SafeAssign – Direct Submit Method

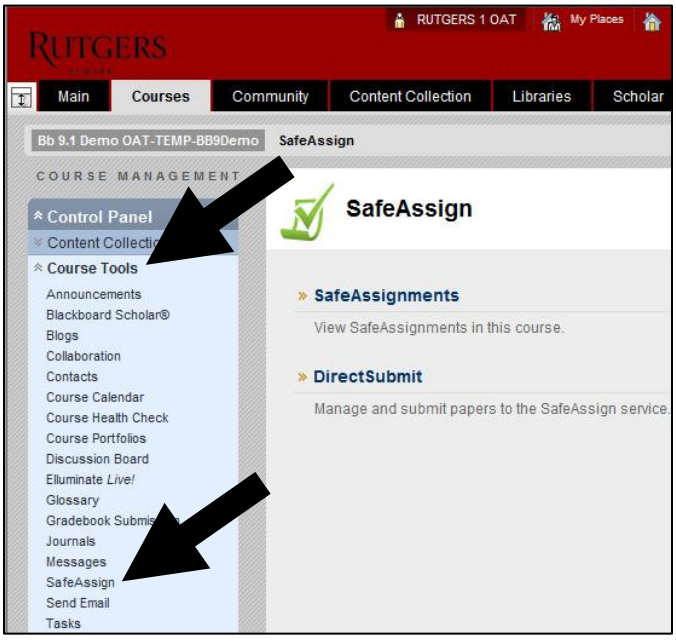
SafeAssign is a plagiarism prevention service integrated into Blackboard. Papers are checked against public internet resources, the ProQuest ABI/Inform database, institution papers and the Global Reference Database containing papers that were volunteered by students. An interactive Originality Report 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:

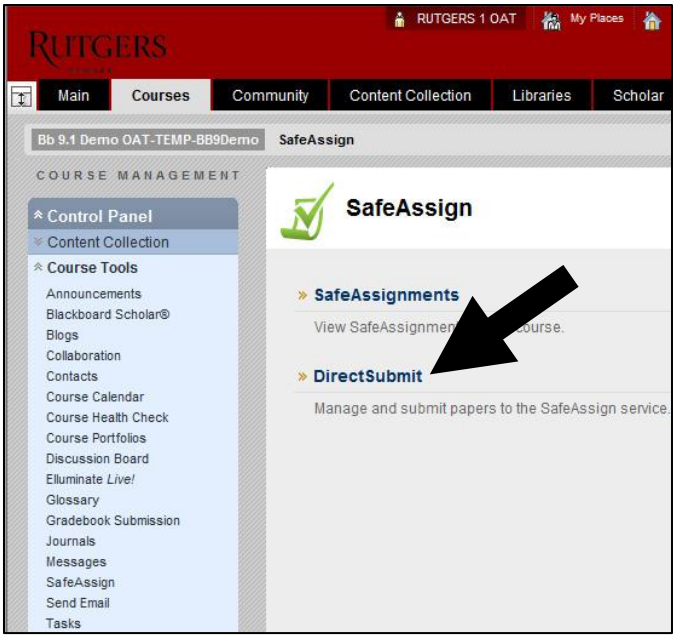
- Create a **SafeAssignment** for students to upload to. This method should be used if all papers are to be checked for plagiarism. SafeAssignments include a draft option as well as Grade Center integration. Instructors may choose to share the Originality Reports with students.
- **Direct Submit** allows 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.

Submitting a Paper to SafeAssign Using the Direct Submit Method

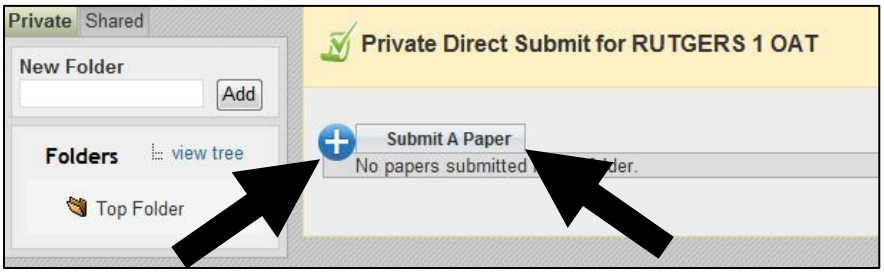
From the blue **Control Panel**, click on **Course Tools** and then **Safe Assign**.



