

## Enable GradeMark™ (Online Markup) for Dropbox Folders?

- Enabling Plagiarism Detection automatically enables the Online Markup (GradeMark™) feature for the Dropbox Folder. There are no customized settings at the instructor level for the Online Markup feature. To enable the Plagiarism Detection (Originality Checker™) features, see the FAQ on this page.

## Enable and Configure Originality Checker™ (Plagiarism Detection) Options in Dropbox Folders?

### Notes:

- Once Plagiarism Detection is enabled for a Dropbox Folder it cannot be disabled.
  - When a course is copied, the Plagiarism Detection is turned off on all Dropbox Folders (i.e., this feature must be re-enabled for each Dropbox Folder each term).
1. Access the **Dropbox** tool. Open an existing Dropbox Folder for editing or create a New Dropbox Folder.
  2. On the **Properties** tab, if **Plagiarism Detection** is selected, scroll down the page to the **Plagiarism Detection Options** section.
  3. **Originality Reports** is selected by default and cannot be changed.  
*If necessary, click the **Show Advanced Plagiarism Detection Options**, then select options.*
  4. **Display:** If you want students to be able to see their originality reports (recommended!), select the checkbox next to **Allow submitters to see Originality Reports**.
  5. **Frequency:** If you want every submission automatically checked, select the radio-circle next to **Automatic plagiarism detection on all submissions**. If you want to manually submit submissions for checking, select the radio-circle next to **Identify individual submissions for plagiarism detection**
  6. **Check submissions against:** Options checked by default and recommended include: **User paper database, Current and archived internet, and Periodicals, journals, & publications**. (Note: Once selected, these options cannot be edited after the Dropbox is saved.)
  7. **Index files for Plagiarism Detection:** By default, **Allow other files to be checked against submission** is selected. (Note: This option cannot be edited after the Dropbox is saved.) This setting stores the submission in the database and other submissions can be checked against it. If the student uploads a revised submission to the Dropbox, their original submission is not checked against the new submission for that Dropbox Folder. However, if other students' submissions in the Dropbox are checked against the already stored submission.
  8. Click the **Save** button when settings changes have been made for the Plagiarism Detection.

## Grade Dropbox Folders Using GradeMark™ (Online Markup)?

1. Access the **Dropbox** tool.
2. Click the title of a Dropbox to open its submissions, be sure you are in the **User** tab.
3. Locate a student's submission, and click the **Leave Feedback** link.
4. On the Leave Feedback page, click the **Markup** icon and the Online Markup program will open the paper in a new page.

**Tips:** A Getting Started screen appears when you first access the GradeMark or Originality Report features. There is a link to a [4 Minute Tutorial](#) from TurnItIn linked on the Getting Started screen that you may find informative as an overview. Click the **Close** button in the lower right of the Getting Started screen to close it. To not show this screen again, you can select the checkbox in the lower left of the Getting Started screen that says "Don't show this message again." While in GradeMark view, click the darkest-gray portion to the left of the **Originality** button on the upper left of the Online Markup screen page to view the Plagiarism Detection *Originality report* while using the GradeMark features.

5. Once the Online Markup tool loads the submission in the new window, use the features of the Online Markup program to *markup* the submission.  
Each time you add a comment or grade or Rubric Scorecard within GradeMark, the changes are automatically saved.
6. Grades entered for a submission within the Online Markup tool do not automatically appear in the **Score** box for the submission. While you can use the Online Markup Grade tool, and associated Rubric Scorecard grading option, you will still have to manually enter the **Score** in the Score box on the Leave Feedback page.
7. Since students must view the Online Markup from within the Dropbox **Feedback** tool, it is recommended you insert a **Feedback Comment** on the Leave Feedback page that says, for example: "View the Markup for your submission from the Dropbox tool". This *comment* appears as an *Individual Comment* next to the student's grade in the Grades tool.
8. Once you have entered the **Score** in the Dropbox "Leave Feedback" page and, if desired, left a **Feedback Comment**, click the **Save** button. If you enter a comment, you will be asked to confirm this comment should overwrite the existing individual comment in the Grades tool even if no previous individual feedback comments have been left in the Grades tool.
9. To **Edit** the markup, reopen the Leave Feedback/Feedback Left page for the student and click the Online Markup icon again to reopen the document in Markup.

