



Setup VeriCite “Drop Box” to Selectively Content Match a Student’s Paper

There are instances where an instructor does not wish to use VeriCite for every student submission in their Canvas course. But when a paper is turned in, an instructor would like to submit it to VeriCite to check for content matching.

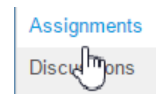
Prerequisites:

Electronic copy of the student’s paper.

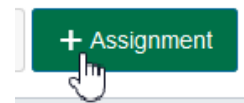
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Create an UNpublished VeriCite Assignment in Canvas

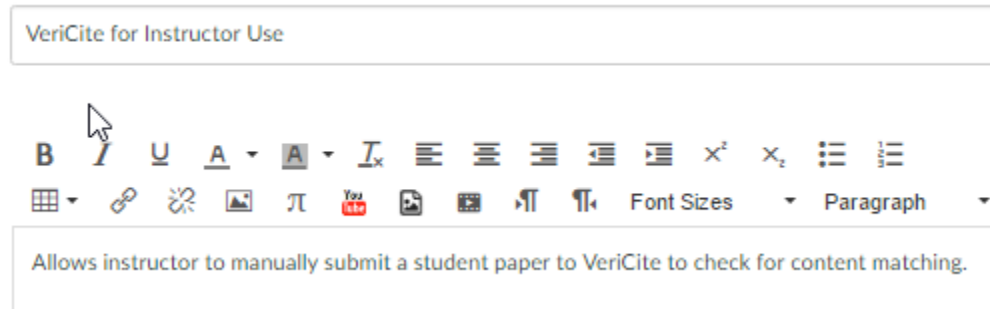
- 1) On the left **course navigation menu** *click* **Assignments**.



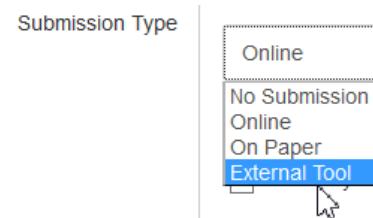
- 2) At the top of the Assignments page *click* “ + **Assignment**”.



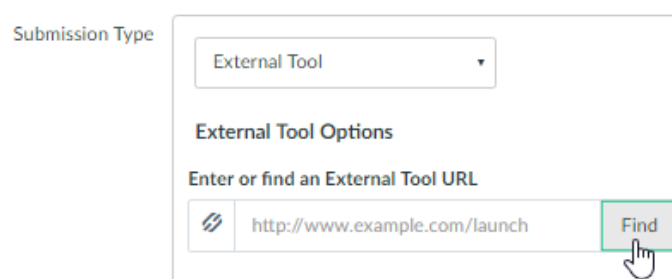
3) *Type* a **name** for the assignment.



4) Under **Submission type** *select* **External Tool**.



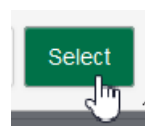
5) *Click* **Find** and a list of external tools in Canvas will appear.



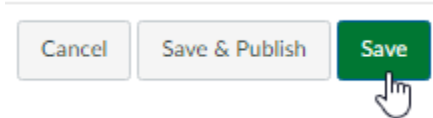
6) *Click* on **VeriCite**.



7) *Click* **Select**.

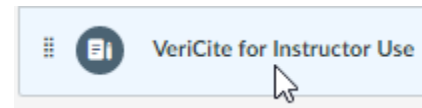


8) Click **Save**. **DO NOT Publish**.

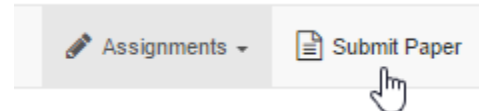


Submit Student's Paper

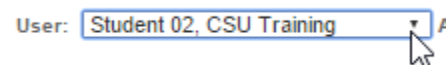
1) Click on the **VeriCite assignment** you created.



2) At the top of the page click Submit Paper.



3) Under the **User drop down menu**, *select* the **name of the student** in your course whose paper you will submit.



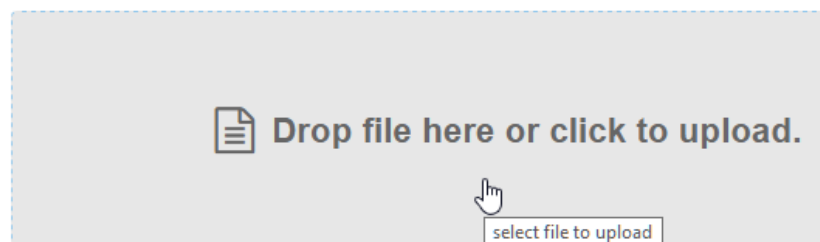
Upload Paper: Two Options

4) You can drag and drop the student's paper into the VeriCite window.

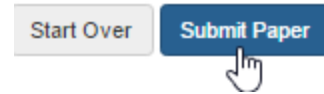
OR

5) Click on "**click to upload**".

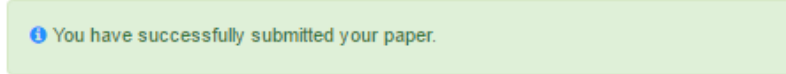
- a. *Locate* the **file** on your computer.
- b. Click **Open** at the bottom.



6) At the bottom of the page *click* **Submit Paper**.



You will see a “successfully submitted” message.



Date Submitted: 04/07/2017 04:01PM
User Name: Student 02, CSU Training
Paper Title: Canvas Student Assignment Sub
Assignment: VeriCite for Instructor Use
Confirmation Number: 131839289713859



View Similarity (Matching) Score.

If can take a few minutes or longer for VeriCite to complete its matching. It will check available Internet resources and look at other papers submitted at CSU via VeriCite.

1) *Click* on the **VeriCite assignment** you



created.

2) For that student, you will see the submission and a matching score.

3) Click on the matching score to see the report

A screenshot of a submission card. At the top right is a gear icon. The main heading is "Add Someone to Canvas Course After the Course Closes". Below it is the assignment name "VeriCite for Instructor Use". The submission details are "Student 02, CSU Training 04/07/2017 04:14PM Submitted". The grade is "Grade: Ungraded". On the right side, a large "75%" matching score is displayed with a mouse cursor pointing at it.

- 4) You will see the “generation new report” window.

Generating New Report

- ✓ External search engine results returned.
- ⌘ Searching VeriCite Internet Database
- Searching Wikipedia Database
- Searching Common Crawl Database
- Searching Colorado State University Private Database
- Compiling and Aggregating Results
- Generating Report

- 5) When the report opens, text in the student’s paper that matches other sources will be highlighted. The darker the highlight color, the greater the match.

Add Someone to Canvas Course After the Course Closes

Add Someone to Canvas Course After the Course Closes

Academic Canvas courses have an End Date. When the date occurs, the course closes/is hidden to students.

Also, when the End Date occurs, you cannot add a new user to that course. Below is how to add someone to a