CSU uses VeriCite as its anti-plagiarism tool in Canvas. When an instructor creates an assignment in their Canvas course, they can choose to use VeriCite to check their students’ submissions.

VeriCite 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.). VeriCite converts the student submission into plain text and, by default, excludes any quoted material from matching. Instructors can choose to include quoted material in the plagiarism check. The rest of the text is then compared for exact matches with existing source material. Formatting and images are removed from the VeriCite version of the paper.

We recommend that you have students include their names in the title of the paper they submit. E.g. camram-Essay1

**Note:** A paper that uses VeriCite cannot use SpeedGrader for grading. The paper can be graded in the VeriCite assignment interface. A work around is included at the end of this document.

**Note:** We occasionally see a concern with the Safari web browser and VeriCite. If you encounter a concern uploading a paper into VeriCite, please try a different web browser such as Firefox or Chrome.

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VeriCite reports are created on demand every single time you click to view the report. 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.”

Use VeriCite With a Canvas Assignment

1) On the left navigation menu click Assignments.

2) At the top of the Assignments page click “+ Assignment”.

3) Type a name for the assignment.
4) Type points for the assignment. If appropriate, select an Assignment Group.

5) Under Submission type select External Tool.

6) Click on External Tool URL and a list of external tools in Canvas will appear.

7) Click on VeriCite.

8) Click Select.

9) If appropriate, select a Due Date.

10) Click Update Assignment.
You will see the newly created VeriCite Assignment.

11) Remember to **Publish the Assignment** so students can see it and the corresponding column will be created in the Grade Book.

**Set TA and Student/Learner VeriCite Permissions**

An instructor can control what information their TA and students can see in relation to a VeriCite assignment.

1) Under **Assignments** click on your **VeriCite assignment**.
2) At the top of the page click on the **Setup** drop down menu.

![Setup menu](image)

3) Here you can **check** the **VeriCite permissions** that you would like your learners / students and your TA’s to have.

<table>
<thead>
<tr>
<th>My Paper Permissions</th>
<th>Learner</th>
<th>Teaching Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Own Report</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Remove Own Report</td>
<td>☐️</td>
<td>✔️</td>
</tr>
<tr>
<td>Submit Own Report</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Change Own Report Status</td>
<td>☐️</td>
<td>✔️</td>
</tr>
<tr>
<td>Change Own Report Assignment</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Change Own Report Title</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>All Paper Permissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Any User Reports</td>
<td>☐️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

> **View Own Report**

Allows user to view their report. Without this permission, they will see the report listed but cannot click it to view it.

> **Remove Own Report**

Allows user to delete a report they submitted. When a report is deleted, it's only deleted from that context and will still be used for plagiarism comparison.

> **Change Own Report Status**

Each report has a status flag. This doesn't have any relevance to anything other than a way to organize the submissions. An example workflow: student submits and report status is "submitted". Instructor starts to grade the report but needs more feedback so they set it to "In Review" so they know to come back to it. Instructor finishes grading, so they set the status to "Reviewed". This will allow the instructor to filter out and sort by status, making grading easier.
> Change Own Report Assignment

VeriCite keeps track of all assignments in a course. Since this information is available, a user with this permission can change which assignment the report was submitted to.

> Change Own Report Title

The report title is the name of the report. The name is usually the filename that was submitted. This allows users to modify the title.

How a Student Submits a VeriCite Assignment

The student will click on the link to the assignment. This link can be found under assignments. The instructor can also place a link to an assignment on a Canvas page or in a Canvas module.

They can drag and drop their assignment into the VeriCite window.

If they click on the window, they can browse their computer and select their paper that way.
Students can also click on the “copy/paste” option and type text into the window.

At the bottom of the page they click Submit Paper.

The student will see a confirmation that their paper was submitted. They can view their VeriCite matching report score. We would recommend that they copy the Confirmation Number for their records.

