



GMIT

TEACHING  
& LEARNING  
OFFICE

# Urkund

A Guide for staff

## Staff Guide to Urkund

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## What is Urkund?

Urkund is an online text-matching tool which is available to students and staff of GMIT as part of an overall institutional strategy to educate students about academic integrity. Urkund automatically checks student work against existing texts from three central source areas – the internet, certain published material and Urkund’s own archive.

## Why would I want to use Urkund?

Urkund helps to reduce instances of plagiarism and improve overall academic integrity. However, Urkund is not just for plagiarism prevention.

The aim of Urkund is to help students improve their academic writing techniques by highlighting similarities to other sources on the Internet and other students’ work enabling them to make decisions about the quality of their writing

It is a formative tool intended to help students. Students are encouraged to follow up on the analysis it provides. However, to achieve this some key settings are required to enable students to view their Urkund report prior to submission of an assignment.

## Key features

**Urkund shows students and instructors if their work has:**

1. Relied too strongly on one source.
2. Paraphrased, summarized or quoted someone else’s work without referencing it.
3. Used inappropriate or insufficient sources and is therefore uncorroborated.

**Urkund supports the following file formats:**

.doc, .docx, .xls, .xlsx, .sxw, .ppt, .pptx, .pdf, .txt, .rtf, .html, .htm, .wps and .odt

## Limitations

- **Urkund does not decide what constitutes plagiarism:**  
Urkund is a tool that can help teachers to assess potential plagiarism. It is the teacher/school that will ultimately decide what constitutes plagiarism.
- **Urkund can reject files that contain fewer than 430 characters and/or 20 words:**  
Urkund cannot process a file that does not meet these criteria and therefore will not produce an analysis. The system will send an email to the submitter stating that the file does not contain enough characters.
- **Urkund does not recognize pictures, links (copied or shared), videos or scanned documents:**  
If any of these files are sent to Urkund, the system will send an email to the submitter stating that the file does not contain enough characters.
- **You cannot delete a document from Urkund, regardless of your role:**  
The Urkund support team will only delete documents at the request of the institution’s designated Urkund administrator.
- **Documents submitted to Urkund cannot contain any document protection or encryption.**

## Pitfalls to avoid

- **Giving students clear instructions about Urkund and submission of an assignment:**

Urkund can take between 5 minutes to 1 hour to generate a report depending on the amount of traffic at one time. At peak times it can take up to 24 hours. Students need to allow plenty of time before an assignment deadline to receive the draft's report and take action if necessary. Typically, this is 5 to 10 minutes but can take longer at certain times.

## How do I enable Urkund for a Moodle Activity?

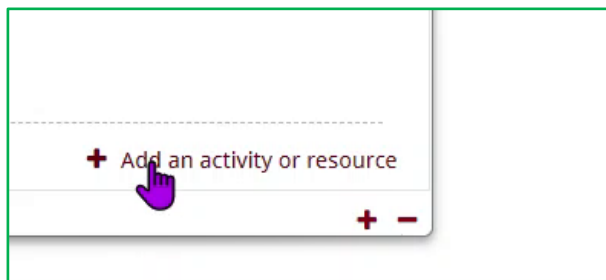
Urkund can be enabled in Moodle as part of an Assignment, Forum or Quiz activities. The following steps use an assignment as an example, but the steps for enabling Urkund are the same for all the activities mentioned above.

### Steps for adding an Assignment in Moodle

#### Before you begin:

If you have not already done so, we recommend adding an 'Assessment/Exam Information' section to your course (see the Teaching and Learning [Course Template](#)).

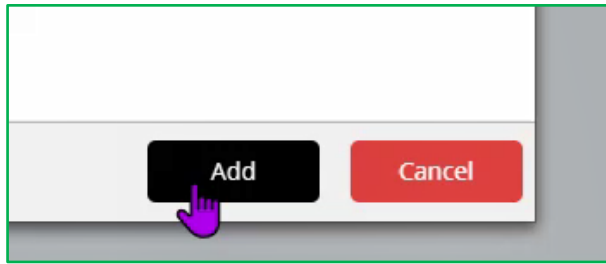
- Step 1** In the Assessment/ Exam section click 'Add activity or resource'



