Using VeriCite

1. To Create and Assignment using VeriCite:

   Log into EduCat, Click into your course, and Turn editing on.

2. Scroll to the section you want the assignment to be displayed. Click on Add an activity or resource.

   (Or, click on Edit Settings on an existing assignment).

3. Choose Assignment from the list, then click Add.

4. Fill in the requested information (fields marked with an * are required).
   Give the assignment a name and a Description (you can choose to display the description with the checkbox).

VeriCite can also be used with a Discussion Forum.
5. Make the setting selections you wish for availability, groups, and other sections; then, click on the rotating triangle to view the expanded menu for selecting the VeriCite settings.

Check the box to use VeriCite and choose what you would like to allow students to see and if you would like to exclude quotes.

We recommend you allow student to see the score and the report to use any similarities as a learning experience. Students can view how their submissions match online and text sources and highlight the need to correctly cite sources.

6. To Review the VeriCite Similarity Report:

Once the student has completed the assignment, click on the Assignment Link.

Before clicking on the Assignment link, allow time for VeriCite to process the submissions. This usually takes anywhere from 20 minutes to a few hours depending on traffic and size of classes.

7. Click on the View/grade all submissions.

8. Scroll over to see the submissions. Here you can see the Similarity Score (as a percent) and click on the link to view the report.
9. A new report will be generated every time you click on the Similarity link. It will be updated to include all the listed sources.

10. The Similarity Report will then display in a new tab or window.

Please note VeriCite can check multiple document types: pptx, html, docx, pdf, txt, rtf, ppt, doc, odf as well as text submissions.
11. To Interpret the VeriCite Similarity Report:

The Similarity Report displays data on the user, the time submitted, and the percent matched (under Details). You also get a highlighted report on matches and the aggregate matching percentage.

12. The highlighted matches are color coded from low to high matches. You can click on specific colors in the legend to see only those matches.

13. By clicking on a specific sentence, a window will appear that shows a comparison from the paper to the suspected source(s).
14. You can also click on ‘Top Matches’ to see the list of sources that match the paper. These can include websites, the public repository, or other student papers, private NMU repository.

15. By clicking on the document name you get the comparison of the submitted text against that source.

16. Clicking on website match shows you the comparison, as well as the ability to click on the link to view the original source.

17. Clicking on the drop down arrow on a match allows you to Ignore the source if you would like to exclude it from the report (you can also re-add those sources later) or Details to get details on the source.
18. When you click on **Details** you get information on the paper that matches. Information such as date, user, course, and assignment is included.

You will only receive information on students within your course. Otherwise, the name and email will be coded.

Other students NEVER see any student data. They get a message that says “Another student’s paper” with no other details.

19. You can make comments about section of the paper by highlighting and clicking on the green edit button that appears.

20. You can enter comments, you may store and reuse those comments, or exclude sections from the report.
REMEMBER: VeriCite is one tool that is used to assist instructors in identifying potential plagiarism. It is a text matching tool. Student work MUST be examined carefully before determining whether plagiarism has occurred. There is no magic number or specific threshold for a ‘plagiarized’ paper – each must be reviewed, regardless of the similarity number returned.