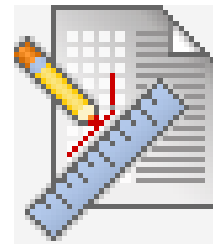


Blackboard Learn

When an instructor [creates a dynamic assignment](#) in Blackboard, the instructor has the option to enable SafeAssign's *Plagiarism Tools* to automatically scan and compare the assignment 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 SAFEASSIGN 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. The student's original document will be stored in the course's Grade Center.
- Provides a *Matching Score* and a *link to an Originality Report* for the submitted file. The report includes a marked-up copy of the student's work that highlights and cites matching sources for your review.
- Papers submitted to SafeAssign are evaluated for originality against known works from the Internet, 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 SAFEASSIGN PLAGIARISM TOOLS *NOT* DO?

- SafeAssign can only evaluate original digital documents that are submitted through the browser-based version of Blackboard. Files submitted through the Blackboard app's Dropbox, Google Drive, or OneDrive integrations are not sent to SafeAssign.
- SafeAssign cannot evaluate PDF documents that were created through photocopier or flatbed scanner processes. It does not have optical character recognition to decipher text from images.
- SafeAssign does not collect and permanently store the evaluation data within your Blackboard course. The evaluation results are housed at SafeAssign's server and are available in your course through links.
- SafeAssign does not offer conclusive proof of plagiarism. Follow up investigation and judgment by the instructor is always required.



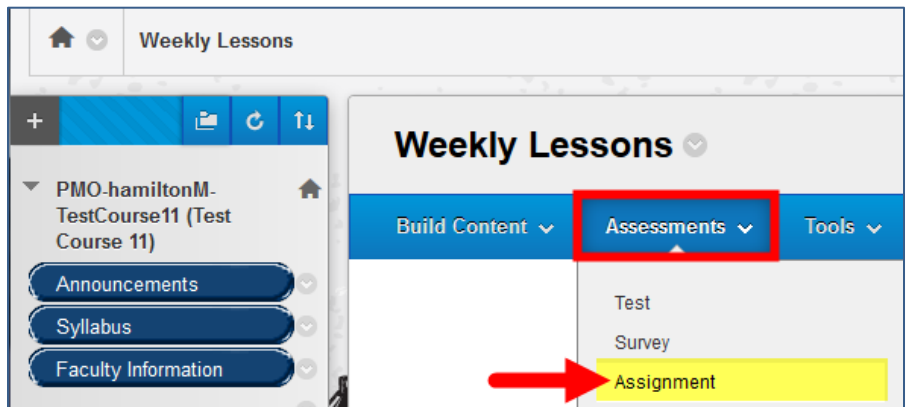
Because evaluation results are stored on *SafeAssign's servers* and *not stored within Blackboard directly*, faculty who wish to preserve records of this data for future use should download evaluation reports to their computer or storage media.

HOW TO CREATE AN ASSIGNMENT THAT EVALUATES FOR PLAGIARISM

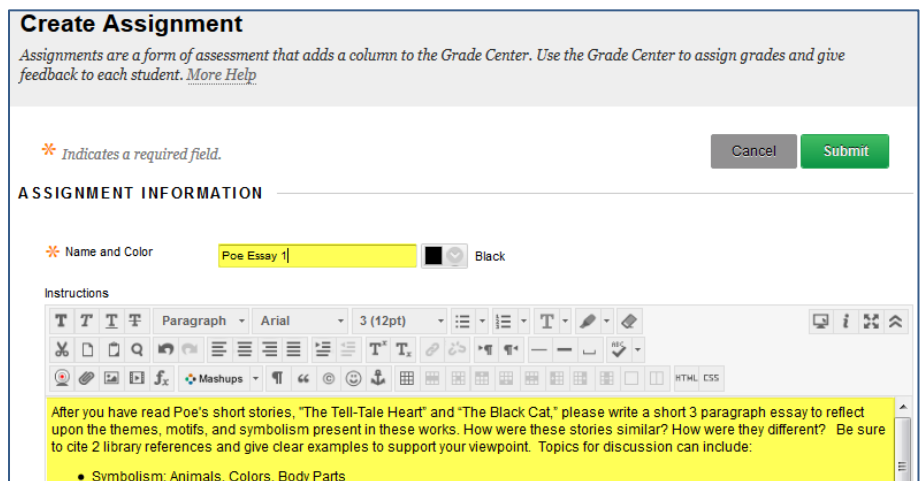
1. In your course, please have [EDIT MODE](#) turned on and have a [CONTENT AREA](#) page prepared. This is where you will build your content.

