



Blackboard 8.x SafeAssign for Students

Introduction

SafeAssign is an anti-plagiarism tool that can be used by faculty as a diagnostic tool. However, it can also be set up as an educational and preventive tool for student use. If your instructor chooses to use SafeAssign in this way, it will be possible for you to view the SafeAssign report and make changes to your assignment before your final submission.

Important information for students

- SafeAssign has two databases to which it submits papers.
- The institutional database is that of your school only. When you or your instructor submits a final document, it goes into the institutional database.
- The global database includes documents that students at all schools using Blackboard choose to submit to it. Submission by students is *voluntary*. Instructors *cannot* submit student papers to the global database.
- If your instructor provides a draft SafeAssign, you can get a SafeAssign report but your paper will *not* be submitted to the institutional database. Your final submission of an assignment *will* be submitted to the institutional database.

Accepted file types

SafeAssign supports Microsoft Word 2003/2007 (.doc/.docx), Open Office (.odt), Text (.txt), Rich Text Format (.Rtf), Acrobat (.pdf) and html formats. SafeAssign does not accept Microsoft PowerPoint or Excel file formats.

Submit a SafeAssign

1. Under the assignment title, click the View/Complete link.
2. Enter any comments you wish.
3. Click **Browse** and navigate to the file you wish to upload.
4. Highlight the file and click **Open**.
5. Click **Submit** and then **OK**.

How to read a SafeAssign report

1. Return to the assignment and click the View/Complete link again.
2. It should say "You have already completed this SafeAssignment, click OK to review your results."
3. Click **OK**.
4. Click the link under **SA Report**.

Allow a few minutes for your report to complete. (Allow extra time during busy times of the semester.)

See this annotated image of a sample report.

http://www.uncg.edu/tlc/blackboard/fac_support/PDFs/SafeAssign_Sample_Report.pdf