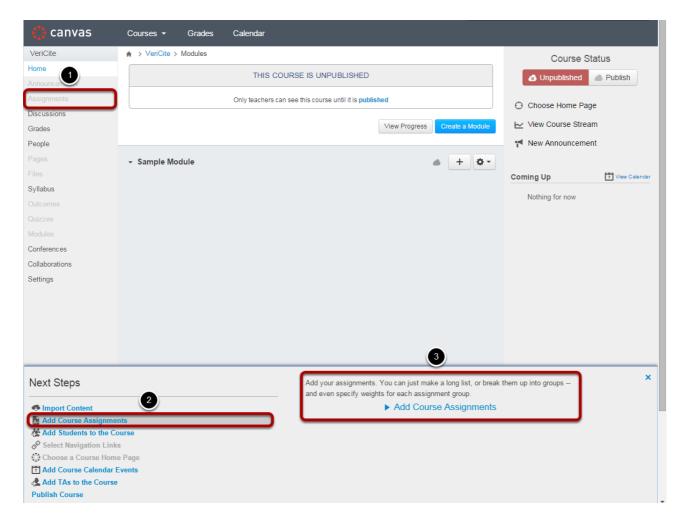
- 1. **Name**: This is the name of the tool as it appears in your course. VeriCite will be prefilled for you in this field.
- 2. **Consumer Key**: This key is specific to your institution and will be provided to you by Longsight.
- 3. **Shared Secret**: This shared secret is specific to your institution and will be provided to you by Longsight.
- 4. Click **Add App** after entering the above items.

VeriCite has now been added to your course and will appear in the list of Installed External Apps.



How do I add a VeriCite assignment?

In your Canvas site, go to Assignments.



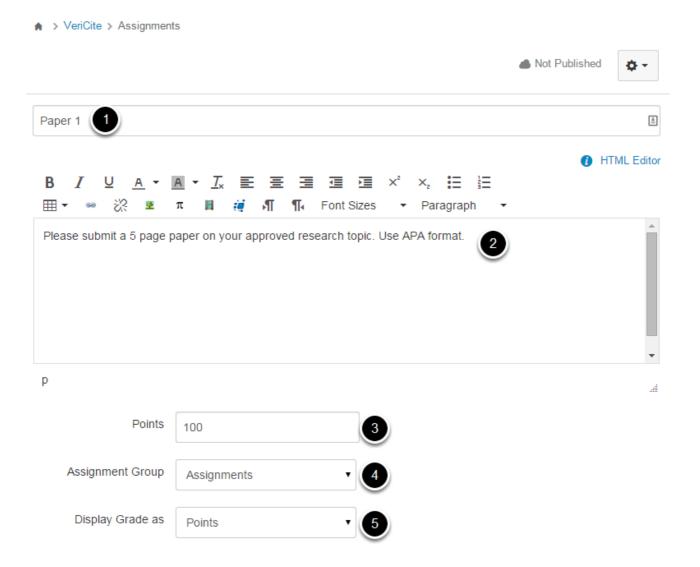
You can get to the Assignments area in your course in a few different ways:

- 1. Select the **Assignments** link in the Course Navigation on the left.
- 2. Click the **Add Course Assignments** link in the Next Steps area at the bottom left of the screen.
- 3. Click the **Add Course Assignments** link in the Next Steps area at the bottom right of the screen. (This link will appear when you mouse over the Add Course Assignments in Next Steps on the left.)

Click the +Assignments button.



Enter your assignment information.

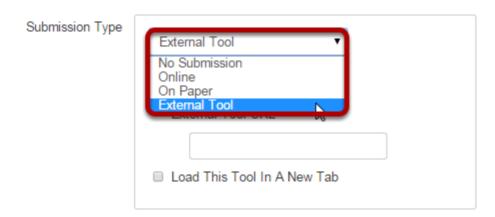


Enter the following information for your assignment:

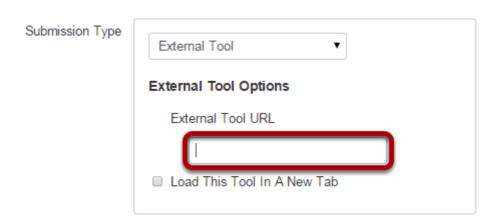
- 1. Assignment title
- 2. Assignment description
- 3. Points for the assignment
- 4. Assignment Group (Optional)

5. Display Grade format

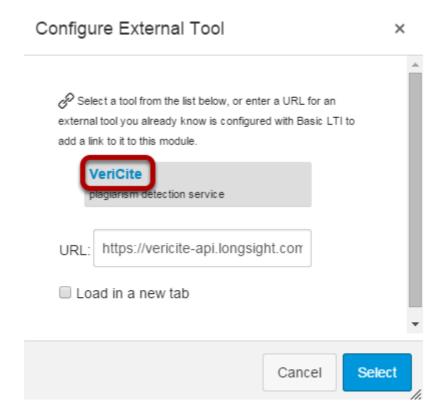
Select External Tool as the Submission Type.



Click in the External Tool URL field.

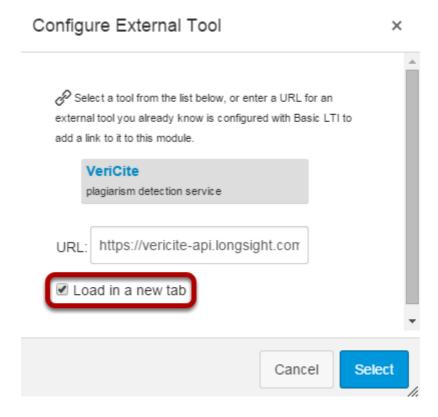


Select VeriCite.



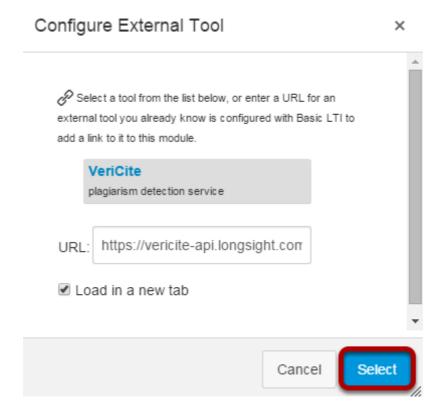
When you click on VeriCite, it will fill in the URL field for you automatically.

Check the box next to Load in a new tab.

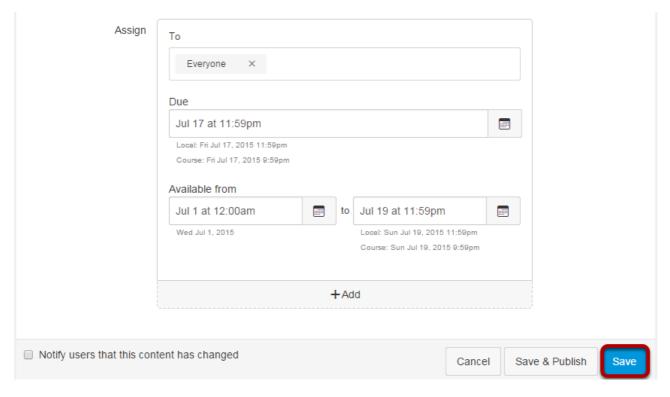


For best appearance, VeriCite should open in a new tab.

Click the Select button.

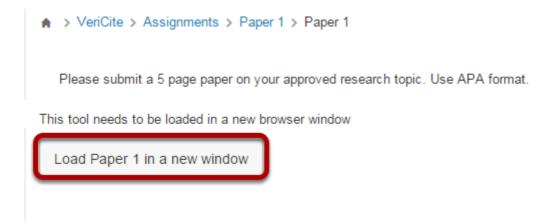


Set the assignment availability (optional), and click Save.

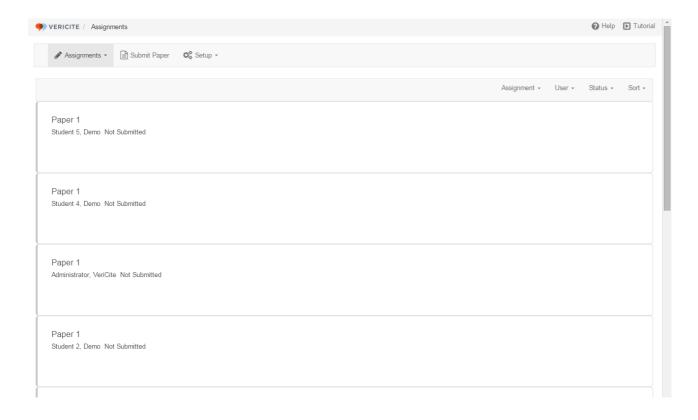


Note: If you are ready to publish the assignment for students in the class, you may select the **Save & Publish** button instead.

Click the button to load the assignment in a new window.



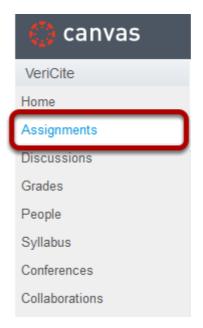
The assignment will display.



How do I submit a VeriCite assignment as a student?

Students may submit their own assignments via file upload or copy and paste.

Go to Assignments.



Click on the assignment you want to submit.



Click the button to load the assignment in a new window.

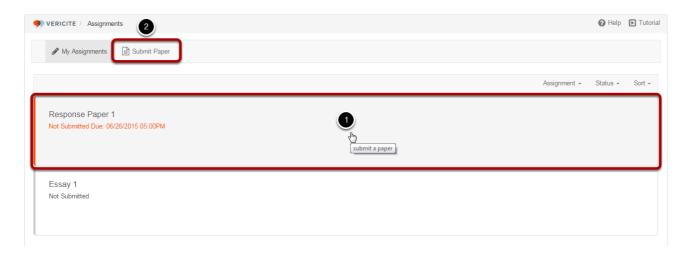
♠ > VeriCite > Assignments > Response Paper 2 > Response Paper 2

Please submit a 3 page essay in response to the assigned reading for this week.

This tool needs to be loaded in a new browser window

Load Response Paper 2 in a new window

Click Submit Paper.

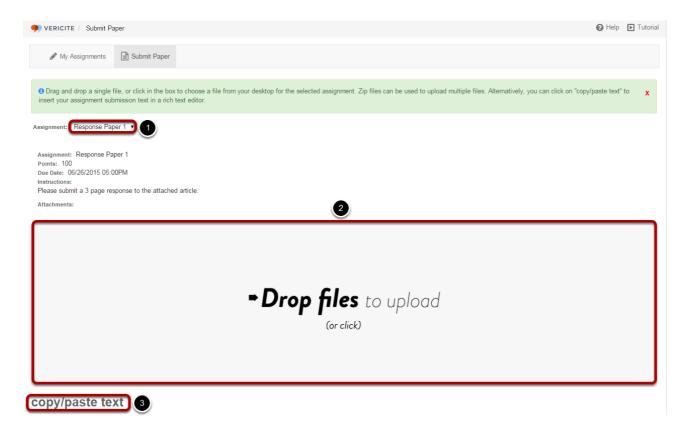


There are two different ways to submit a paper. Choose one of the following:

- 1. Click on the the row for a particular assignment to submit that assignment.
- 2. Click the **Submit Paper** tab at the top. (Optionally, you may use the Submit Paper tab to submit the paper to "None" if there is no previously created assignment for the item you want to submit.)

Note: If the row and submission date are highlighted in red, it indicates that the assignment is due soon or is overdue and you should submit right away.

Select the assignment and file.

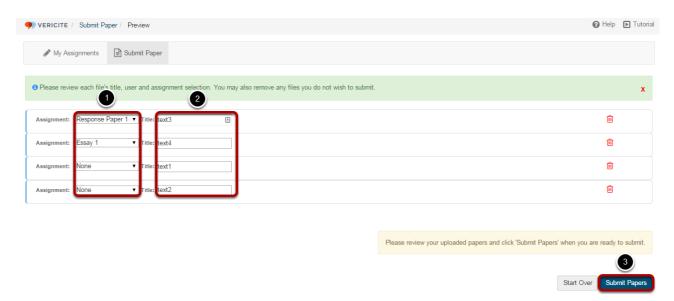


If you clicked on the row for a particular user and assignment, VeriCite will default to that assignment in the drop-down menu on the submission screen. If you selected the **Submit Paper** tab at the top, the assignment drop-down menu will say "None."

- 1. Select the appropriate assignment in the **Assignment** drop-down menu (if necessary). Remember that you may also select "None" if there is no previously created assignment for the item you want to submit. After you have selected an assignment, the assignment description will display just above the file upload area.
- 2. Select and drag the file or files you would like to upload from your computer into the **Drop Files to upload area** and release. Or, click anywhere within the **Drop files** area to browse for and select the file from your computer.
- 3. If you prefer to submit in-line text instead of a file attachment, click the **or copy/paste text** link to paste in the submission text instead of step 2.

Note: You may also upload a zip file to submit multiple files at once. (There is a limit of 100 files, and 100MB total unzipped file size per zip file.)

Upload a zip file to submit multiple files at once. (Optional)

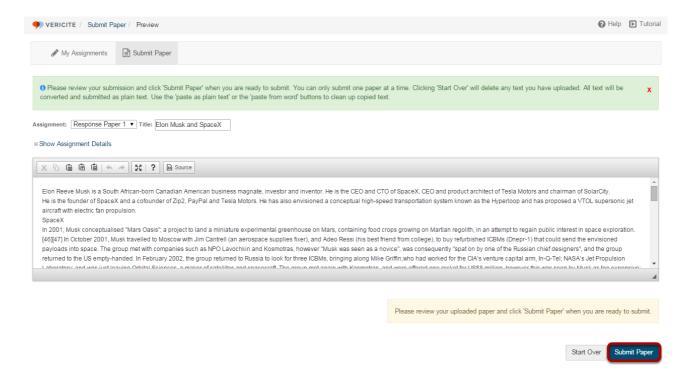


After you select and upload your zip file, VeriCite will extract each of the individual files in the zip and you can specify the following for each item:

- 1. Select the **Assignment**. You may choose an existing assignment or select "None."
- 2. (Optional) Edit **Title** of the submission. The default Title will be the filename, but this can be modified if desired.
- 3. Click **Submit Papers** to submit all files at once.

Note: There is a limit of 100 files, and 100MB total unzipped file size per zip file.

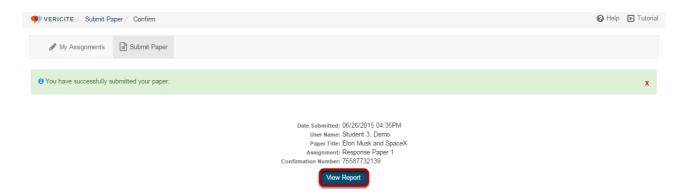
Review the submission and submit.



Review the paper submission. You may modify the **Assignment** or **Title** of the paper from this screen if needed.

When you are ready to submit, click the **Submit Paper** button.

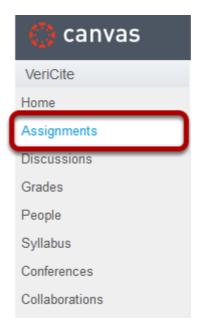
View confirmation and report.



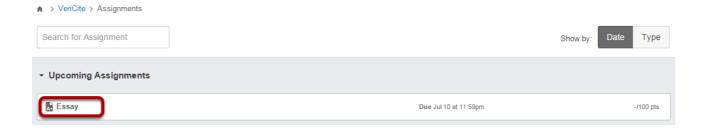
You will receive a confirmation message once the paper has been submitted. If your instructor has allowed students to view their reports, you may click on the **View Report** button to view the plagiarism report for this submission.

How do I view my VeriCite report as a student?

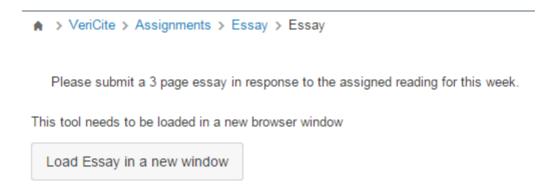
Go to Assignments.



Click on the assignment you want to view.



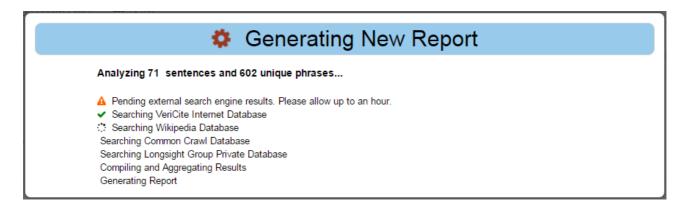
Click the button to load the assignment in a new window.



Click on the row for your paper to view the report.



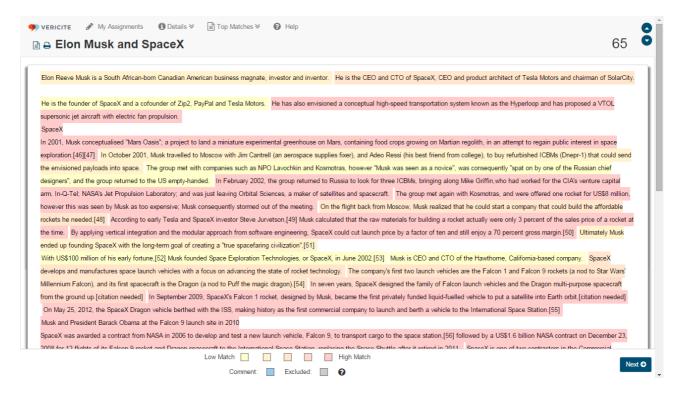
The report progress indicator will appear.



Each time a user views a report, the report is dynamically generated. The loading progress indicator informs the user of the repositories being scanned and visually indicates how the report is being compiled.

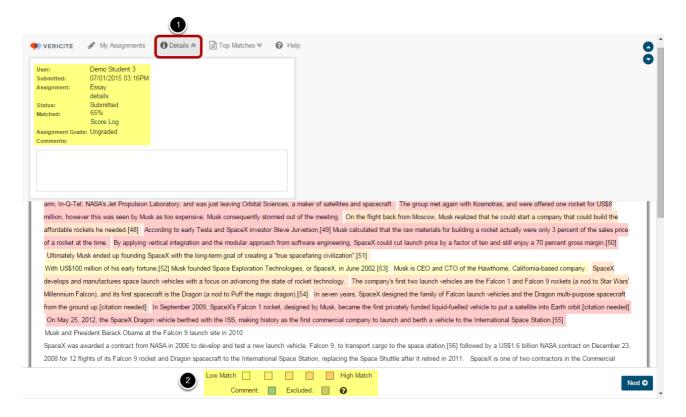
Note: When a paper is submitted, VeriCite takes the top most advanced sentences from the paper and submit them to an external search engine. If you see a "Pending external search engine" indicator, this means that the search results have not yet returned and you will need to view the report again later to see all of the results. Typically, this only happens the first time a report is viewed.

Report Navigation.



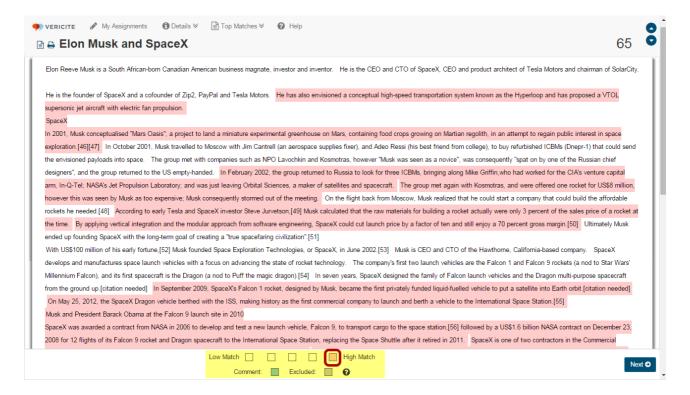
There are several ways to navigation throughout the report.

Report Details.



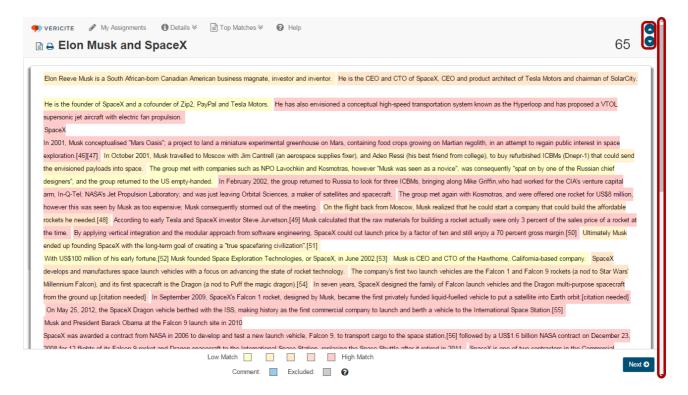
If you click on the **Details** drop-down menu at the top of the screen, you will see the the user, submission date, assignment, context (i.e. site or course where the paper was submitted), and the matched score. Also, if your instructor has assigned a grade or entered comments on your report, that information would display here as well.

Interactive Highlight Legend.



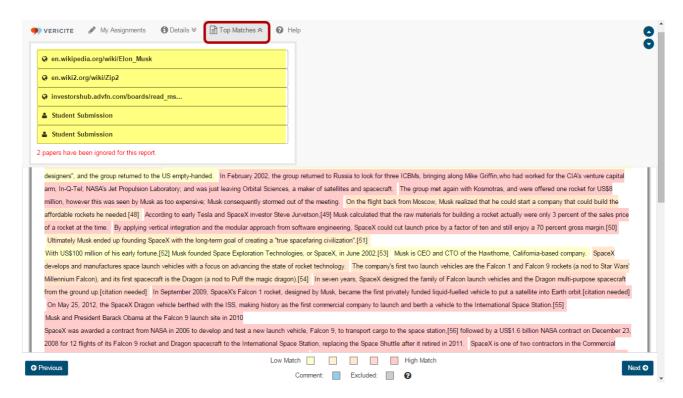
The report displays matching text highlighted in the colors noted in the legend at the bottom of the report. You can click on any of the match level boxes to view the highlighted sentences for that level only. Clicking again on the same highlight level toggles the display back to the full report.

Page or scroll down in the student submission.



You may page down or up in the student submission using the arrows in the top left of the screen. You may also use the scroll bar to move up or down in the student submission report.

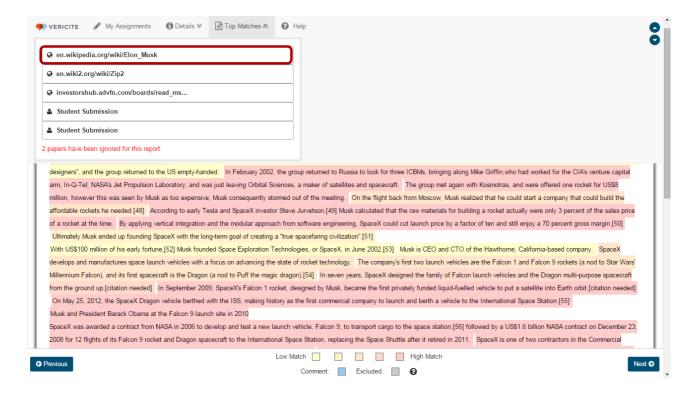
Top Matches.



Click on the **Top Matches** drop-down menu to view a list of the top matching sources.

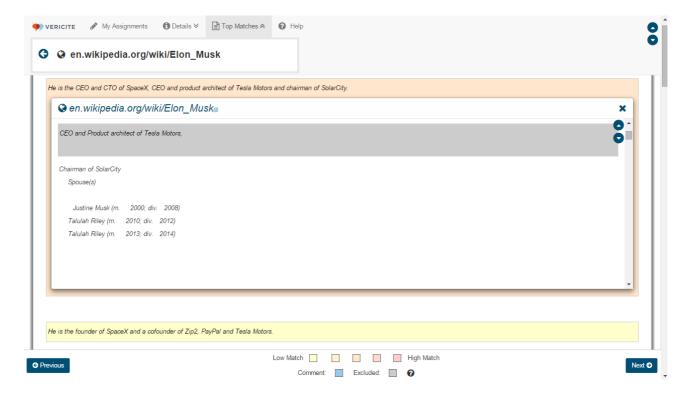
Note: Any top matches with other student papers will appear in the Top Match list as "Student Submission" rather than any identifying information about the matching student report.

Top match source comparison.



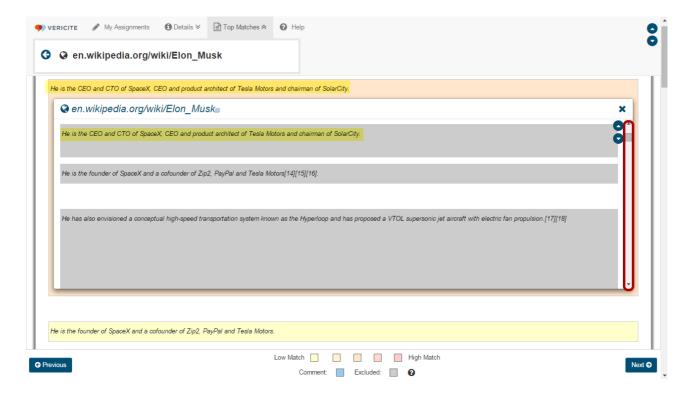
Click on any of the individual top matches buttons to view a source comparison for that source.

Source comparison view.



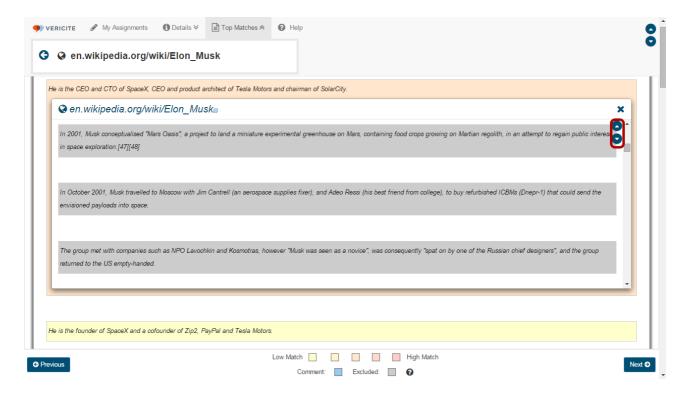
The selected source will be listed at the top of the screen, and the source text will appear in-line with the student submission, just below the matching student text and within another window on the page.