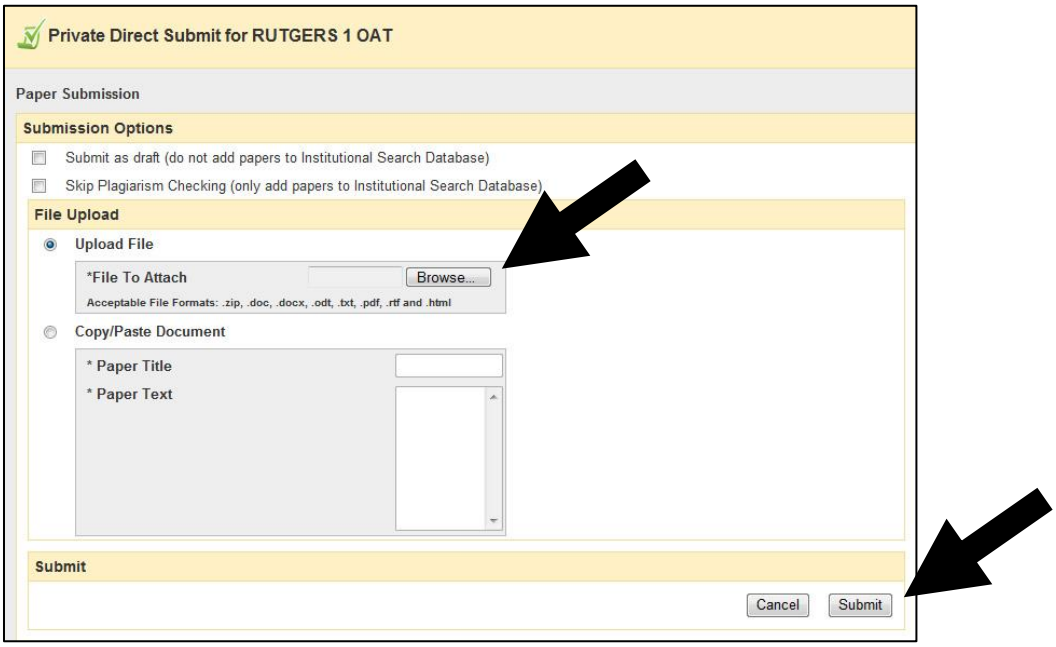
Click on the link for **Direct Submit**.



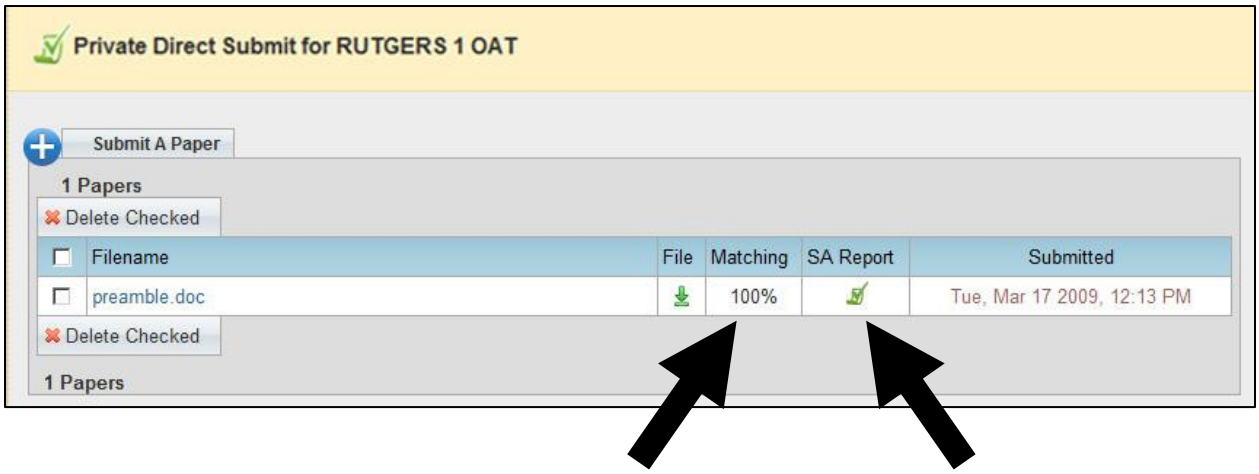
Click the blue + or **Submit a Paper** link.



Use the **Browse** button to locate, select and **Open** the file and click **Submit**.

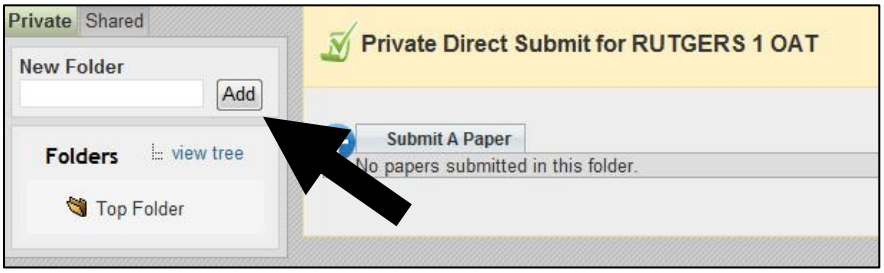


Once the process is complete, a **Matching** percentage will be displayed and a green icon will appear in the **SA Report** column. Click on the green icon and the report will open into a new window.

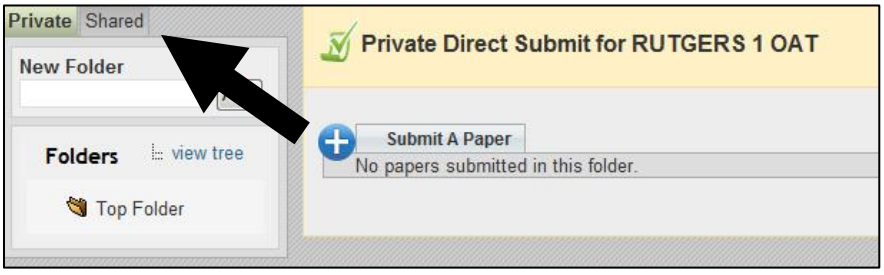


Additional Options:

- Folders – If you use Direct Submit extensively, you may want to organize your files into folders using the **Add** option.



- Private Verses Shared tabs in Direct Submit - The example above show a Direct Submit in to the Private folder of an instructor. Any papers submitted in this Private folder are only accessible by the instructor who submitted the paper. If you would like TAs or additional instructors in a course to have access to the papers, be sure to use the Shared (Tab) folder to do a Direct Submit.



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