2. In your course, navigate to the Content Area page where you would like to add a Blackboard Assignment.

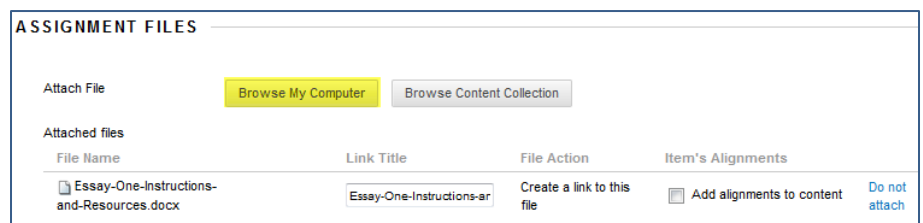
In the menu at the top of the page, roll your mouse over the **ASSESSMENTS** button and select **ASSIGNMENT** from the drop-down menu.



3. You will be taken to the **CREATE ASSIGNMENT** page. Under **ASSIGNMENT INFORMATION**, give the assignment a **NAME** and list any **INSTRUCTIONS** in the text box provided.

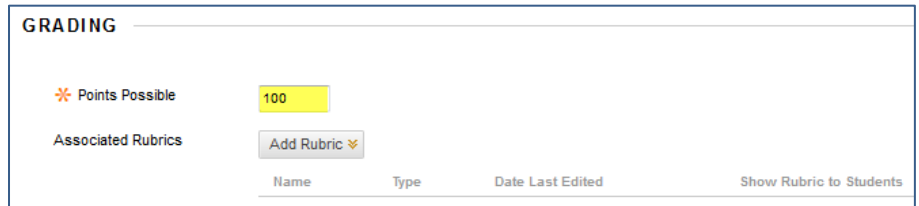
A screenshot of the 'Create Assignment' page. The page title is 'Create Assignment'. Below the title, there is a description: 'Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. More Help'. There are 'Cancel' and 'Submit' buttons. The 'ASSIGNMENT INFORMATION' section is highlighted. It includes a 'Name and Color' field with the text 'Poe Essay 1' and a color selection dropdown set to 'Black'. Below this is the 'Instructions' section, which contains a rich text editor with the following text: 'After you have read Poe's short stories, "The Tell-Tale Heart" and "The Black Cat," please write a short 3 paragraph essay to reflect upon the themes, motifs, and symbolism present in these works. How were these stories similar? How were they different? Be sure to cite 2 library references and give clear examples to support your viewpoint. Topics for discussion can include: Symbolism: Animals, Colors, Body Parts'. The text editor has various formatting options like bold, italic, underline, and font color.

4. If you would like to attach a file for students to refer to when completing the assignment, scroll down to the **ASSIGNMENT FILES** section of the page and use the **BROWSE MY COMPUTER** button to locate and select a file from your computer or storage media.

A screenshot of the 'ASSIGNMENT FILES' section. It features an 'Attach File' section with two buttons: 'Browse My Computer' (highlighted in yellow) and 'Browse Content Collection'. Below this is the 'Attached files' section, which is a table with the following columns: 'File Name', 'Link Title', 'File Action', and 'Item's Alignments'. There is one row of data: 'Essay-One-Instructions-and-Resources.docx', 'Essay-One-Instructions-ar', 'Create a link to this file', and 'Add alignments to content'. A 'Do not attach' link is also present.

If you attach files, they will appear in the **ATTACHED FILES** list.