**Reminders:**

- Submissions to a Dropbox Folder made before the Plagiarism Detection option (Online Markup) is turned on are not automatically submitted for Plagiarism Detection or available for Online Markup. Turning on Plagiarism Detection for a Dropbox after a submission is made, even with Automatic Submissions selected, requires you to manually submit the submissions for detection at which point the submission is checked and the Online Markup feature becomes available from the Leave Feedback page.
- Students view the Markup for their submission from the Dropbox tool by clicking the **Feedback** icon in the Feedback column to the right of the Dropbox and then clicking the **Markup** icon next to the submission.

## Interpret Originality Reports from Originality Checker™ (Plagiarism Detection) in Dropbox Folders?

**Notes:**

- Originality Reports can be viewed separate from the GradeMark™ (Online Markup) feature. However, you can view the Originality report while using Online Markup as well.

1. Access the **Dropbox** tool.
2. Click the title of a Dropbox to open the **Folder Submissions** page.
3. If the Dropbox Plagiarism Detection options are set to automatically check submissions, next to students' submissions the Plagiarism Detection program will state **in progress** while the submission is being processed and give a **percentage** of originality when the report is ready. If the Dropbox options are set for manual submission for Plagiarism Detection, you will first have to click the manual submit icon next to the submission then wait for the Originality Report.
4. From either the Submissions page, next to a submission, or on the Leave Feedback page, click the **Originality Percentage** icon.

**Tip:** You can also access the Originality Report from within the GradeMark™ (Online Markup) view of a Dropbox Folder submission. To do so, open the Online Markup view of the submission and click the **Originality** button on the upper-right of the page.

5. The Originality Report opens in a new page. The **File Submission Summary** box displays the **Similarity** percentage of the submission against the databases checked. Percentage ranges are associated with colors: **Blue**  $\geq 0$  and  $<20\%$ , **Green**  $\geq 20$  and  $<40\%$ , **Yellow**  $\geq 40$  and  $<60\%$ , **Orange**  $\geq 60$  and  $<80\%$ , **Red**  $\geq 80$  and  $\leq 100\%$

6. Click the **Mode** drop-down menu to select the report view type.

In the **show highest matches together** view mode (default), in the body of the Originality Report is the submission text with highlights of areas matching with a summary of locations for source material on the right side of the page. **Click on the highlighted text in the body** of the submission and the right pane refreshes showing the original source of the material.

In the **show matches one at a time** view mode, matching text portions are displayed one at a time on the left frame with a menu of sources on the right pane. Select the radio-circle next to a source match to view it in the submission.

In the **quickview (classic) report** view mode, matches are listed at the top of the page and color-coded. Underlined portions in the lower frame, showing the submissions, correlate with the matches listed at the top of the page.

7. Other options include hyperlinks to adjust the reporting. The hyperlink options include:

**Exclude Quoted:** Omits text inside quotes and creates a new report and similarity index. If the submission contains mismatched or unclosed quotes the results may be erratic. Click the **OK** button to continue or **Cancel** button to stop the view mode change.

**Exclude Bibliography:** Omits text in the bibliography/works cited and creates a new report and similarity index. Click the **OK** button to continue or **Cancel** button to stop the view mode change.

**Exclude Small Matches:** Opens a drop-down menu where you can exclude parts of the submission based on **Word Count** and **Percentage** of matched text. Make selections and click **Submit**.

8. To **Print** the originality report, click the printer icon. To **Refresh** the originality report, click the refresh icon. To **Download** the originality report, click the download icon.
9. To **close** the originality report, close the browser page/tab.

## Tool Tips

- TurnItIn's Originality Reports can be used as a teaching tool about proper citation.
- According to D2L documentation for TurnItIn in the dropbox tool, "The following file types are compatible with Plagiarism Detection and Online Markup: MS Word, WordPerfect, PostScript, Acrobat PDF, HTML, RTF, Plain Text "
- The *Plagiarism Detection* feature in the D2L Dropbox tool uses the TurnItIn **Originality Check™** software. The *Online Markup* feature that is enabled automatically when Plagiarism Detection is turned on for a D2L Dropbox uses the TurnItIn **GradeMark™** software.