

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 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 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.

Direct Submit:

An alternative to having students submit work is for you to submit the papers using the Direct Submit option from the Course Tools area (in the blue Course Management area) of your course. Direct submit has two modes. They are:

- Shared – Accessible by anyone who can access the Course Management 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.

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)
- Zip files (.zip) of the above file types for uploading multiple files using Direct Submit.



The image to the left shows what documents are supported within SafeAssign and the Inline Grading Feature available in Blackboard. The .doc, .docx and .pdf types are supported by both tools.

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

There are two ways an instructor can view student submitted work and the associated originality reports.

- Through the Course Tools area (in the blue Course Management area) – SafeAssign link for each course.
- Through the Gradebook – link in each course and look for the exclamation point for submitted work in the column. To view the work, place your cursor in the cell with the exclamation point and slide to the right and click on the button with the chevron. Click “View Grade Details: and on the next screen scroll down to the middle of the page and click “View User Activity”.

Sample Originality Report:

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

The screenshot displays the SafeAssign interface for an originality report. On the left, the student's text is shown with yellow highlights indicating matches. On the right, the report features include a match percentage of 26%, a list of citations, and a 'Resubmit' button. Callout boxes A through E identify key elements: A points to the match percentage, B to the printer icon, C to the citation list, D to the 'Resubmit' button, and E to the highlighted text in the paper information section.

The section to the left contains the paper information. The area to the right contains the report features. 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 – This button is the option to print 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. The report will color code the text in different colors for each listed source.

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

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

By clicking a highlighted section 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.