

Instructor Guide to SafeAssign



Blackboard Learn

When an instructor [creates a dynamic assignment](#) in Blackboard, the instructor has the option to enable SafeAssign's *Plagiarism Tools* to automatically evaluate files that a student submits in Blackboard for originality. The purpose of this feature is to discourage plagiarism in student works and to create opportunities to help students identify how to properly attribute sources.



What Do the Plagiarism Tools Do?

- Allows the instructor to create a dynamic assignment submission link that automatically sends a *copy* of a student's submitted document to SafeAssign for evaluation.
- Provides a *Matching Score* and a *link to an Originality Report* for the submitted file at its external server. The report includes a marked-up copy of the student's work that highlights matching sources.
- Papers are evaluated against works retrieved from the Internet through Microsoft Bing's search engine, the ProQuest ABI/Inform Database, and papers submitted by students from MATC and other institutions.
- If the instructor finds an instance of a source *not* detected by SafeAssign, the instructor may submit a link to the source through a tool in the course's Control Panel.

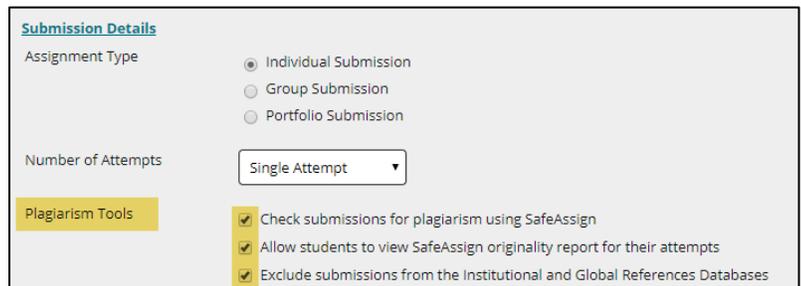
What Do the Plagiarism Tools Not Do?

- They do not offer *conclusive proof* of plagiarism. Investigation by the instructor is always required!
- They do not evaluate files submitted through Dropbox, Google Drive, or OneDrive integrations.
- They do not have optical character recognition to decipher text from scanned documents or images.

How to Create an Assignment that Evaluates Plagiarism

When [creating or editing a dynamic assignment](#), scroll down to the "Submission Details" area and select the "Plagiarism Tools" option checkboxes that you want to elect.

To make the assignment a "draft" and not have submissions contributed to SafeAssign's databases, check the "Exclude Submissions from Institutional and Global Reference Databases" checkbox.

A screenshot of the "Submission Details" form in Blackboard. The form includes the following options:

- Assignment Type: Radio buttons for Individual Submission (selected), Group Submission, and Portfolio Submission.
- Number of Attempts: A dropdown menu set to "Single Attempt".
- Plagiarism Tools: A yellow header box containing three checked checkboxes:
 - Check submissions for plagiarism using SafeAssign
 - Allow students to view SafeAssign originality report for their attempts
 - Exclude submissions from the Institutional and Global References Databases

When you are done creating or editing the assignment, click "Submit".

From this point onwards, files students submit will be evaluated by SafeAssign. Scanning is not retroactive for assignments submitted prior to Plagiarism Tools being equipped.

How Students Submit a File to SafeAssign

[Students use the Assignment submission link](#) to upload a file from their computer to the course's Grade Center for the instructor's review. Once the assignment is submitted, a copy of the file is automatically sent to SafeAssign for evaluation.

Three Things Students Must Do to Be Successful

1. The student must [allow for third-party cookies in the browser](#) in order to connect to SafeAssign.
2. The student must create a document in an accepted file format: .docx, .ppt, .pptx, .odt, .txt, .rtf, .pdf, or .html. If students are using Dropbox, Google Drive, or OneNote to compose their documents, we recommend that they first export their document in one of these formats before submitting the file. All other file types will not be evaluated.
3. Files should be under 250 MB in order to be uploaded by Blackboard successfully.

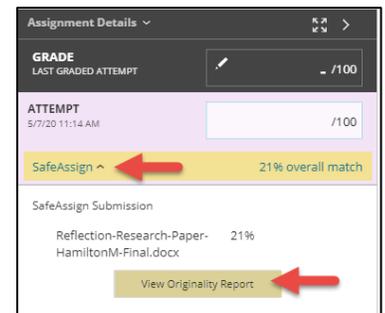
Turn Around Time

A document sent to SafeAssign for evaluation will typically return results in less than 30 minutes. However, *during peak usage times* at midterm or end of term, processing may take up to 24 hours.

