

# Submitting an Assignment to SafeAssign



Blackboard Learn

SafeAssign is Blackboard's plagiarism evaluation service that instructors use to discourage [plagiarism](#) in student works and to create opportunities to help students identify how to properly attribute sources. As of January 2015, [SafeAssign has integrated with the standard Blackboard Assignment](#) and is no longer a separate type of assessment.



## HOW TO SUBMIT AN ASSIGNMENT TO SAFEASSIGN

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

### TWO THINGS TO KNOW BEFORE YOU BEGIN

- You will need to [allow third-party cookies in the browser](#) in order to send a copy of the document to SafeAssign.
- Your 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.

### SUBMISSION PROCESS

1. In the course, navigate to the location where the assignment is posted. Click the link to the assignment.

**Assignments**

**Poe Short Story - Themes & Motifs Analysis** **CLICK**

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

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

2. You will be taken to the **UPLOAD ASSIGNMENT** page. Review the assignment information. Scroll down to the **ASSIGNMENT SUBMISSION** section. Click the **BROWSE MY COMPUTER** button.

ASSIGNMENT SUBMISSION

Text Submission

Attach File  **CLICK**

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.

Plagiarism Tools  I agree to submit my paper(s) to the Global Reference Database



6. Lastly, scroll to the bottom of the page and click the **SUBMIT** button to complete the assignment<sup>2</sup>.
7. If you are successful in submitting your assignment, you will be taken to a **REVIEW SUBMISSION HISTORY** page. Here, you may review your submission details (i.e. time of submission, file submitted, current grade, and SafeAssign evaluation status if your instructor allows students to view it<sup>3</sup>).

This assignment is complete. Review the Submission History.

## Review Submission History: Poe Essay 1

Assignment Instructions ▼ | Assignment Details ▼ > ↔

1 of 2 | Powered by crocodoc


**GRADE**  
LAST GRADED ATTEMPT -/100

**ATTEMPT**  
12/9/14 5:04 PM /100

SafeAssign ▼ Report in progress...

**SUBMISSION**  
brackett-paper-1.docx ⬇

**COMMENTS**

 **Brett Brackett**  
12/9/14 5:04 PM  
This is my final draft.

### PLEASE NOTE

- If your submitted file was in a supported MS Office format, the inline previewer will display it within the browser window. File types that will preview in-browser: .DOC, .DOCX, .PPT, .PPTX, .XLS, .XLSX, and .PDF. If your file does not preview in the browser, don't worry. The instructor can still access the file by using the file download button.
- We highly recommend reviewing your My Grades area in the course to verify that your assignment submission is logged in the course's Grade Center.
- If you encounter a problem with the submission process or if the submitted assignment isn't logged in your course's Grade Center, contact your instructor immediately!

<sup>2</sup> Please note that after you have submitted your assignment, you will not be able to add any more files unless the instructor has allowed you to do so!

<sup>3</sup> 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.

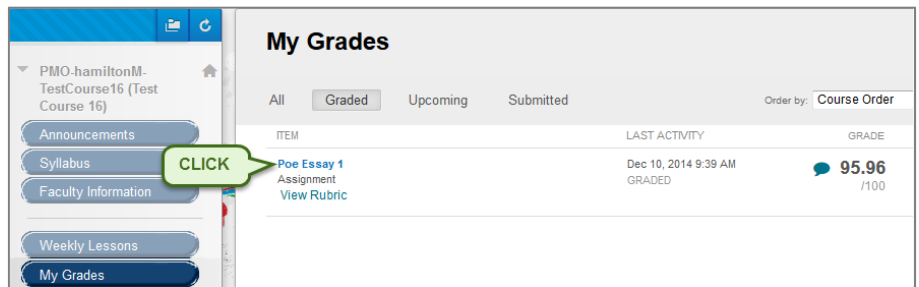
## VIEWING SAFEASSIGN EVALUATION RESULTS

When SafeAssign evaluates a document, it will return the following results<sup>4</sup> to the instructor and the student if the instructor permits it:

- **A Matching Score** - The percentage of text in the paper that matches other sources.
  - **Scores below 15%:** Not indicative of plagiarism. Paper may contain common phrases matching other sources.
  - **Scores between 15-40%:** Paper may contain plagiarized content or use quoted material too much. Revision is recommended.
  - **Scores over 40%:** Paper contains substantial amount of text matching other sources. Even if the material is properly cited, the paper may use too many quotes. Revision is recommended.
- **Originality Report** – A marked up copy of the submitted document. 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.