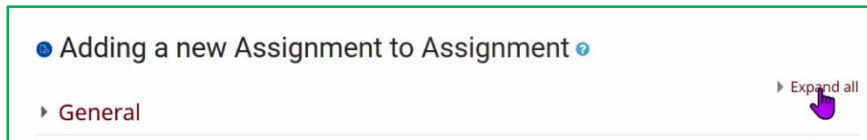
- Step 2** Select 'Assignment' from the activities list



**Step 3** Click 'Add'



**Step 4** In the 'Assignment settings' page, click 'Expand all' to view all settings.



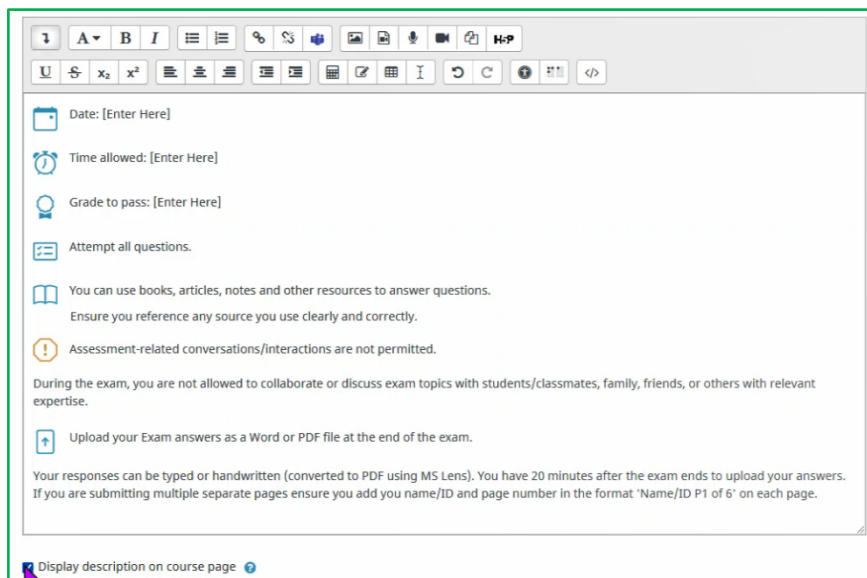
**Step 5** In the 'Assignment settings' page, fill in the following options:

**Name:** Type in an appropriate Assignment or Exam Name

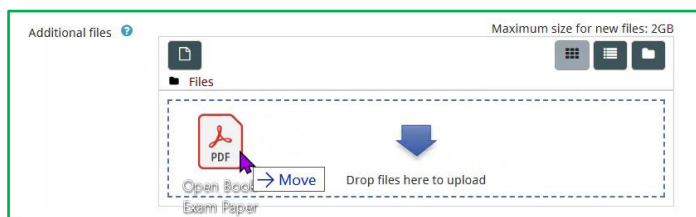
**Description:** Provide clear instructions in the description box outlining:

- Dates
- Time allotted
- Expectations
- Content format and upload instructions
- Conditions
- A rubric if being used or marking scheme
- Marks being allocated for the assessment

**Step 6** Select 'Display description on course page'



**Step 7** In the 'Additional files' section, upload any additional files that you want the students to access (for example: an assignment template, a dataset or a case study, a rubric).



**Step 8** In the 'Availability' section:

- Set 'Allow submissions from' to the start of the exam/assignment date and time.
- Set 'Due date' to the end of the exam/assignment and time.
- You do not have to enable the 'Cut-off date'. If you do, students will not be able to submit work after the cut-off date.

**Note:** For exams: If you do not include upload time in the time limit students will see an 'overdue assignment' notification after they upload – you need to prepare students for this.

**Step 9** In the 'Submission types' section you can use the default settings, with:

- 'Submission types' set to File submissions
- 'Maximum number of uploaded files' set to 20
- 'Maximum submission size' set to 500MB
- You do not have to select 'Accepted file types' unless you want to ensure students can only upload a specific file type (for example: a PDF or Word doc).

**Step 10** In the 'Feedback types' section select the methods you want to use for feedback:

- Feedback comments - Leave general comments for each submission.
- Annotated PDF - Annotate work with comments, stamps and drawings.
- Offline grading worksheet - Download and upload a worksheet with grades - See short how to video → [Watch Grading a Moodle Assignment Offline](#).
- Feedback Files - Upload files with annotated work, text or audio feedback.

