

# Using SafeAssign in Blackboard

You can use SafeAssign to check submitted assignments for originality. SafeAssign compares student submissions against multiple sources to identify areas of overlap between student work and existing publications.

1. Start with Creating an Assignment in Blackboard. Go into your Blackboard course. Select Course Content or the Content Area you would like to put your assignment. In your Course Content area there will be a drop down for Assessments. Click on the drop down and then select Assignments (fig. 1).

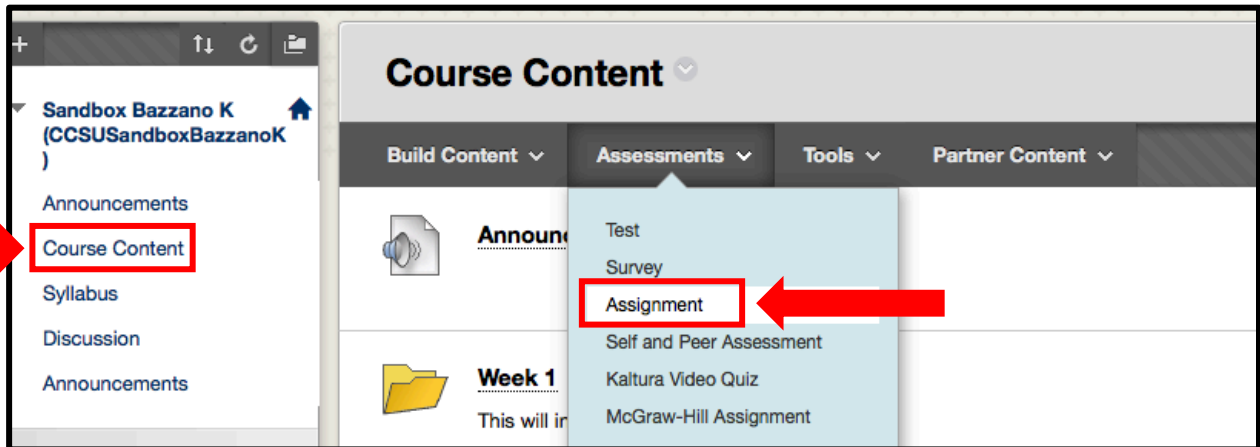


Figure 1

2. Create the assignment by typing in the name and instructions to the students, if needed. You can also upload directions. (fig. 2).

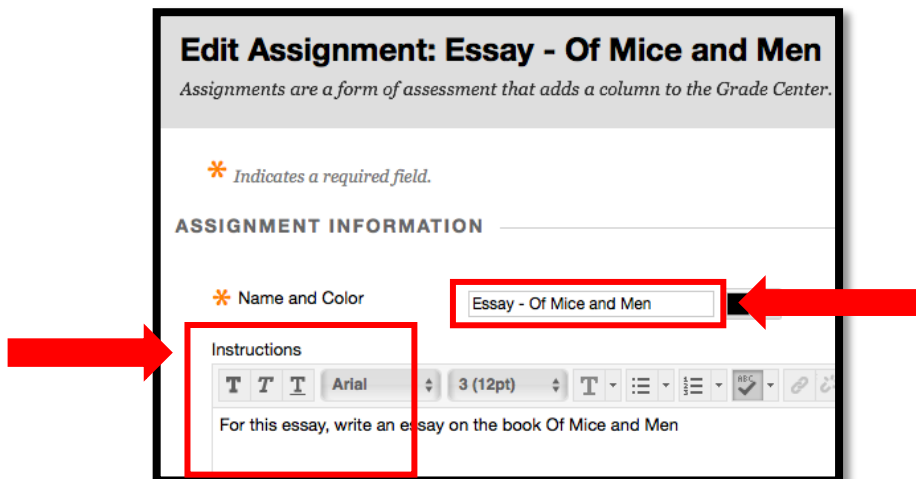


Figure 2

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3. Scroll down until you see Submission Details. This is where you will find the Safe Assign option next to Plagiarism Tools (fig. 3).