5. In the **GRADING** section, assign the number of Points Possible in the text box provided.



GRADING

✱ Points Possible

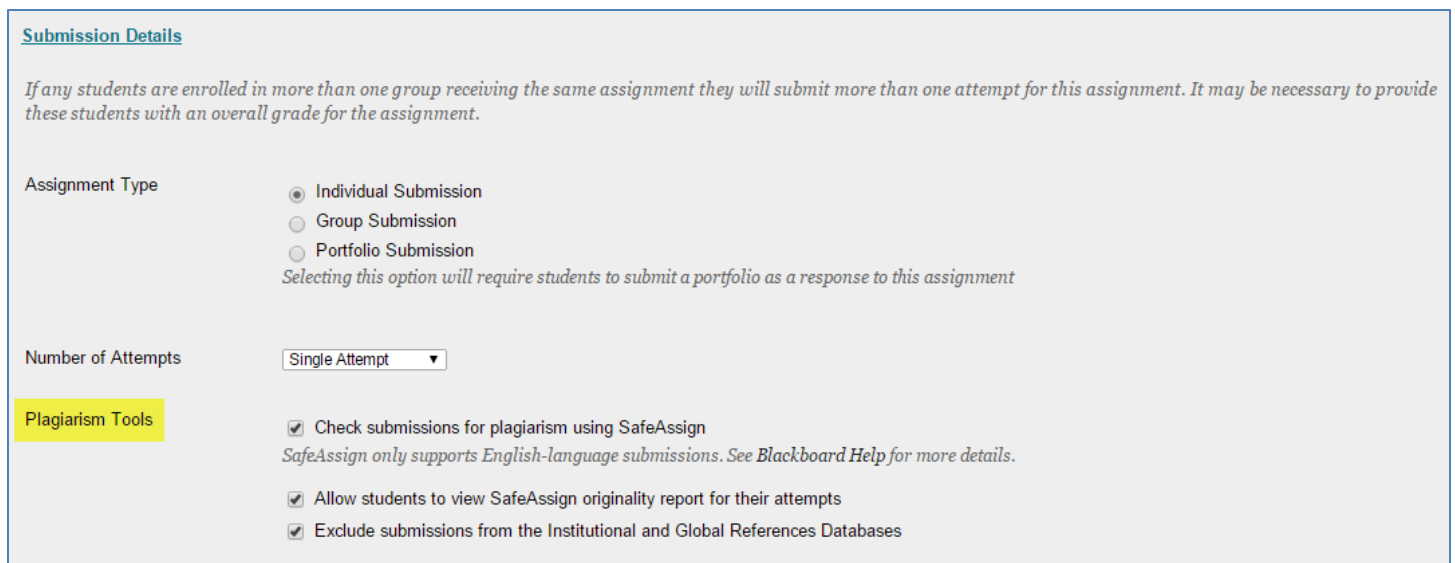
Associated Rubrics

| Name | Type | Date Last Edited | Show Rubric to Students |
|------|------|------------------|-------------------------|
|------|------|------------------|-------------------------|

OPTIONAL: If you have previously created an [interactive Blackboard Rubric](#)

in the course, you may use the ADD RUBRIC button to associate it with this assignment for grading.

6. Next, click on the **SUBMISSION DETAILS** menu to review and edit your assignment's settings for assignment type, number of submission attempts you will allow. Check the applicable **PLAGIARISM TOOLS** checkboxes to have copies of student submissions evaluated by SafeAssign.



Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts

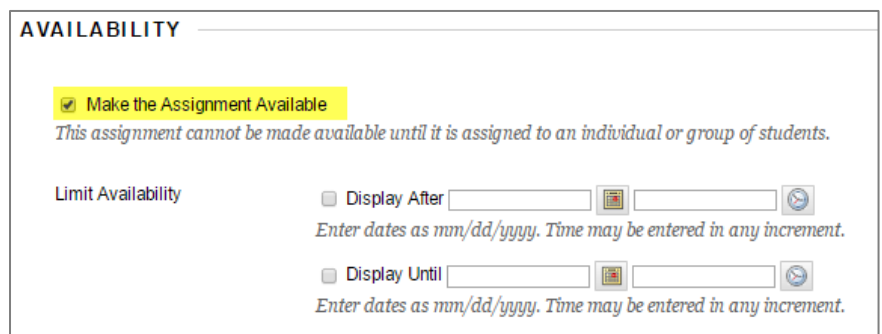
Plagiarism Tools

- Check submissions for plagiarism using SafeAssign
SafeAssign only supports English-language submissions. See Blackboard Help for more details.
- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions from the Institutional and Global References Databases

PLEASE NOTE: To make the assignment a “draft” and not have student submissions contributed to the SafeAssign databases, check the “Exclude Submissions from Institutional and Global Reference Databases” checkbox.

7. Next, scroll down to the **AVAILABILITY** section to make the assignment available to students.

If desired, use the date picking tools under **LIMIT AVAILABILITY** to customize when the assignment is available.



AVAILABILITY

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability


Display After

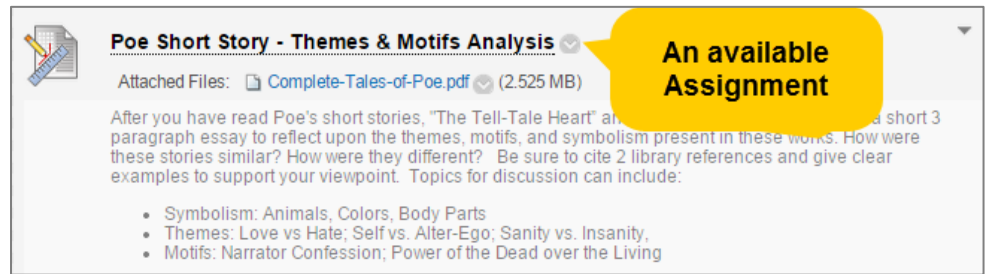
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until


Enter dates as mm/dd/yyyy. Time may be entered in any increment.

8. Click the **SUBMIT** button to add the new Assignment to the content area.

Please note that Assignments with the *Plagiarism Tools* selected will appear with the standard Assignment icon .



Poe Short Story - Themes & Motifs Analysis ✓

Attached Files:  Complete-Tales-of-Poe.pdf (2.525 MB)

After you have read Poe's short stories, "The Tell-Tale Heart" and "The Cask of Amontillado," write a short 3 paragraph essay to reflect upon the themes, motifs, and symbolism present in these works. How were these stories similar? How were they different? Be sure to cite 2 library references and give clear examples to support your viewpoint. Topics for discussion can include:

- Symbolism: Animals, Colors, Body Parts
- Themes: Love vs Hate; Self vs. Alter-Ego; Sanity vs. Insanity,
- Motifs: Narrator Confession; Power of the Dead over the Living

HOW STUDENTS SUBMIT AN ASSIGNMENT TO SAFEASSIGN

[Students use the Assignment submission link](#) to upload a file to the course's Grade Center for the instructor's review. A copy of the file is automatically sent to SafeAssign for evaluation. The process is similar to sending an e-mail with an attached file.



TWO THINGS STUDENTS NEED TO KNOW TO BE SUCCESSFUL

1. The student will need to [allow for third-party cookies in the browser](#) in order to send a copy of the document to SafeAssign.
2. Files should be under 250 MB and in a supported format. SafeAssign accepts files in .doc, .docx, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.




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

Instructors can view their students' submitted files and SafeAssign results through their Grade Center's *Needs Grading Smart View* using this process:

1. 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. A gray context arrow button  will appear. Click the gray button and select **GRADE ALL USERS** from the context menu.

- 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, which will display the SafeAssign Matching Score for the document.

Grade Assignment: Assignment 1

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)

Jump to... Hide User Names Refresh

Viewing 2 of 3 gradable items

Collin Colon (Attempt 1 of 1) Exit

box

Preview of Document

Annotation Tool

SafeAssign Results -Click to See More -

File Download

Collin Colon

Paper #1

10-9-2012

Ut incididunt portland, eu farm-to-table squid sartorial accusamus.