Scroll to view additional source information.



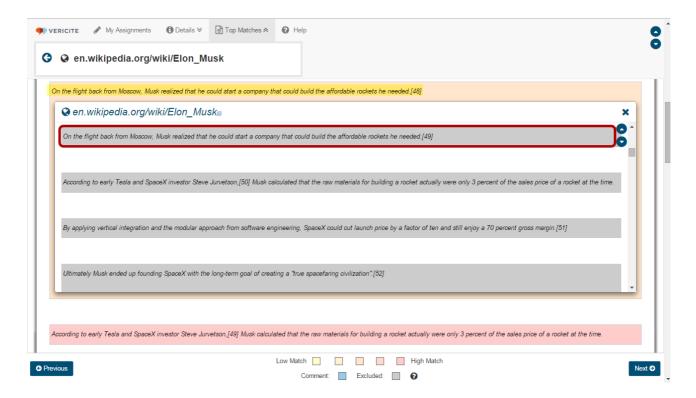
You can scroll up and down in the source frame to view or select a different highlighted section, view additional text in the matching source, and see where the matching text is located in the original document.

Jump view additional source information.

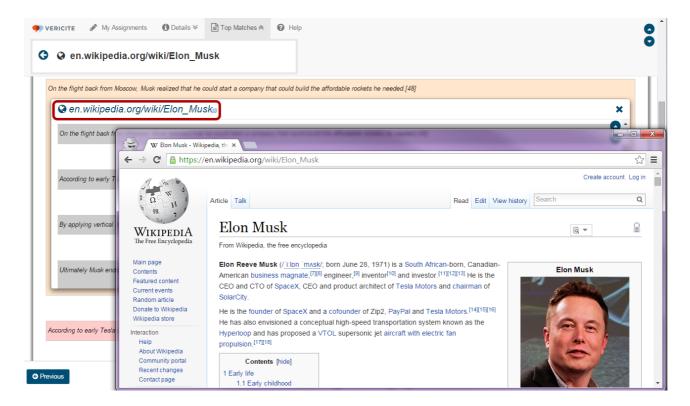


You can also use the up and down arrows to jump to other parts of the source text and see where additional matching text is located in the original document.

Click on on a matching sentence from the source, and it will jump to the location of the text in the student submission.



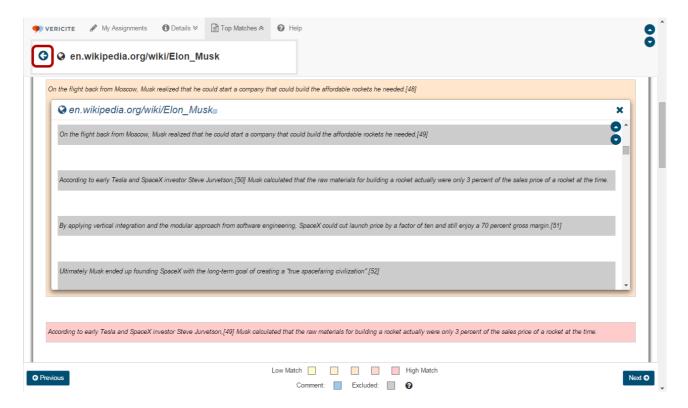
Link to a source web page.



If the matching source is from a web site, you can click on the title of the source to open the web page in a new tab/window.

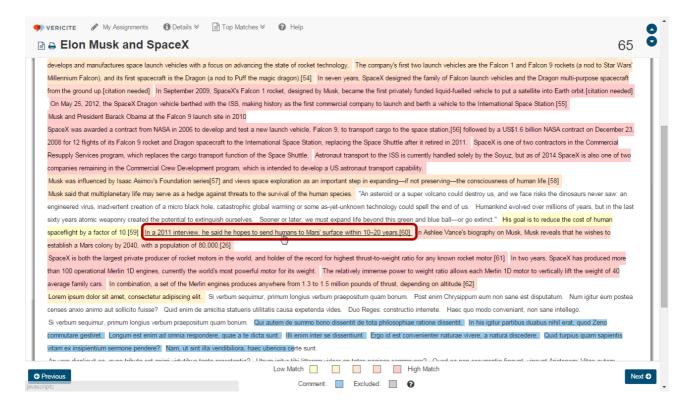
Note: Web page sources have a globe icon to the right of the title to indicate that they are Internet matches, as well as a small page icon to the right of the title to indicate that they are linked.

Return to the overall report.

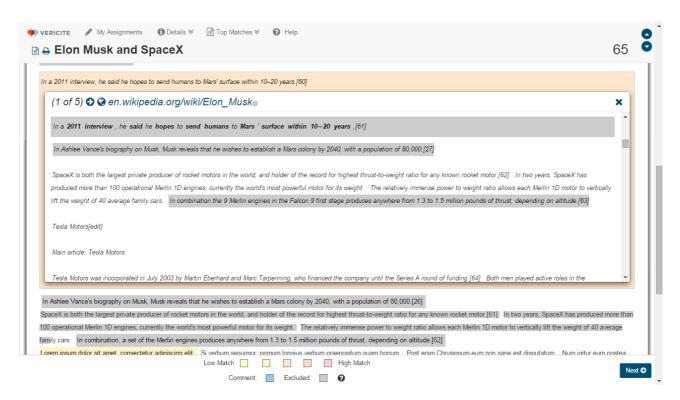


Click the arrow icon next to the title of the top match source to close the source inspector and return to the original report screen.

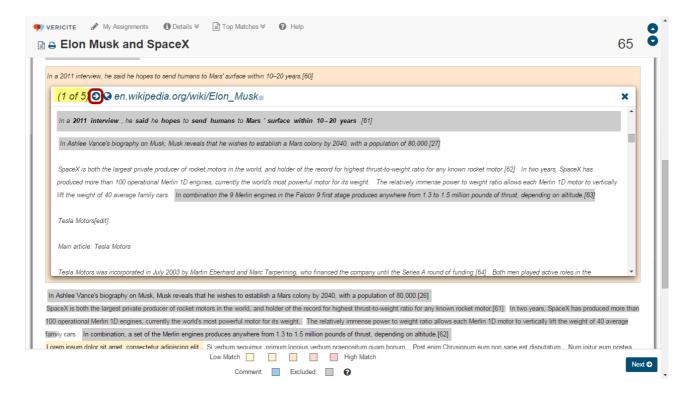
Click on highlighted text in the student submission to view the matching source information for that sentence.



The source detail will appear in-line below the selected sentence.

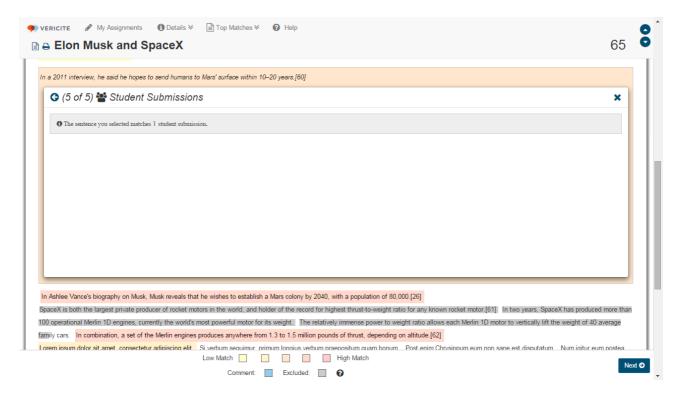


Viewing multiple matching sources.



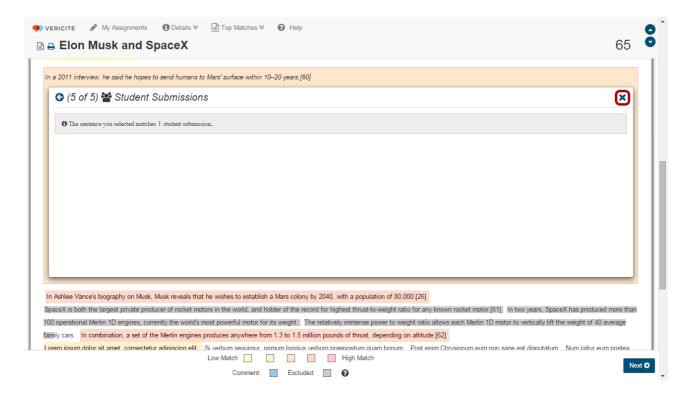
If there is more than one matching source for a particular sentence, you will see an indication of the number of matches, and you may click on the arrow icon to view the next matching source.

Student paper matches.

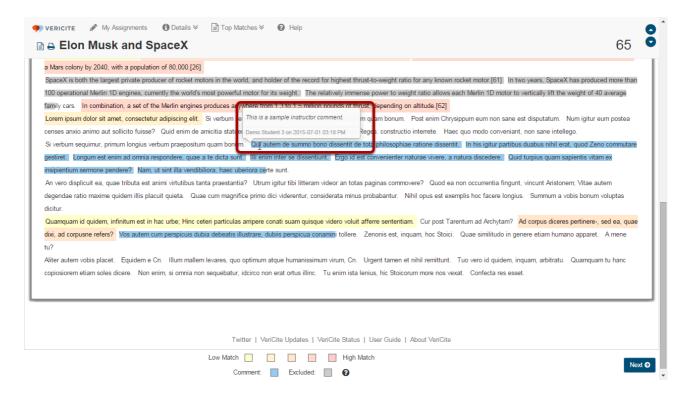


If some of the text from your submission matches text from another student's submission, you will see an indication of the student match or matches below the selected sentence. However, you will not be able to see student names or report details for the matching student paper/s.

Click the X in the right corner of the source view to return to the overall report.

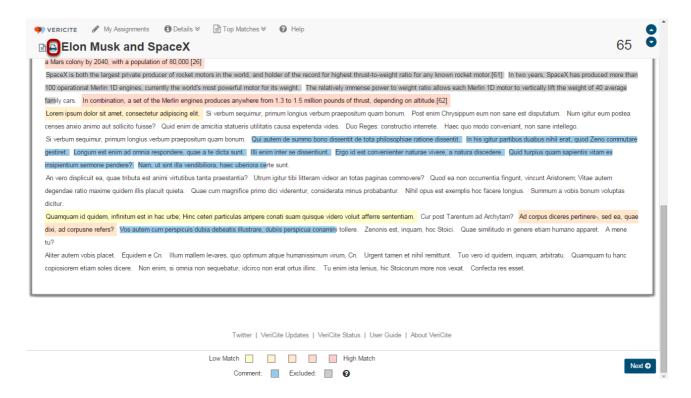


Viewing instructor comments.

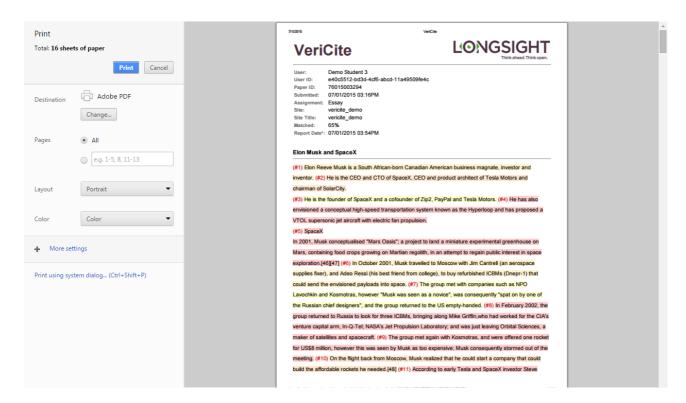


If your instructor has added comments to your report, they will be highlighted in blue. Mouse over the highlighted section of text to view the comment text bubble.

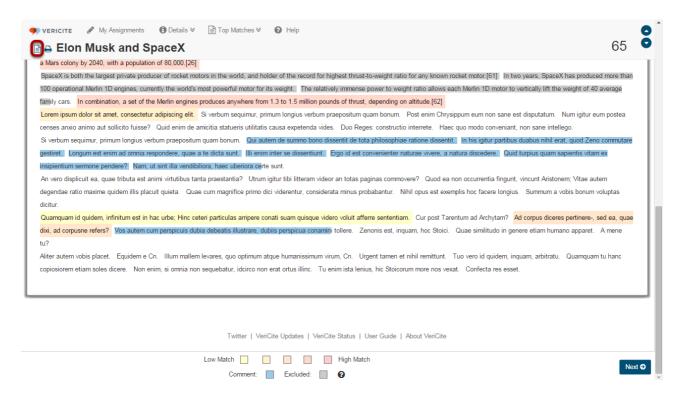
To print or save the report to your computer, click the print icon to the left of the paper title within the report.



The report will display in a printer-friendly format which can either be printed or saved as PDF.

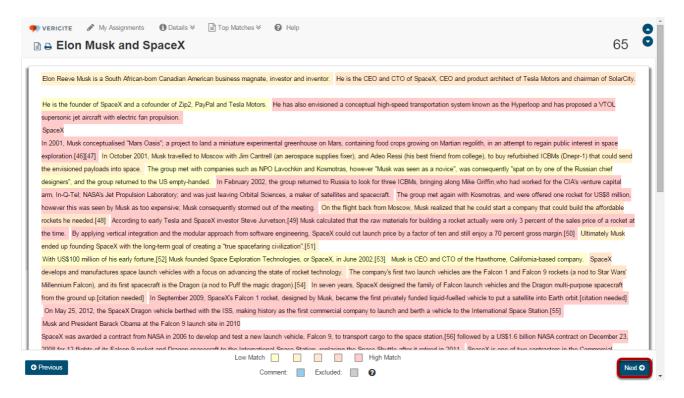


To save the original file to your computer, click the page icon to the left of the print icon within the report.



Note: The icon for saving the original file will only display if you uploaded a file. If you used the copy and paste method of entering your text submission, this icon will not display.

Viewing additional reports.



If there are multiple reports available for that assignment, you may click on the **Next** or **Previous** buttons to go directly to the next or previous report. (If there are no other reports, then the Next and Previous buttons do not appear.)

Navigating in VeriCite using the keyboard.

If you prefer to navigate through VeriCite reports using the keyboard, please refer to the list below for keyboard shortcuts and their functions.

Keyboard Shortcuts:

tab: Use tab to step through the user interface.

h: Use h to jump to the header of the page. This is normally the navigation section.

b: Use b to jump to the body of the page. This is the main section, for instance the report or the list of items.

f: Use f to jump to the footer of the page. This is normally the last action elements on the page and may not always be available.

n: Use n to jump to the next button. This can be for list pagers or next report, for example.

p: Use p to jump to the previous button. This can be for list pagers or previous report, for example.

User Guide

shift + n: Use shift + n to jump to the next match button for the main report.

shift + p: Use shift + p to jump to the previous match button for the main report.

alt + n: Use alt + n to jump to the next match button in the matched paper section.

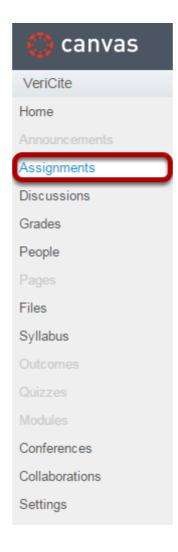
alt + p: Use alt + p to jump to the previous match button in the matched paper section.

m: Use m to jump to the matched paper section in the report page.

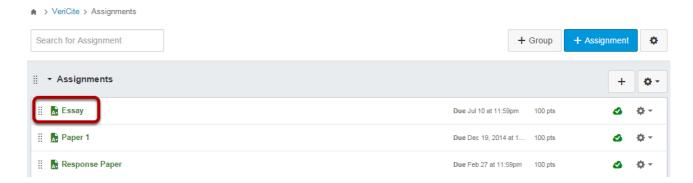
How do I submit a VeriCite assignment on behalf of a student?

Instructors and admin users may submit assignments on behalf of a student if desired.

Go to Assignments.



Click on the assignment you want to submit.



Click the button to load the assignment in a new window.

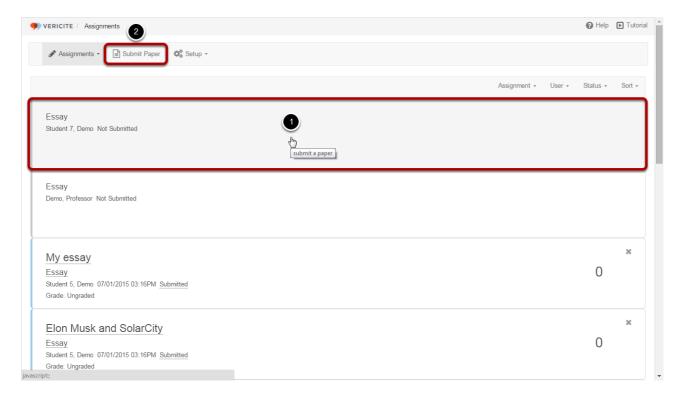


Please submit a 3 page essay in response to the assigned reading for this week.

This tool needs to be loaded in a new browser window

Load Essay in a new window

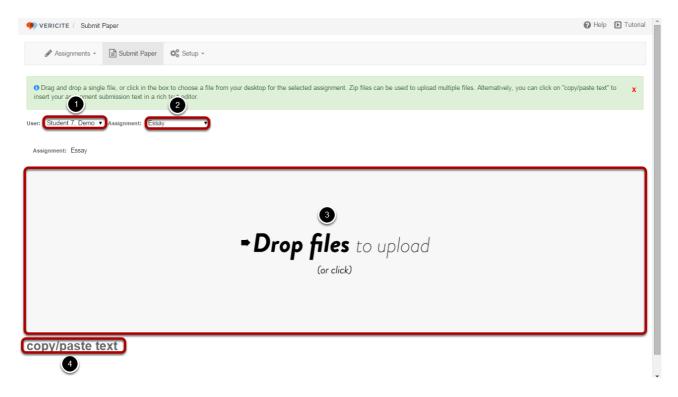
Click Submit Paper.



There are two different ways to submit a paper. Choose one of the following:

- 1. Click on the the row for a particular student and assignment to submit that assignment for that user.
- 2. Click the **Submit Paper** tab at the top. (Optionally, you may use the Submit Paper tab to submit the paper to "None" if there is no previously created assignment for the item you want to submit.)

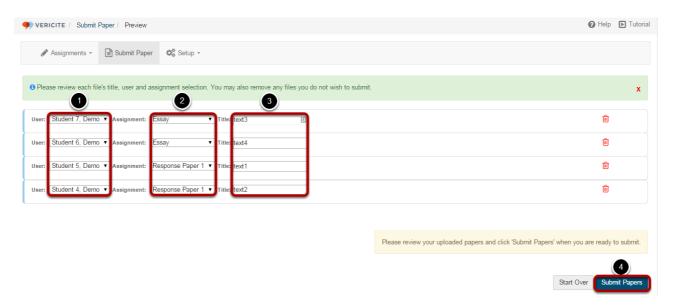
Select the user, assignment and file.



The **User** will default to the currently logged in user (e.g. the instructor account) or the user you selected from the list in the earlier step. The assignment will default to the assignment you selected from your assignment list.

- 1. Select the appropriate student name from the **User** drop-down menu (if necessary).
- 2. Select the appropriate assignment in the **Assignment** drop-down menu (if necessary). Remember that you may also select "None" if there is no previously created assignment for the item you want to submit.
- 3. Select and drag the file or files you would like to upload from your computer into the **Drop Files to upload area** and release. Or, click anywhere within the **Drop files** area to browse for and select the file from your computer.
- 4. If you prefer to submit in-line text instead of a file attachment, click the **or copy/paste text** link to paste in the submission text instead of step 3.

Upload a zip file to submit multiple files at once. (Optional)

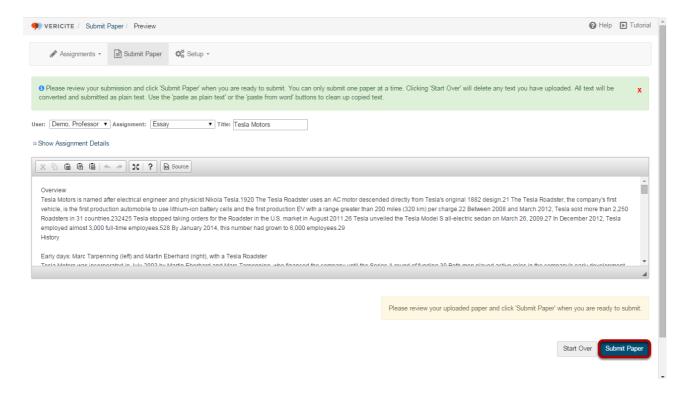


After you select and upload your zip file, VeriCite will extract each of the individual files in the zip and you can specify the following for each item:

- 1. Select the **User** (i.e. name of student).
- 2. Select the **Assignment**. You may choose an existing assignment or select "None."
- 3. (Optional) Edit **Title** of the submission. The default Title will be the filename, but this can be modified if desired.
- 4. Click **Submit Papers** to submit all files at once.

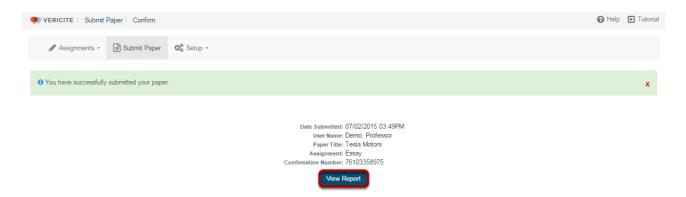
Note: There is a limit of 100 files, and 100MB total unzipped file size per zip file.

Review the submission and submit.



Review the paper submission. When you are ready to submit, click the **Submit Paper** button.

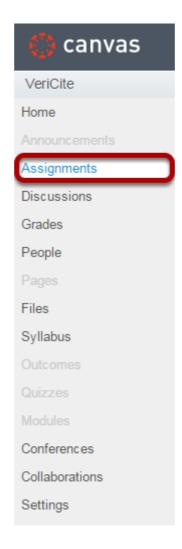
View confirmation and report.



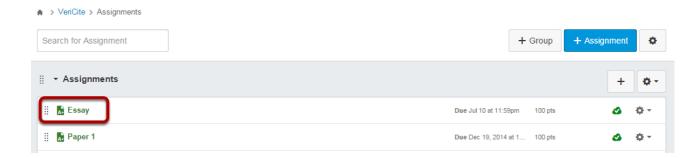
You will receive a confirmation message once the paper has been submitted. Click on the **View Report** button to view the plagiarism report for this submission.

How do I view or grade VeriCite reports as an instructor?

Go to Assignments.



Click on the assignment you want to view or grade.

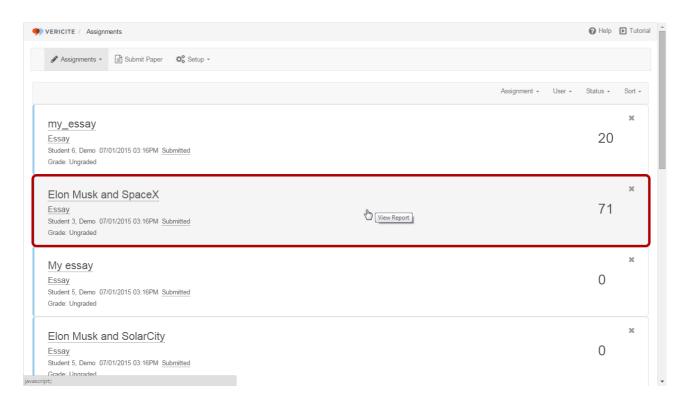


Click the button to load the assignment in a new window.

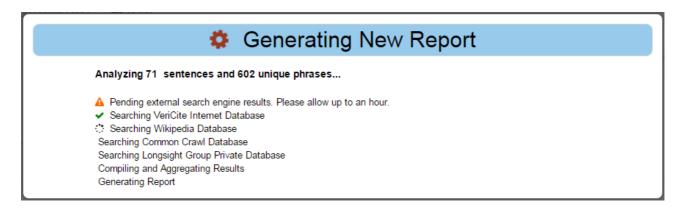
♠ > VeriCite > Assignments > Essay > Essay
Please submit a 3 page essay in response to the assigned reading for this week.
This tool needs to be loaded in a new browser window

Load Essay in a new window

Click on the row for the report you would like to view.



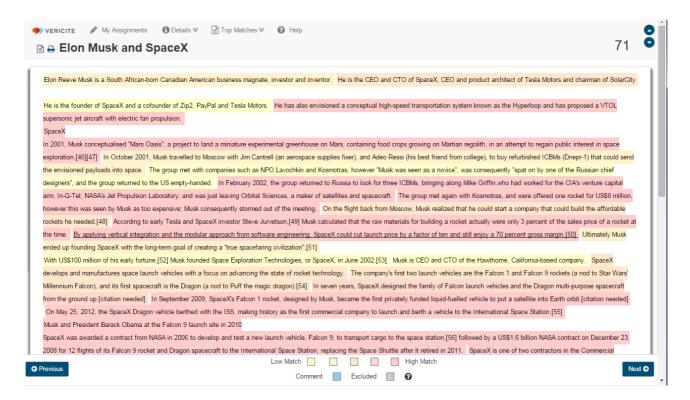
The report progress indicator will appear.



Each time a user views a report, the report is dynamically generated. The loading progress indicator informs the user of the repositories being scanned and visually indicates how the report is being compiled.

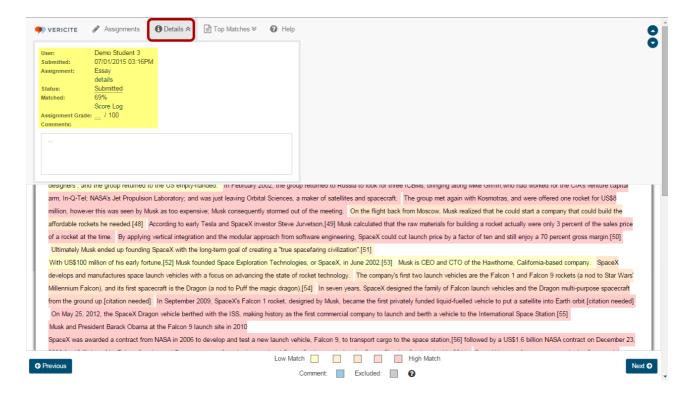
Note: When a paper is submitted, VeriCite takes the top most advanced sentences from the paper and submit them to an external search engine. If you see a "Pending external search engine" indicator, this means that the search results have not yet returned and you will need to view the report again later to see all of the results. Typically, this only happens the first time a report is viewed.