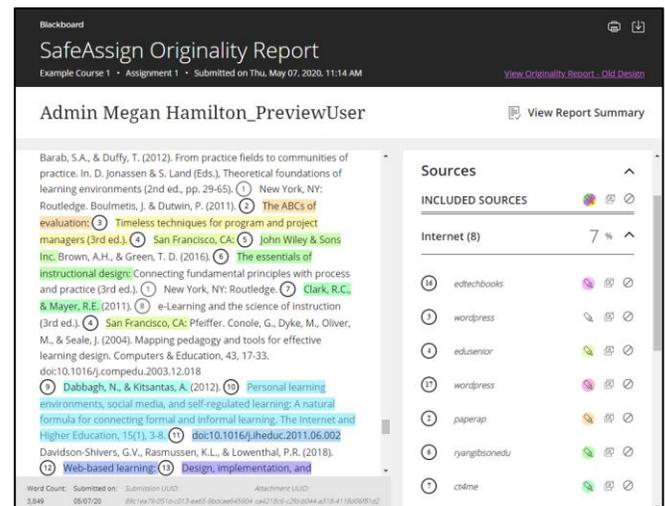
How to View SafeAssign Results When Grading

When grading the assignment, instructors can view their students' submitted files and SafeAssign results through this process.

1. When viewing a course, scroll down to the course's **CONTROL PANEL** and click the **GRADE CENTER** menu. From the list of options, choose **NEEDS GRADING**.
2. On the **NEEDS GRADING** page, you will see a categorized list of ungraded work in your course. Roll your mouse over the Assignment you want to grade. Click the down arrow  and select **GRADE ALL USERS** from the context menu.
3. You will be taken to the **GRADE ASSIGNMENT** page for the student's submission. To the right of the document preview window¹, you will see the grade panel. Here, click on the **SAFEASSIGN** link. Then, click **VIEW ORIGINALITY REPORT**.



4. The Originality Report will open in a browser window for your review.



¹ A preview of the submitted file will appear in Bb Annotate pane. If the document cannot be displayed, click the file download button to download and view the document on your computer.

Interpreting the SafeAssign Report

A SafeAssign report will evaluate the text found in the student's document and contains a matching score and highlighted matching text citations. The matching score indicates what percentage of text in the paper matches other sources. Remember: The Matching Score and SA Report are not conclusive proof of plagiarism. They should be treated as warnings that indicate the document should be further review by the faculty member.

Score Ranges

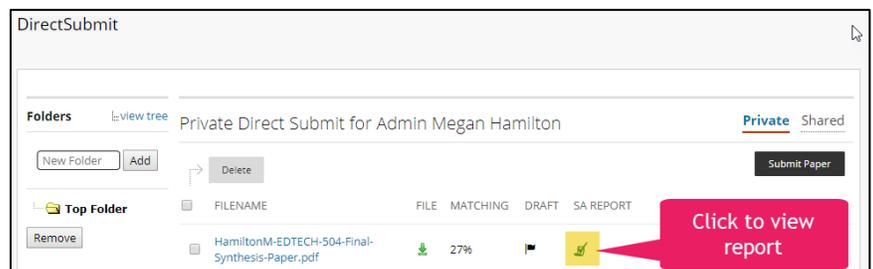
- **Scores below 15%:** Not indicative of plagiarism. Paper may contain common wording matching other sources.
- **Scores between 15-40%:** Paper contains a minor amount text copied/quoted from another source. Some revision is suggested.
- **Scores over 40%:** Paper contains a substantial amount of text copied/quoted from another source. Revision should be required.

Uploading Files or Text to DirectSubmit

Faculty may use DirectSubmit to upload a file or some text for SafeAssign to evaluate independent of an assignment submission. Only you can view the results listed in the DirectSubmit area.