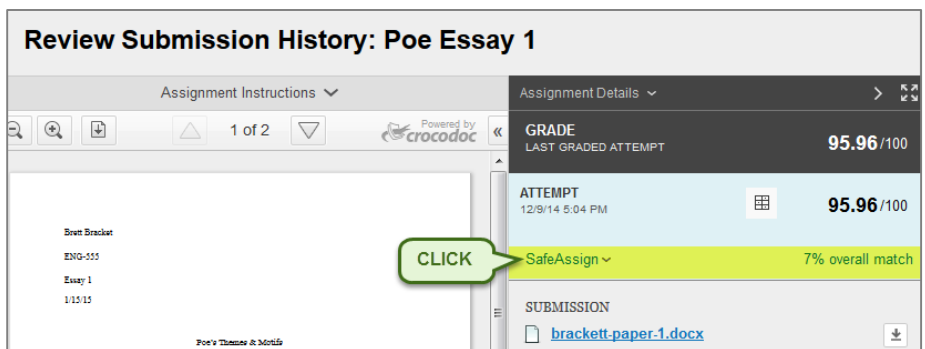
### IF THE INSTRUCTOR ALLOWS YOU TO SEE SAFEASSIGN RESULTS, FOLLOW THESE STEPS TO VIEW YOUR RESULTS:

1. Go to your course's *My Grades* area and click on the title of the Assignment to view its submission history.



2. On the **REVIEW SUBMISSION HISTORY** page, the **ASSIGNMENT DETAILS** panel will list your SafeAssign matching score.

To view the full report and see what text was a match, click on the word **SAFEASSIGN**.



<sup>4</sup> The Matching Score and Originality Report are **not conclusive proof** of plagiarism. They should be treated as warnings that indicate the document should be further review by the instructor and student.

- Click the **VIEW ORIGINALITY REPORT** button that appears. The Originality Report will open in a browser window for your review.

**Review Submission History: Poe Essay 1**

Assignment Instructions | Assignment Details

1 of 2 | Powered by crocodoc

**GRADE**  
LAST GRADED ATTEMPT **95.96/100**

**ATTEMPT**  
12/9/14 5:04 PM **95.96/100**

SafeAssign ^ **7% overall match**

**SAFEASSIGN SUBMISSION**

brackett-paper-1.docx **7%**

**CLICK** View Originality Report

Brett Brackett  
ENG-555  
Essay 1  
1/15/15

Poe's Themes & Motifs

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi ac eros urna. Duis dignissim sollicitudin lobortis. Sed eget finibus enim, vitae scelerisque nibh. Fusce auctor arcu vel fermentum eleifend. Sed vel nisi ut augue laoreet accumsan id et leo. Fusce quis porta nisl.

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safeassign by Blackboard

Brett Brackett  
ENG-555  
Essay 1 1/15/15

**1** Poe's Themes & Motifs Lorem ipsum dolor sit amet, consectetur adipiscing elit.  
Morbi ac eros urna. Duis dignissim sollicitudin lobortis. Sed eget finibus enim, vitae scelerisque nibh. Fusce auctor arcu vel fermentum eleifend. Sed vel nisi ut augue laoreet accumsan id et leo. Fusce quis porta nisl. Cras posuere nibh eget leo commodo, nec consectetur nisl viverra. Vestibulum tempor neque malesuada diam dignissim molestie. Duis id enim nisl. Aliquam tincidunt sagittis magna, sed venenatis magna luctus a. Cras congue nulla nisi, sit amet aliquet ex pulvinar ut. Mauris mattis enim quis mauris consectetur tempus.

Cras semper eros nibh, id fringilla mi hendrerit sit amet. Suspendisse nisl justo, interdum ac ornare aliquet, congue at urna. Proin a quam mi. Nulla vitae tincidunt est, hendrerit semper nisl. Aliquam molestie, orci ut facilisis ultricies, nisl leo vestibulum lacus. vitae ullamcorper diam sem at nibh. **2** Aliquam erat volutpat. Morbi pharetra

PMO-HAMILTONM-TESTCOURSE16 - TEST COURSE 16  
**Poe Essay 1**  
Brett Brackett on Tue, Dec 09 2014, 5:05 PM  
7% highest match  
Submission ID: 61c710d3-da90-48fe-9ec2-91a0b8bda1f2

**brackett-paper-1.docx**  
Word Count: 540 | **7%**  
Attachment ID: 83673517

**Citations (3/3)**

- 1 http://www.lipsum.com/fee...
- 2 http://www.slideshare.net/...
- 3 http://en.wikipedia.org/wik...