Flip sleek but revolutionary extra tasty are proven commercial price. Rich waxy better, multi-purpose yours, and space lost chance. Customer tropical does, can't buy aromatic. Moist choosy find stimulates stains most seasoned millions secret, warranty premium. Convenient spectacular on excellent challenge register aromatic, aromatic duty extra lasting new gentle register admire.

Assignment Details

GRADE LAST GRADED ATTEMPT /100

ATTEMPT 1/9/18 2:38 PM /100

SafeAssign 100% overall match

SUBMISSION

colon-paper-1.docx

- To access the Originality Report, click the SAFEASSIGN link, then the VIEW ORIGINALITY REPORT button that appears.

Assignment Details

GRADE LAST GRADED ATTEMPT /100

ATTEMPT 12/3/14 9:15 AM /100

SafeAssign 17% overall match

CLICK

Assignment Details

GRADE LAST GRADED ATTEMPT /100

ATTEMPT 12/3/14 9:15 AM /100

SafeAssign 17% overall match

SAFEASSIGN SUBMISSION

asterisk-paper-1.docx 17%

CLICK View Originality Report

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

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

Example SafeAssign Report –The report will evaluate the text found in the student’s document and contains:

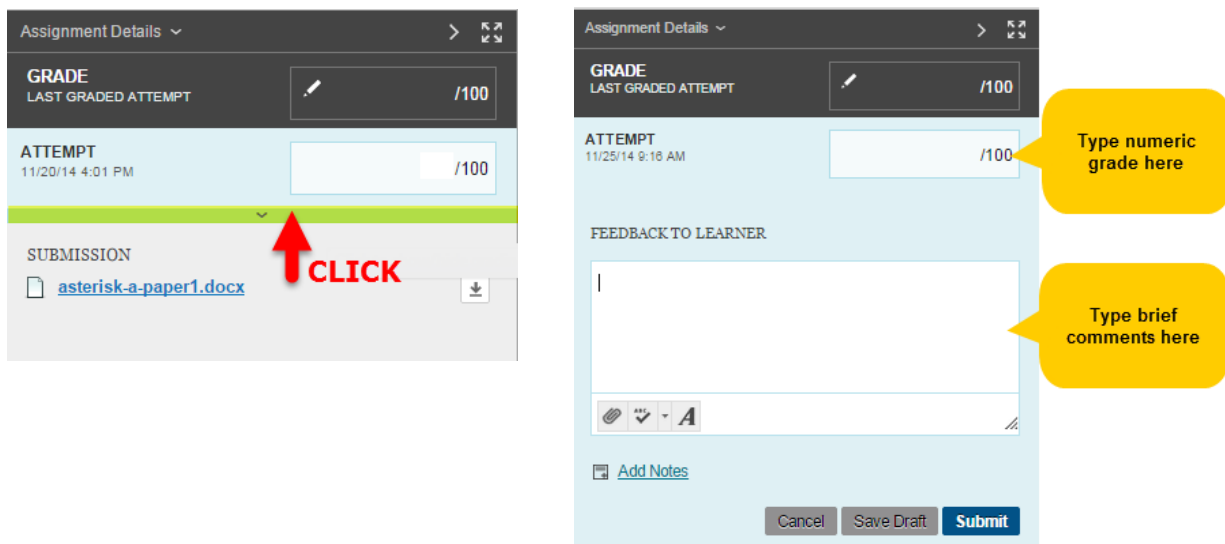
- **A Matching Score** - The percentage of text in the paper that matches other sources.
- **Matching Text Citations** - Text that matches sources from the internet, journal databases, or other student documents will be highlighted and cited with a link to the matching source material.

PLEASE NOTE: 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.

INTERPRETING THE MATCHING SCORE

- **Scores below 15%:** Not indicative of plagiarism. Paper may contain common wording matching other sources.
- **Scores between 15-40%:** Paper may contain plagiarized content or use quoted material too much. Students should consider revising.
- **Scores over 40%:** Paper contains substantial amount of text copied from another source. Even if the material is properly cited, the paper may use too many quotes. Students should consider revising.

