

Text-matching in myCourses (Urkund/Ouriginal) Documentation for Instructors

Urkund/Ouriginal is a text-matching tool integrated with the Assignments tool in myCourses. It is designed to support academic integrity by checking students' Assignments submissions against multiple sources (i.e., Internet, scholarly journals and publications, and student submissions) to see if any text matches.

Urkund/Ouriginal is fully compliant with McGill policies for privacy/IP/security. All McGill submissions remain on private McGill databases.

This document offers instructors suggestions for using a text-matching tool to teach students what constitutes plagiarism and how to avoid it. These suggestions are followed by instructions for setting up the tool in myCourses and viewing analysis reports.

Teach students what constitutes plagiarism and how to avoid it

Not all text matches are necessarily plagiarism. For example, quotations will appear as matched text; however, if quotation marks and citations are present, these matches do not constitute plagiarism. Consider using Urkund/Ouriginal to help students understand what is and is not plagiarism:

- Enable “Unlimited” submissions so that students can submit multiple drafts. (See Step 4 under Create an Assignment.)
- Enable “All submissions are kept” so that you and students can review and discuss their work. (See Step 4 under Create an Assignment.)
- Analyze text-matching reports with your students and teach students to interpret the results.
- Allow students to see the analysis report when they submit their work so that they can interpret it on their own. (See Step 3 under Enable Text-matching for an Assignment.)
- Show students examples that could appear as plagiarized text along with examples of proper citations.

Not sure what to do? Contact TLS for a [consultation](#).

Notify students of text-matching

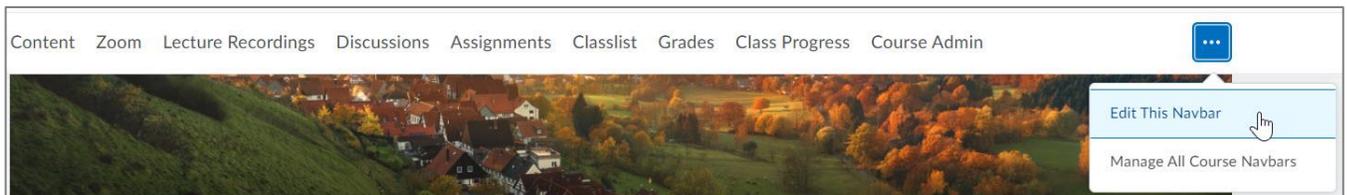
If you use the text-matching tool, it is strongly recommended that you inform your students in writing before the end of the add/drop period by including a statement in your course outline. Suggested wording of this statement is: “Work submitted for evaluation as part of this course may be checked with text-matching software within myCourses.”

Add the Text-matching tool (Urkund/Ouriginal) to your Navbar

The tool “Text-matching (Urkund/Ouriginal)” must be added to the Navbar in your course.

To add the tool to your Navbar:

1. Hover your cursor over the Navbar in your course. An icon with three dots will appear.
2. Click the icon with three dots and select **Edit This Navbar**.



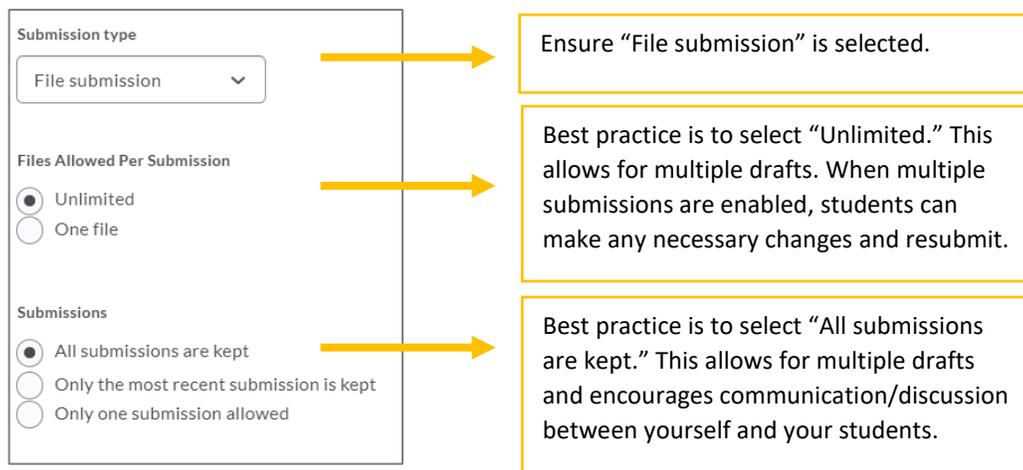
3. Click **Add Links**. Locate “Text-matching (Urkund/Ouriginal)” and click **Add**. Note that you can place the tool where you would like it to be on your Navbar.
4. Click **Save and Close**. The “Text-matching (Urkund/Ouriginal)” tool is now on your course Navbar.