Report Navigation.



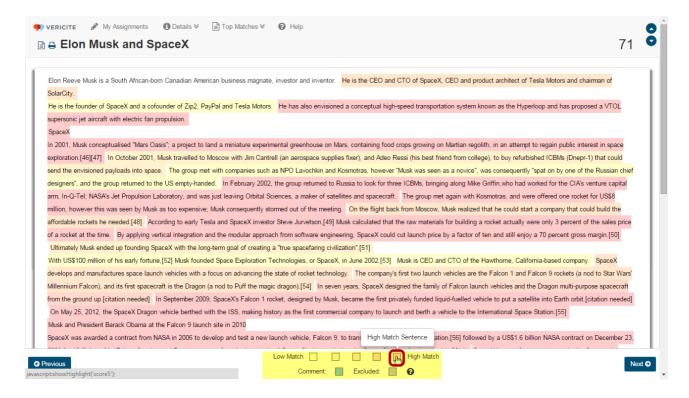
There are several ways to navigation throughout the report.

Report Details.



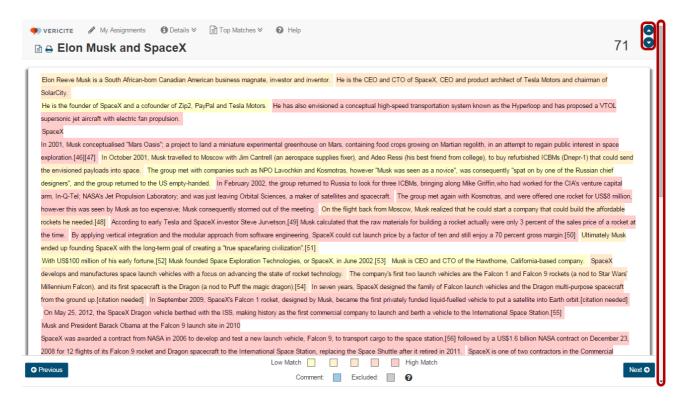
If you click on the **Details** drop-down menu at the top of the screen, you will see the the user, submission date, assignment, context (i.e. site or course where the paper was submitted), and the matched score. There is also a place to enter a grade and comments for the submission.

Interactive Highlight Legend.



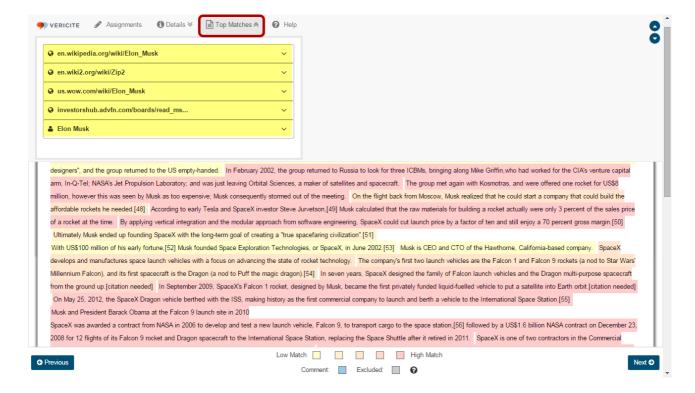
The report displays matching text highlighted in the colors noted in the legend at the bottom of the report. You can click on any of the match level boxes to view the highlighted sentences for that level only. Clicking again on the same highlight level toggles the display back to the full report.

Page or scroll down in the student submission.



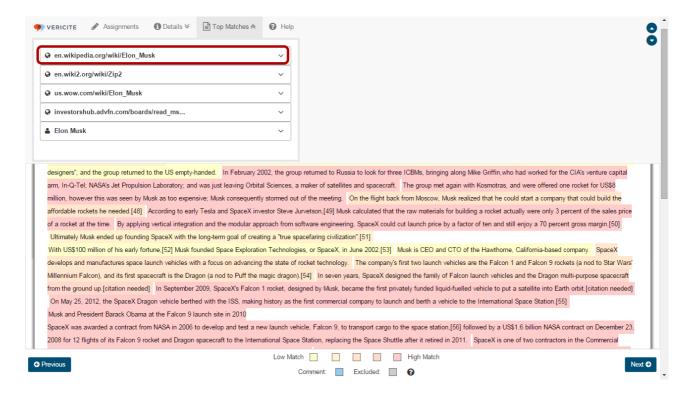
You may page down or up in the student submission using the arrows in the top left of the screen. You may also use the scroll bar to move up or down in the student submission report.

Top Matches.



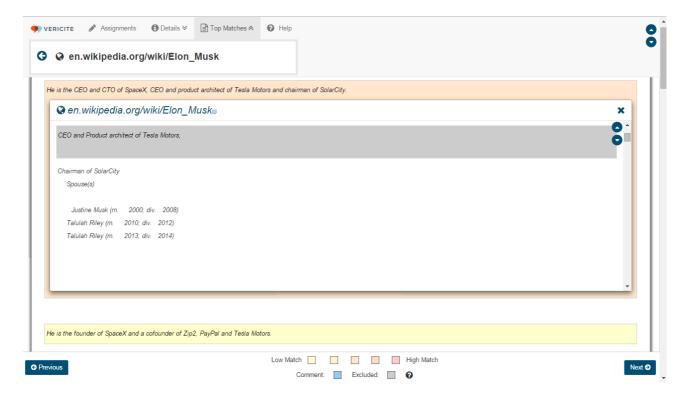
Click on the **Top Matches** drop-down menu to view a list of the top matching sources.

Top match source comparison.



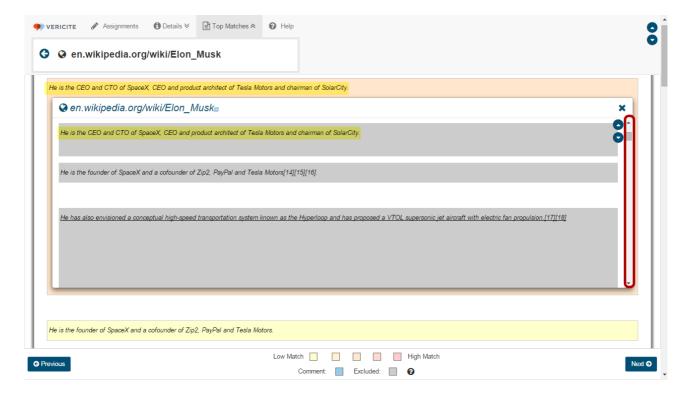
Click on any of the individual top matches buttons to view a source comparison for that source.

Source comparison view.



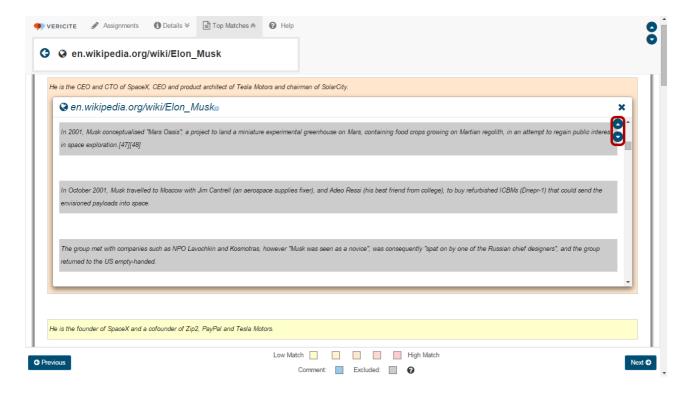
The selected source will be listed at the top of the screen, and the source text will appear in-line with the student submission, just below the matching student text and within another window on the page.

Scroll to view additional source information.



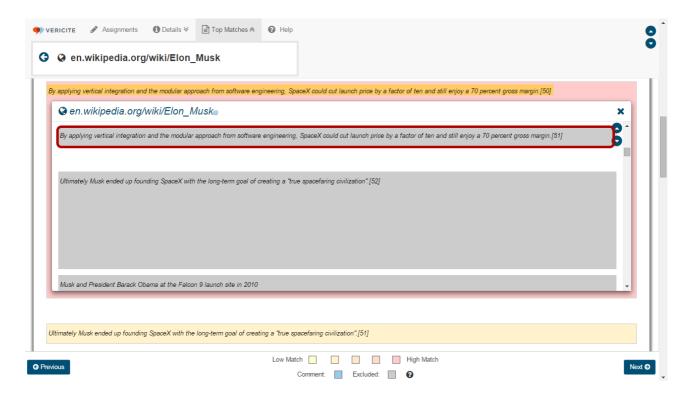
You can scroll up and down in the source frame to view or select a different highlighted section, view additional text in the matching source, and see where the matching text is located in the original document.

Jump view additional source information.

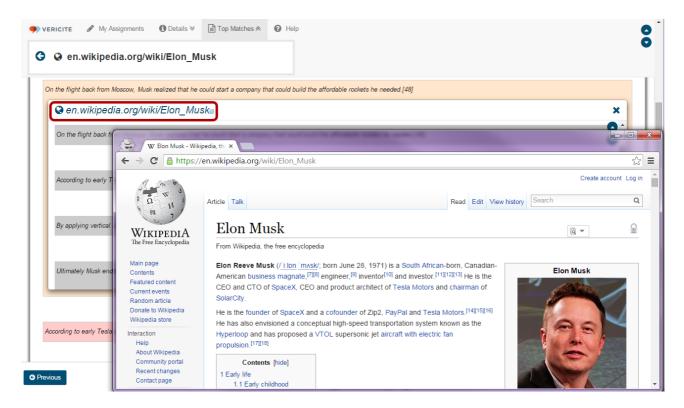


You can also use the up and down arrows to jump to other parts of the source text and see where additional matching text is located in the original document.

Click on on a matching sentence from the source, and it will jump to the location of the text in the student submission.



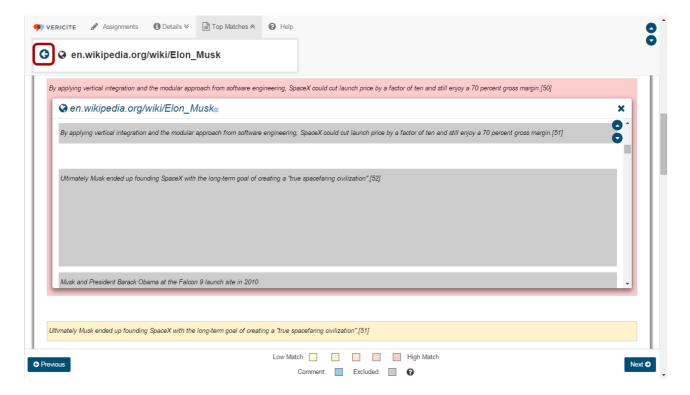
Link to a source web page.



If the matching source is from a web site, you can click on the title of the source to open the web page in a new tab/window.

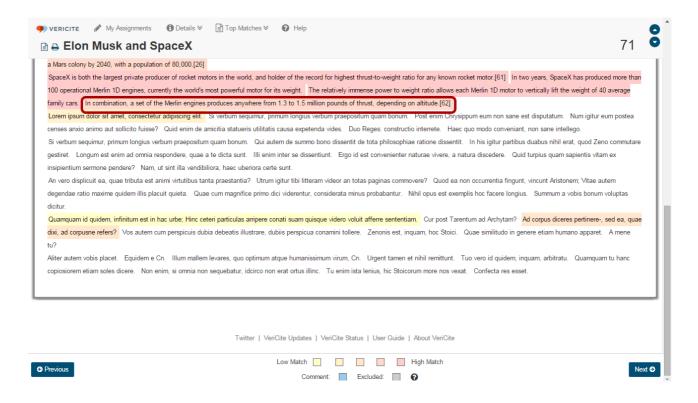
Note: Web page sources have a globe icon to the right of the title to indicate that they are Internet matches, as well as a small page icon to the right of the title to indicate that they are linked.

Return to the overall report.

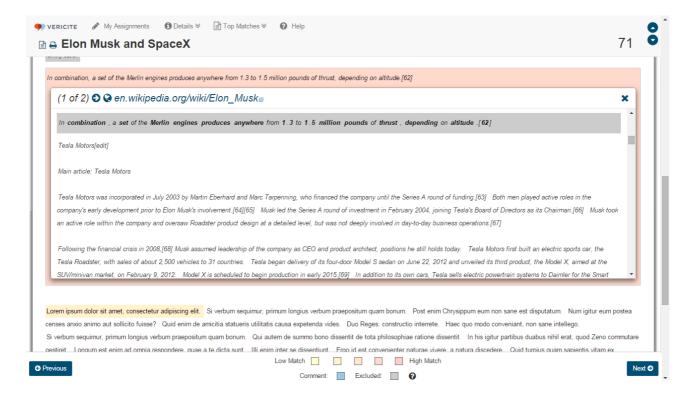


Click the "back" arrow icon next to the title of the top match source to close the source inspector and return to the original report screen.

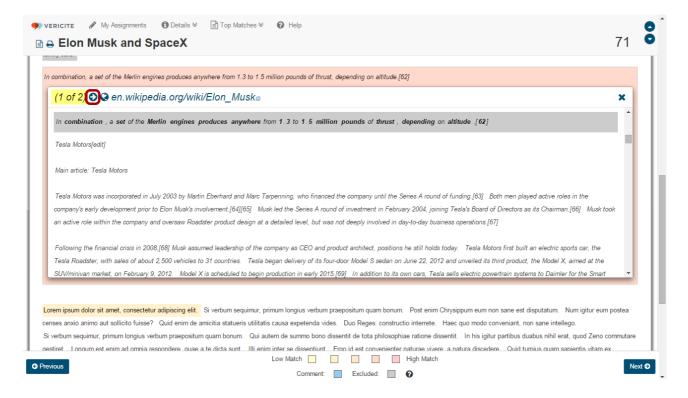
Click on highlighted text in the student submission to view the matching source information for that sentence.



The source detail will appear in-line below the selected sentence.

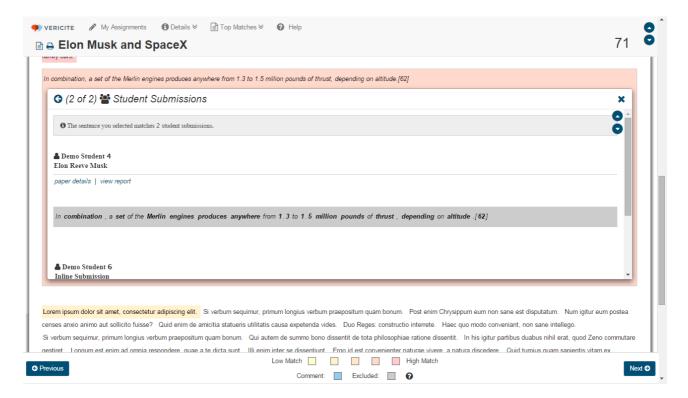


Viewing multiple matching sources.



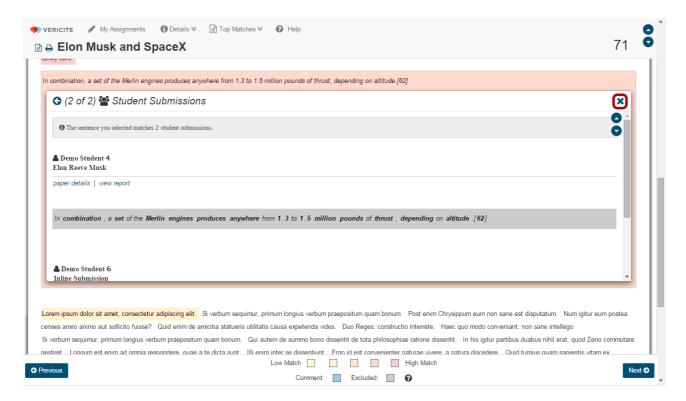
If there is more than one matching source for a particular sentence, you will see an indication of the number of matches, and you may click on the arrow icon to view the next matching source.

Aggregate view for student paper matches.

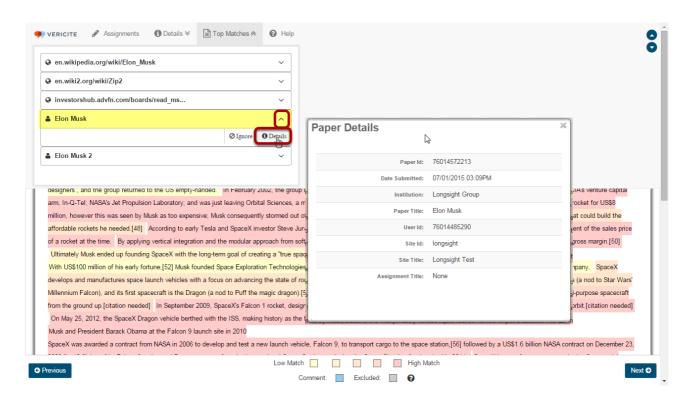


If you click on a sentence that matches several other student submissions, you will see the matching student papers aggregated in the source view, including the student name and the title of the student's submission. You may select the links provided for each matching student submission to display the **paper details** or **view report** for any of the listed papers.

Click the X in the right corner of the source view to return to the overall report.



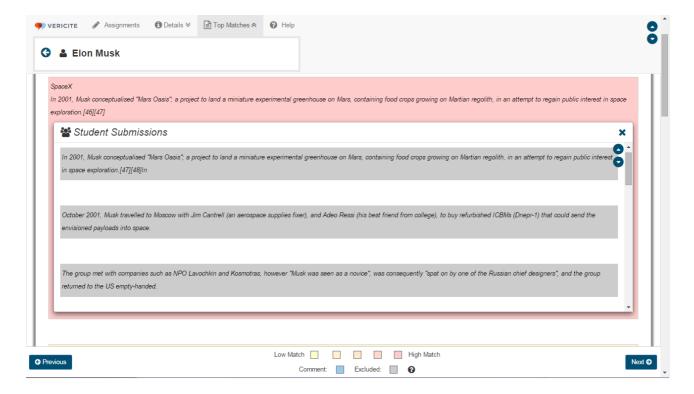
Student Paper Matches.



If the student submission matches another student paper, you can view the matching paper information including the paper id, date submitted, institution, paper title, user id, user name, user email, site id, site title and assignment title of the source paper.

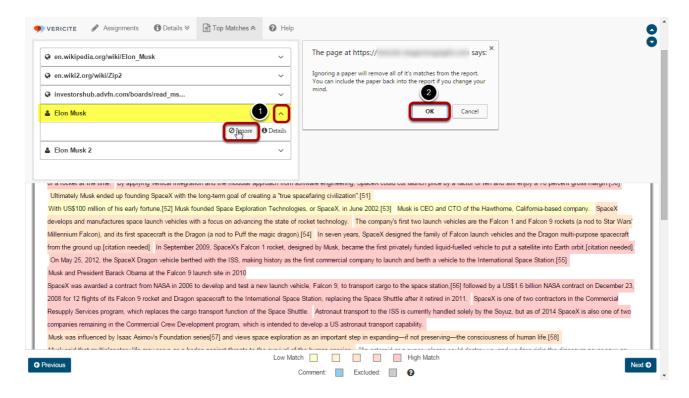
Click on the down arrow for the matching student paper and then select **Details** to view the paper details.

Matching student papers within your institution.



For papers within your institution, if some of the text from one student submission matches text from a different student's submission, you may click on the source to see the matching text from the student submission in the source comparison detail.

Ignoring a matching source.

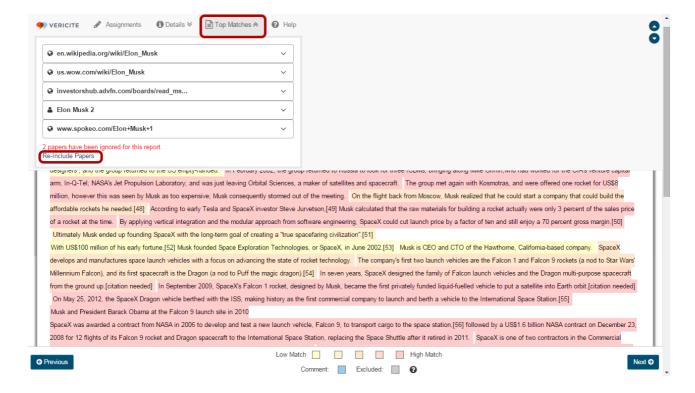


If you would like to exclude any of the matching sources from the report:

- 1. Click on the down arrow for the source and select **Ignore**.
- 2. You will be prompted to confirm this action. Click **OK** to continue.

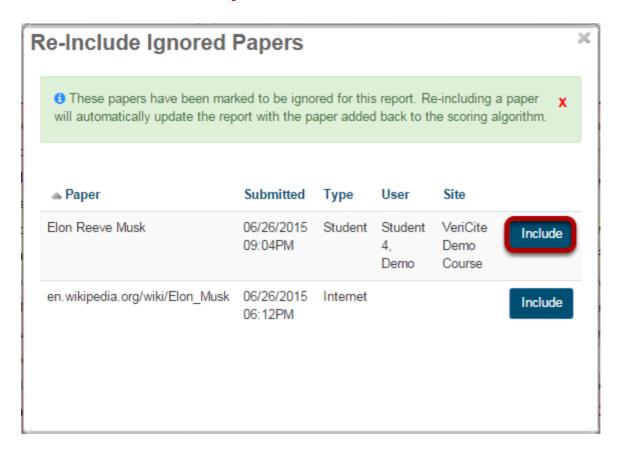
This will remove that source from consideration and recalculate the plagiarism score for the report.

Re-including an ignored source.



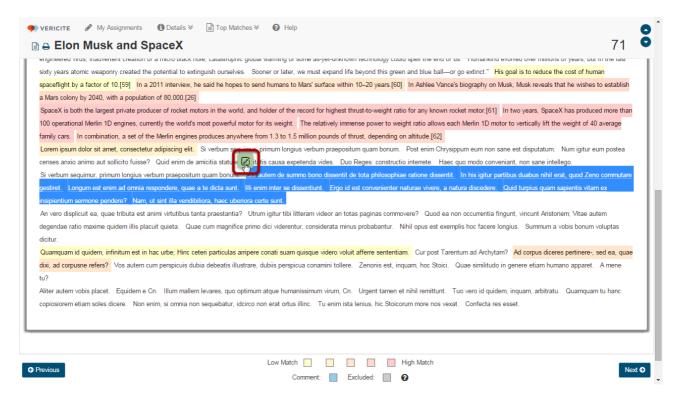
To re-include a paper, select **Top Matches**, and then click on the **Re-Include Paper** link.

Click Include to select the item you would like to re-include.



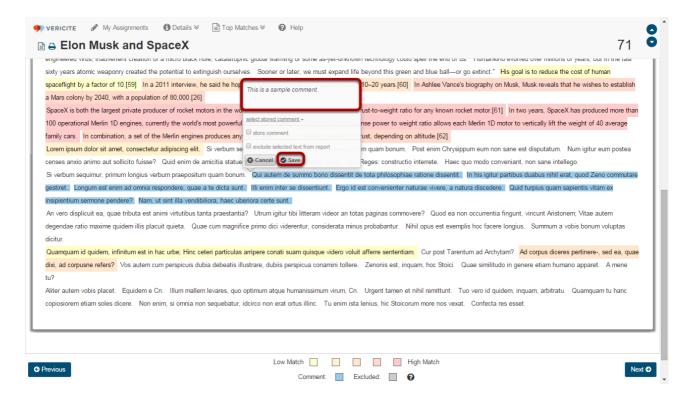
When you select to re-include papers, you will see a list of any ignored items. Notice that the title of the item, as well as the type of match (e.g. Internet or Student) is also shown. If one of the matches is a student match, the name of the student and the site (if applicable) will also be shown.

Annotating student submissions.



Highlight the section of the submission text that you would like to annotate, and then click on the **Edit** icon that appears.

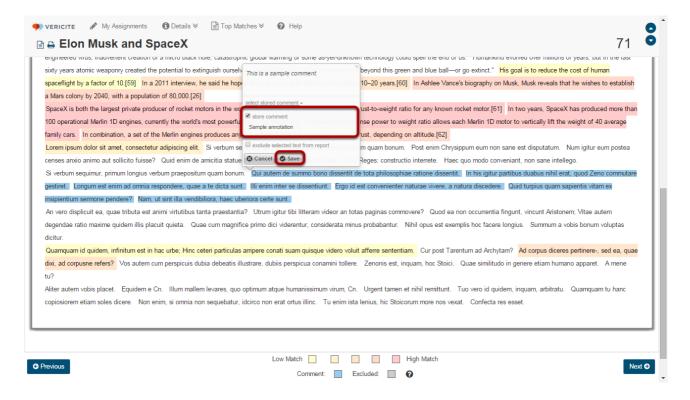
Enter your comments and click Save.



Enter your comments or annotations into the text box provided. Then click **Save** to save the comment.

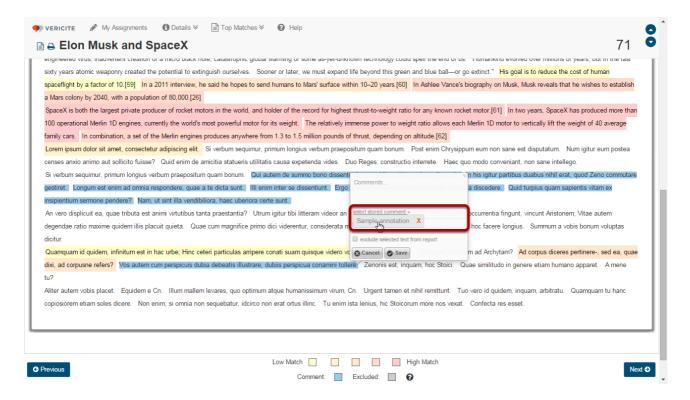
Note: Annotated sections of text will appear highlighted in blue in the report.

Click store comment and Save. (Optional)



If you would like to store your comment for later use, you may check the **store comment** box and enter a title for the annotation. Then, click **Save** to store the comment as well as save it within the report.

