CITING INSIGHTS

Welcome to Citing Insights!
This quick guide provides details on how to use Citing Insights for assessing student papers.

Terms Defined
Course: A class offered by HSU or other institutions, given a unique CRN number, Example: ENGL 105.

Assignment: Class assignment you want to assess. For example, ENGL 105 may have multiple assignments over the term, you might initially assess the annotated bibliography, and later, the final paper.

Annotation: Comment(s) given by the instructor or professor to the student and/or assessment group.

Rubric value: Assessment of the students citation(s).

Quick Start
Using the browser of your choice, go to: YOUR SERVER LINK (HSU: http://lib-citing-dev.humboldt.edu must be on campus due to security protocols). Note: If you experience difficulty, we recommend switching to the Chrome Browser.

Instructions (Setup)
Step 1: Login using gmail (campus or personal) LOGIN WITH GOOGLE
Step 2: Set Course & Class Assignment ❏ Application starts at Manage Courses page 1 Manage Courses ❏ Add New Class CREATE CLASS ❏ Add New Assignment (to class) CREATE ASSIGNMENT ❏ Delete Assignment and/or Class 🗑
Step 3: Upload Papers

- ❏ Go to Upload Papers **2** Upload Papers

- ❏ Drag files into the upload and press Submit

- ❏ Or click on 'Choose Files' box and use windows to find PDF file or load a whole folder (of PDF), and press Submit

Information Literacy Analysis Function

Instructions (Analysis)

Step 4: Edit Rubrics
 	
    a. Go to Edit Rubrics **3** Edit Rubrics
 	
    b. Select desired AAC&U rubrics by clicking on them from the drop down menu or build a new rubric (new rubrics cannot have more than 5 categories) by selecting how many categories and clicking GO. Note: You may edit rubrics by clicking on the title on selected rubric list
 	
    c. Delete rubrics using the checkboxes next to the title

Step 5: Analyze Assignments
 	
   ❏ Go to Analyze **4** Analyze
 	
   ❏ Select Class & Assignment, press Submit
 	
   ❏ Select Citation from drop down, if overall paper, select Overall Paper
 	
   ❏ Evaluate citations with Discovery Tool, click on the tools of your choice.
 	
   ❏ After evaluation of citation/paper, select a rubric for citation/paper, then select rubric value (each value expands for details). You may also provide annotation if desired.
 	
   ❏ Save Rubric Value and you can continue to evaluate citations via drop down or move on to the next paper via paper drop down.

Step 6: Overview [Assessment Overview will download analysis of citations, rubric & annotation]
 	
   ❏ Go to Overview **5** Overview
 	
   ❏ Select Class & Assignment & Student Paper
 	
   ❏ Click Show Evaluations