Synchronizing SafeAssign in your Course

UNIVERSITY OF LOUISVILLE®

DELPHI CENTER FOR TEACHING & LEARNING
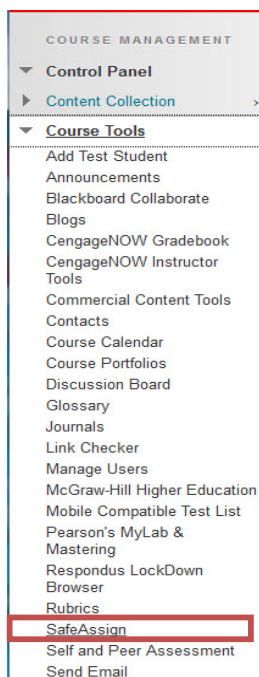
These directions will explain how to synchronize your course with the SafeAssign servers for use of the plagiarism prevention tool. This must be done after you create your first assignment using the plagiarism functions or after you copy content from one course to another.

1. From the Course Management area, Click SafeAssign under Course Tools.

COURSE MANAGEMENT

▼ **Control Panel**
▶ Content Collection   ›
▼ **Course Tools**
   Add Test Student
   Announcements
   Blackboard Collaborate
   Blogs
   CengageNOW Gradebook
   CengageNOW Instructor
   Tools
   Commercial Content Tools
   Contacts
   Course Calendar
   Course Portfolios
   Discussion Board
   Glossary
   Journals
   Link Checker
   Manage Users
   McGraw-Hill Higher Education
   Mobile Compatible Test List
   Pearson's MyLab &
   Mastering
   Respondus LockDown
   Browser
   Rubrics
   SafeAssign
   Self and Peer Assessment
   Send Email

2. Click SafeAssign Items
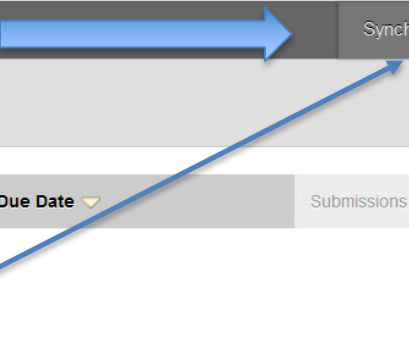
SafeAssign

SafeAssign Items
View SafeAssign Items in this course.

DirectSubmit
Manage and submit papers to the SafeAssign service.

3. Click Synchronize this course

SafeAssign Items

Synchronize this course

Search: Category Any ▼ AND Due Date Any ▼ 03/25/2015 ▦ Go

Category	Item Name	Due Date ▼	Submissions
Assignment	module		0

Synchronize this course

4. You should see a message saying your course is being synchronized. After this message disappears, you will have successfully synchronized your course with the SafeAssign servers.
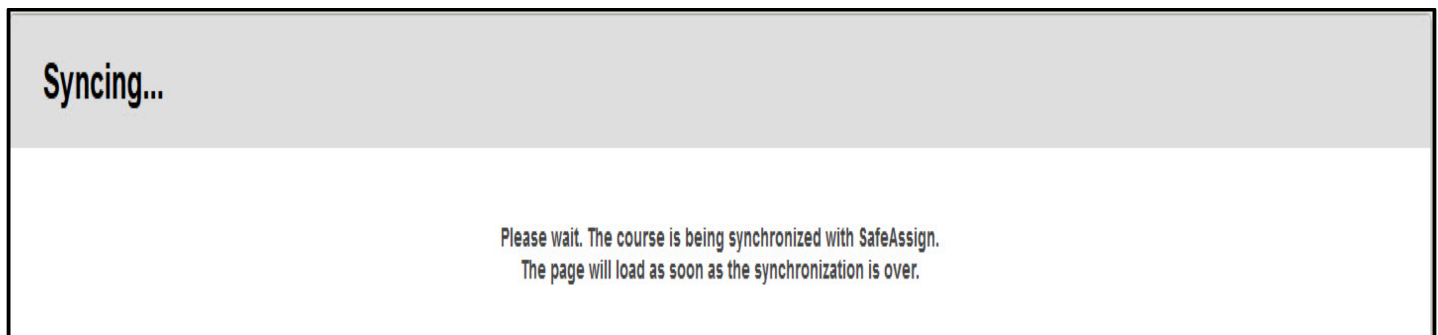
5. The following form will appear. In section one are the Submission Options for this paper or group of papers.

6. Select the Upload Options (shown as checkboxes above)
   a. 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.

b. Skip Plagiarism Checking: Adds papers to the institutional database without checking for content copied from other sources. This is useful if an instructor wants to upload papers from earlier courses to ensure that current students are not reusing work.

7. Select Upload File and browse for the file. Individual papers as well as papers that are grouped in a .ZIP file are accepted.

File Upload

- ⦿ **Upload File**

   *File To Attach   [Browse...]   No file selected.