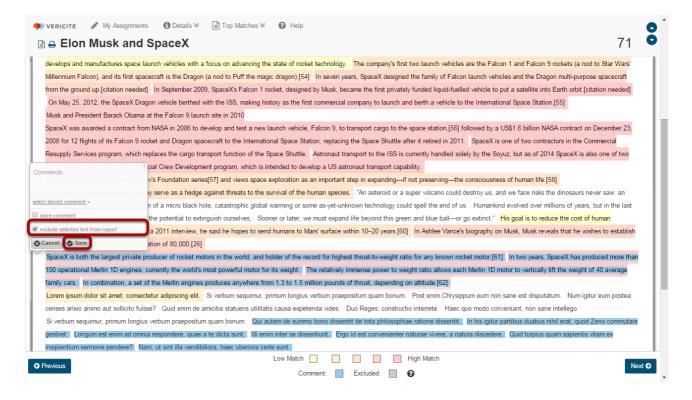
Select stored comments. (Optional)



If you would like to use a stored comment, click on **select stored comment** and choose from the list of available annotations.

Note: Clicking on the red X next to a stored comment will delete that comment from your list of stored items.

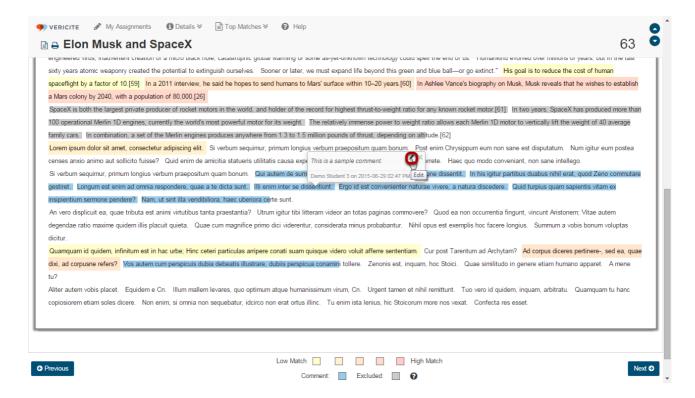
Click exclude selected text from report and Save. (Optional)



If you would like to ignore the highlighted text, check the box next to **exclude** selected text from report and then click **Save**.

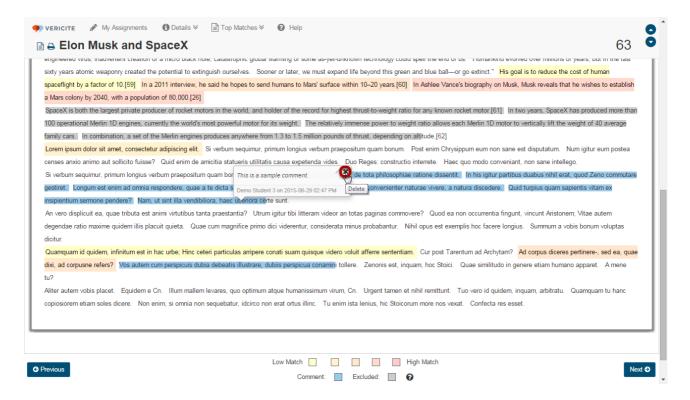
Note: Excluded sections of text will appear highlighted in gray in the report after saving.

Editing existing comments. (Optional)



If you would like to edit an existing comment, mouse over the section of highlighted text and click on the **Edit** pencil icon in the comment text bubble.

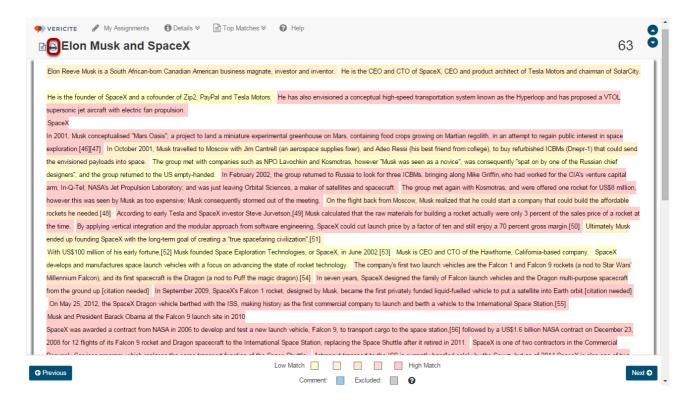
Deleting comments. (Optional)



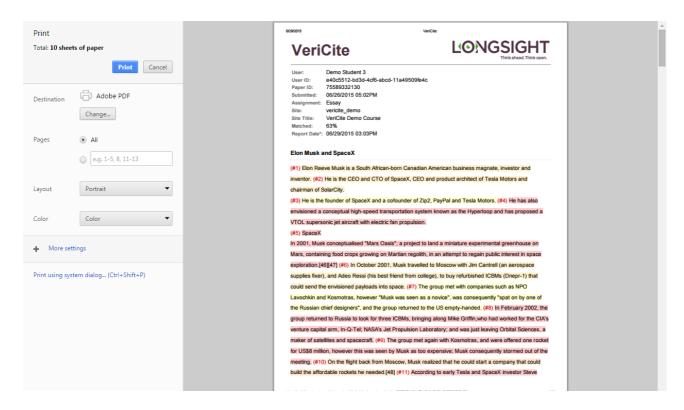
If you would like to delete an existing comment, mouse over the highlighted text and then click the **Delete** X icon in the comment text bubble.

Note: Take care when deleting comments! Deleted comments are completed removed from the report.

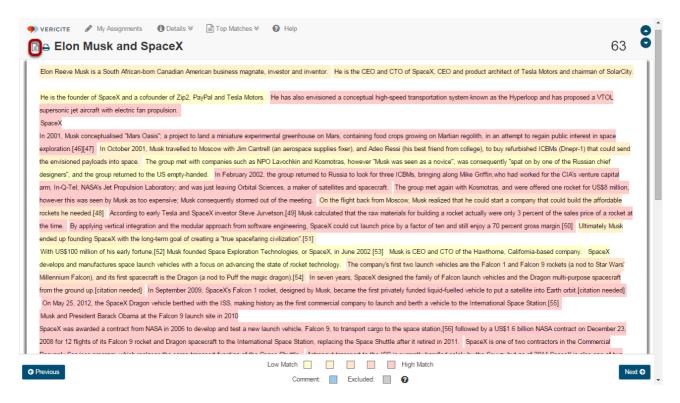
To print or save the report to your computer, click the print icon to the left of the paper title within the report.



The report will display in a printer-friendly format which can either be printed or saved as PDF.

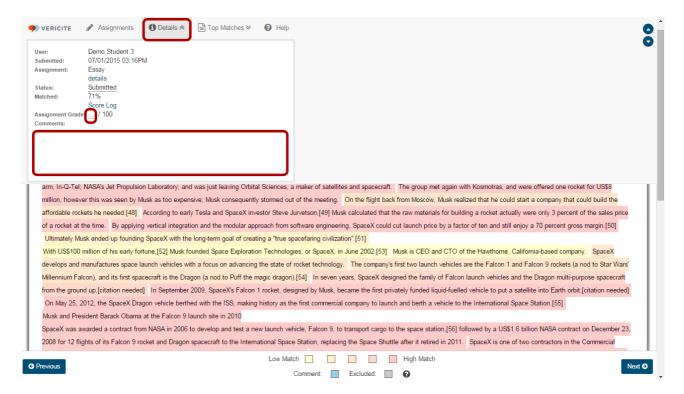


To save the original paper submission to your computer, click the save icon to the left of the print icon within the report.



Note: The icon for saving the original file will only display if the submission was uploaded as file. If it was submitted using the copy and paste method of entering text, this icon will not display.

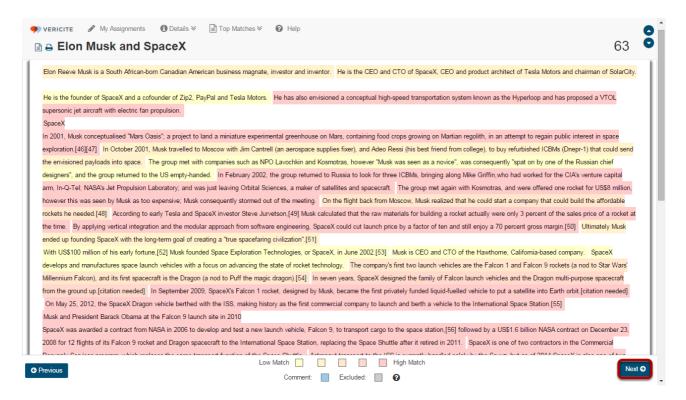
Enter a grade and/or comments.



To enter a grade, go to the **Details** tab at the top and then click on the "..." ellipses next to **Assignment Grade** or in the **Comments** text box to enter a grade and/or comments for the student submission, then hit the **Enter** key on your keyboard or click outside of the entry field to save your change.

Any grades entered here will automatically be sent to the Canvas gradebook and can be accessed via the Grades tool

Viewing additional student reports.



If there are multiple reports available for that assignment, you may click on the **Next** or **Previous** buttons to go directly to the next or previous report. (If there are no other reports for that assignment, then the Next and Previous buttons do not appear.)

Navigating in VeriCite using the keyboard.

If you prefer to navigate through VeriCite reports using the keyboard, please refer to the list below for keyboard shortcuts and their functions.

Keyboard Shortcuts:

tab: Use tab to step through the user interface.

h: Use h to jump to the header of the page. This is normally the navigation section.

b: Use b to jump to the body of the page. This is the main section, for instance the report or the list of items.

f: Use f to jump to the footer of the page. This is normally the last action elements on the page and may not always be available.

n: Use n to jump to the next button. This can be for list pagers or next report, for example.

p: Use p to jump to the previous button. This can be for list pagers or previous report, for example.

User Guide

shift + n: Use shift + n to jump to the next match button for the main report.

shift + p: Use shift + p to jump to the previous match button for the main report.

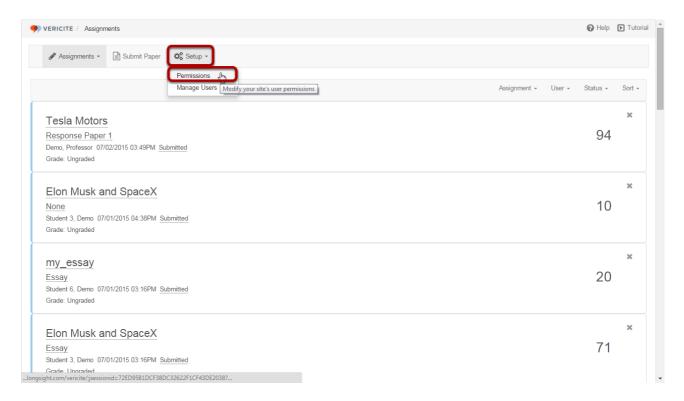
alt + n: Use alt + n to jump to the next match button in the matched paper section.

alt + p: Use alt + p to jump to the previous match button in the matched paper section.

m: Use m to jump to the matched paper section in the report page.

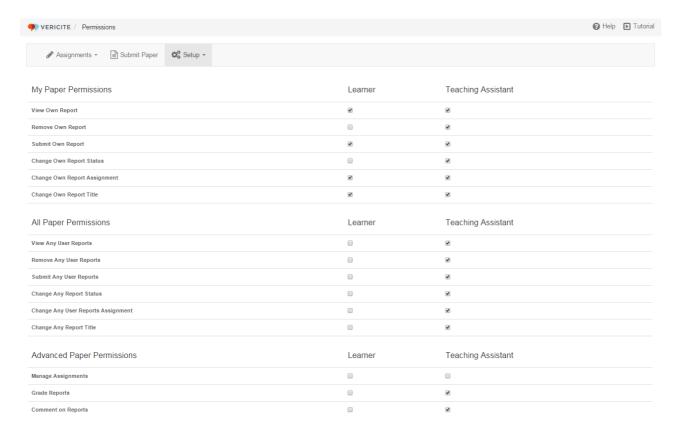
How do I manage permissions and users in VeriCite?

From the Setup menu, select Permissions.



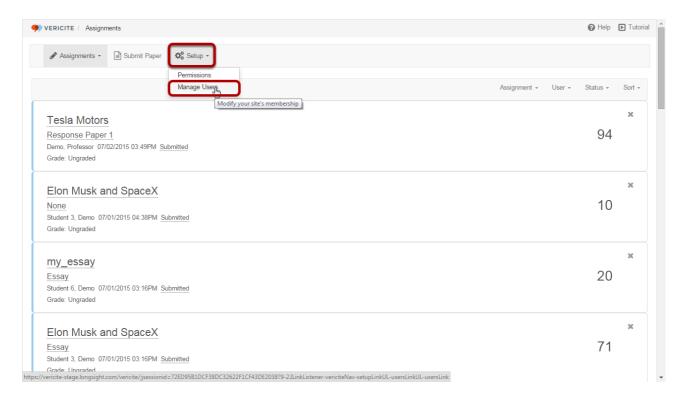
From the **Setup** tab you can view and modify the **Permissions** for learners and teaching assistants in the tool.

Select the desired permissions.



Check the box to enable a permission, or un-check a box to remove that permission. For example, if you do not want students to view their own reports, remove the check mark next to **View Own Report** in the **Learner** column.

From the Setup menu, select Manage Users to modify tool participants.

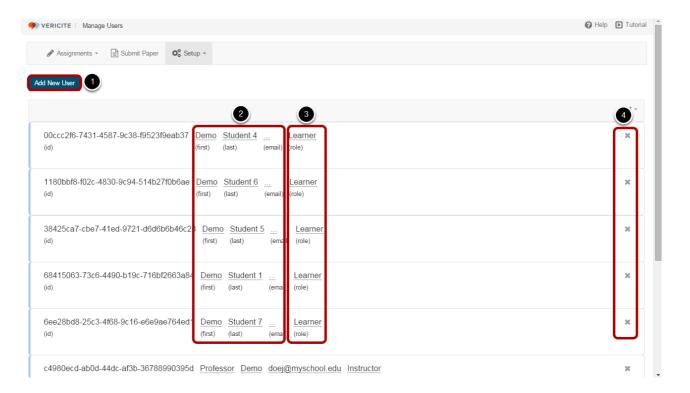


When users are enrolled in your course, they will automatically be added to VeriCite with the default permissions appropriate to their role in the course (i.e. student, teaching assistant, or instructor). However, if you need to modify a user's information or role in VeriCite, you may do so from the **Manage Users** area.

The **Manage Users** area allows you to add new users, update user information, or remove users from the tool.

- Click the + add new user link to enter the username for an additional user in the tool. (This
 option is typically not used when VeriCite is integrated within the LMS. Changes to your
 course enrollment will be reflected automatically.)
- 2. Click any of the underlined items in the **First Name**, **Last Name** and **Email** fields to edit those items.
- 3. Click on the **Role** to change the role for a user. The role will determine which set of permissions is assigned to that user. You can select from Learner, Teaching Assistant or Instructor roles.
- 4. Click the **Remove** button to remove a user from the tool. (This option is typically not used when VeriCite is integrated within the LMS. Changes to your course enrollment will be reflected automatically.)

The Manage Users area allows you to add new users, update user information, or remove users from the tool.



When users are enrolled in your course, they will automatically be added to VeriCite with the default permissions appropriate to their role in the course (i.e. student, teaching assistant, or instructor). However, if you need to modify a user's information or role in VeriCite, you may do so from the **Manage Users** area.

The **Manage Users** area allows you to add new users, update user information, or remove users from the tool.

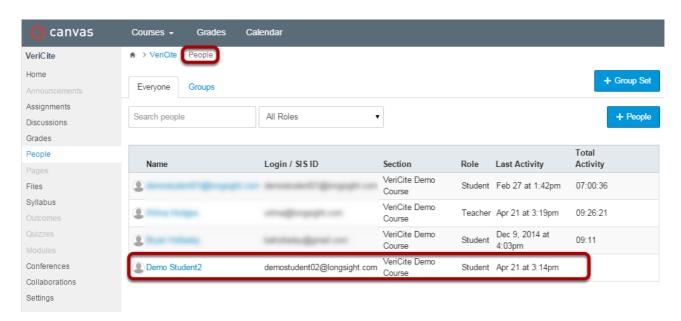
- 1. Click the Add New User button to enter the username for an additional user in the tool. (This option is typically not used when VeriCite is integrated within the LMS. Changes to your course enrollment will be reflected automatically.)
- 2. Click any of the underlined items in the **First Name**, **Last Name** and **Email** fields to edit those items.
- 3. Click on the **Role** to change the role for a user. The role will determine which set of permissions is assigned to that user. You can select from Learner, Teaching Assistant or Instructor roles.
- 4. Click the **X** on the right end of the user row to remove that user from the tool. (This option is typically not used when VeriCite is integrated within the LMS. Changes to your course enrollment will be reflected automatically.)

How do I sync my roster in Canvas?

There may be times when you want to assign a grade for a student who has not turned in an assignment. The LTI integration with Canvas will automatically add students to the VeriCite roster when they log in to your course and open an assignment in your Canvas site. However, if a student never logs in to the Canvas course at all, or never opens an assignment which uses VeriCite, you may need to sync your roster in order to assign that student a grade.

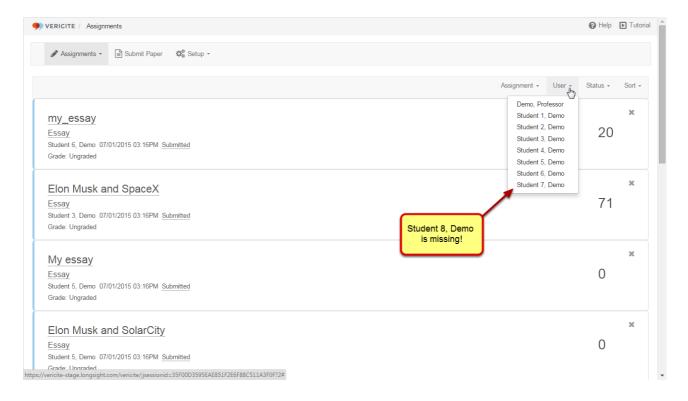
Note: Keep in mind that in order to enter a grade for a user, the user must have a Student role and the VeriCite assignment must be both gradable and published.

In the People tab, the student appears in the list.

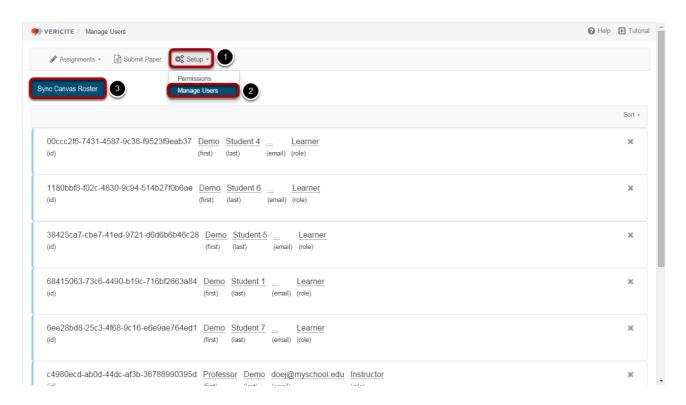


In this example, Demo Student2 has accepted the course invite for the Canvas site, but has not opened any of the VeriCite assignments in the course.

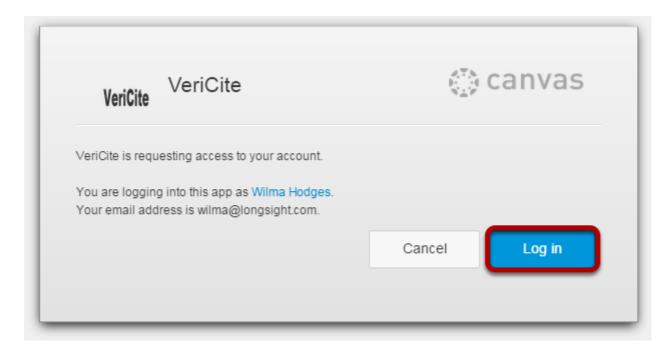
However, when you select a VeriCite assignment to grade, the student is not available in the list to enter a score.



Go to Setup > Manage Users > Sync Canvas Roster.

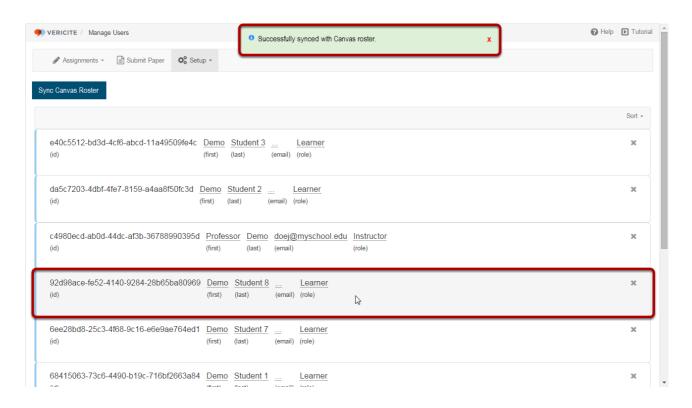


Click Log in to allow access.

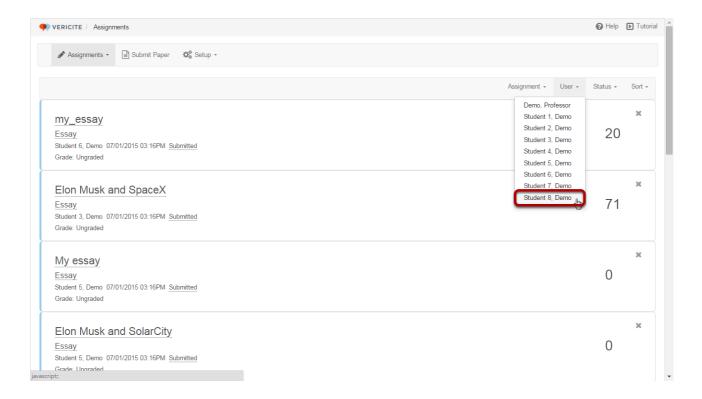


The first time you sync the roster, you will be prompted to allow access. Once you have completed this step, you won't need to do it again.

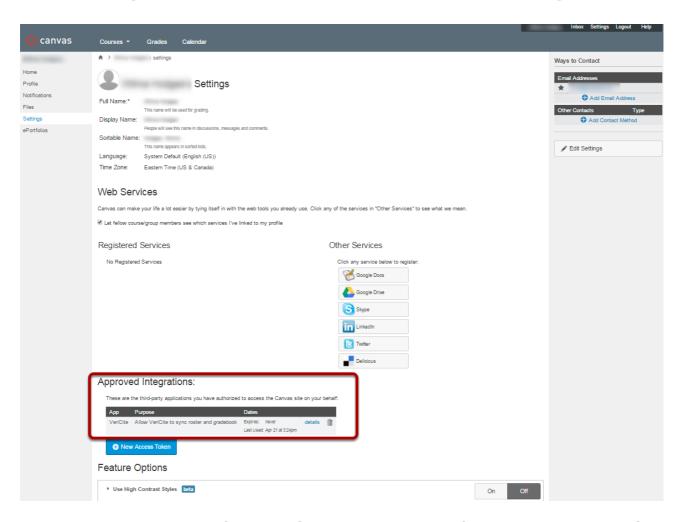
You will receive a confirmation message and VeriCite will now display all students from the Canvas roster under Manage Users.



Now, when you go to any assignment in your site, the entire student roster will display.



Approved Integrations appear under Canvas User Settings.



If you ever need to delete or modify the VeriCite authorized access for your user account in Canvas, go to your **User Settings** by clicking on your name in the top right of the screen, and then go to **Settings** in the left navigation menu. The Approved Integrations appear on this page and you should see VeriCite listed after you have approved it. If you delete VeriCite from the access list, you will need to allow access again the next time you sync your roster.

VeriCite LTI User Guide

How do I configure VeriCite as an LTI tool?

The exact configuration settings will be unique to your VeriCite account. However, the following general guidelines may be followed in configuring the VeriCite LTI.

Edit the LTI configuration settings.

The location of the configuration settings may vary depending on your software. You will also need the appropriate site permissions to access and update the LTI configuration settings.

Enter the required tool information.

Required Information	
* Remote Tool Url:	
	https://vericite-api.longsight.com/vericite/
* Remote Tool Key:	trysakai
* Remote Tool Secret:	

Note: The example shown above is for illustration purposes only.

Longsight will provide you with the following information when you activate your trial and/or production instance of VeriCite.

- Remote Tool URL
- Remote Tool Key
- · Remote Tool Secret

Enter this information into the appropriate settings area in your LMS.

Allow roster information release. (Optional)

Releasing Roster Information

- Send Names to the External Tool
- Send Email Addresses to the External Tool

These options allow you to control which information is released to the external tool. Some tools may require roster information to function.

Allow the External Tool to retrieve the course roster

You may also enable the following parameters related to your course roster. These settings allow VeriCite to auto-populate the class roster, instead of having the instructor do it manually.

- Send Names to the External Tool
- Send Email Addresses to the External Tool
- Allow the External Tool to retrieve the course roster

Save your settings.

Once you have entered and saved the information above, the VeriCite LTI tool should be active for use in your site.

How do I create a VeriCite LTI assignment?

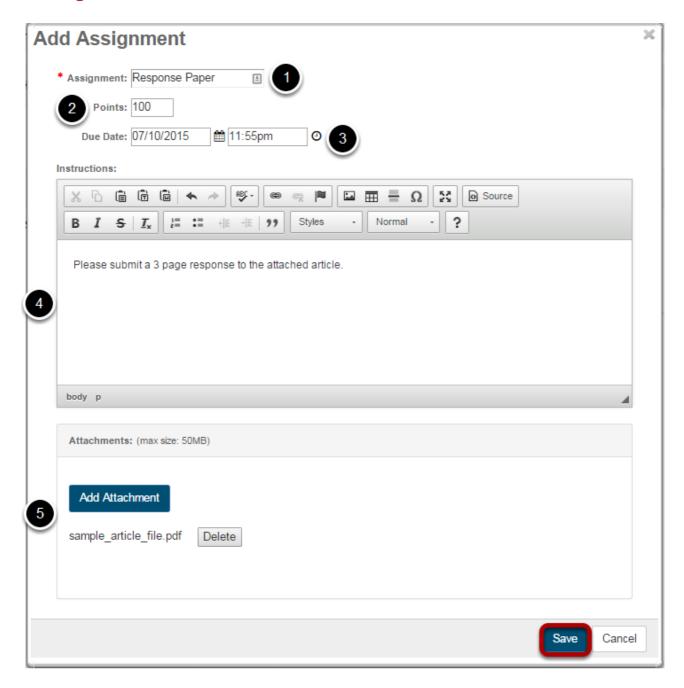
From the Assignments drop-down menu, select Manage Assignments.