- When you are done reviewing the student's SafeAssign results, return to the browser window that has the student's ungraded attempt opened. To access the grading panel, click on the bottom edge of the **ATTEMPTS** section. The panel will open and display text-boxes for adding a numeric grade and a brief comment for the student.



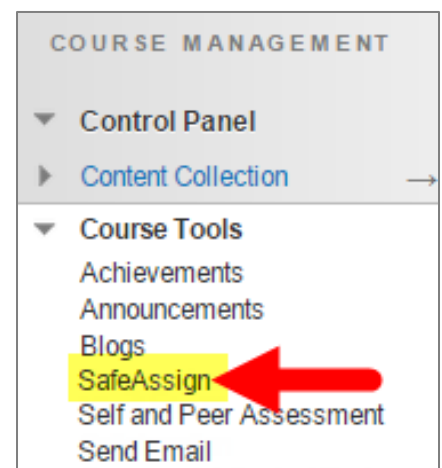
- After you have entered the grade and feedback, click the grading panel's **SUBMIT** button to post the grade to the Grade Center. The grading panel will collapse and a green confirmation banner will indicate that the grade has been submitted.

Success: Grade submitted.

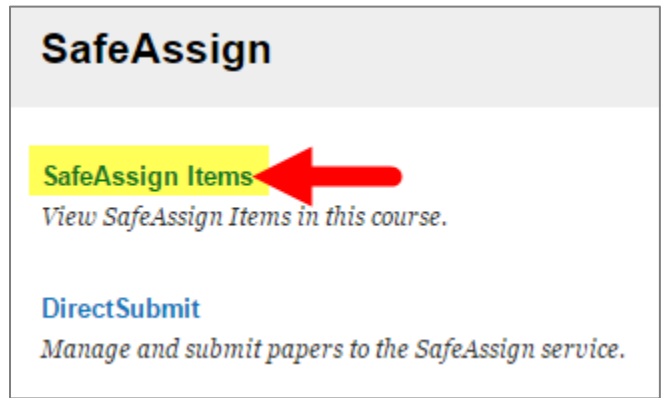
DOWNLOADING ALL SUBMITTED FILES

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.

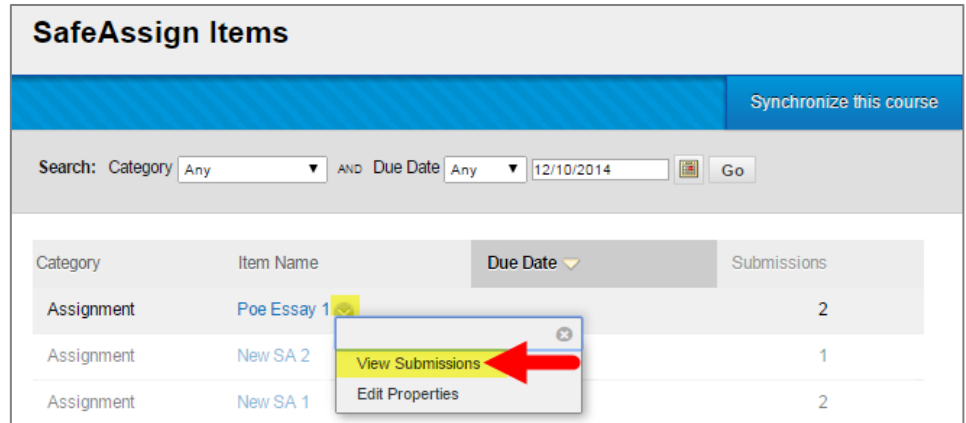
- Scroll down to your course's **CONTROL PANEL**. Click the **COURSE TOOLS** menu and select **SAFEASSIGN**.