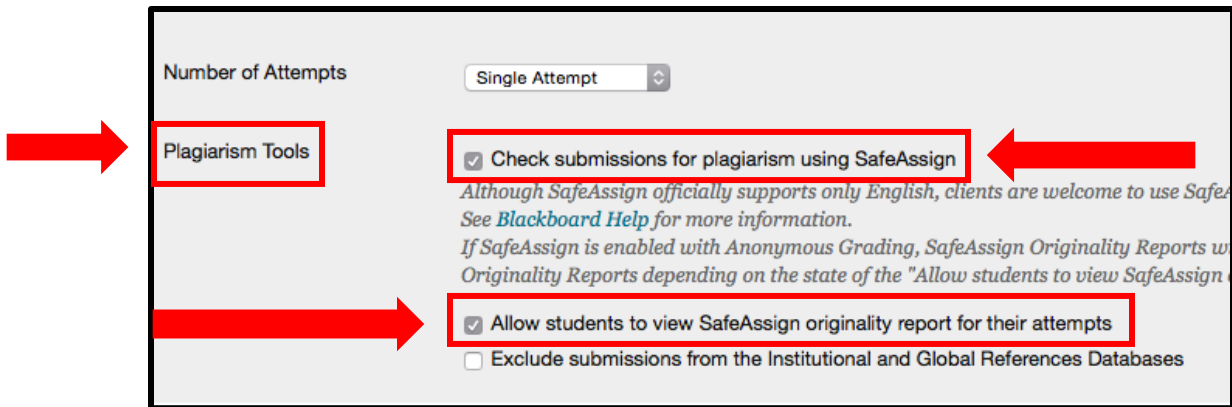


Figure 3

4. Make sure to check the box off for “Check Submissions for plagiarism using Safe Assign.” If you would like to have you students see the report from Safe Assign check the box, “Allow students to view Safe Assign originality report for their attempts” (fig. 3).
5. Once you have selected the Safe Assign option scroll to the bottom of the page. In the lower right hand corner, there will be a Submit button. Click this and the assignment will now be visible to the students or will become available on the date/time you have set up.
6. Once the students have submitted an assignment, go to the left-hand side of your course and look for the Grade Center. Click the Grade Center drop down arrow to open the menu item and click on Needs Grading (fig. 4).
7. In Needs Grading, you will find the assignments that need to be graded. Click on the student’s name under User Attempt. The attempt will open up in the New Box View (fig. 5).

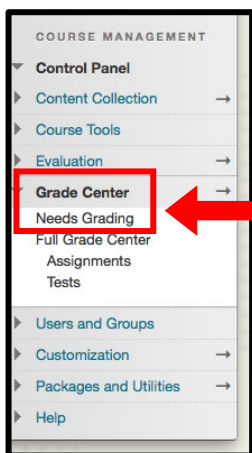


Figure 4

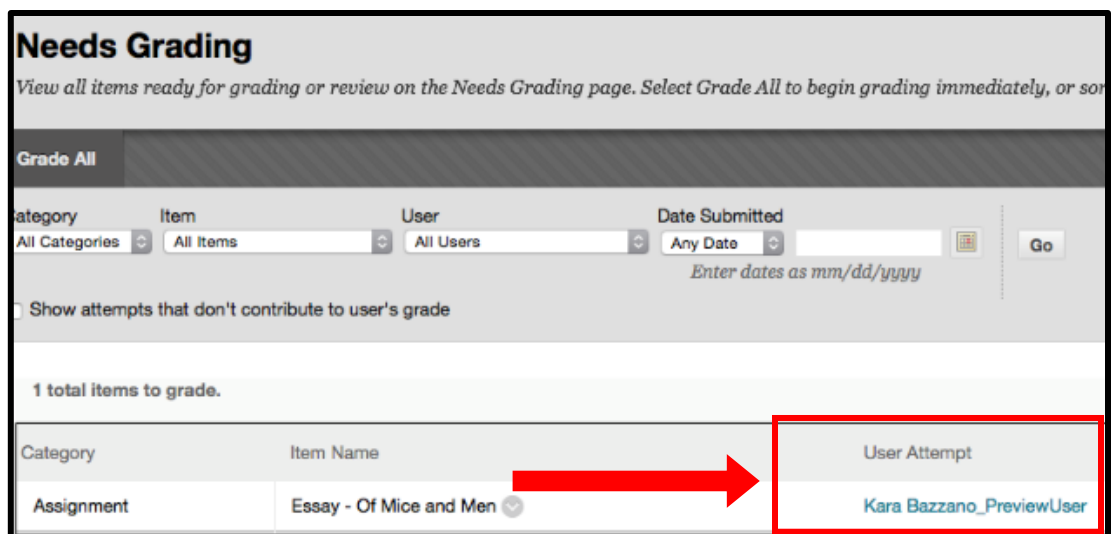


Figure 5

8. In the New Box view, on the right-hand side near where you would enter the student's grade, there will be a SafeAssign Score. The score shows the percentage of the text in the submitted paper that matches existing sources (fig. 6).