Click Add new assignment.



Enter assignment information and save.



Enter the following details for your assignment:

- 1. Assignment title
- 2. Points possible
- 3. Due date
- 4. Instructions
- 5. Add attachments (Optional)

Then, click the **Save** button at the bottom to save your assignment details.

View assignment.



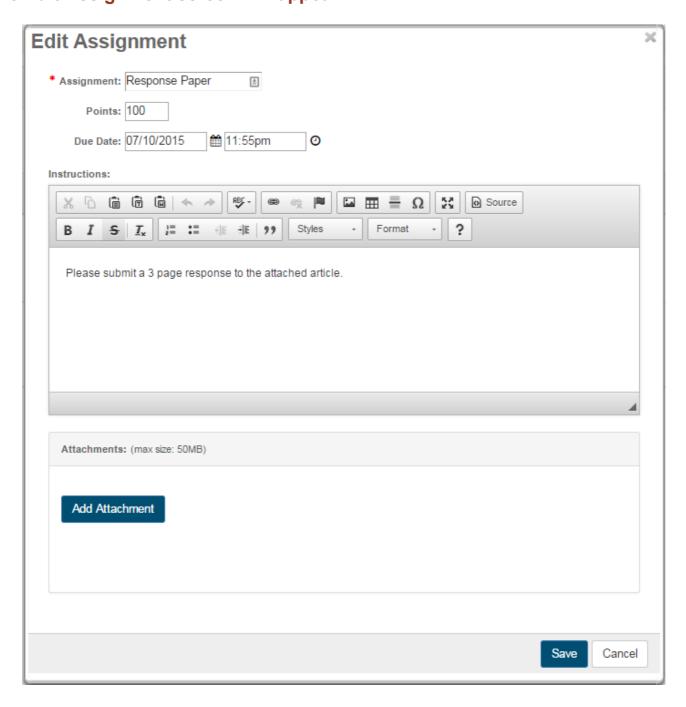
Once you have added your assignment, it will display in the Assignments list.

Edit assignment details.



If you need to make any changes to the assignment details, click anywhere in the row for the assignment to select it.

The Edit Assignment screen will appear.



Update title.



To update the assignment title only, click on the title.

The title field will allow editing.

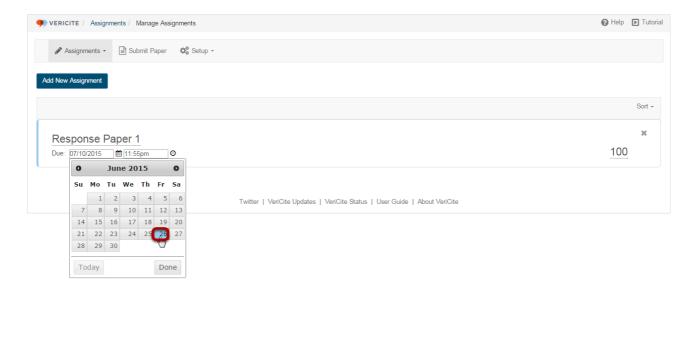


Update due date.



To update the assignment due date, click inside the date field, or on the calendar icon immediately to the right of the date field.

The calendar will pop up so that you can choose a new date.



Click on the new date to select it.

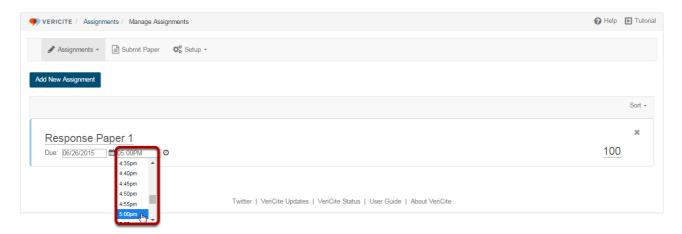
https://vericite-stage.longsight.com/vericite/wicket/page; jsessionid = 7796E063DFE89CA752953E171EF37A07?16# the properties of the prope

Update time.



To update the assignment time, click inside the time field, or on the clock icon immediately to the right of the time field.

Select the new time from the drop-down menu.

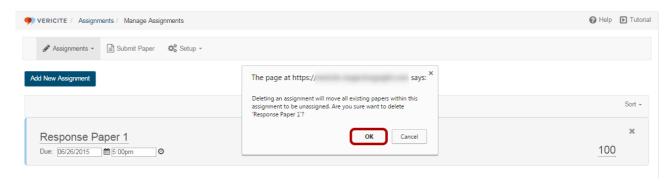


Delete assignment.



Click on the X in the far right side of the assignment row to delete the assignment.

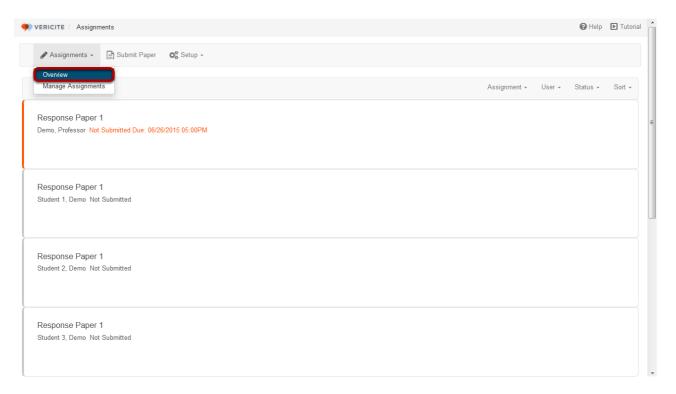
Confirm the assignment deletion.



You will be prompted to confirm the assignment deletion. Note that any existing papers for this assignment will not be deleted. Instead, they will be moved to the "None" assignment category.

Click **OK** to confirm and delete the assignment.

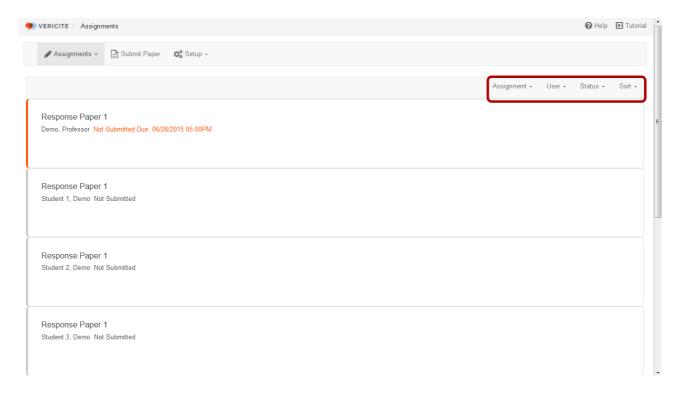
Return to Overview.



Click on the **Overview** option in the Assignments drop-down menu to return to the landing page for the VeriCite LTI. You will see a listing that displays the **Assignment**, **User**, **Submission**, **Date Submitted**, **Report Score**, and **Grade** for each user in the course.

The instructor will see all students in the course. Students will only see their own submissions. (If the submission status and due date is shown in red, that indicates that an assignment is due soon or is overdue and the user should submit right away.)

Filtering and sorting.

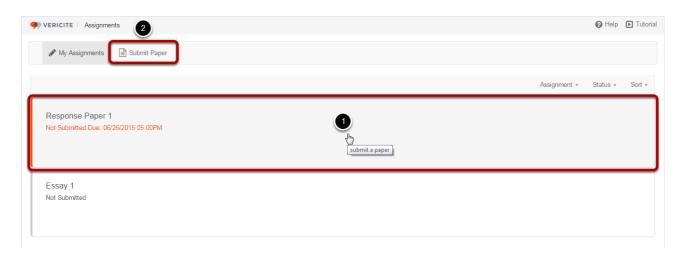


You may filter the list to view items by **Assignment**, **User**, or **Status** drop-down menus. You may also sort by any of these items using the **Sort** drop-down.

How do I submit a VeriCite LTI assignment as a student?

Students may submit their own assignments via file upload or copy and paste.

Click Submit Paper.

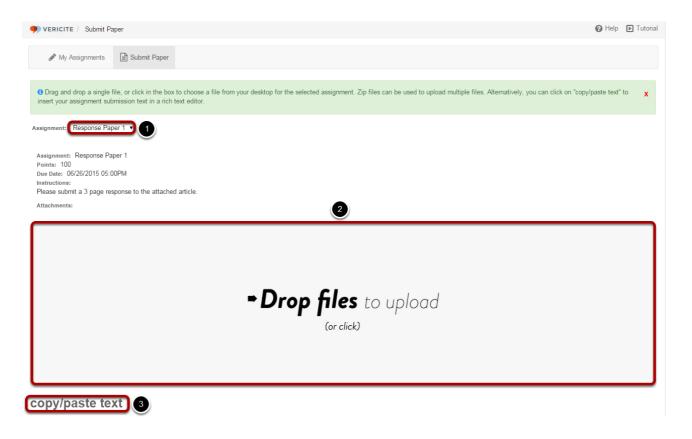


There are two different ways to submit a paper. Choose one of the following:

- 1. Click on the the row for a particular assignment to submit that assignment.
- 2. Click the **Submit Paper** tab at the top. (Optionally, you may use the Submit Paper tab to submit the paper to "None" if there is no previously created assignment for the item you want to submit.)

Note: If the row and submission date are highlighted in red, it indicates that the assignment is due soon or is overdue and you should submit right away.

Select the assignment and file.

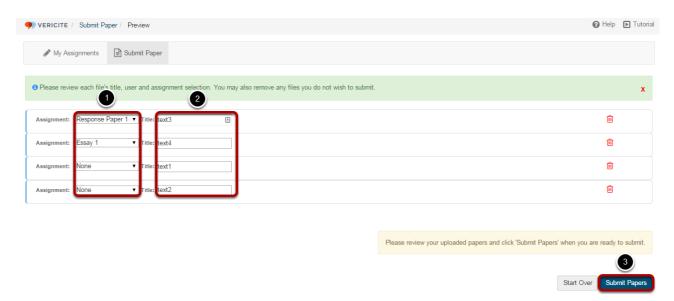


If you clicked on the row for a particular user and assignment, VeriCite will default to that assignment in the drop-down menu on the submission screen. If you selected the **Submit Paper** tab at the top, the assignment drop-down menu will say "None."

- 1. Select the appropriate assignment in the **Assignment** drop-down menu (if necessary). Remember that you may also select "None" if there is no previously created assignment for the item you want to submit. After you have selected an assignment, the assignment description will display just above the file upload area.
- 2. Select and drag the file or files you would like to upload from your computer into the **Drop Files to upload area** and release. Or, click anywhere within the **Drop files** area to browse for and select the file from your computer.
- 3. If you prefer to submit in-line text instead of a file attachment, click the **or copy/paste text** link to paste in the submission text instead of step 2.

Note: You may also upload a zip file to submit multiple files at once. (There is a limit of 100 files, and 100MB total unzipped file size per zip file.)

Upload a zip file to submit multiple files at once. (Optional)

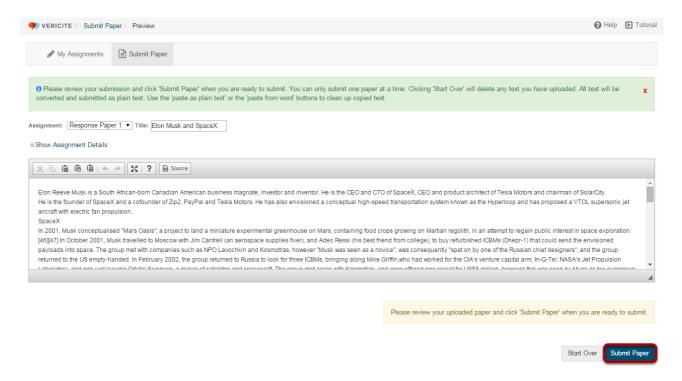


After you select and upload your zip file, VeriCite will extract each of the individual files in the zip and you can specify the following for each item:

- 1. Select the **Assignment**. You may choose an existing assignment or select "None."
- 2. (Optional) Edit **Title** of the submission. The default Title will be the filename, but this can be modified if desired.
- 3. Click **Submit Papers** to submit all files at once.

Note: There is a limit of 100 files, and 100MB total unzipped file size per zip file.

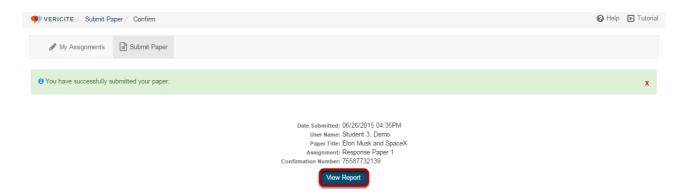
Review the submission and submit.



Review the paper submission. You may modify the **Assignment** or **Title** of the paper from this screen if needed.

When you are ready to submit, click the **Submit Paper** button.

View confirmation and report.



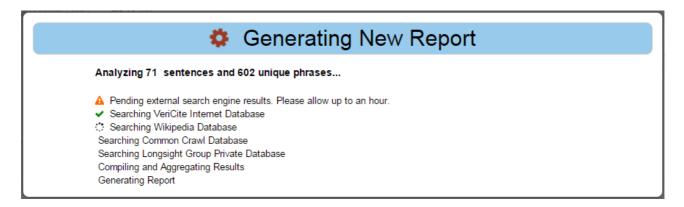
You will receive a confirmation message once the paper has been submitted. If your instructor has allowed students to view their reports, you may click on the **View Report** button to view the plagiarism report for this submission.

How do I view my VeriCite LTI report as a student?

Click on the row for your paper to view the report.



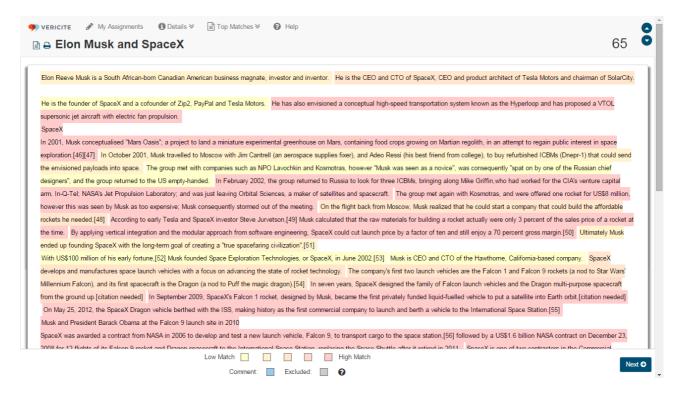
The report progress indicator will appear.



Each time a user views a report, the report is dynamically generated. The loading progress indicator informs the user of the repositories being scanned and visually indicates how the report is being compiled.

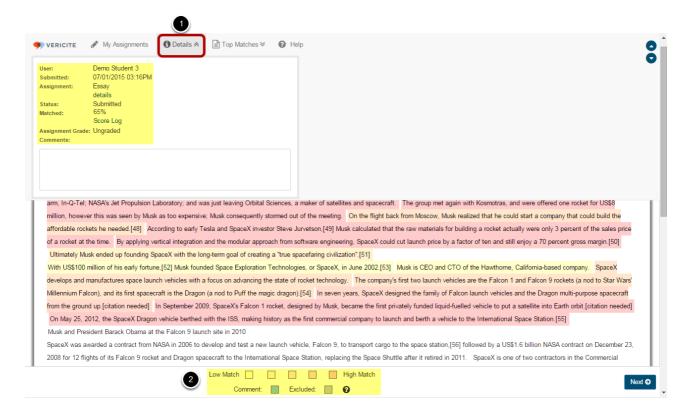
Note: When a paper is submitted, VeriCite takes the top most advanced sentences from the paper and submit them to an external search engine. If you see a "Pending external search engine" indicator, this means that the search results have not yet returned and you will need to view the report again later to see all of the results. Typically, this only happens the first time a report is viewed.

Report Navigation.



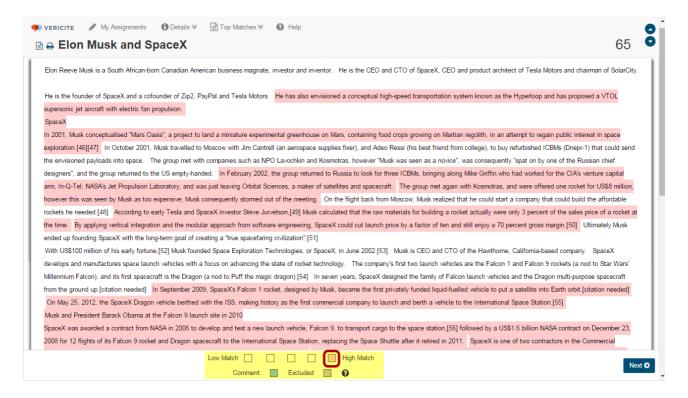
There are several ways to navigation throughout the report.

Report Details.



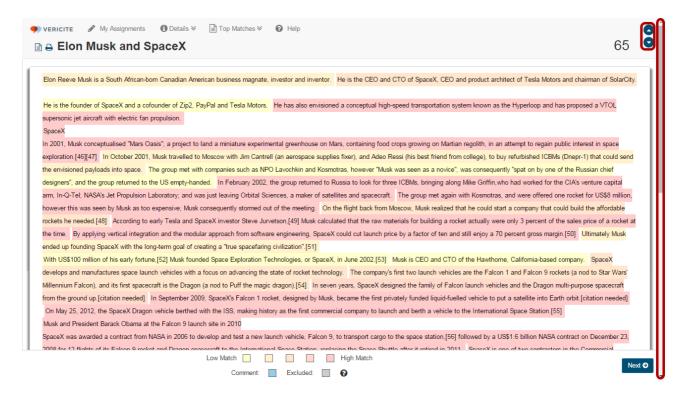
If you click on the **Details** drop-down menu at the top of the screen, you will see the the user, submission date, assignment, context (i.e. site or course where the paper was submitted), and the matched score. Also, if your instructor has assigned a grade or entered comments on your report, that information would display here as well.

Interactive Highlight Legend.



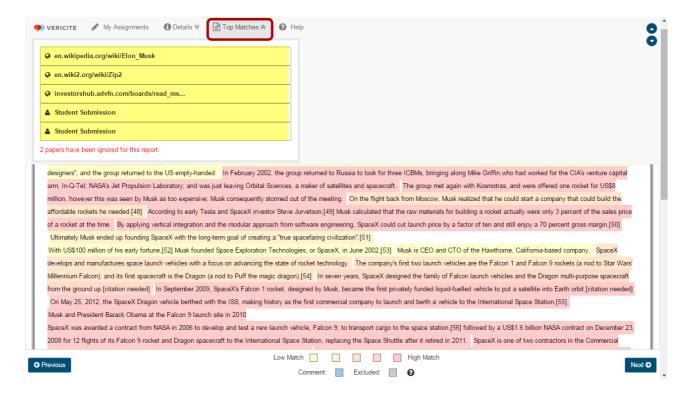
The report displays matching text highlighted in the colors noted in the legend at the bottom of the report. You can click on any of the match level boxes to view the highlighted sentences for that level only. Clicking again on the same highlight level toggles the display back to the full report.

Page or scroll down in the student submission.



You may page down or up in the student submission using the arrows in the top left of the screen. You may also use the scroll bar to move up or down in the student submission report.

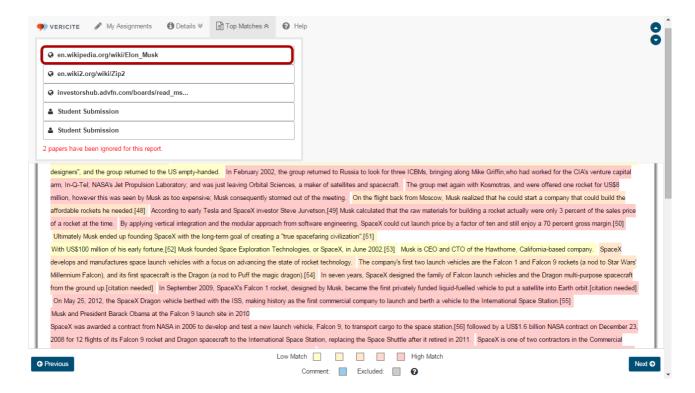
Top Matches.



Click on the **Top Matches** drop-down menu to view a list of the top matching sources.

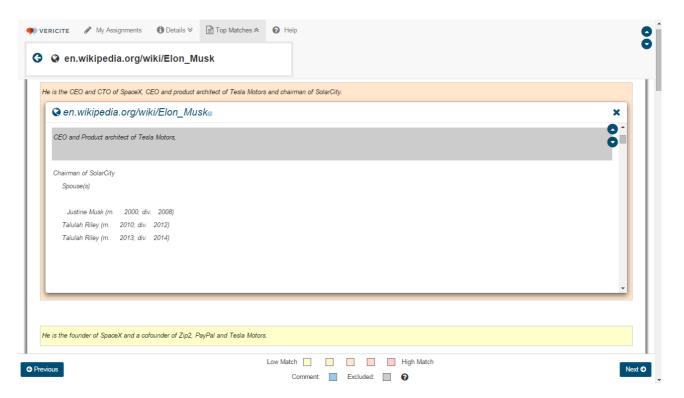
Note: Any top matches with other student papers will appear in the Top Match list as "Student Submission" rather than any identifying information about the matching student report.

Top match source comparison.



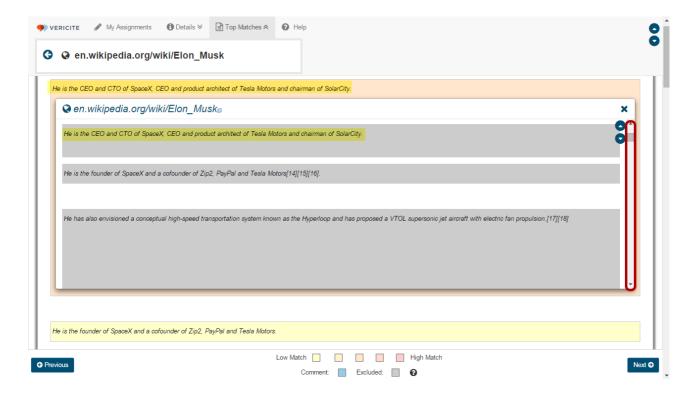
Click on any of the individual top matches buttons to view a source comparison for that source.

Source comparison view.



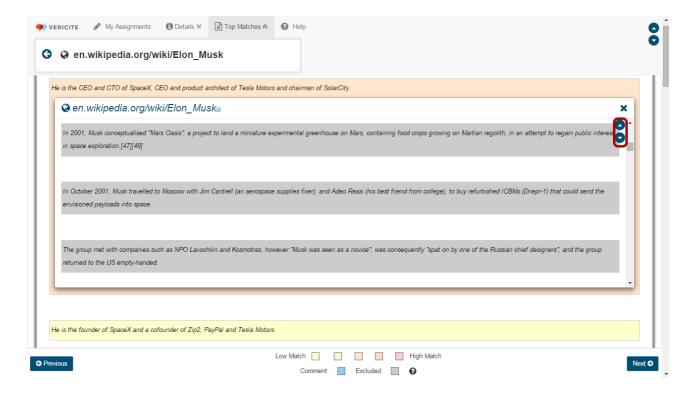
The selected source will be listed at the top of the screen, and the source text will appear in-line with the student submission, just below the matching student text and within another window on the page.

Scroll to view additional source information.



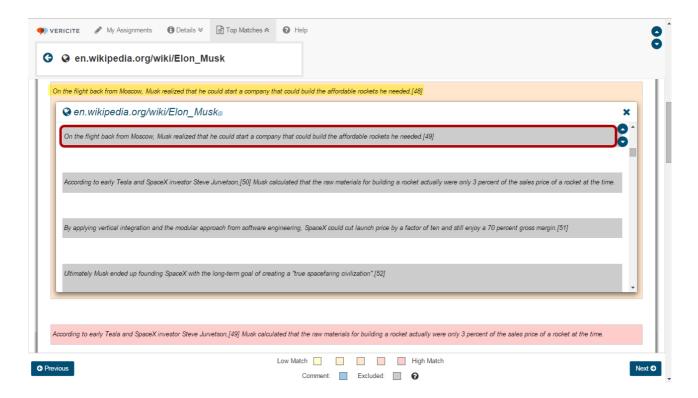
You can scroll up and down in the source frame to view or select a different highlighted section, view additional text in the matching source, and see where the matching text is located in the original document.

Jump view additional source information.

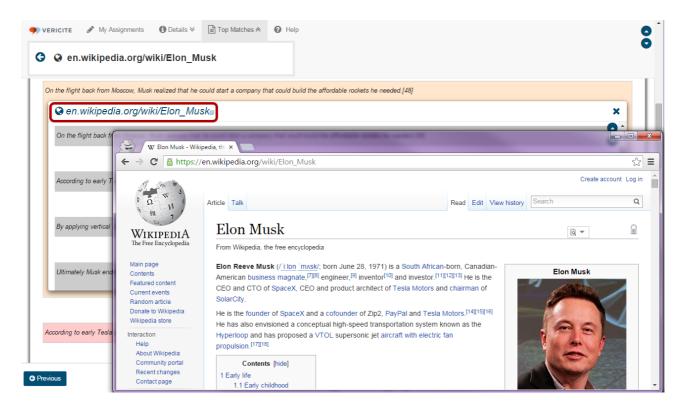


You can also use the up and down arrows to jump to other parts of the source text and see where additional matching text is located in the original document.

Click on on a matching sentence from the source, and it will jump to the location of the text in the student submission.



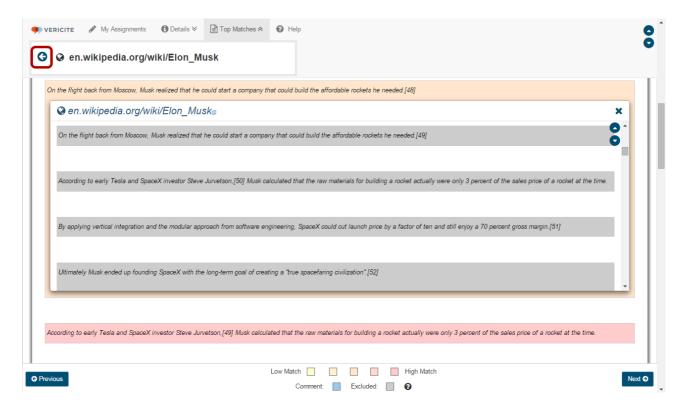
Link to a source web page.



