



Blackboard 8.x SafeAssign for Student Education

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. This handout explains how to do this.

A brief reminder that SafeAssign has two databases in which it houses submitted documents. The first is the institutional database (UNCG's database) to which students *and* instructors can submit documents. The second is the global database (Blackboard's Global Reference Database) to which students (from all campuses using SafeAssign) alone can *elect* to enter their documents.

What enables students to use SafeAssign as an educational tool is the Draft feature which allows them to have their documents checked against both databases without submitting them to either. What instructors must do is to set up two SafeAssign instances: one draft and one final. In the final, instructors can check the reports for evidence of plagiarism.

Create Draft SafeAssign

1. Go to the Control Panel and click the Content Area where you want your SafeAssignment to reside.
2. In the gray header bar on the right, click the drop down box, select **SafeAssignment**, and click **Go**.
3. Enter a name followed by “ - Draft” so students and you can identify the difference between this assignment and the final assignment.
4. Leave the number of points at zero.
5. Add any instructions you wish and set the availability as desired.
6. Set Draft and Student Viewable to Yes.
7. Set Urgent Checking to No.
8. Create Announcement as desired.
9. Click Submit.

Create Final SafeAssign

1. Go to the Control Panel and click the Content Area where you want your SafeAssignment to reside.
2. In the gray header bar on the right, click the drop down box, select **SafeAssignment**, and click **Go**.
3. Enter the name for the SafeAssignment again followed by “ - Final” so students and you can identify the difference between this assignment and the draft assignment.
4. Set the number of points as desired.
5. Add any instructions you wish and set the availability as desired.
6. Set Draft and Student Viewable to No.
7. Set Urgent Checking and Announcement as desired.
8. Click Submit.

Access Final SafeAssign Reports

1. Go to the Control Panel and click **SafeAssign** under **Tools**.
2. Click the desired SafeAssignment.
3. Select a student and click the link to that report in the SA Report column.