

Getting Started with SafeAssign in Blackboard 8

SafeAssign is a tool within Blackboard to assist in plagiarism detection. It uses a text matching algorithm to detect exact and inexact matching between a paper and source material.

The papers that students submit through SafeAssign are compared against those in several databases, including:

- **The Internet**, documents accessible to the public through the Internet.
- **Proquest/ABI Inform**, a database of 2.6 million articles from the '90s to today from over 1,100 publication titles, updated weekly.
- **Institutional database**, a database which contains all papers submitted through SafeAssign by University of Redlands users.
- **Global Reference database**, a database of papers voluntarily submitted by students from over 2,200 organizations using Blackboard to prevent cross-institutional plagiarism.

File types accepted by SafeAssign include:

Microsoft Word: doc (.docx files are not supported)
OpenOffice: odt
Adobe PDF: pdf
Plain text: txt
Rich text: rtf
Web page: htm or html
Multiple files in any of the above format (*Direct Submit only*): zip

Instructors can use SafeAssign in two ways:

1. Creating SafeAssignments:

Instructors can create SafeAssignments in their Blackboard courses for students to submit papers. Papers submitted through these assignments will be examined by SafeAssign against the source materials in its comprehensive databases.

The student's paper, together with the originality report, will be delivered to the instructor to investigate whether the student has referenced the phrases properly.

The Blackboard Gradebook is integrated with SafeAssignment.

2. Using Direct Submit:

Instructors can use the Direct Submit feature to upload students' assignments and generate originality reports. This feature works well if a student does not wish to have a document added to the Global Reference database.

With Direct Submit, an instructor can submit one file, or multiple papers as a ZIP file, at a time.

Get started by first synchronizing your course:

Before using the SafeAssign function, you must synchronize your course with SafeAssign.

Step 1: Log into my.redlands.edu

Step 2: Select your course

Click the myCourses tab, then click on the link to your course.

Step 3 : From the Control Panel, click SafeAssign.

Step 4: Click the link titled Synchronize this course.

If you create a SafeAssignment without first synching the course, students' papers will be checked against just the papers already in the Institutional database. Once you synchronize your course, you are ready to create a SafeAssignment or submit papers via Direct Submit.

The Blackboard support team is here to assist faculty in getting started with the SafeAssignment tool. We can assist with questions regarding how to create a SafeAssignment.

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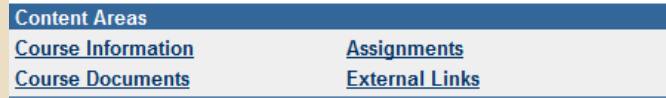
For assistance with interpreting SafeAssign reports, visit:
<http://wiki.safeassign.com/display/SAFE/Interpret+Reports>

Questions regarding suspected plagiarism should be addressed to the University's Academic Review Board.

Creating a SafeAssignment

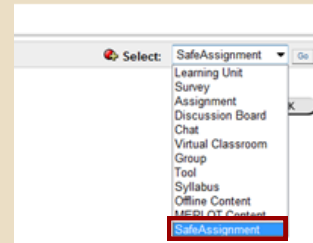
Step 1: Select a Content Area

From the Control Panel, look under Content Areas and locate the area where you want to use the SafeAssign feature.



Step 2: Select SafeAssign

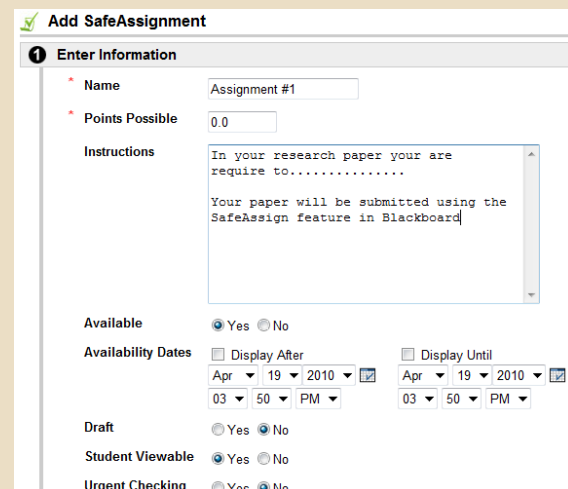
From the drop down menu (all the way to the right), select **SafeAssignment** and then click **Go**.



Step 3: Enter Information

Complete the form, making sure to fill in the required fields.