If the matching source is from a web site, you can click on the title of the source to open the web page in a new tab/window.

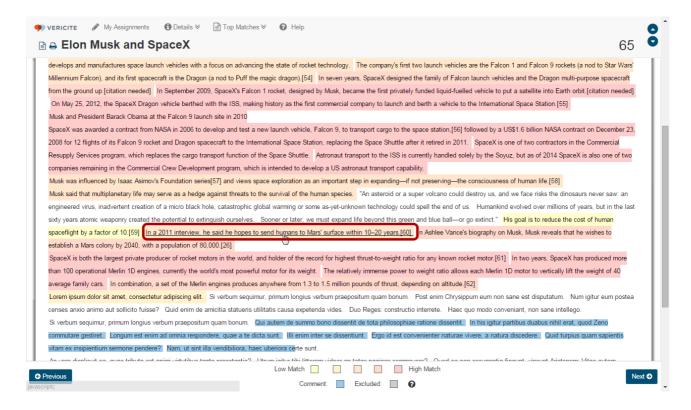
Note: Web page sources have a globe icon to the right of the title to indicate that they are Internet matches, as well as a small page icon to the right of the title to indicate that they are linked.

Return to the overall report.

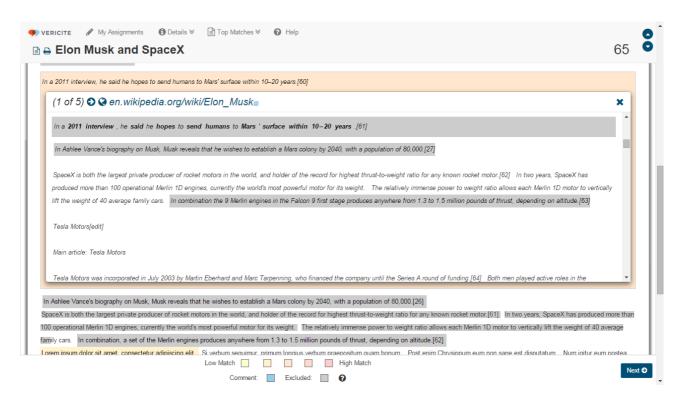


Click the arrow icon next to the title of the top match source to close the source inspector and return to the original report screen.

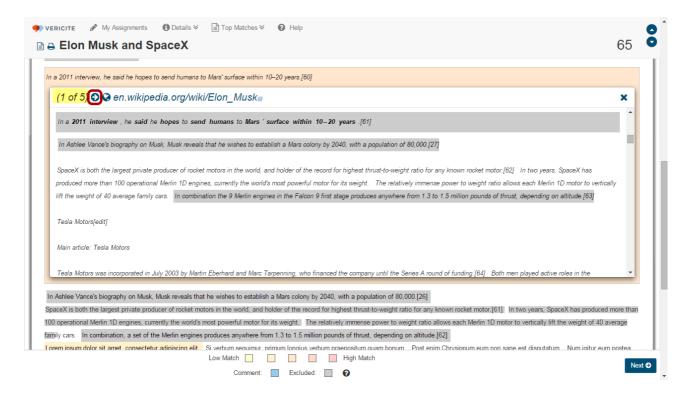
Click on highlighted text in the student submission to view the matching source information for that sentence.



The source detail will appear in-line below the selected sentence.

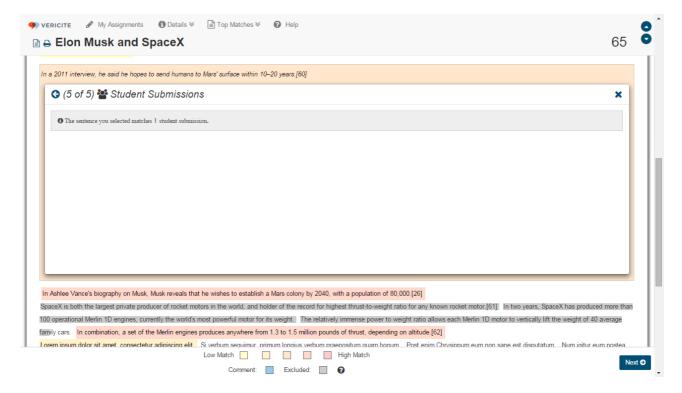


Viewing multiple matching sources.



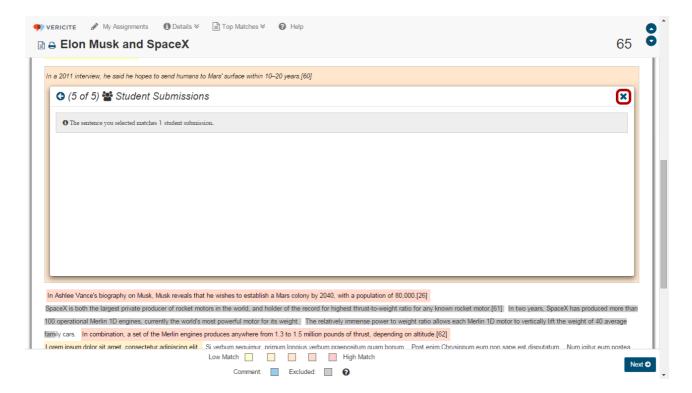
If there is more than one matching source for a particular sentence, you will see an indication of the number of matches, and you may click on the arrow icon to view the next matching source.

Student paper matches.

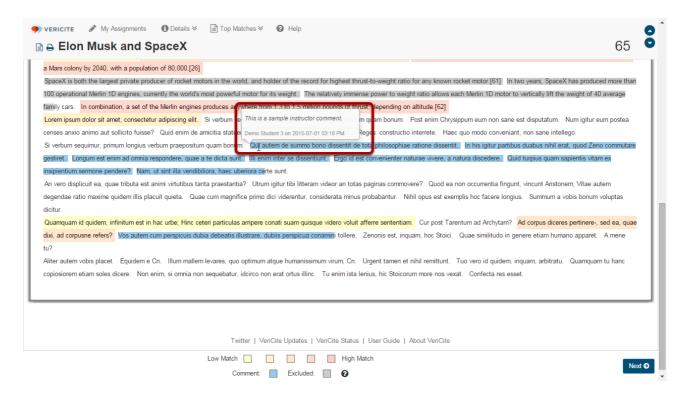


If some of the text from your submission matches text from another student's submission, you will see an indication of the student match or matches below the selected sentence. However, you will not be able to see student names or report details for the matching student paper/s.

Click the X in the right corner of the source view to return to the overall report.

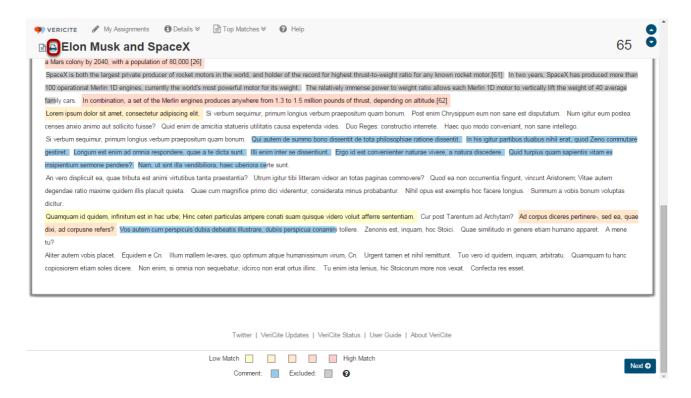


Viewing instructor comments.

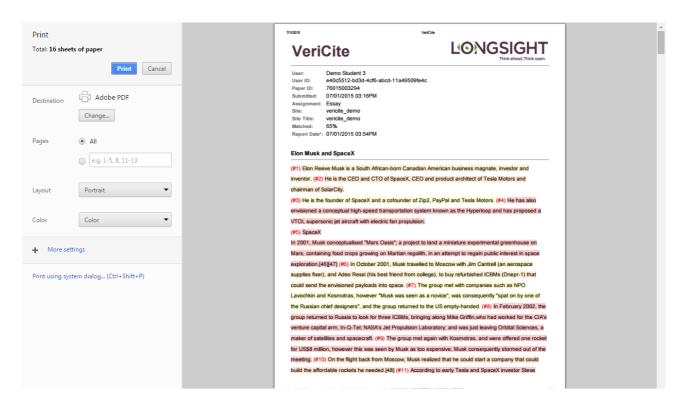


If your instructor has added comments to your report, they will be highlighted in blue. Mouse over the highlighted section of text to view the comment text bubble.

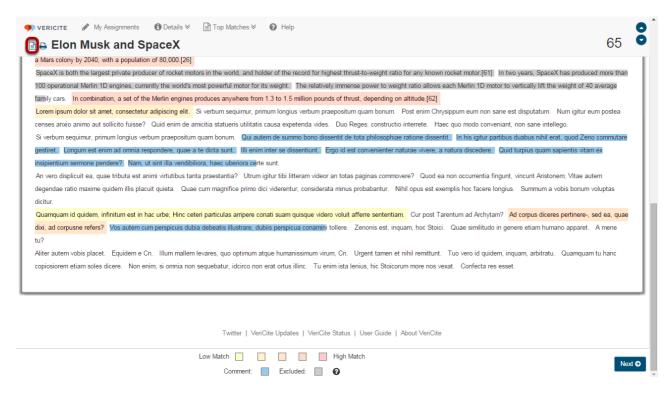
To print or save the report to your computer, click the print icon to the left of the paper title within the report.



The report will display in a printer-friendly format which can either be printed or saved as PDF.

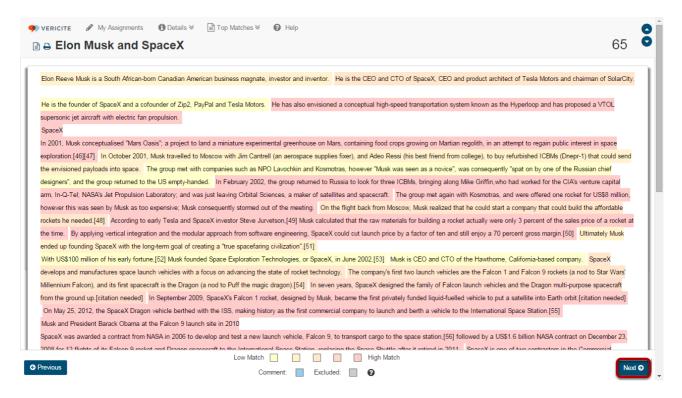


To save the original file to your computer, click the page icon to the left of the print icon within the report.



Note: The icon for saving the original file will only display if you uploaded a file. If you used the copy and paste method of entering your text submission, this icon will not display.

Viewing additional reports.



If there are multiple reports available for that assignment, you may click on the **Next** or **Previous** buttons to go directly to the next or previous report. (If there are no other reports, then the Next and Previous buttons do not appear.)

Navigating in VeriCite using the keyboard.

If you prefer to navigate through VeriCite reports using the keyboard, please refer to the list below for keyboard shortcuts and their functions.

Keyboard Shortcuts:

tab: Use tab to step through the user interface.

h: Use h to jump to the header of the page. This is normally the navigation section.

b: Use b to jump to the body of the page. This is the main section, for instance the report or the list of items.

f: Use f to jump to the footer of the page. This is normally the last action elements on the page and may not always be available.

n: Use n to jump to the next button. This can be for list pagers or next report, for example.

p: Use p to jump to the previous button. This can be for list pagers or previous report, for example.

User Guide

shift + n: Use shift + n to jump to the next match button for the main report.

shift + p: Use shift + p to jump to the previous match button for the main report.

alt + n: Use alt + n to jump to the next match button in the matched paper section.

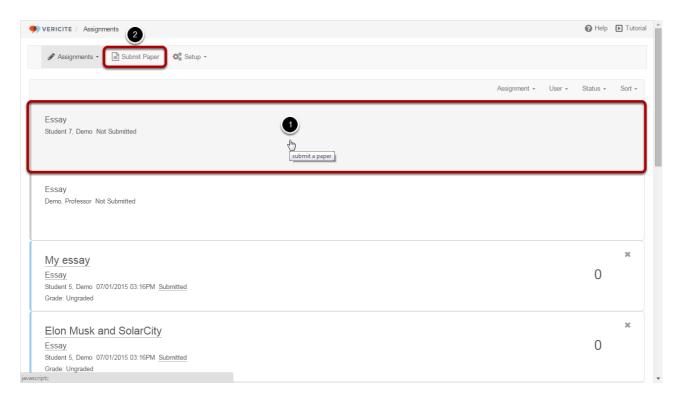
alt + p: Use alt + p to jump to the previous match button in the matched paper section.

m: Use m to jump to the matched paper section in the report page.

How do I submit a VeriCite LTI assignment on behalf of a student?

Instructors and admin users may submit assignments on behalf of a student if desired.

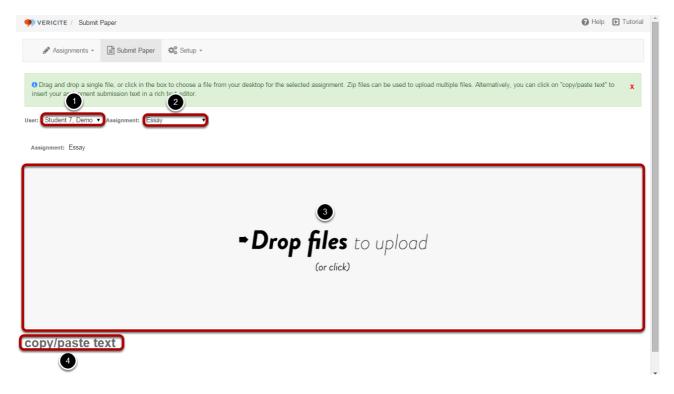
Click Submit Paper.



There are two different ways to submit a paper. Choose one of the following:

- 1. Click on the the row for a particular student and assignment to submit that assignment for that user.
- 2. Click the **Submit Paper** tab at the top. (Optionally, you may use the Submit Paper tab to submit the paper to "None" if there is no previously created assignment for the item you want to submit.)

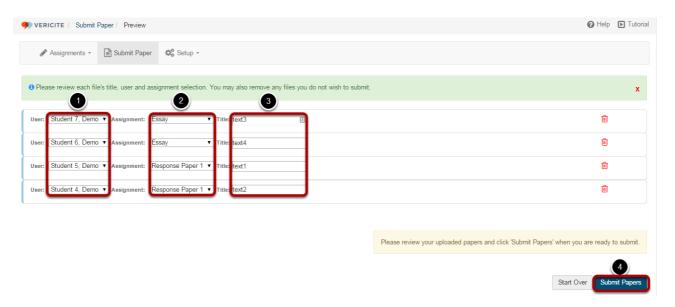
Select the user, assignment and file.



The **User** will default to the currently logged in user (e.g. the instructor account) or the user you selected from the list in the earlier step. The assignment will default to the assignment you selected from your assignment list.

- 1. Select the appropriate student name from the **User** drop-down menu (if necessary).
- 2. Select the appropriate assignment in the **Assignment** drop-down menu (if necessary). Remember that you may also select "None" if there is no previously created assignment for the item you want to submit.
- 3. Select and drag the file or files you would like to upload from your computer into the **Drop Files to upload area** and release. Or, click anywhere within the **Drop files** area to browse for and select the file from your computer.
- 4. If you prefer to submit in-line text instead of a file attachment, click the **or copy/paste text** link to paste in the submission text instead of step 3.

Upload a zip file to submit multiple files at once. (Optional)

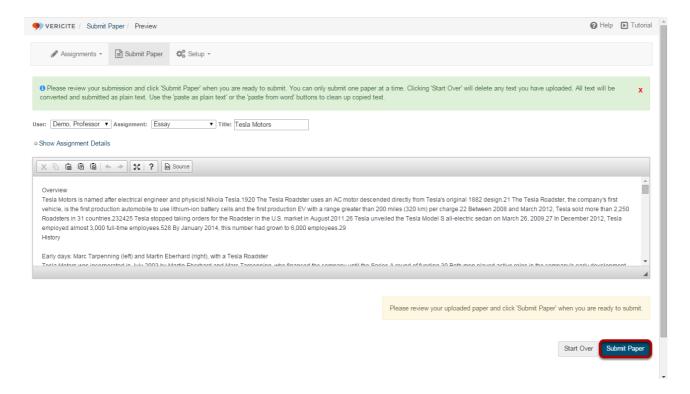


After you select and upload your zip file, VeriCite will extract each of the individual files in the zip and you can specify the following for each item:

- 1. Select the **User** (i.e. name of student).
- 2. Select the **Assignment**. You may choose an existing assignment or select "None."
- 3. (Optional) Edit **Title** of the submission. The default Title will be the filename, but this can be modified if desired.
- 4. Click **Submit Papers** to submit all files at once.

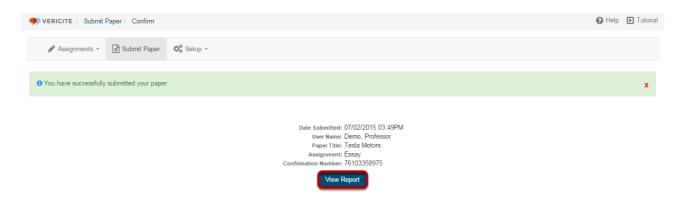
Note: There is a limit of 100 files, and 100MB total unzipped file size per zip file.

Review the submission and submit.



Review the paper submission. When you are ready to submit, click the **Submit Paper** button.

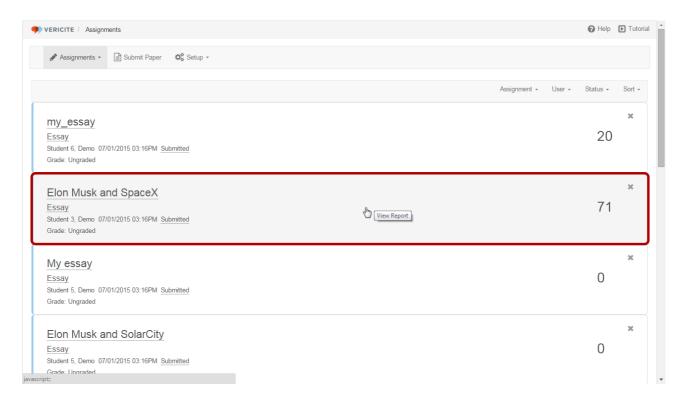
View confirmation and report.



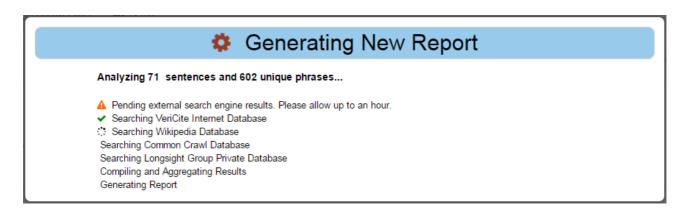
You will receive a confirmation message once the paper has been submitted. Click on the **View Report** button to view the plagiarism report for this submission.

How do I view or grade VeriCite LTI reports as an instructor?

Click on the row for the report you would like to view.



The report progress indicator will appear.

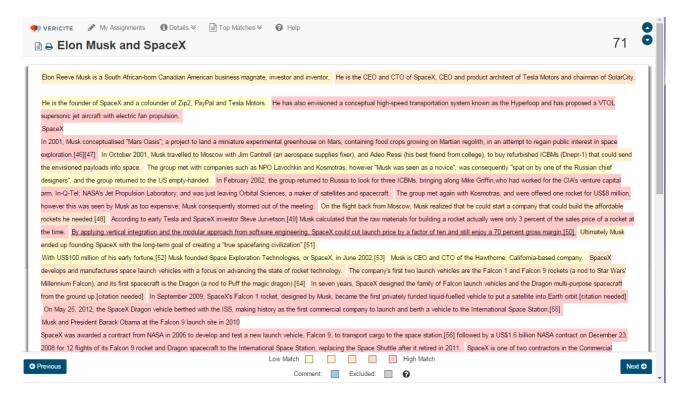


Each time a user views a report, the report is dynamically generated. The loading progress indicator informs the user of the repositories being scanned and visually indicates how the report is being compiled.

Note: When a paper is submitted, VeriCite takes the top most advanced sentences from the paper and submit them to an external search engine. If you see a "Pending external search engine"

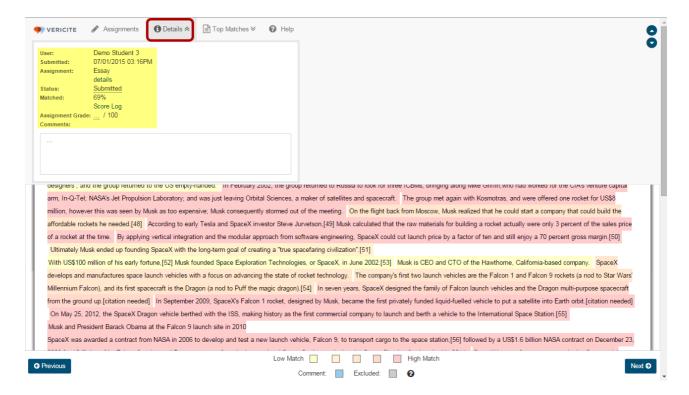
indicator, this means that the search results have not yet returned and you will need to view the report again later to see all of the results. Typically, this only happens the first time a report is viewed.

Report Navigation.



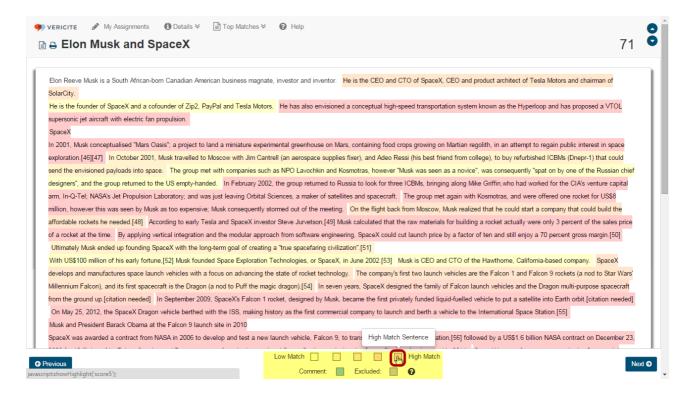
There are several ways to navigation throughout the report.

Report Details.



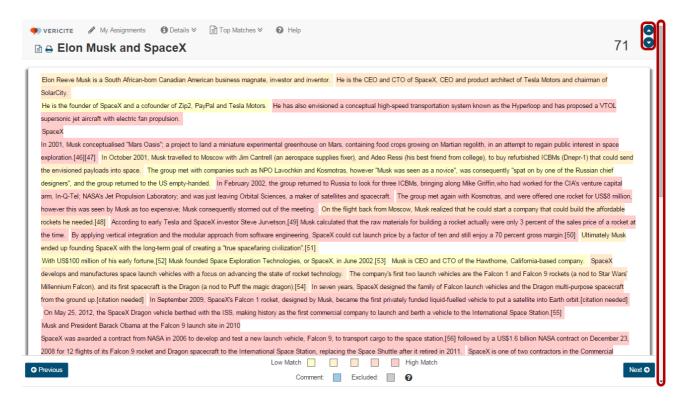
If you click on the **Details** drop-down menu at the top of the screen, you will see the the user, submission date, assignment, context (i.e. site or course where the paper was submitted), and the matched score. There is also a place to enter a grade and comments for the submission.

Interactive Highlight Legend.



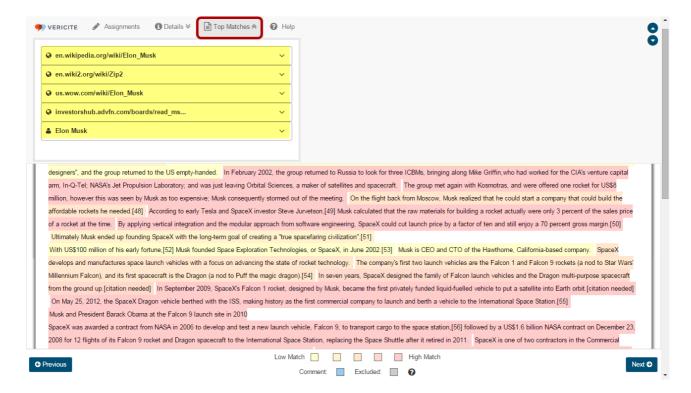
The report displays matching text highlighted in the colors noted in the legend at the bottom of the report. You can click on any of the match level boxes to view the highlighted sentences for that level only. Clicking again on the same highlight level toggles the display back to the full report.

Page or scroll down in the student submission.



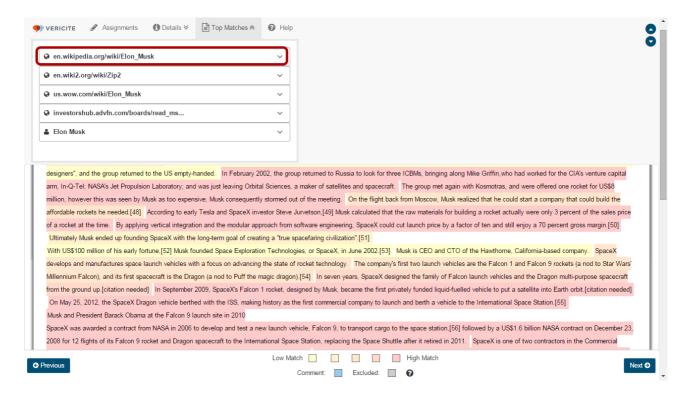
You may page down or up in the student submission using the arrows in the top left of the screen. You may also use the scroll bar to move up or down in the student submission report.

Top Matches.



