

## SafeAssign: The Plagiarism Prevention Tool for Blackboard



### WHAT IS SAFE ASSIGN?

**SafeAssign™** is a plagiarism prevention service, offered in the Blackboard Learning System. 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 the importance of proper attribution of any borrowed content.

It is hosted on Blackboard's servers and returns reports to the student and instructor for any submitted paper.

Instructors are able to create a Safe-Assignment and choose which options a student has for submitting work.

### HOW DOES SAFEASSIGN WORK – FOR STUDENTS

#### **Submitting SafeAssignments:**

Using SafeAssign is a three-step process. First, instructors setup the Safe-Assignment for students to submit their work. When the assignment is created, the instructor can set options that allow students to view the originality reports produced, as well as a mode that allows students to submit drafts of a paper.

Second, the submitted papers are checked against SafeAssign's comprehensive databases of source material using the following resources.

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

Third, once submitted and checked, SafeAssign generates an Originality Report with the results of the matching process (in step 2 above). This report is sent back to the course where the SafeAssignment was posted and the instructor will be able to use it to interpret the student's work.

SUPPORTED FILE TYPES FOR SAFEASSIGN:

SafeAssign supports the following file types:

- Microsoft Word Documents (.doc and .docx)
- Rich Text Format (.rtf)
- HTML (.htm or .html)
- Text (.txt)

Please note: If the papers you are submitting include images, the images must not exceed 2MB or the submission may fail.

VIEWING STUDENT WORK AND SAFEASSIGN ORIGINALITY REPORTS

To view student submitted work and the associated originality reports:

- Follow the same process you used to submit the assignment to view the report.
  - Click "View/Complete" to see your materials and the report if your instructor has made it available to you, even if your final grade has not been input for that assignment.

### Sample Originality Report:

When you receive this report it will be in several sections.

The screenshot shows the SafeAssign interface. At the top left is the 'safe assign by Blackboard' logo. A 'Paper Information' section contains a table with the following data:

Owner: Linda Leake	Folder: root	Save report to disk:
Filename: SafeAssgn.doc	Submitted: Jul 08 2008 10:23:11 EDT EST	Print version:
Matching:  42%	Paper ID: 14150809	Direct link:

Callout box A points to the 'Matching' field. Callout box B points to the 'Save report to disk' button. Below this is the 'Suspected Sources' section with a list of 8 sources, each with a checkbox and a magnifying glass icon. Callout box C points to the 'Highlight All' button. Callout box D points to the magnifying glass icon for source 1. Callout box E points to a 'Re-process the paper without the selected sources' button at the bottom of the list.

The first two sections contain the paper information and a list of suspected sources. Each area designated with a letter is explained below.

**A** – This is the Matching index for the paper. It shows the percentage of the paper that matched other sources. It is a warning indicator only and papers should be reviewed to see if the matches are properly attributed. The score ranges are:

- a. **Scores below 15 percent:** These papers typically include some quotes and a few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.
- b. **Scores between 15 and 40 percent:** These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.
- c. **Scores over 40 percent:** There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.

**B** – These three buttons are options to save, print and email the report that you see on the screen.

**C** – Suspected Sources. This is a list of the suspected sources that material in the paper submitted matched. If you click the “Highlight All” button it will color code the text in different colors for each listed source.

**D** – Use the magnifying glass to highlight the “Paper Text” section of the submitted work that matched to that particular source.

**E** – Reprocess: Use this icon to re-run the report without checking against those sources indicated with checks in the box next to that source.

The last section of the report is the Paper Text area. This contains the actual text from the submitted paper.

**Paper Text**

Untitled

SafeAssign [Author ID1: at Tue Jul 8 08:59:00 2008 ] gn: The Plagiarism Prevention Tool for Blackboard

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It is hosted on Blackboard's servers and t [Author ID2: at Tue Jul 8 10:12:00 2008 ] o return reports to the student and instructor for any submitted paper.

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How does SafeAssign work - For Instructors

Creating SafeAssignments:

Using SafeAssign is a three - step process. First, you setup the Safe - Assignment for students to submit their work. When you create the assignment , there are options that allow student s to view the originality reports produced, as well as a mode that allows students to submit drafts of a paper.

Second, the submitted papers are checked against SafeAssign's comprehensive databases of source material using the following resources. [Author ID2: at Tue Jul 8 10:15:00 2008 ] [Author ID2: at Tue Jul 8 10:16:00 2008 ]

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**F** – Highlighted text indicates what portions of the “Paper Text” corresponds to which source.

**G** – Numbers indicate which suspected source this text matched on the sources list section.

One other option you have is to view both the submitted paper text and its suspected source by clicking on the matching sentence.

9 Third, once submitted and checked , SafeAssign generates an Originality Report with the results of the matching process (in step 2 above). This

URL:	<a href="http://lists.vcu.edu/cgi-bin/wa?A3=ind0805&amp;L=FACSENATE-L&amp;E=base64&amp;P=2818&amp;B=-----000603010202040209040907&amp;T=application%2Fmsword;%20name=%22SafeAssignDescription.doc%22&amp;N=SafeAssignDescription.doc">http://lists.vcu.edu/cgi-bin/wa?A3=ind0805&amp;L=FACSENATE-L&amp;E=base64&amp;P=2818&amp;B=-----000603010202040209040907&amp;T=application%2Fmsword;%20name=%22SafeAssignDescription.doc%22&amp;N=SafeAssignDescription.doc</a>
Matching:	70%
Uploaded Manuscript:	Third, once submitted and checked , SafeAssign generates an Originality Report with the results of the matching process (in step 2 above)
Internet Source:	SafeAssign generates an Originality Report with the results of the Matching process

By clicking the green sentence above, the report will bring up both sets of material for you to view in the source comparison window. Included are the web link (URL) for the matching source, the percentage of similarity and a direct comparison of each sentence.