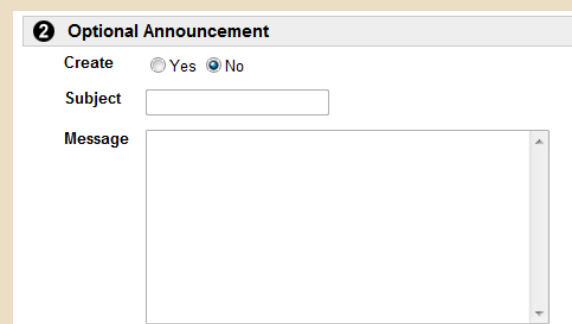
- **Name:** Name of the assignment.
- **Points Possible:** Points for the assignment.
- **Instructions:** Instructions about the assignment.
- **Available:** “Yes” makes the SafeAssignment visible to students immediately.
- **Availability Dates:** Make the assignment become available/unavailable on specific dates, check the boxes next to “Display After” and “Display Until,” then use the drop down arrows to select the appropriate dates.
- **Draft:** Selecting Yes allows submissions to be checked for matching, but not to be placed in the Institutional database. For more information on draft assignments, please see page 3.
- **Student Viewable:** Selecting Yes allows students to review their papers together with SafeAssign’s originality report.
- **Urgent Checking:** Papers submitted to SafeAssign for review are placed in a queue together with all other SafeAssign submissions worldwide. Selecting Yes for Urgent Checking gives submissions to this assignment higher priority in the queue.



Optional Announcement

You can choose to send an announcement about a SafeAssignment.

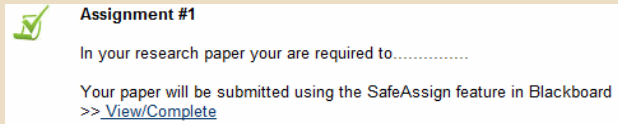
- **Create:** Select Yes to create the announcement.
- **Subject:** Type a subject for announcement.
- **Message:** Type your message regarding the directions for this assignment.



Step 4: Submitting Your SafeAssignment

Click **Submit**. The message that the was successfully appears. Click **OK**.

A SafeAssignment is identified by the SafeAssign green checkmark icon.



Assignment #1
 In your research paper your are required to.....
 Your paper will be submitted using the SafeAssign feature in Blackboard
 >> [View/Complete](#)

More on Draft SafeAssignments

You can create draft SafeAssignments to allow students to submit papers without placing them into the Institutional database.

Otherwise, the paper would have a 100% match against itself if the student submitted the paper again.

Creating a Draft SafeAssignment

When creating a SafeAssignment, set the “Draft” option to “Yes.”

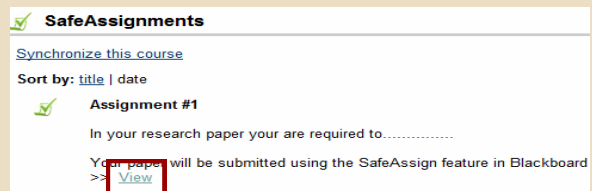
Important Note:

For the final version of a paper to be submitted, you must create an additional SafeAssignment. Choosing “No” next to the Draft option, allows for students papers to be examined and included into the Institutional database.

Accessing Student Submissions

Step 1: Select SafeAssignments

Go to:
Control Panel > Course Tools > SafeAssign > SafeAssignments > View







SafeAssignments
[Synchronize this course](#)
 Sort by: [title](#) | [date](#)
Assignment #1
 In your research paper your are required to.....
 Your paper will be submitted using the SafeAssign feature in Blackboard
 >> [View](#)

Step 2: View SafeAssign Report

The View SafeAssignment page is where you can access the text of the papers submitted, see the matching score, and access the SafeAssign report (SA Report).

You can also clear a students attempt from this page, allowing that student to resubmit the assignment.

(Continued on next page.)

TextFileMatchingSA Report	Submitted
  5%  Tue Apr 20 09:42:39 PDT 2010	

Text: Links to the text of the student’s paper and any comments from the student.

File: Links to the submitted file in its original format. Use this link to download the paper.

Matching: The percentage of matching between the text in the submission and sources that SafeAssign uses. The higher the percentage, the more likely plagiarism exists. Instructors should always read the complete SafeAssign report to verify if plagiarism occurred.

SA Report: This icon allows access to the SafeAssign report.

Submitted: Date and time when the paper was submitted to SafeAssign.

Clear Attempt: Students can submit a SafeAssignment only once. Instructors can allow a student to

Important Note:

Excerpts and quotations will be flagged as potential plagiarism, even if a student has properly referenced their sources elsewhere in the document. Instructors should always review each SA Report carefully and not rely only on the matching percentage.