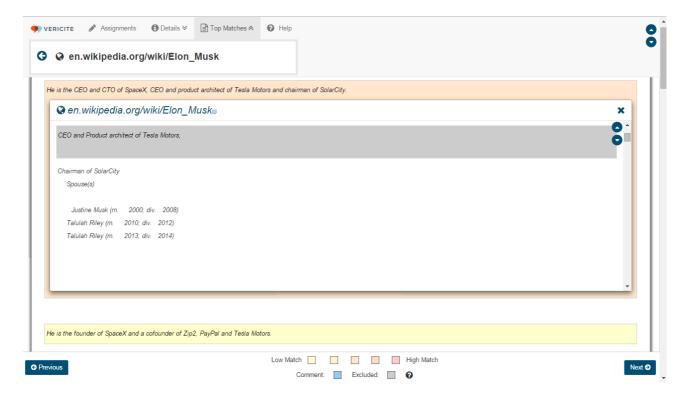
Click on the **Top Matches** drop-down menu to view a list of the top matching sources.

Top match source comparison.



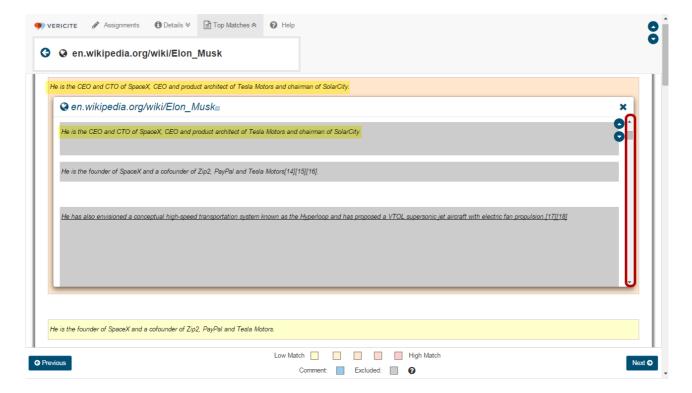
Click on any of the individual top matches buttons to view a source comparison for that source.

Source comparison view.



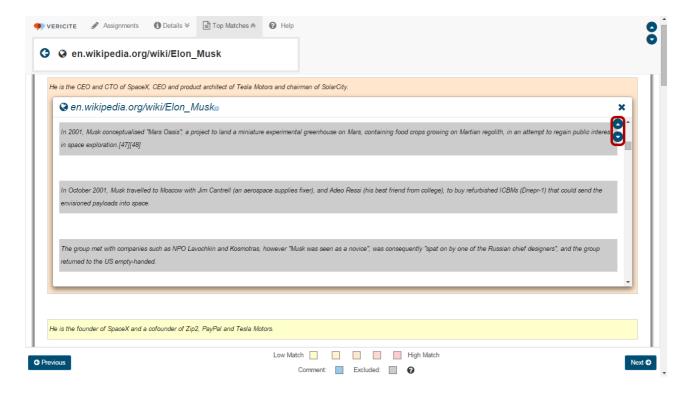
The selected source will be listed at the top of the screen, and the source text will appear in-line with the student submission, just below the matching student text and within another window on the page.

Scroll to view additional source information.



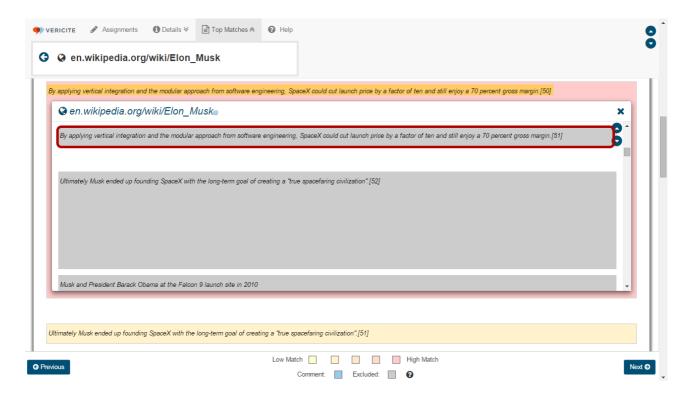
You can scroll up and down in the source frame to view or select a different highlighted section, view additional text in the matching source, and see where the matching text is located in the original document.

Jump view additional source information.

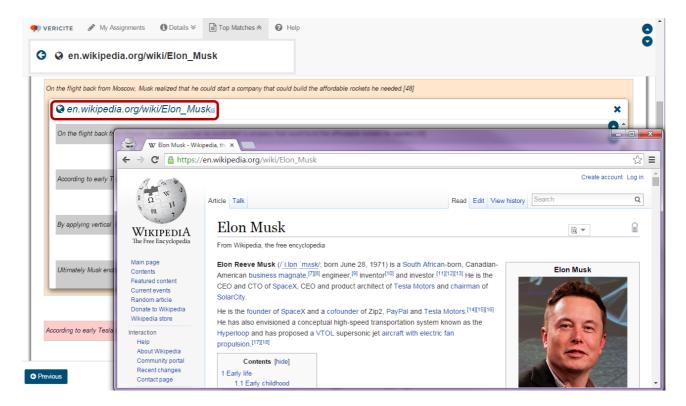


You can also use the up and down arrows to jump to other parts of the source text and see where additional matching text is located in the original document.

Click on on a matching sentence from the source, and it will jump to the location of the text in the student submission.



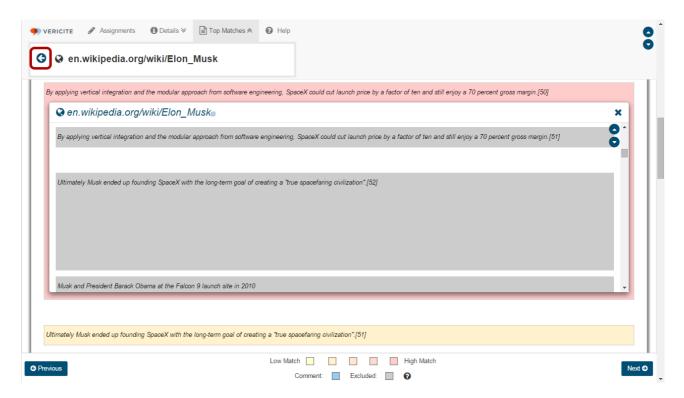
Link to a source web page.



If the matching source is from a web site, you can click on the title of the source to open the web page in a new tab/window.

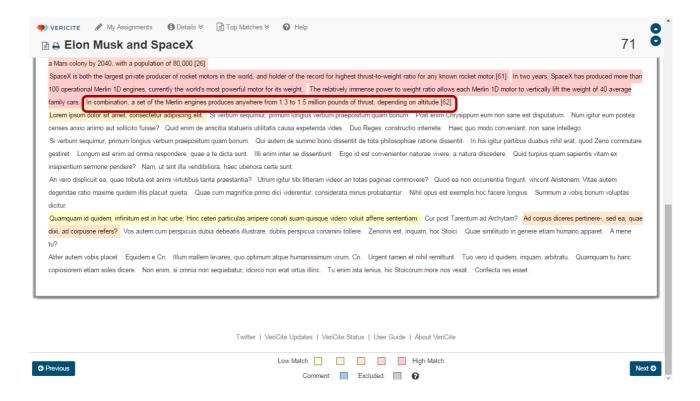
Note: Web page sources have a globe icon to the right of the title to indicate that they are Internet matches, as well as a small page icon to the right of the title to indicate that they are linked.

Return to the overall report.

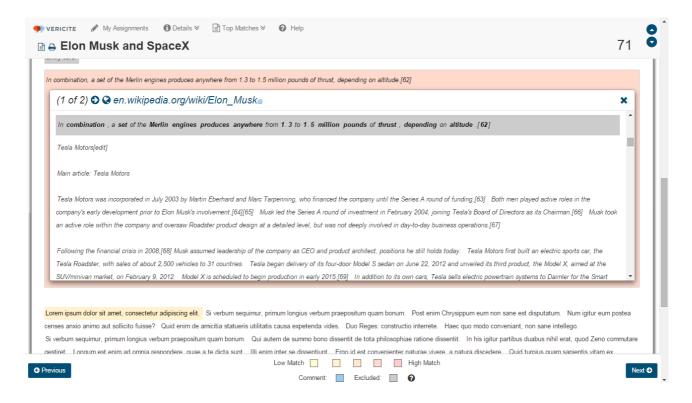


Click the "back" arrow icon next to the title of the top match source to close the source inspector and return to the original report screen.

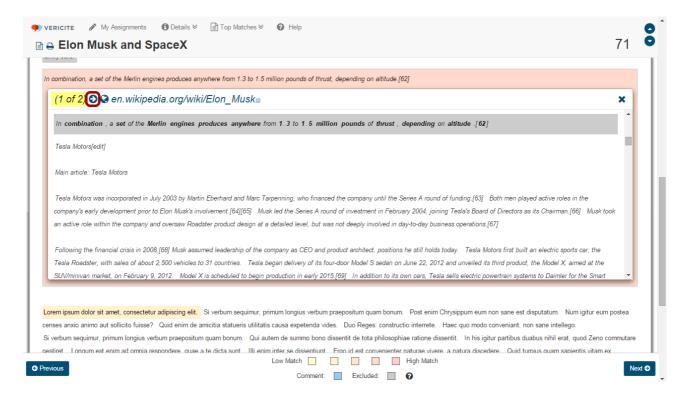
Click on highlighted text in the student submission to view the matching source information for that sentence.



The source detail will appear in-line below the selected sentence.

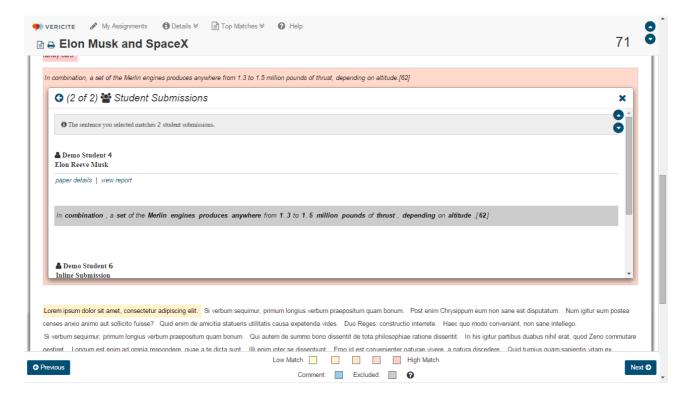


Viewing multiple matching sources.



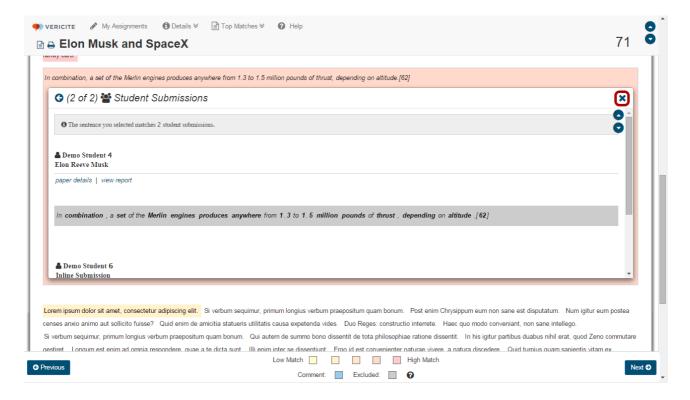
If there is more than one matching source for a particular sentence, you will see an indication of the number of matches, and you may click on the arrow icon to view the next matching source.

Aggregate view for student paper matches.

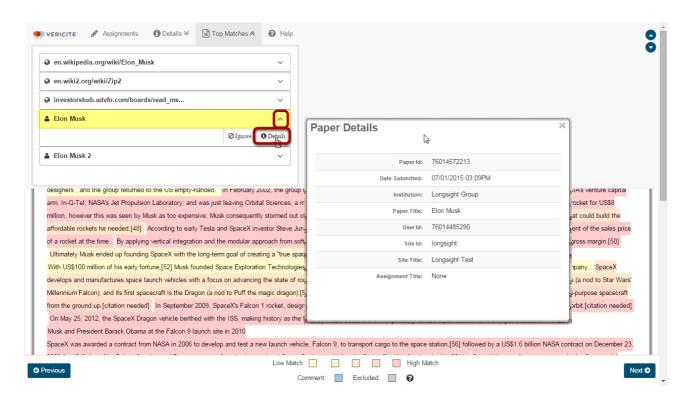


If you click on a sentence that matches several other student submissions, you will see the matching student papers aggregated in the source view, including the student name and the title of the student's submission. You may select the links provided for each matching student submission to display the **paper details** or **view report** for any of the listed papers.

Click the X in the right corner of the source view to return to the overall report.



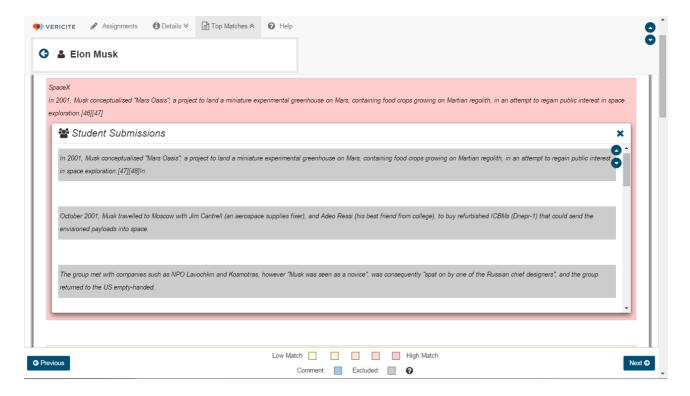
Student Paper Matches.



If the student submission matches another student paper, you can view the matching paper information including the paper id, date submitted, institution, paper title, user id, user name, user email, site id, site title and assignment title of the source paper.

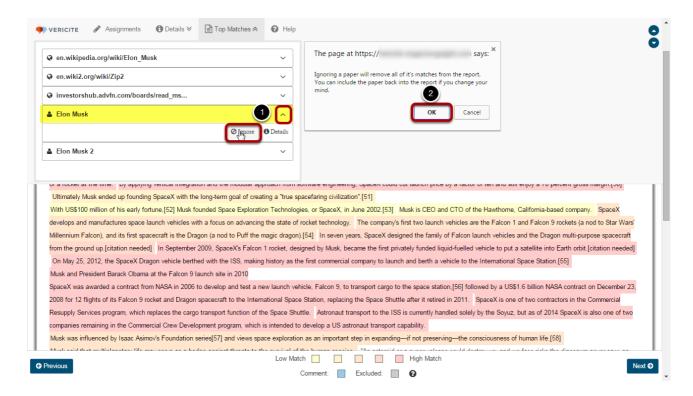
Click on the down arrow for the matching student paper and then select **Details** to view the paper details.

Matching student papers within your institution.



For papers within your institution, if some of the text from one student submission matches text from a different student's submission, you may click on the source to see the matching text from the student submission in the source comparison detail.

Ignoring a matching source.

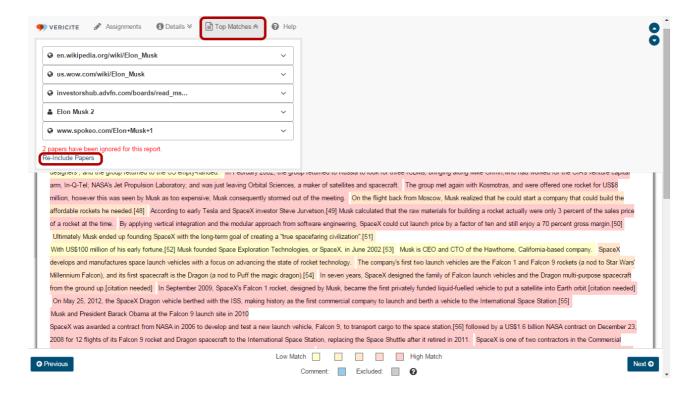


If you would like to exclude any of the matching sources from the report:

- 1. Click on the down arrow for the source and select **Ignore**.
- 2. You will be prompted to confirm this action. Click **OK** to continue.

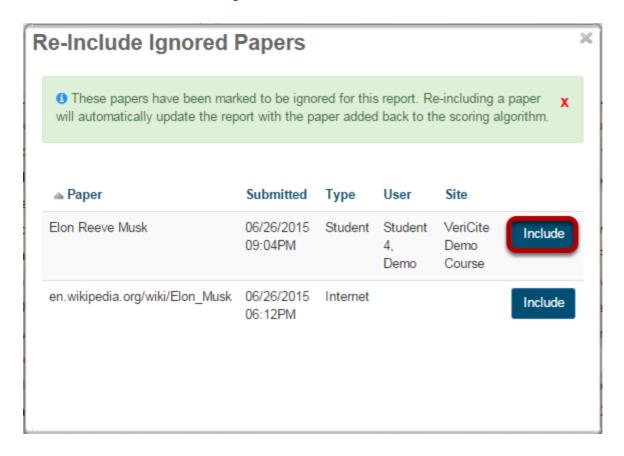
This will remove that source from consideration and recalculate the plagiarism score for the report.

Re-including an ignored source.



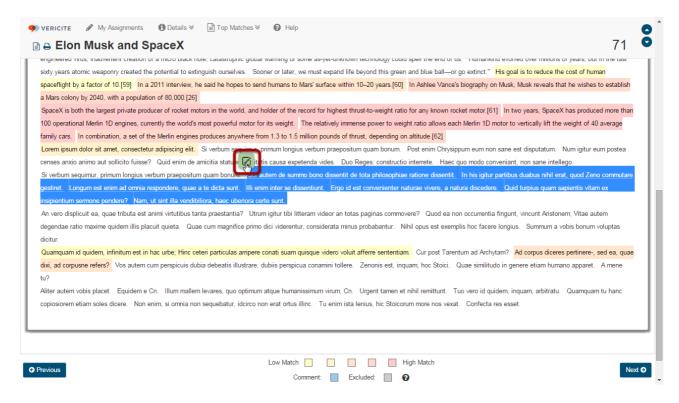
To re-include a paper, select **Top Matches**, and then click on the **Re-Include Paper** link.

Click Include to select the item you would like to re-include.



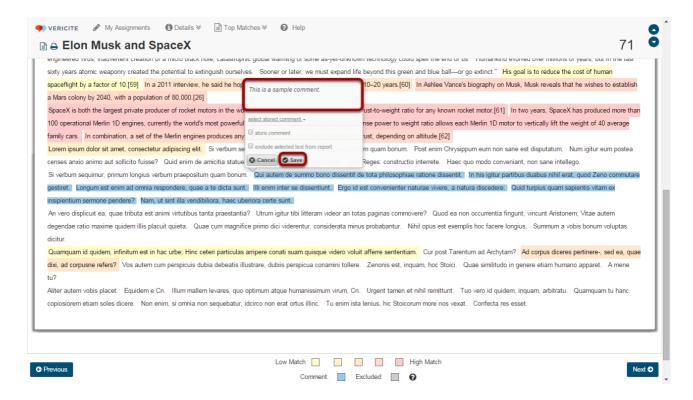
When you select to re-include papers, you will see a list of any ignored items. Notice that the title of the item, as well as the type of match (e.g. Internet or Student) is also shown. If one of the matches is a student match, the name of the student and the site (if applicable) will also be shown.

Annotating student submissions.



Highlight the section of the submission text that you would like to annotate, and then click on the **Edit** icon that appears.

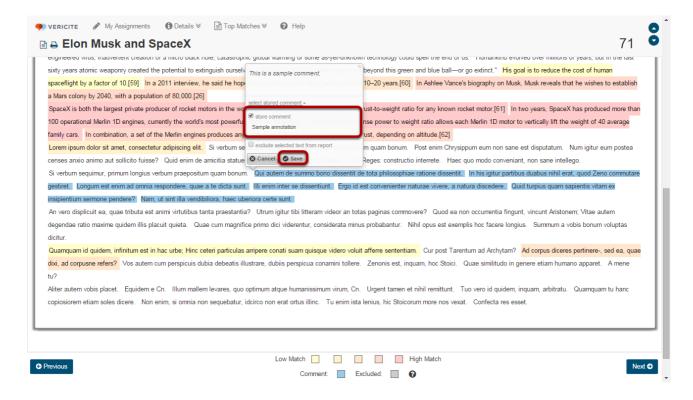
Enter your comments and click Save.



Enter your comments or annotations into the text box provided. Then click **Save** to save the comment.

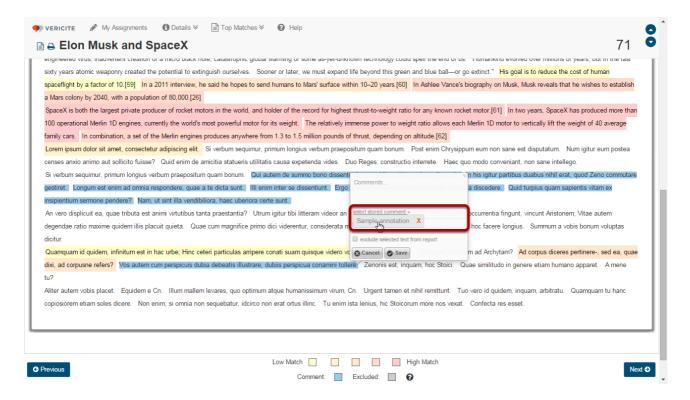
Note: Annotated sections of text will appear highlighted in blue in the report.

Click store comment and Save. (Optional)



If you would like to store your comment for later use, you may check the **store comment** box and enter a title for the annotation. Then, click **Save** to store the comment as well as save it within the report.

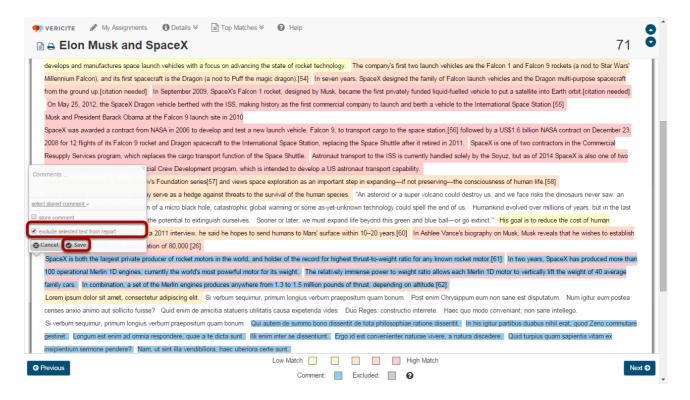
Select stored comments. (Optional)



If you would like to use a stored comment, click on **select stored comment** and choose from the list of available annotations.

Note: Clicking on the red X next to a stored comment will delete that comment from your list of stored items.

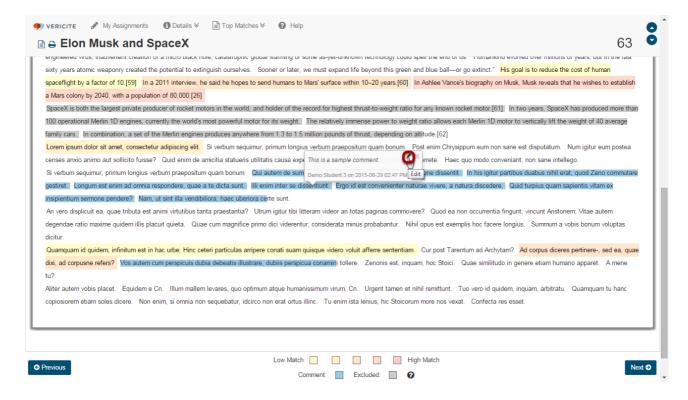
Click exclude selected text from report and Save. (Optional)



If you would like to ignore the highlighted text, check the box next to **exclude** selected text from report and then click **Save**.

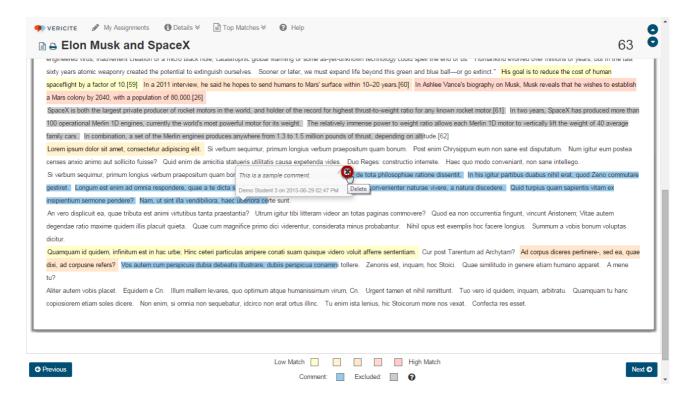
Note: Excluded sections of text will appear highlighted in gray in the report after saving.

Editing existing comments. (Optional)



If you would like to edit an existing comment, mouse over the section of highlighted text and click on the **Edit** pencil icon in the comment text bubble.

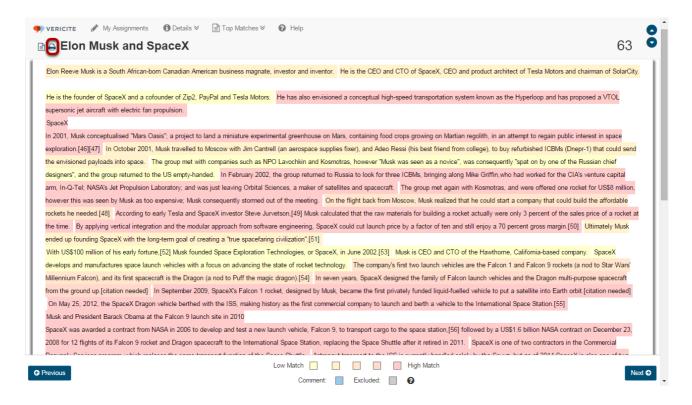
Deleting comments. (Optional)



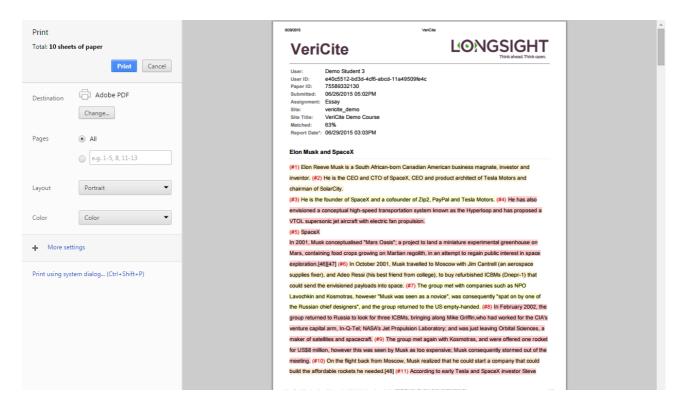
If you would like to delete an existing comment, mouse over the highlighted text and then click the **Delete** X icon in the comment text bubble.

