

SafeAssign

SafeAssign (SA) is a tool that helps both students and instructors. After students submit their papers, the tool compares the papers to a database of academic work [note: not all professional journals are included] and internet sources. SA produces a report on the submitted paper, which instructors can make available to students. The instructors can view the report for a draft and provide helpful feedback so the student correctly quotes, paraphrases, and cites sources in the final paper; SA also works as a final assessment. In addition, instructors can directly submit papers.

Create a SafeAssignment

These steps will help you create a **SafeAssignment** in your course.

1. Begin with the edit mode **ON**.



2. Edit an existing assignment or create a new assignment (see Assessments>Assignment). In the assignment set-up, click on **Submission Details**.
3. Check whether you would like to allow students to view the SafeAssign originality report for their attempts and whether to exclude attempts from Institutional or Global References Databases.

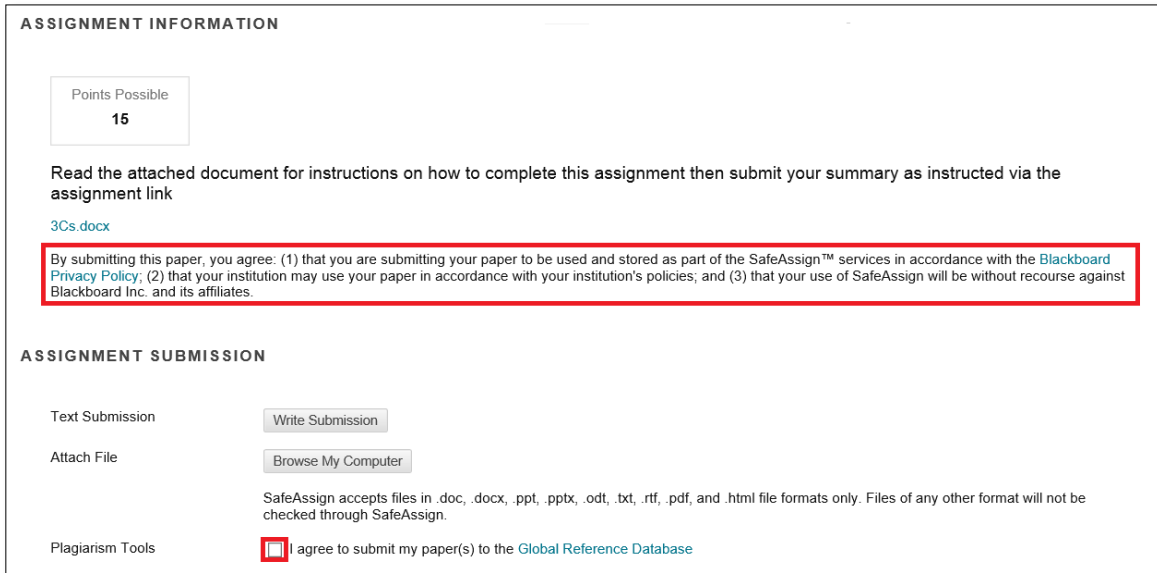
[Submission Details](#)

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type	Individual Submission
Number of Attempts	Single Attempt ▼
Plagiarism Tools	<input checked="" type="checkbox"/> Check submissions for plagiarism using SafeAssign <i>SafeAssign only supports English-language submissions. See Blackboard Help for more details. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.</i>
	<input type="checkbox"/> Allow students to view SafeAssign originality report for their attempts
	<input type="checkbox"/> Exclude submissions from the Institutional and Global References Databases

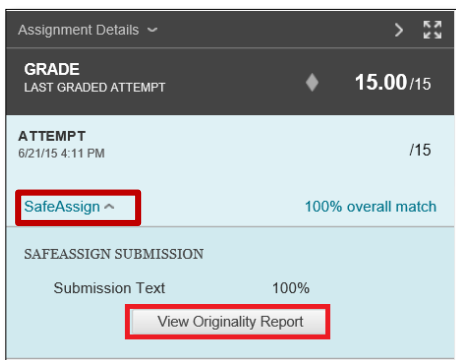
Student Submission

1. When students click the assignment link they will see the following screen, which informs them that their assignment will be used and stored as part of SafeAssign. They may also agree to submit their paper to the Global Reference Database if the instructor has not excluded it in the setup. If you use the Global Database, it helps to explain it to students ahead of time. *Note: Students should expect to wait between 5 and 15 minutes for a report.*



Viewing the Report

1. Instructors can access the SA Report in the Grade Center. Click on the student's assignment, and then click on **SafeAssign** and **View Originality Report**. The student can come back to this screen by clicking on the name of the assignment in the Grade Center.



- The report is shown with a color coded list of potential matches. Click on a highlighted section of the assignment to see the uploaded (submitted) text compared to the matching source. You can click on a citation (see below) to view the full source.