Create an Assignment

The text-matching tool is connected to the Assignments tool in myCourses. You will need to create an assignment and then enable text-matching for that assignment.

Steps:

1. From your course Navbar, click “Assignments.” The Assignments page appears.
2. Click **New Assignment**.
3. Enter the “Name” of your assignment and your “Instructions.”
4. Verify the key settings for using the text-matching tool. The key settings are: “Submission type,” “Files Allowed Per Submission,” and “Submissions.”

A diagram illustrating the settings for an assignment and their best practices. On the left, there is a form with three sections: "Submission type" with a dropdown menu set to "File submission"; "Files Allowed Per Submission" with radio buttons for "Unlimited" (selected) and "One file"; and "Submissions" with radio buttons for "All submissions are kept" (selected), "Only the most recent submission is kept", and "Only one submission allowed". Three yellow arrows point from these settings to three yellow boxes on the right. The first box says "Ensure 'File submission' is selected." The second box says "Best practice is to select 'Unlimited.' This allows for multiple drafts. When multiple submissions are enabled, students can make any necessary changes and resubmit." The third box says "Best practice is to select 'All submissions are kept.' This allows for multiple drafts and encourages communication/discussion between yourself and your students."

5. Enter the rest of the settings, such as “Score Out Of,” “Grade Item,” and “Due Date” as you normally would for an assignment.
6. Once you have finished creating your assignment, click **Save and Close**.

Enable Text-matching for an Assignment

Once the assignment is created, you can enable text-matching. To enable text-matching for an assignment:

1. From the Navbar, click “Text-matching (Urkund/Ouriginal).” The Assignment Overview page will appear.
2. Locate the assignment you created and enable text-matching using the toggle button under the “Turn on/off Plagiarism Detection” column. A pop-up window will appear asking you to confirm your selection. Click **Yes**.
3. You may choose to give your students the ability to see the analysis report when they submit their work by using the toggle button under the “Display Similarity Report to Students upon submission” column.

Plagiarism Detection Overview				Plagiarism Submission Details			
Assignment Overview ?							
Submission Folder Name	Number of Documents Submitted	Number of Documents Analyzed	Last Updated	Due Date	Receiver Account	Turn On/Off Plagiarism Detection	Display Similarity Report to Students upon submission
Assignment 1	0	0	Dec 21, 2020 3:23 PM	Feb 18, 2021 11:59 PM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Access Analysis Reports

After students have submitted their assignments, you can access the analysis reports.

Steps:

1. From the Navbar, click “Text-matching (Urkund/Ouriginal).” The Assignment Overview page will appear.
2. Click the “Plagiarism Submission Details” tab. The “Submissions Details” page will appear. You will notice that the following information is displayed: assignment name, student name, date and time stamp of assignment submission, and similarity score.



3. Click **Show Details**.
4. Click on the document name and select **View Report**. The “Analysis Overview” page will open in a new tab.

View Analysis Reports

The **Analysis Overview** landing page displays the **Findings**, **Similarity Score**, and **Submission Details**.

By clicking on **Matching Text**, you will see tabs for **Findings**, **Sources**, and **Entire Document**.

- **Findings:** Contains the matched text within the submitted document. Also contains **Warnings** (e.g., unusual use of characters) and **Cross-language** (i.e., matching text in another language).
- **Sources:** Contains the list of all the original sources that were found during the analysis.
- **Entire Document:** Displays the entire submitted document. All the findings are highlighted in the text so you and students can make a side-by-side comparison.

For more detailed information about the analysis report, see the [Urkund Analysis Quick Start Guide](#).