   Acceptable File Formats: .zip, .doc, .docx, .ppt, .pptx, .odt, .txt, .pdf, .rtf and .html

- ○ **Copy/Paste Document**

   * Paper Title [   ]

   * Paper Text [   ]

Submit

   [Cancel]   [Submit]

8. Or as an alternative, you can select Copy/Paste Document and paste the text of the paper text into the "Paper text" field.

File Upload

- ⦿ **Upload File**

   *File To Attach   [Browse...]   No file selected.

   Acceptable File Formats: .zip, .doc, .docx, .ppt, .pptx, .odt, .txt, .pdf, .rtf and .html

- ○ **Copy/Paste Document**

   * Paper Title [   ]

   * Paper Text [   ]

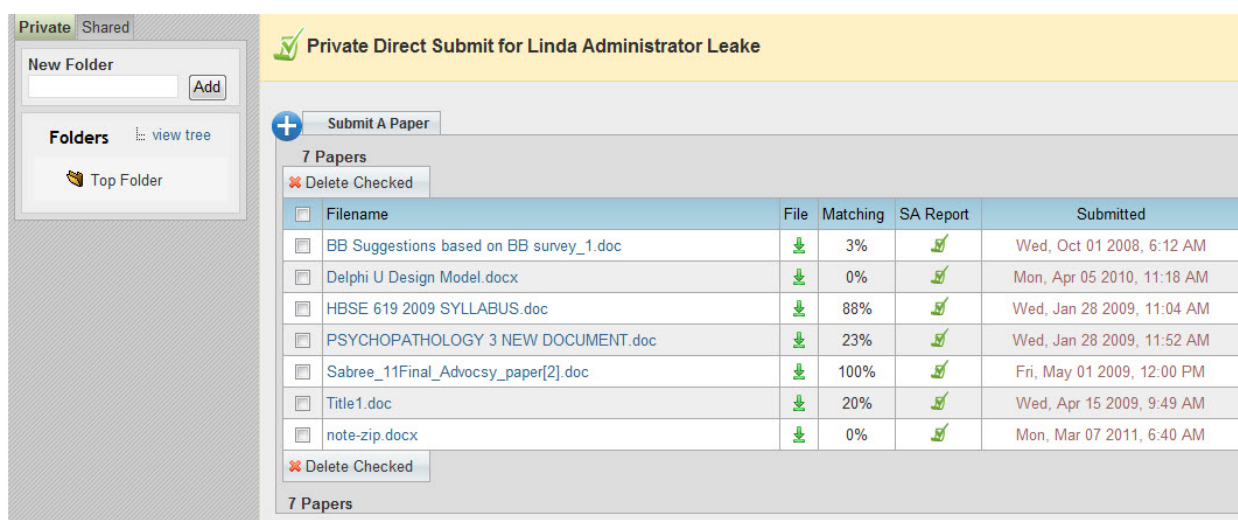**Submit**

   [Cancel]   [Submit]

9. Finally, to finish the process after all of your choices are made, you can press the "Submit" button located at the bottom right side of the form.

Private Verses Shared tabs in Direct Submit.

The examples above show a Direct Submit in to the Private folder of an instructor. As you know, Direct submit has two modes. They are:
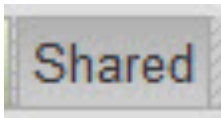
- Shared – Accessible by anyone who can access the Control Panel for the course. Those individuals can include:
    - Other instructors – co-instructors/team instructors
    - Teaching Assistants for the course.
- Private – Only accessible by the instructor of the course.
    - If you have private folders for documents, those documents can be accessed from within *any* course in which you are assigned as an instructor.

If you would like to have all instructors listed in a course as well as Teaching Assistants have access to the papers submitted through Direct Submit, you can choose to use the Shared (Tab) folder to do a Direct Submit.

	Filename	File	Matching	SA Report	Submitted
☐	BB Suggestions based on BB survey_1.doc	⬇	3%	✓	Wed, Oct 01 2008, 6:12 AM
☐	Delphi U Design Model.docx	⬇	0%	✓	Mon, Apr 05 2010, 11:18 AM
☐	HBSE 619 2009 SYLLABUS.doc	⬇	88%	✓	Wed, Jan 28 2009, 11:04 AM
☐	PSYCHOPATHOLOGY 3 NEW DOCUMENT.doc	⬇	23%	✓	Wed, Jan 28 2009, 11:52 AM
☐	Sabree_11Final_Advocsy_paper[2].doc	⬇	100%	✓	Fri, May 01 2009, 12:00 PM
☐	Title1.doc	⬇	20%	✓	Wed, Apr 15 2009, 9:49 AM
☐	note-zip.docx	⬇	0%	✓	Mon, Mar 07 2011, 6:40 AM

Private Shared

New Folder [Add]

Folders ⋮⋮ view tree
🖐 Top Folder

✓ Private Direct Submit for Linda Administrator Leake

➕ Submit A Paper

7 Papers
✖ Delete Checked
✖ Delete Checked
7 Papers

Just click the Shared tab before starting the Direct Submit process. Then follow steps 3-10 in the list above. This will allow the files submitted in the Shared folder to be seen by any Teaching Assistant or additional instructor who is assigned to the course in which the direct submit was completed.

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