**Step 11** In the 'Submission settings' section, set:

- 'Require students to click the submit button' to **Yes**
- 'Require that students accept the submission statement' to **Yes**
- 'Attempts reopened' to **Manual**
- Set the 'Maximum Attempts' to a number between **1-28 or Unlimited**

**Step 12** In the 'Grade settings' section:

- Set 'Grade' to either 'Point' or 'Scale' depending on assessment level.
- Set 'Anonymous marking' to **Yes**
- Set 'Marking Workflow' to **Yes**
- Set 'Marking allocation' to **Yes**

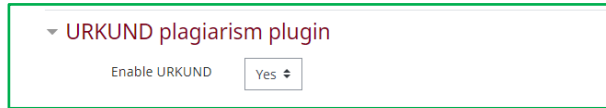
**Step 13** In the 'Common module settings' section:

- Set 'Availability' to **Show on course page**

## Steps for enabling Urkund in Moodle

To enable URKUND, in the 'URKUND plagiarism plugin' section:

**Step 1** Set 'Enable URKUND' to **Yes**



▼ URKUND plagiarism plugin

Enable URKUND

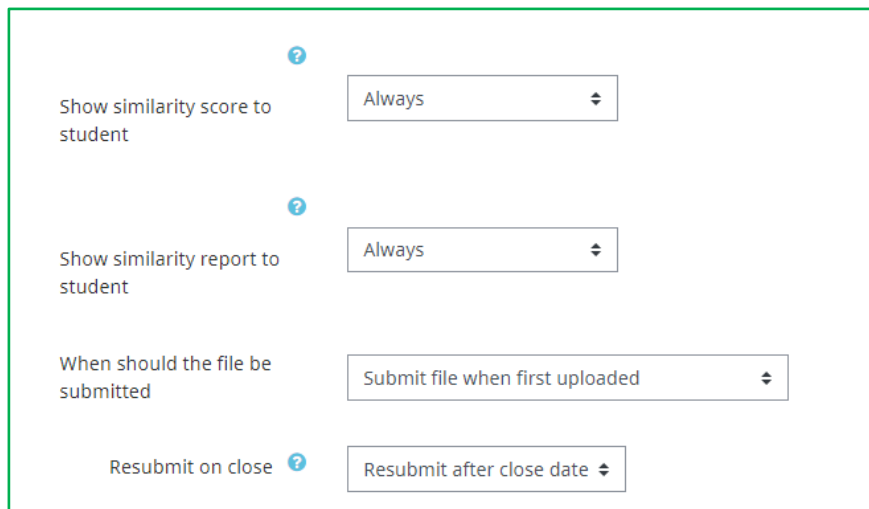
**When the settings list expands:**

**Step 2** Set 'Show similarity score to student' to **Always**

**Step 3** Set 'Show similarity report to student' to **Always**

**Step 4** Set 'When should the file be submitted' to **Submit file when first uploaded**

**Step 5** Set 'Resubmit on close' to **Resubmit after close date**



Show similarity score to student

Show similarity report to student

When should the file be submitted

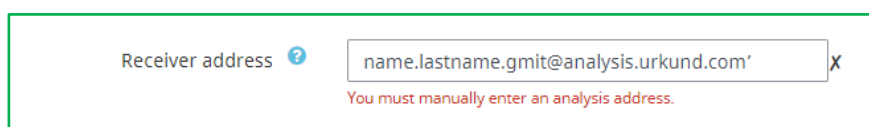
Resubmit on close

**Step 6** In 'Receiver Address', fill in your 'Receiver address' in the format:

**'name.lastname.gmit@analysis.orkund.com'**

**Note:** students cannot receive originality reports if this address is not correct.

If you receive the message '**This is not a valid receiver address**' (as in the screenshot below) you will need to create one.



Receiver address

You must manually enter an analysis address.

To create a receiver address, use this link: [Login - URKUND](#)

Sign in with a 'Single sign-on Login' using an organisation name (see screenshot below).

When logged in you will be given your receiver address.

**Note:** If you have any issues after taking these steps, contact [LearnOnLine@gmit.ie](mailto:LearnOnLine@gmit.ie) explaining what happened and the Module title and CRN.