Reviewing the SafeAssign Report

Step 2: View SafeAssign Report (con't.)

Click the SA Report icon to view the report for that one student.




Student ID	Student Name	TextFileMatching	SA Report	Submitted
0714243	Walker, Catherine	5%		Tue Apr 20 09:42:39 PDT 2010

 **View SafeAssign Report**

More on the SafeAssign Report

Paper Information

Under **Paper Information**, next to the sentence matching scale, view the percentage of potential plagiarism that SafeAssign found in the submitted document.

Paper Information		
Author: Catherine Walker	Assignment: Assignment #1	Save report to disk: 
Title: The Mojave Desert.doc	Submitted: Tue, Apr 20 2010, 9:42 AM	Print version: 
Matching: <input type="text" value="5%"/>	Paper ID: 27565866	Direct link: 

 **Percentage of potential plagiarism**

Matching score: Represents the percentage probability that two phrases have the same meaning. Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and papers should be viewed to verify that the matches are properly attributed.

Scores below 15 percent: These papers may 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 possibility of plagiarism in these papers.

Scores between 15 percent 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.

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.

Submission Comment

Under Submission Comment, view any text that the student entered in the Comments box when attaching and submitting his/her file to the SafeAssignment.

Submission Comment





Here is my assignment.

Suspected Sources

Under Suspected Sources, there are links to Web sites or other papers whose text matches portions of the student's assignment.

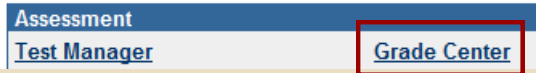
Suspected Sources

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

-
- [Another student's paper - Institution: Arizona State University](#) 
 - <http://www.flickr.com/photos/wolfgangstaudt/2909959136/> 
 - [Another student's paper - Institution: Barry University](#) 
-  Re-process the paper without the selected sources

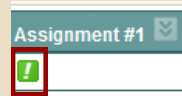
Grading a SafeAssignment

Step 1: Control Panel > Grade Center



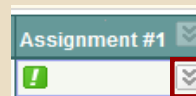
Step 2: Grade Submission

In the assignment column, select the exclamation point in order to grade the submission. Type in a numeric grade that falls within the guidelines you assigned when you created the assignment. Press Enter to finalize the grade.

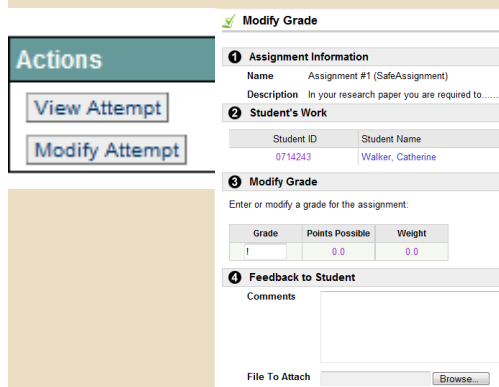


View Additional Information

By clicking on the Action link and then Grade Details, you can view additional information about the submission.



Action Link



From the Grade Details page, the View Attempt link brings up the Modify Grade page.

Here you can enter in comments or attach a document. The attachment will be returned to the student.

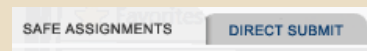
Click **“Submit”** at the bottom of the window and then **“OK.”**

Using Direct Submit

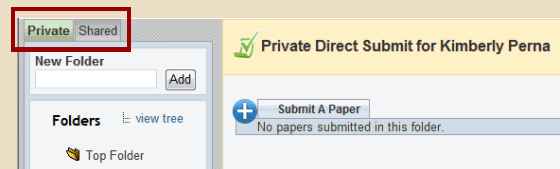
Direct Submit generates SafeAssign reports on papers submitted outside of a SafeAssignment and it may also be used to add papers to the Institutional database.

- Papers submitted through Direct Submit are not integrated into the Blackboard Gradebook.
- Papers submitted through Direct Submit can only be uploaded to the Institutional database and are not included in the Global Reference database.
- Direct Submit allows instructors to submit papers one at a time or several by uploading them in a ZIP file.

Step 1: Control Panel > Course Tools > SafeAssign > Direct Submit Tab



Step 2: Select either the Private (you only) or Shared (anyone with Control Panel access in your course) Tab



Step 3: Create Folder

Create a folder for organizing submissions by typing a folder name in the space provided, then click “Add.” To upload individual or ZIP files select the folder and click “Submit Papers.”

Step 4: Click Submit

The SA report may take a few minutes to generate, but will appear on the Direct Submit page next to the uploaded document.