



## What is SafeAssign?

**SafeAssign™** is a plagiarism prevention service, offered by Blackboard. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content.

## How does it work?

Safe Assign can be used in two ways:

1. Instructors can set up SafeAssignments in their Blackboard courses and let students submit papers to these assignments. As students submit papers, they are checked against SafeAssign's comprehensive databases of source material. The papers will then be delivered to instructors through Blackboard together with the originality reports, with the results of the matching process, attached to them.
2. Instructors may upload papers directly with the Direct Submit feature, without student involvement.

## Matching Process

SafeAssign checks all submitted papers against the following databases:

- **Internet** - comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly (exclusive access)
- **Institutional document archives** containing all papers submitted to SafeAssign by users in their respective institutions
- **Global Reference Database** containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism.

## Safe Assign Originality Report

SafeAssign generates an Originality Report with the results of the Matching process.

## Creating SafeAssignments

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### Overview

SafeAssignments appear in courses as a new content type and can be added to any course content area. SafeAssignments function like the existing Assignment content type with the added layer of a plagiarism detection check once papers are submitted.

**PLEASE NOTE:** SafeAssignments are different from Assignments and there is no connection between the content types. It is not possible to make an existing Assignment a SafeAssignment without starting from the beginning. Like regular Assignments, SafeAssignments are integrated with the Gradebook.

### Create a SafeAssignment

1. Click the "Edit View" link in the upper right corner of any content area of the course.
2. Choose "SafeAssign" from the drop down
3. Click "Go"

### Add SafeAssignment Fields

The Add SafeAssignment page includes the following fields.

<i>Field</i>	<i>Description</i>
<b>Title</b>	Enter a title for the SafeAssignment.
<b>Points Possible</b>	Enter the points possible for the SafeAssignment. This value will be shared with the Gradebook Item created for the Safe Assignment
<b>Text</b>	Enter instructions for completing the SafeAssignment.
<b>Available</b>	Select whether or not the SafeAssignment should be visible to Students.
<b>Availability Dates</b>	Use these controls to set the date range when Students can interact with the SafeAssignment. It is possible to set only a Start date or only an End date.
<b>Drafts</b>	Allows Students to validate their paper without submitting it to the institutional database. Useful as an instructive tool to help Students learn how to attribute papers properly.
<b>Students Viewable</b>	Determines whether or not Students can see the report generated when their papers are submitted.
<b>Urgent Checking</b>	Sets papers to a high priority in the queue.
<b>Optional Announcement</b>	
<b>-Create</b>	Select Yes to create an Announcement about the SafeAssignment.
<b>-Subject</b>	Enter a subject for the Announcement.
<b>-Message</b>	Enter a message for the Announcement.

## Direct Submit

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### Overview

Direct Submit generates SafeAssign reports on papers submitted outside of a SafeAssignment.

**PLEASE NOTE:** Papers uploaded through Direct Submit are only added to the Institutional Database - there is no option to add them to the Global Reference Database since students have to opt-in on a paper-by-paper basis. Additionally, there is no Gradebook integration with papers submitted through Direct Submit. So because Direct Submit does not offer access to the Global Reference Database or integration with Gradebook, instructors should set up and use SafeAssignments to collect submissions whenever possible.

Direct Submit allows Instructors to submit papers one at a time or several at once by including them in a .ZIP file.

**PLEASE NOTE:** .ZIP packages should contain no more than 100 papers and submitting more than 300 papers in a session is not recommended. Additionally, papers with over 5000 sentences or that are more than 10 MB in size cannot be submitted.

### Submit Papers through Direct Submit

Follow these steps to submit papers through Direct Submit.

1. From the Control Panel, click SafeAssign under Course Tools.
2. Click the Direct Submit tab.
3. A list of folders and papers will appear. This list includes papers already uploaded through Direct Submit. It is not recommended that files be deleted from Direct Submit, as this will remove them from the institutional database of existing materials.
4. Navigate to a folder where the paper or papers will be uploaded.
5. Click Submit Papers.
6. Select Upload File and browse for the file. Individual papers as well as papers that are grouped in a .ZIP package are accepted.
7. Select the upload options:
  - **Submit as Draft:** A SafeAssign report will be generated however the paper will not be added to the institutional database and will not be used to check other papers.
  - **Skip Plagiarism Checking:** Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an Instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.

### Supported file types

Direct Submit supports the following file types:

- Microsoft Word document: .doc
- Rich Text Format: .rtf
- HTML: .htm or .html
- Text: .txt
- Zip compressed: .ZIP used to upload multiple files.