The screenshot shows the SafeAssign interface. At the top left is the logo 'safe assign by Blackboard'. The main content area displays a report for '01C Three C's' by 'Joe Schmo' on Sun, Jun 21 2015, 4:54 PM. The report shows a '100% highest match' for the submitted text. A 'Suspected Entry: 81% match' window is open, comparing the submitted text to a source from 'http://theliterarylink.com/gretel.html'. The 'Citations (2/2)' section is also visible, listing two sources: 'Another student's paper' and 'http://theliterarylink.com/g...'. A 'Select Sources & Resubmit' button is present in the citations section.

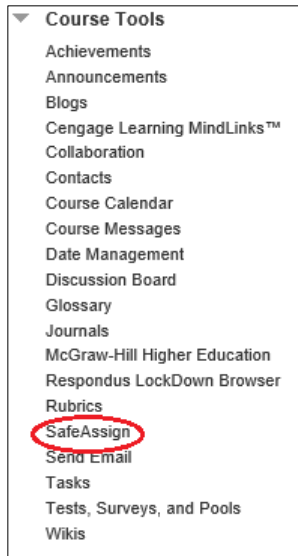
- Instructors may unselect sources and resubmit.

The 'Citations (2/2)' dialog box is shown. It has a 'Cancel' button and a 'Resubmit' button. Below the buttons, there is a message: 'Un-check any citation sources you want SafeAssign to ignore during reprocessing'. Two citations are listed: 'Another student's paper' (unchecked) and 'http://theliterarylink.com/g...' (checked). There are edit icons next to each citation.

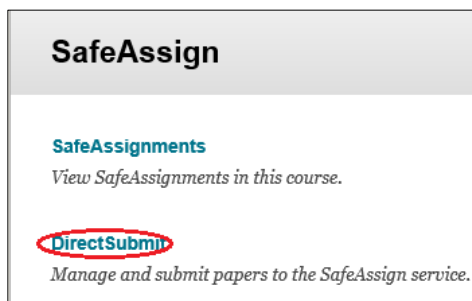
Direct Submission by Instructor

If you need to give feedback on a writing assignment or check for plagiarism, you can directly submit a student's paper.

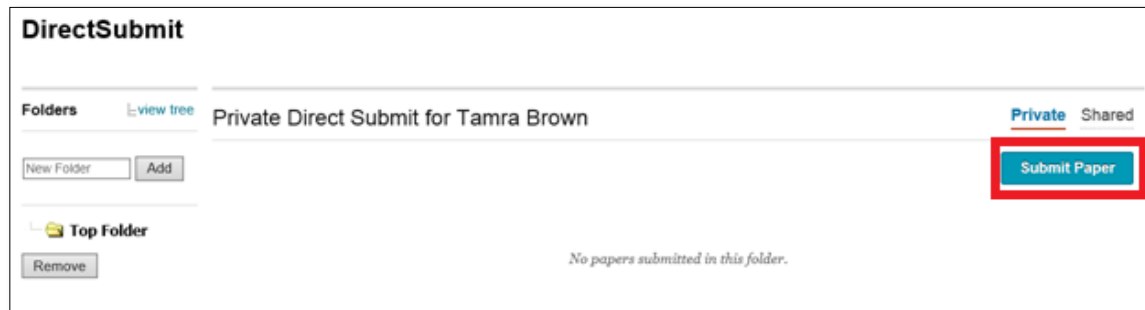
- Under the Course Tools menu click **SafeAssign**



2. Click **Direct Submit**



- 3. Click **Private**
- 4. **Submit Paper**



- 5. Check **Submit as Draft** to produce an SA report but not add the paper to the database.
- 6. Upload (attach) the paper or paste it into a text box.

Paper Submission

Submission Options

Submit as draft (do not add papers to Institutional Search Database)

Skip Plagiarism Checking (only add papers to Institutional Search Database)

File Upload

Upload File

*File To Attach

Acceptable File Formats: .zip, .doc, .docx, .ppt, .pptx, .odt, .txt, .pdf, .rtf and .html

Copy/Paste Document

*Paper Title

*Paper Text

7. Click **Submit**

8. *Wait about 5-15 minutes for the SA report. Retrieve it in Direct Submit.*

Instructor Information

Matching % should not alarm you or students. The percentage can mean that some of the student's writing is exact or close to exact to other material. However, the percentage can also mean that attribution phrases commonly used (e.g., According to the National Institutes of Health) match other student writing or that a full citation in the Works Cited is exact to another student paper. Therefore, a percentage of 50% or more should raise some concern. **Therefore, instructors should carefully review a student's SA Report.**

Click on **the green checkmark** to view the student's **SA Report**. *The report is the same for instructors and students.*



Reminder:

Students can get feedback on their essays from instructors in the Learner Support-Center (walk-in) or from Western's Online Writing Center at <http://www.westerntc.edu/writingcenter/tutor.asp>

Additional Resources:

- Blackboard Help <https://help.blackboard.com>

- Online Writing Lab (OWL) at Purdue University
<http://owl.english.purdue.edu/owl/resource/563/1/> [quoting, paraphrasing, and summarizing].