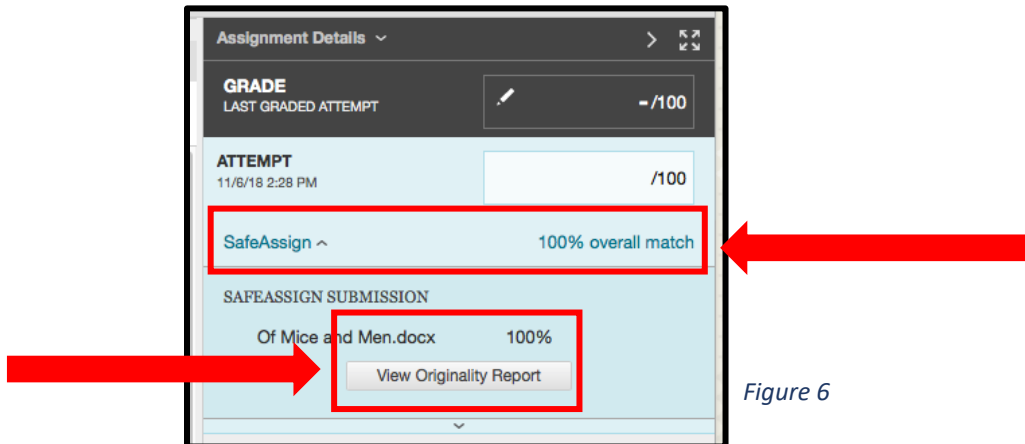


Figure 6

9. In order to view the Originality Report, click on the drop down arrow and then click on view Originality Report (fig. 6).
10. Once you click on Originality Report, you will be brought to the SafeAssign website where you can view the paper and the report. (fig. 7).
  - a. After a submission is processed, a report is generated detailing the percentage of text in the submitted paper that matches existing sources. The report shows the suspected sources for each section of the submitted paper that returns a match. You can delete matching sources from the report and process it again if the paper is a continuation of a previously submitted work by the same student. Read the report carefully and investigate whether each block of text is properly attributed.

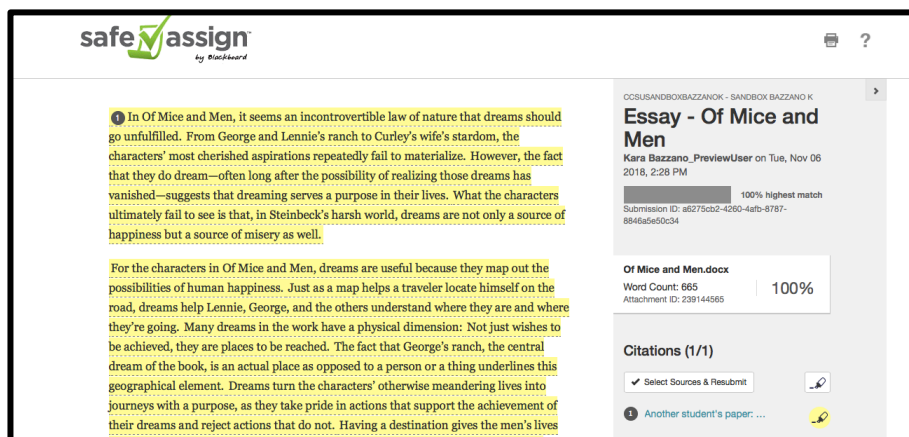


Figure 7

## Additional Information/How to Read the Report

- SafeAssign is just one tool to check for plagiarism. All submissions should be checked carefully when there is any part of the submission in question.
- SafeAssign only supports file types that are convertible to plain text, which includes these file types: DOCX, DOC, PPT, PPTX, PDF, TXT, ODT, RTF, HTML, and HTM. Spreadsheet files aren't supported.
- A SafeAssign Originality Report is divided into three areas:
  - Report Information
    - Report information appears in the right panel of the report. When you reduce the width of the viewing area, this information appears at the top. You can view data about the paper, such as the percent of matching text, word count, and when it was submitted.
  - Citations
    - The sources that include text that matches the submitted paper's text are listed in the right panel of the report. If another student's paper is listed as a citation, the submission is associated with another institution and you may not be able to view it due to privacy laws.
  - Manuscript Text
    - The submitted paper appears in the left panel of the report. All matching blocks of text are identified. Each source has a color specific to the source—up to 30 unique colors for 30 different sources. Text matching a source is highlighted in the source color and identified with a number. In the right panel, you can select Show/Hide All Highlighting to turn source highlighting off and on for all sources at one time. You can turn the highlighting off and on for only one citation. Select Remove or Show Highlighting next to a citation.
    - Select a matching block of text to display information about the original source and the probability that the block or sentence was copied from the source.
- For more information about reading a SafeAssign Originality Report please visit; [https://help.blackboard.com/SafeAssign/Instructor/Grade/Originality\\_Report](https://help.blackboard.com/SafeAssign/Instructor/Grade/Originality_Report)
- For more detailed directions on how to set up an Assignment in Blackboard please refer to the [Creating an Assignment in Blackboard](#) document.