## Manage Submissions

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Student submissions and the Safe Assign reports associated with submissions are viewed from the SafeAssign link on the Control Panel, found under the Course Tools heading. The SafeAssign area lists the SafeAssignments in the course. Click on a SafeAssignment to view and grade submissions.

### View Submissions

Follow these steps to view a Student submission.

1. Open the Safe Assign area under Course Tools.
2. Locate the specific SafeAssignment in the list and click View.
3. A list of Student submissions will appear.
4. The following columns appear for each SafeAssignment:
  - **Text:** Select this option to view the Student's paper and any comments from the Student.
  - **File:** Select this option to download the Student Submission.
  - **Matching:** The percentage listed is the percentage of the paper that matches other sources. Please read the full report to determine if the matching is properly attributed.
  - **SA Report:** Select this option to view the full SafeAssignment report.
  - **Clear Attempt:** Select this option to remove the submission from the database, for example, if the Student uploaded the wrong file.

### Grade a Submission

SafeAssignments are integrated into the Gradebook and may be accessed and graded directly from the Gradebook like other Assignments. SafeAssignments are not automatically graded; like existing manually graded Assignments they will display with a '!' indicating action required by the instructor.

## Viewing Reports

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### Direct Submit Reports

To view the Reports for the papers you have submitted directly with the Direct Submit feature, use the following steps:

#### To Access Your Direct Submit management console

- Go to the Control Panel for the Course
- Click "SafeAssign"
- Choose the Direct Submit tab within the SafeAssign management console.

#### To View Report

- Once you are in your Direct Submit management console, you should see a list of every paper you directly submitted.
- Click on the "SA Report" icon to launch the Originality Report for each.

## Managing Direct Submits

You can store and organize the papers you have directly submitted through the Direct Submit feature in the file folders to the left of the Direct Submit management console.

- **Private Folders** - only you can see the papers and associated reports stored in the Private Folders
- **Shared Folders** - anyone with access to the Control Panel>Direct Submit in the course can see the papers and associated reports that you store in the Shared Folders



## Student-Submitted Reports

Once you have created a SafeAssignment and made it available to students, they can submit papers to complete the assignment.

### Through the Control Panel

To view papers that students have submitted and the associated SafeAssign Originality Reports following these steps:

1. Go to the Control Panel for the Course.
2. Choose "SafeAssign"
3. You are now in your SafeAssignment Management view and you should see all the SafeAssignments listed that you have created.
4. Click "View" for the SafeAssignment you are interested in.
5. You now see a list of all students enrolled in the course. If they have submitted a paper - you will see the remaining fields populated with the following:

<i>Field</i>	<i>Description</i>
<b>Text</b>	Click the icon to see an online, formatted version of the paper text.
<b>File</b>	Click the icon to download the actual file the student submitted
<b>Matching</b>	Percentage of the paper that matched with source documents
<b>SA Report</b>	<b><i>SafeAssign Originality Report</i></b> - click the icon to view the interactive report detailing the results of the matching process.
<b>Submitted</b>	The date and time the student submitted the paper
<b>Clear Attempt</b>	Clicking this button will remove the submission, not only from the SafeAssignment, but also from the Institutional Database, as well as the Global Reference Database if the student had opted in when submitting.

## Through the Gradebook

To view papers that students have submitted and the associated SafeAssign Originality Reports through the Gradebook, use following these steps:

1. Go to the Control Panel for the Course.
2. Choose "Gradebook"
3. You are now in your Gradebook view and you should see all the gradable course content in your course along the top.
4. Find the SafeAssignment you are interested in - you will see a "!" in the field for every student that has submitted a paper to this SafeAssignment.
5. Click the "!" by a particular student to see the following:

<b>Text</b>	Click the icon to see an online, formatted version of the paper text.
<b>File</b>	Click the icon to download the actual file the student submitted. Note: you can use this feature to add comments to the paper and re-upload from this page as well.
<b>Matching</b>	Percentage of the paper that matched with source documents
<b>SA Report</b>	<b><i>SafeAssign Originality Report</i></b> - click the icon to view the interactive report detailing the results of the matching process.
<b>Submitted</b>	The date and time the student submitted the paper
<b>Grade</b>	Enter the grade based on the possible points you allotted when you set up the SafeAssignment
<b>Comments</b>	Add comments to the student here. You can also upload a file with your comments that the student can download and review on their end.