SafeAssign – All Students Submit

SafeAssign is a plagiarism prevention service integrated into Blackboard. Papers are checked against public internet resources, the ProQuest ABI/Inform database, institution papers and the Global Reference Database containing papers that were volunteered by students. An interactive Originality Report is generated which identifies matching text. *These reports are in no way indicative of plagiarism but rather should be used as a guide or a tool for faculty to make informed decisions.*

There are two options available when using SafeAssign:

- **Create a SafeAssignment** for students to upload to. This method should be used if all papers are to be checked for plagiarism. SafeAssignments include a draft option as well as Grade Center integration. Instructors may choose to share the Originality Reports with students.
- **Direct Submit** allows instructors to submit papers without student involvement. This method is useful when questionable papers on a case by case basis. A multiple file upload option is available which is useful when you would like papers from previous courses added to the Institutional Database.

**Creating a SafeAssignment for Students to Submit**

From a Content Area (e.g. Assignments) click on the Create Assessment button and select SafeAssignment.

![Creating a SafeAssignment for Students to Submit](Image)

Enter a **Name** and **Points Possible**. You enter optional **Instructions** as well.
By default the SafeAssignment is immediately available but you can limit is using the **Display After** and **Display Until** options. In order for the limitations to be effective, the overall availability must be set to **Yes** and the checkboxes must be selected.

The **Draft** option means the paper will be checked against all sources but it will NOT be submitted to the Institutional or Global Reference Database for future comparison. This is helpful when a student is submitting a draft. If the draft option was not selected, excerpts from the working paper will be identified as matches on the final paper. If you missed this option, don’t worry, SafeAssign will allow you to re-process the paper excluding selected resources.

**Urgent Checking** moves the paper to front of the queue.

The **Student Viewable** option is selected by default and means that the student is allowed to see the SafeAssign Report (results).

Click the red **Submit** button at the top or bottom right.

Boilerplate text will automatically added to the description of the SafeAssignment explaining the voluntary option for students to submit a paper to the Global Reference Database.
Viewing SafeAssignment Submissions through Course Tools

From the blue Control Panel, click on Course Tools. From the expanded menu select SafeAssign and then SafeAssignments.

Click on the menu next to the appropriate SafeAssignment and select View Submissions.

Once the process is complete, a Matching percentage will be displayed and a green icon will appear in the SA Report column. Click on the green icon and the report will open into a new window. The original File and a Text version are also linked.
Viewing SafeAssignment Submissions through the Grade Center

From the blue Control Panel, click on Grade Center and then Full Grade Center.

Click on the menu next to the appropriate submission and select the Attempt.

Downloading All SafeAssignment Submissions
Sample report, available online at http://wiki.safeassign.com/display/SAFE/Interpret+Reports.