

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).

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	(CCSUSandboxBazzanoK )	Build Co	ontent 🗸	Assessments 🗸 Tools 🗸	Partner Content 🗸			
	Announcements		A	Test				
	Course Content	) «Q»	Announe	Survey				
	Syllabus			Assignment				
	Discussion			Self and Peer Assessment				
	Announcements		Week 1	Kaltura Video Quiz				
			This will ir	McGraw-Hill Assignment				
						Figure		

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



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

٦	Number of Attempts	Single Attempt	
F	Plagiarism Tools	Check submissions for plagiarism using SafeAssign Although SafeAssign officially supports only English, clients are welcome to use SafeA See Blackboard Help for more information. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports w Originality Reports depending on the state of the "Allow students to view SafeAssign	
		<ul> <li>Allow students to view SafeAssign originality report for their attempts</li> <li>Exclude submissions from the Institutional and Global References Databases</li> </ul>	Figure 2

- 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).

		Needs Grading	g		
COURSE MANAGEM	ENT	View all items ready for g	rading or review on the Needs Gradi	ing page. Select Grade Al	l to begin grading immediately, or sor
Control Panel					
Content Collection	->	Grade All			*****
Course Tools					
Evaluation	$\rightarrow$	ategory Item	User	Date Submitte	d
Grade Center	$\rightarrow$	All Categories 💿 All Items	All Users	Any Date	Go
Needs Grading Full Grade Center Assignments Tests		Show attempts that don't	contribute to user's grade	Enter date	s as mm/dd/yyyy
Users and Groups					
Customization	→	1 total items to grade.			
Packages and Utilities	; →	Catagoni	Ham Mama		Lines Attempt
Help		Category	item Name		User Attempt
		Assignment	Essay - Of Mice and Men 📀		Kara Bazzano_PreviewUser
Figur	e 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).

- 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.

	₽ ?
In Of Mice and Men, it seems an incontrovertible law of nature that dreams should go unfulfilled. From George and Lennie's ranch to Curley's wife's stardom, the characters' most cherished aspirations repeatedly fail to materialize. However, the fact that they do dream—often long after the possibility of realizing those dreams has vanished—suggests that dreaming serves a purpose in their lives. What the characters ultimately fail to see is that, in Steinbeck's harsh world, dreams are not only a source of happiness but a source of misery as well.	COSUSANDBOXEMAZZANOK - SANOBOX BAZZANOK <b>ESSASAY - OG MOLECA</b> <b>Marce Bazzano, PreviewUser</b> on Tue, Nov 06 2016, 2:28 PM U0194 highest match Buemesson ID: #8275622-4280-44tb-8787- BetMadedOct
For the characters in Of Mice and Men, dreams are useful because they map out the possibilities of human happiness. Just as a map helps a traveler locate himself on the mad, dreams help Lennie. George, and the others understand where they are and where	Of Mice and Men.docx Word Count: 665 100% Attachment ID: 239144565
they're going. Many dreams in the work have a physical dimension: Not just wishes to be achieved, they are places to be reached. The fact that George's ranch, the central dream of the book, is an actual place as opposed to a person or a thing underlines this	Citations (1/1)
geographical element. Dreams turn the characters' otherwise meandering lives into journeys with a purpose, as they take pride in actions that support the achievement of their descent and saids to then the the out. Huring a continuing integration the support.	Select Sources & Resubmit     Another student's paper:

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 vist; <u>https://help.blackboard.com/SafeAssign/Instructor/Grade/Originality\_Report</u>
- For more detailed directions on how to set up an Assignment in Blackboard please refer to the <u>Creating</u> <u>an Assignment in Blackboard</u> document.