1. Scroll down to your course's **CONTROL PANEL**. Click **COURSE TOOLS** and select **SAFEASSIGN**.
2. On the SafeAssign main menu, select **DIRECTSUBMIT**.
3. On the DirectSubmit page, click the **SUBMIT PAPER** button.
4. On the page that appears, you may select and upload a file or copy/paste text into the provided form. When you are done, click **SUBMIT**.
5. Wait for the submission to process. To check the matching score and report for the submission, follow steps one and two to return to the DirectSubmit main menu.

When available, the score and a downloadable SA Report will appear.

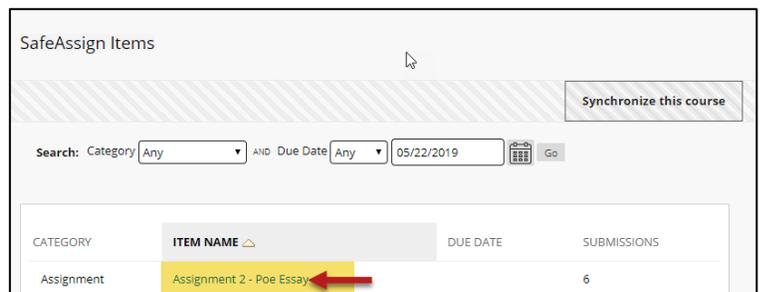


The screenshot shows the DirectSubmit interface for a user named Admin Megan Hamilton. It displays a table of submissions with columns for FILE, MATCHING, DRAFT, and SA REPORT. A submission for 'HamiltonM-EDTECH-504-Final-Synthesis-Paper.pdf' is shown with a 27% matching score. A red callout box points to the 'SA REPORT' column with the text 'Click to view report'.

Comparing and Downloading Files

Faculty can compare student SafeAssign data and download all of the submitted files through the SafeAssign tool, located in the course Control Panel's Course Tools menu.

1. Scroll down to your course's **CONTROL PANEL**. Click **COURSE TOOLS** and select **SAFEASSIGN**.
2. On the SafeAssign main menu, select **SAFEASSIGN ITEMS**.
3. On the SafeAssign items page, you will see a list of all assignments in the course associated with SafeAssign. Click on the name of the assignment to view.



The screenshot shows the SafeAssign Items page. It features a search bar with filters for Category, Due Date, and a date input field (05/22/2019). Below the search bar is a table with columns for CATEGORY, ITEM NAME, DUE DATE, and SUBMISSIONS. The 'Assignment 2 - Poe Essay' is highlighted in yellow, and a red arrow points to its name.

- You will be taken to a page that lists all of the student submissions, scores, and reports for review. You may download all the files by clicking the **DOWNLOAD ALL SUBMISSIONS** button.

View SafeAssign Submissions

Assignment 2 - Poe Essay (Draft)

Poe often uses the idea of the double self in his writings. Referring to this week's readings, compose a short essay that discusses how split and doubled personalities shape the identities of Poe's characters.

Your essay should be 2 to 3 pages long, discussing at least 3 examples from the literature. Include references with MLA citations to support your opinions. Check and correct any spelling, grammar, or format errors before you submit your work - points will be deducted for errors. Submit your assignment in .DOCX format only.

Download All Submissions

STUDENT ID	NAME	USER ATTEMPT	AVERAGE MATCH	HIGHEST MATCH	SA REPORT	SUBMITTED
—	Sally Spacebar	Sally Spacebar (Attempt 1 of 2)	11%	22%		Thu Jun 21, 2018, 10:48 AM

Copying or Moving Assignments to Another Course

After performing a process that would move or copy a SafeAssignment to another course (i.e. course copy, importing an archive etc.), you must SYNCHRONIZE your course with SafeAssign to make your SafeAssignment links work in the new course.

- In your course's **CONTROL PANEL**, click the **COURSE TOOLS** menu and then select the **SAFEASSIGN** tool. On the **SAFEASSIGN** main menu, select **SAFEASSIGN ITEMS**.

- On the SafeAssign Items page, click the **SYNCHRONIZE THIS COURSE** button.

SafeAssign Items

Synchronize this course

Search: Category AND Due Date

CATEGORY	ITEM NAME	DUE DATE	SUBMISSIONS
Assignment	Assignment 2 - Poe Essay		6

- A message indicating that the synching process has begun may briefly appear on the page. Once the process is complete, the SafeAssign Item page will reload.