Once graded, the student can see the score for their paper under their Grades link.

When the student clicks on the paper under Grades they can see an instructor’s comments.
Student – View VeriCite Report and Instructor Annotations

If the instructor has chosen to display VeriCite matching reports to students, a student would click on the original assignment to view their VeriCite report and instructor annotation comments.

The student would click on the % match score to view the VeriCite matching report.

Items **highlighted in blue** indicate **annotation comments** the instructor has added to the paper. Items **highlighted in other colors** indicate content that matched other papers turned in at CSU or other online sources.
View VeriCite Matching Report

1) Under Assignments, click on the VeriCite assignment you created.

2) Under the Assignments tab you will see student matching Report Score.

3) You can click on the score to see more details about the content matching.

Content that matches another source will be highlighted.

Click on the highlighted text to see the source document and the student’s paper on top and the source on the bottom.
Exclude (Default) or Include Quoted Material

Instructors can now toggle between excluding and including quoted material for each assignment or for an individual student’s report.

*The default setting is to exclude quoted material.*

1) On the VeriCite Assignment page, under the Assignments drop down menu, select Manage Assignments.

2) To the right of the assignment’s name, under the gear icon, select Edit.

3) At the bottom of the page, under Report Options, check or uncheck the Exclude Quotes option.

4) Click Save
Grade a VeriCite Assignment

1) Click on the assignment you created that uses VeriCite.

2) To the right of a student’s submission click on their VeriCite score.

3) At the top click Details.

4) Enter a score.

5) Type any comments.

6) Press Enter/Return to submit the grade and comments.

The grade will be entered for that student in the grade book.
Add Annotation Comments to Submitted VeriCite Page

When you click on the matching score for a student’s paper, you will see a text version of the paper.

1) *Highlight text* in the paper and *click* on the *pencil icon*.

An annotation window will appear.

You can *type* a *comment*.
You can choose to *store a comment* that you use frequently.

2) *Click Save*.

Download Copy of Submitted Paper
Print VeriCite Report

Instructors can download a copy of the original paper a student submitted.

1) Under the VeriCite assignment, click on the student’s matching score.
2) To the left of a student’s paper are two icons.

Click on the icon to download a copy of the student’s original paper.

Click on the icon to print a copy of the VeriCite report or to save a copy of the report in PDF format.

**Speed Grader and VeriCite – A Work Around**

Currently, a VeriCite assignment is not connected to the Canvas Speed Grader.

If you prefer to have the annotation capabilities of Speed Grader and have a VeriCite report for student papers you can:

Create a regular Canvas assignment for the paper worth x points.
Create a VeriCite assignment for the paper worth 0 points.

You can have students submit their paper to both assignments.
GRADE and annotate the regular assignment paper in Speed Grader
CHECK the matching score for the paper under VeriCite.

**Another option** would be to create a regular assignment in Canvas.
After the students submit their papers, download copies of the papers from the Canvas grade book in a .zip file.

Create but do not Publish, a **VeriCite assignment**.
Click on the **Unpublished VeriCite Assignment**.

Click **Submit Paper**.
Submit/Upload the .zip file which contains copies of the student papers into that Unpublished VeriCite assignment.

VeriCite will do its best to match the papers in the submitted .zip file to the appropriate students in the class. It’s a good idea to spot check to make sure the papers are matched to the correct student, especially if you have students who have the same first and last name.

VertiCite Resources

VertiCite Instructor Support

VertiCite Student Help

VertiCite Update Information
http://updates.vericite.com
CSU Canvas Resources

CSU Canvas Help Web Site:
http://info.canvas.colostate.edu

Canvas Online Help Guides
http://guides.instructure.com/

Canvas Video Guides
http://guides.instructure.com/m/4210

College Canvas Coordinators:
http://help.ramct.colostate.edu/instructor-support.aspx

Central CSU Canvas Support:
canvashelp@colostate.edu