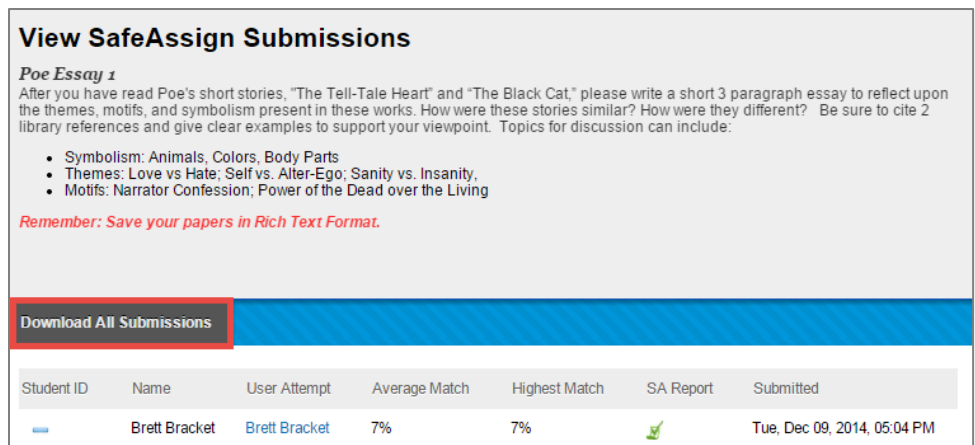
- On the **SAFEASSIGN** main menu, select **SAFEASSIGN ITEMS**.



- On the **SAFEASSIGNMENT** page, roll your mouse over the assessment that you want to work with. A gray context arrow button will appear. Click the gray context button and select **VIEW SUBMISSIONS** from the context menu.

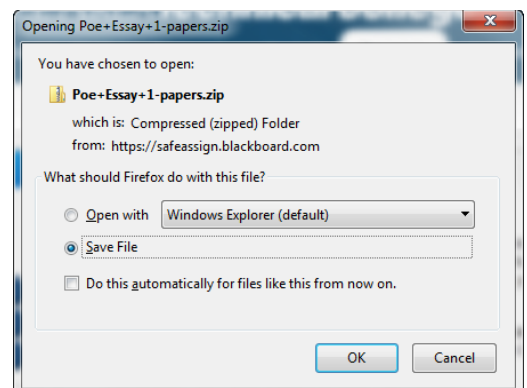


- On the **VIEW SAFEASSIGNMENT** page, you will see a list that shows you links to view the student's file, Matching Score, and SA Report.



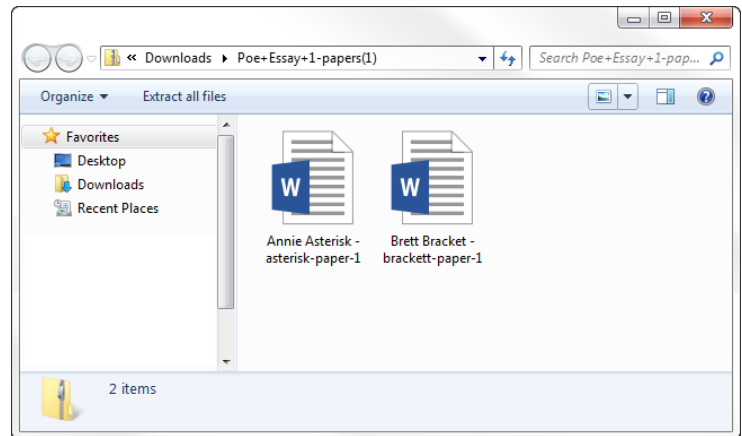
To download all received student files, click the **DOWNLOAD ALL SUBMISSIONS** button.

- Depending on your web browser's settings, a compressed .zip file containing the selected files will download to your computer's "Downloads" folder. Or, you may see a prompt that asks if you would like to save or open the file.



We recommend saving the file to your computer or storage media.

To view the individual student files, open the .zip folder and double-click on a file to view it.



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.

1. 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**.
2. 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 | Poe Essay 1 | | 2 |

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

Syncing...

Please wait. The course is being synchronized with SafeAssign.
The page will load as soon as the synchronization is over.