**Step 7** Set 'Send student email' to **Yes**

**Step 8** Set 'Allow all supported file types' to **Yes**

**Step 9** Set 'Add submissions to Urkund database' to **Yes**

**Step 10** Click 'Save and Display' to save your assignment and see what it looks like.



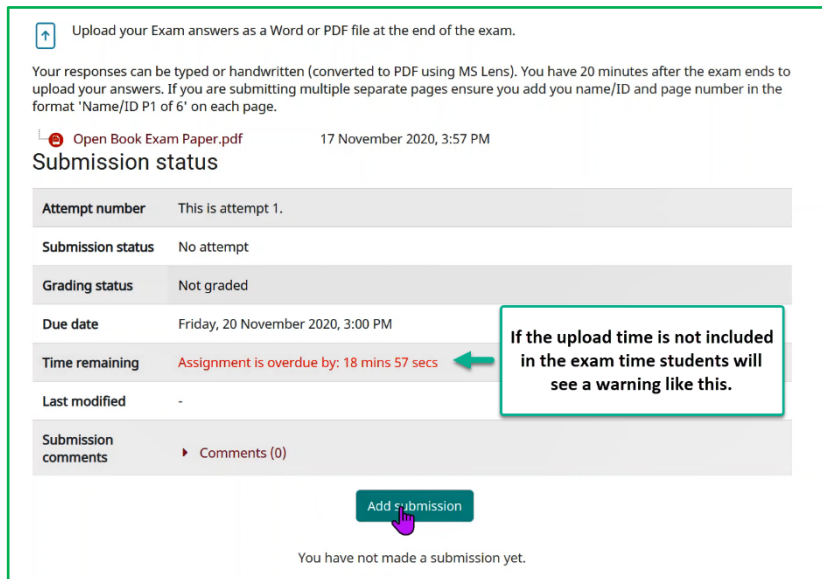
## How do students submit responses?

See this document for what the student is required to do and feel free to make this available when giving students an assignment → [A Students Guide for Urkund Submissions](#)

Students can submit work by uploading files to the Moodle assignment page.

The students select 'Add submission' in the 'Submission status' section.

A 'File submissions' box opens and the students can drag and drop their files or search for them.



Upload your Exam answers as a Word or PDF file at the end of the exam.

Your responses can be typed or handwritten (converted to PDF using MS Lens). You have 20 minutes after the exam ends to upload your answers. If you are submitting multiple separate pages ensure you add you name/ID and page number in the format 'Name/ID P1 of 6' on each page.

Open Book Exam Paper.pdf 17 November 2020, 3:57 PM

### Submission status

|                     |   |
|---------------------|---|
| Attempt number      | This is attempt 1.                        |
| Submission status   | No attempt                                |
| Grading status      | Not graded                                |
| Due date            | Friday, 20 November 2020, 3:00 PM         |
| Time remaining      | Assignment is overdue by: 18 mins 57 secs |
| Last modified       | -   |
| Submission comments | Comments (0)                              |

**If the upload time is not included in the exam time students will see a warning like this.**

[Add submission](#)

You have not made a submission yet.

## How can I promote Academic Integrity?

Online assessments often require instructors to place more trust in, and demand more responsibility from, students than traditional onsite exams. Promoting and fostering a sense of academic integrity is especially important in online contexts.

The Teaching and Learning Office and GMIT Libraries have developed a range of online resources to help students understand academic integrity and the reasons why it is important.

Please share these resources with students and use every assessment as an opportunity to promote and reaffirm the values of academic integrity.

[Teaching and Learning Guide to Academic Integrity](#)

[GMIT Libraries Academic Integrity LibGuide](#)

## Where can I find more information and resources?

[A Students Guide for Urkund Submissions](#)

[Watch 'Grading a Moodle Assignment Offline - Dr Kevin Cunningham, GMIT, April 2021'](#)

[Teaching and Learning Online Assessment Guide](#)

[Teaching and Learning Moodle Assessment Tools resource](#)

[Teaching and Learning Student Guide for Uploading Handwritten Assessments](#)

[Moodle Docs: Using the Assignment Activity](#)

[Guide for Academics: Open Book Exams](#)

[Student Tips: Exam preparation for open book exams](#)

[Tips for Creating Open Book Exams](#)

[Teaching and Learning Guide to Academic Integrity](#)