Note: Take care when deleting comments! Deleted comments are completed removed from the report.

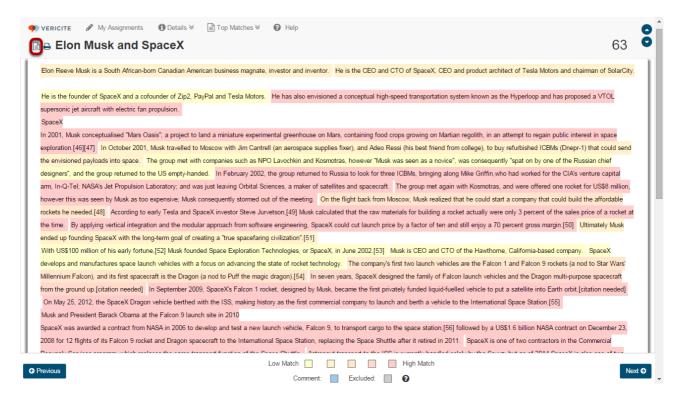
To print or save the report to your computer, click the print icon to the left of the paper title within the report.



The report will display in a printer-friendly format which can either be printed or saved as PDF.

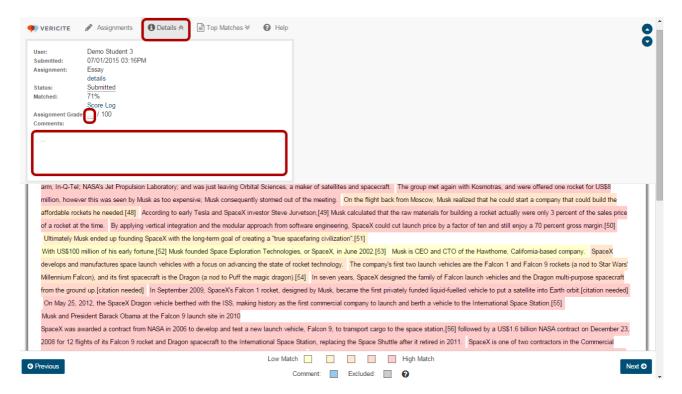


To save the original paper submission to your computer, click the save icon to the left of the print icon within the report.



Note: The icon for saving the original file will only display if the submission was uploaded as file. If it was submitted using the copy and paste method of entering text, this icon will not display.

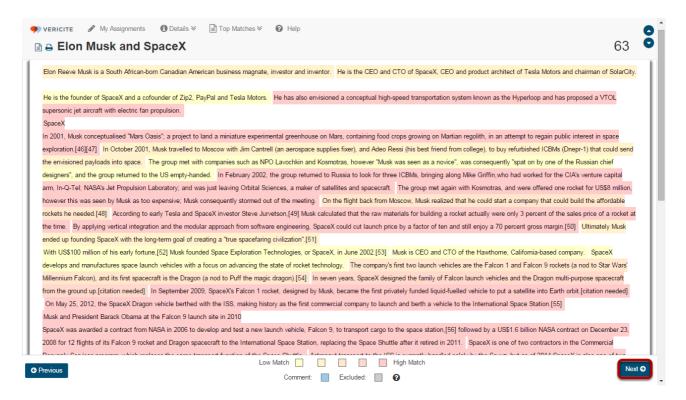
Enter a grade and/or comments.



To enter a grade, go to the **Details** tab at the top and then click on the "..." ellipses next to **Assignment Grade** or in the **Comments** text box to enter a grade and/or comments for the student submission, then hit the **Enter** key on your keyboard or click outside of the entry field to save your change.

Any grades entered here will automatically be sent to the Canvas gradebook and can be accessed via the Grades tool

Viewing additional student reports.



If there are multiple reports available for that assignment, you may click on the **Next** or **Previous** buttons to go directly to the next or previous report. (If there are no other reports for that assignment, then the Next and Previous buttons do not appear.)

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b: Use b to jump to the body of the page. This is the main section, for instance the report or the list of items.

f: Use f to jump to the footer of the page. This is normally the last action elements on the page and may not always be available.

n: Use n to jump to the next button. This can be for list pagers or next report, for example.

p: Use p to jump to the previous button. This can be for list pagers or previous report, for example.

User Guide

shift + n: Use shift + n to jump to the next match button for the main report.

shift + p: Use shift + p to jump to the previous match button for the main report.

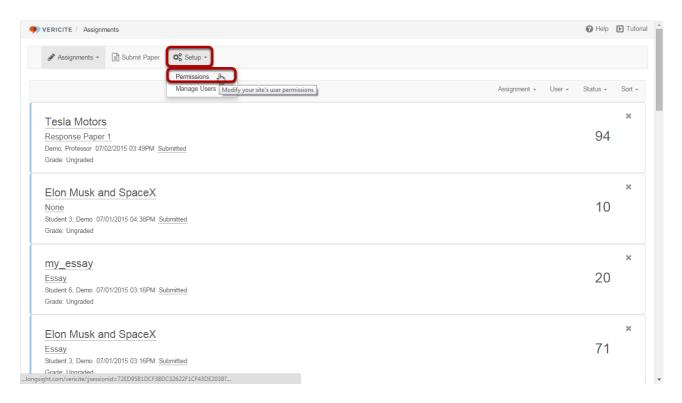
alt + n: Use alt + n to jump to the next match button in the matched paper section.

alt + p: Use alt + p to jump to the previous match button in the matched paper section.

m: Use m to jump to the matched paper section in the report page.

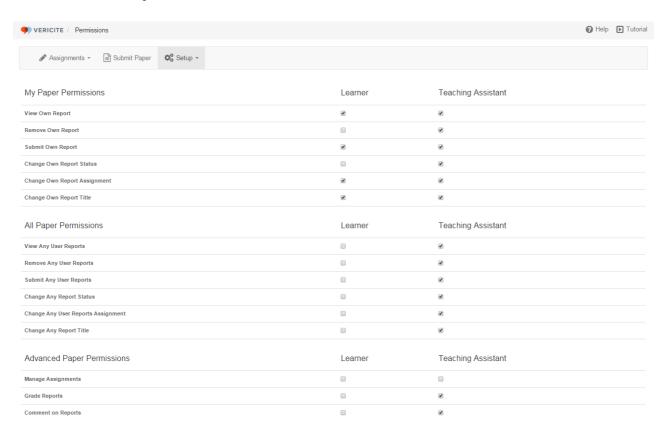
How do I manage permissions and users in VeriCite LTI?

From the Setup menu, select Permissions.



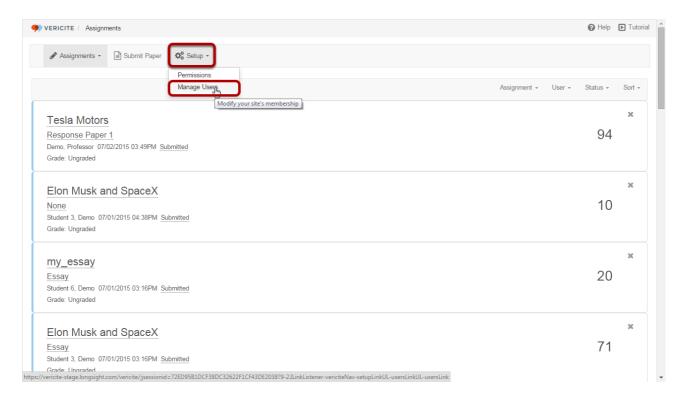
From the **Setup** tab you can view and modify the **Permissions** for learners and teaching assistants in the tool.

Select the desired permissions.



Check the box to enable a permission, or un-check a box to remove that permission. For example, if you do not want students to view their own reports, remove the check mark next to **View Own Report** in the **Learner** column.

From the Setup menu, select Manage Users to modify tool participants.

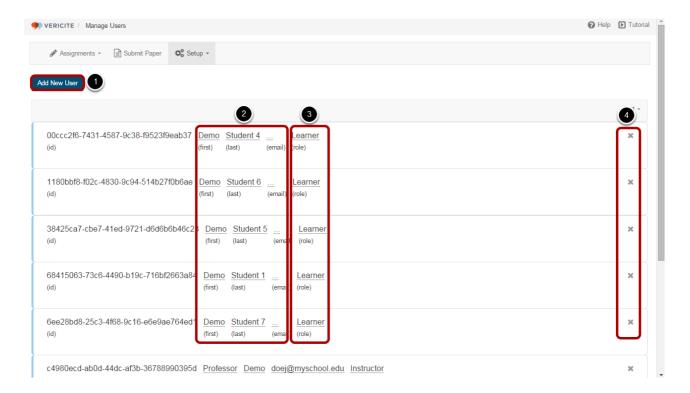


When users are enrolled in your course, they will automatically be added to VeriCite with the default permissions appropriate to their role in the course (i.e. student, teaching assistant, or instructor). However, if you need to modify a user's information or role in VeriCite, you may do so from the **Manage Users** area.

The **Manage Users** area allows you to add new users, update user information, or remove users from the tool.

- Click the + add new user link to enter the username for an additional user in the tool. (This
 option is typically not used when VeriCite is integrated within the LMS. Changes to your
 course enrollment will be reflected automatically.)
- 2. Click any of the underlined items in the **First Name**, **Last Name** and **Email** fields to edit those items.
- 3. Click on the **Role** to change the role for a user. The role will determine which set of permissions is assigned to that user. You can select from Learner, Teaching Assistant or Instructor roles.
- 4. Click the **Remove** button to remove a user from the tool. (This option is typically not used when VeriCite is integrated within the LMS. Changes to your course enrollment will be reflected automatically.)

The Manage Users area allows you to add new users, update user information, or remove users from the tool.



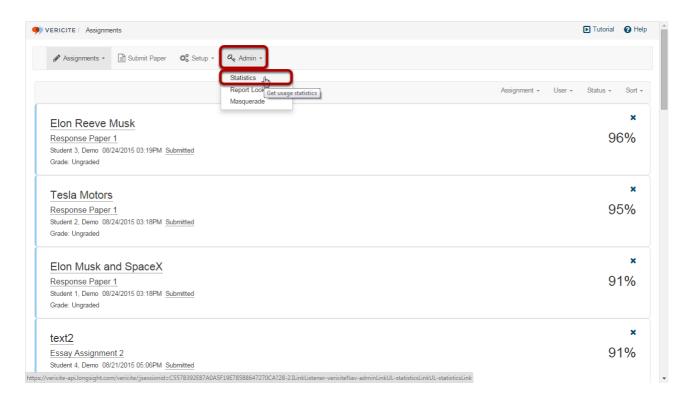
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The **Manage Users** area allows you to add new users, update user information, or remove users from the tool.

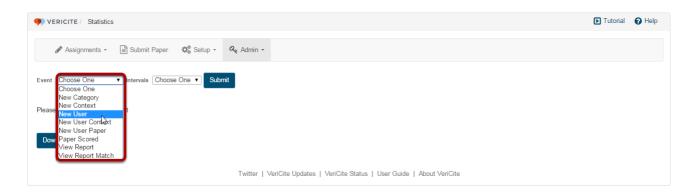
- 1. Click the Add New User button to enter the username for an additional user in the tool. (This option is typically not used when VeriCite is integrated within the LMS. Changes to your course enrollment will be reflected automatically.)
- 2. Click any of the underlined items in the **First Name**, **Last Name** and **Email** fields to edit those items.
- 3. Click on the **Role** to change the role for a user. The role will determine which set of permissions is assigned to that user. You can select from Learner, Teaching Assistant or Instructor roles.
- 4. Click the **X** on the right end of the user row to remove that user from the tool. (This option is typically not used when VeriCite is integrated within the LMS. Changes to your course enrollment will be reflected automatically.)

How do I view VeriCite statistics as an admin?

From the Admin menu, select Statistics.



Choose the Event.



Choose the desired Intervals.



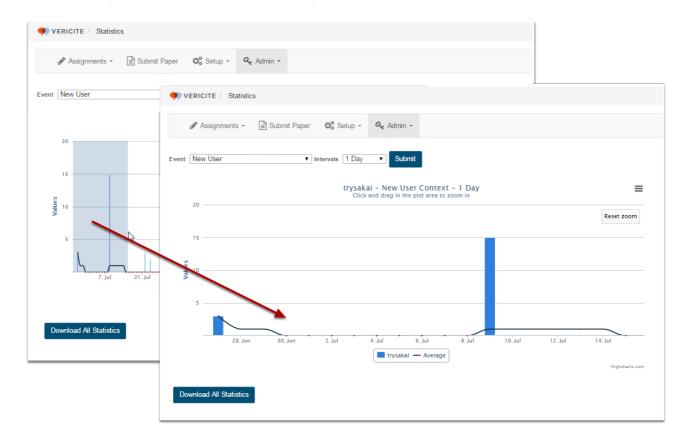
Click Submit.



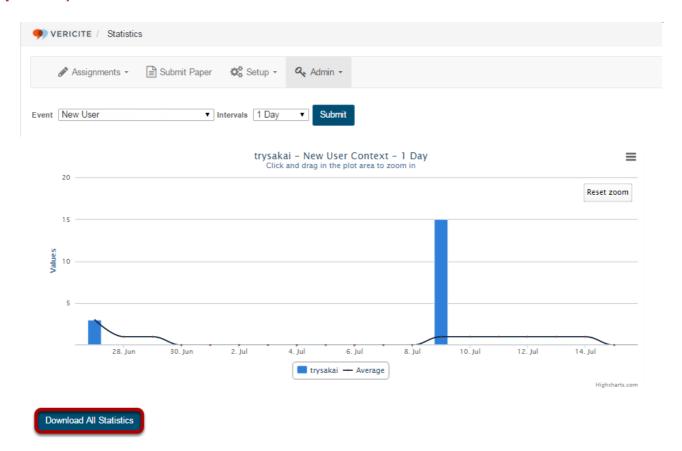
The statistics will display.



Click and drag over a section of the graph in order to zoom in. (Optional)

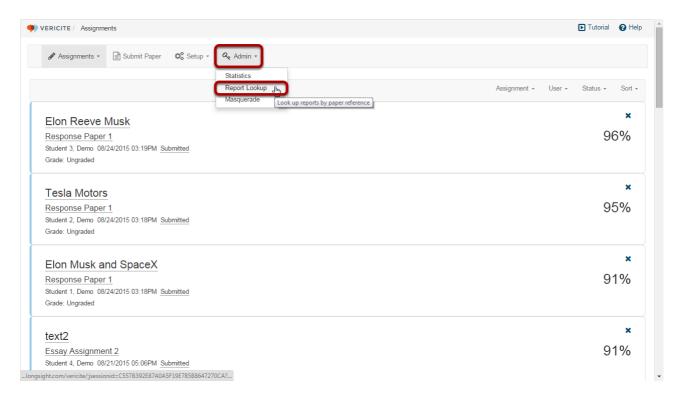


Click Download All Statistics to save the data to your computer as a CSV file. (Optional)

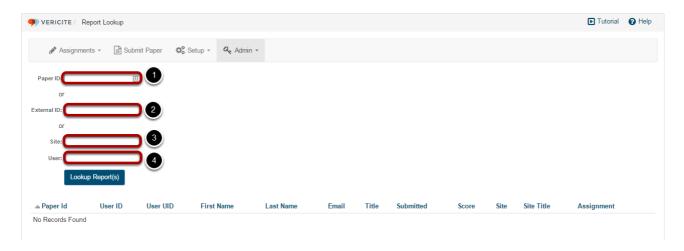


How do I look up a report as an admin?

From the Admin menu, select Report Lookup.



Enter the information for the report you want to view.

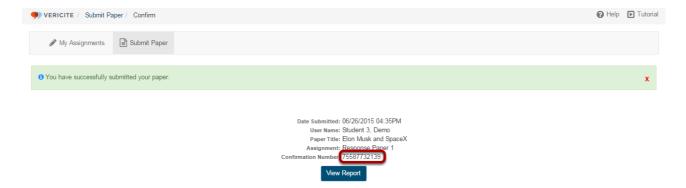


You may look up a report by entering any of the following:

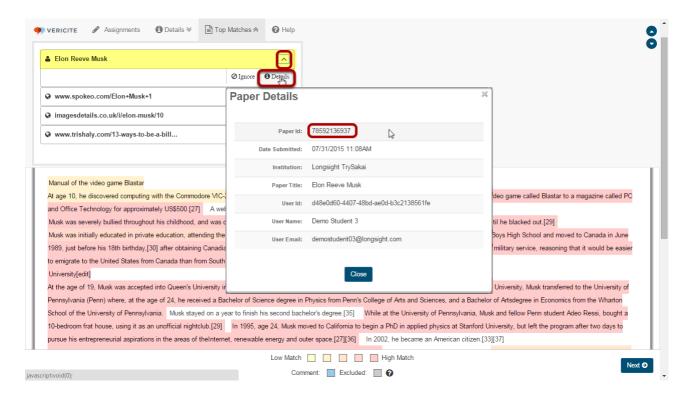
- 1. **Paper ID:** The paper id (i.e. submission id or confirmation number) provided to users when they submit a paper.
- 2. External ID
- 3. **Site:** The site id of the site where the paper was submitted.

4. User: The username of the user that submitted the paper.

The paper id (i.e. confirmation number) is provided to end users when they submit a paper.



Or, (more likely) you may also locate the paper id from the details of a matching submission report.



If the student submission matches another student paper, you can view the matching paper information including the paper id, date submitted, institution, paper title, user id, user name, user email, site id, site title and assignment title of the source paper.

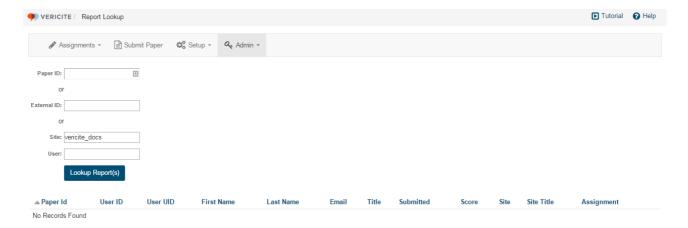
Click on the down arrow for the matching student paper and then select **Details** to view the paper details.

Papers from outside your institution.

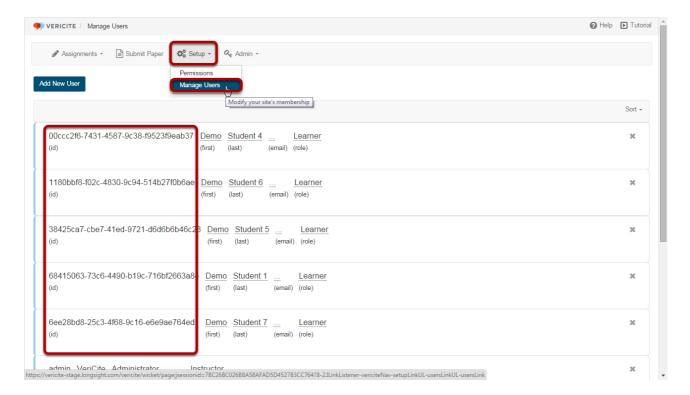
⚠ The paper you selected is not from your institution.

If you enter a submission id for a paper that is not from your institution, you will receive a message letting you know that it is from another institution and the paper details will not display.

The site id is the id of the course in your LMS.

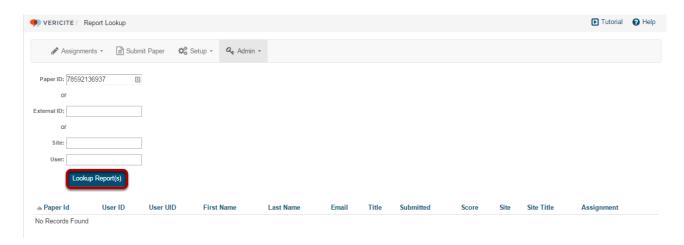


The username is the user's unique identifier in the system.

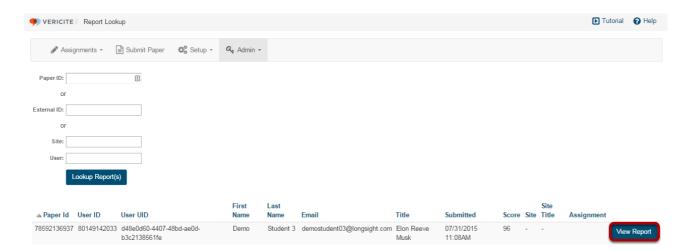


If you don't already know the username, you can locate it by going to **Setup** and then **Manage Users** in the site where the user is enrolled.

Click Lookup Report.

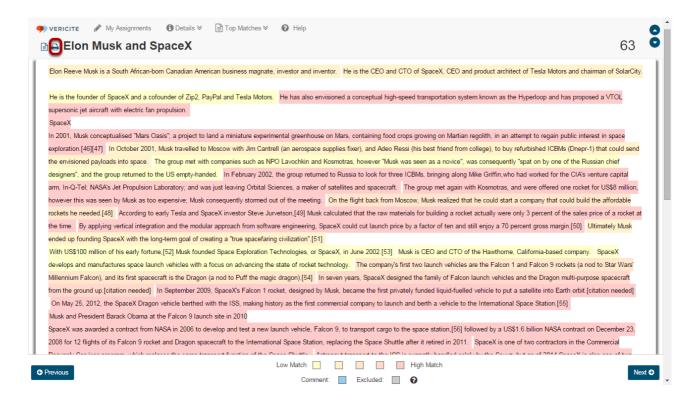


Click View Report to view the detailed report for the desired item.

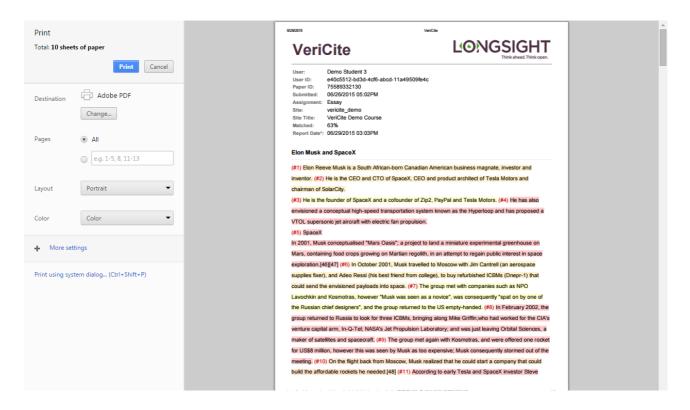


If there is more than one report matching your search criteria, you may see a list of several reports. You will also see the Paper ID, User ID, User UID (or username), First Name, Last Name, Email, Title, Submitted date, Score, SIte, Site Title, and Assignment title for each report.

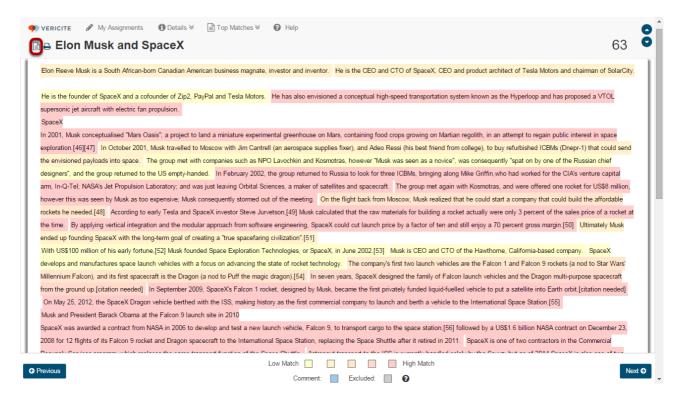
To print or save a report to your computer, click the print icon to the left of the paper title within the report.



The report will display in a printer-friendly format which can either be printed or saved as PDF.



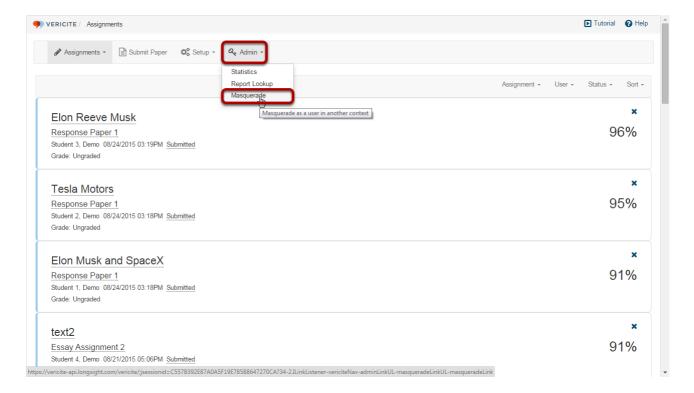
To save the original paper submission to your computer, click the save icon to the left of the print icon within the report.



Note: The icon for saving the original file will only display if the submission was uploaded as file. If it was submitted using the copy and paste method of entering text, this icon will not display.

How do I log in as another user?

From the Admin menu, select Masquerade.

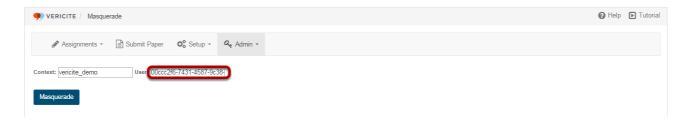


Enter a Context.



The Context is the site id of the course you want to view.

Enter a User.

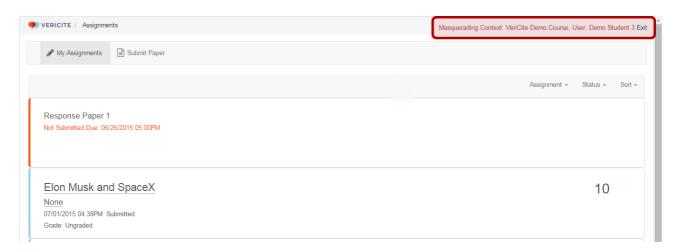


The User is the username of the user in the system.

Click Masquerade.



You will be logged in to view the tool as the specified user.



Note: When impersonating another user, the Masquerading context and user information will display at the top of the screen in red.

Click Exit to return to the admin view.



Tip: You may need to refresh after exiting in order to view the admin tab.