Safe Assignment is an anti-plagiarism service built into the Blackboard course management system. If you create an assignment as a "Safe Assignment", students' work will be submitted to the service to check for suspected plagiarized content. The SafeAssign server produces an "originality report" which indicates how much of the submitted work appears to have been copied from other sources. The SafeAssign server checks work against an internal database (CFCC), against a global database (works submitted by students at other institutions using SafeAssign), and against other Web-based resources.

A few things to keep in mind

Before using Safe Assignment, please keep in mind a few things:

- Keep in mind that if a work has not been digitized and is not available online, it will not be in the database. Therefore, documents can be plagiarized and still not show as such with SafeAssign.
- Once a document has been submitted to the database, any resubmission will result in a 100% match, so know when to submit as a draft and when to submit as a final document.
- Use Safe Assignment as one tool to determine if work was plagiarized, not as the only tool. This resource is a text-matching tool and you should examine suspect documents closely before determining that students have plagiarized, whether intentionally or not.

Steps for using Safe Assignment

Let's get started using Safe Assignment. Select the links below to find out how to create a Safe Assignment, how to view originality reports, how to download assignments, and how to grade Safe Assignments.

- Creating a "Safe Assignment"
- Viewing Originality Reports
- Downloading Safe Assignments
- Grading Safe Assignments
• Direct Submission to Safe Assignment
  Use this option when you did not set up your assignments as SafeAssign. You can still use Safe Assignment to directly submit documents to obtain an "Originality Report".

Creating a "Safe Assignment" in Blackboard

1. Navigate to the location in your course where you would like to create the Safe Assignment.

2. Click on the Create Assessment button and select SafeAssignment.

   If you do not see this option, turn on the SafeAssign tool by selecting Customization in the Control Panel and choosing Tool Availability. Browse for the SafeAssign tool and make sure "Available" is checked. Click "Submit".

   ![Create Assessment Menu](image)

   **Note:** If you select "Assignment" rather than "SafeAssignment", it will not include the plagiarism-checking functionality.

3. Enter a name for the assignment, number of points possible, and specific instructions for the assignment.
There are a number of options in the "Enter Information" section. Carefully consider each of these (pay particular attention to "draft"), as described below:

<table>
<thead>
<tr>
<th>Safe Assignment Options</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the Assessment Available</td>
<td>Select whether or not (&quot;yes&quot; or &quot;no&quot;) you want the assignment to be available to students. If you select &quot;yes&quot;, you can also specify display dates.</td>
</tr>
<tr>
<td>Track Number of Views</td>
<td>Select this checkbox if you want to track views of this item.</td>
</tr>
<tr>
<td>Availability Dates</td>
<td>Use the &quot;Display After&quot; option to &quot;hide&quot; the assignment from students until a specific date and time. You must click the checkbox first, then choose the time and date after which you would like students to view the assignment. If you want to enforce a deadline for assignment submission, enter a date and time in the &quot;Display Until&quot; field.</td>
</tr>
<tr>
<td>Draft</td>
<td>SafeAssign enables you to create a &quot;draft&quot; assignment so students can submit a document to be checked for &quot;originality&quot;. If an assignment is submitted as a draft, it receives an originality report, but it is not added to the database (if it were, the final version would result in a 100% match). Creating the assignment as a draft allows SafeAssign to be used as a teaching tool, giving the student an idea of how original his or her work is and allowing him/her to revise the document. This allows</td>
</tr>
<tr>
<td><strong>Urgent Checking</strong></td>
<td>This area will usually be set to &quot;No&quot;. Most originality reports are returned within 15 to 30 minutes after submission. If you want the report returned as soon as possible, select &quot;Yes&quot; for Urgent Checking.</td>
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<td>---------------------</td>
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<tr>
<td><strong>Student Viewable</strong></td>
<td>If you use SafeAssign as a teaching tool (to identify citation and paraphrasing problems, etc.), you want students to be able to view originality reports. After you view the originality report, you can always submit the report to students.</td>
</tr>
</tbody>
</table>

5. There is an Optional Announcement section, where you can type in an announcement to appear in the Announcements section of the course. This lets students know that the new Safe Assignment is available. If you want to send an announcement, select the "Yes" radio button, type in a subject heading, and add text for the announcement.

6. After you have completed your selections, click the Submit button at the bottom of the page.

7. Blackboard will return a confirmation message that the Safe Assignment was successfully added to the course. Click the "OK" button to return to the previous location.

**Viewing "Originality Reports" to Check for Plagiarism**

An "originality report" is generated for assignments within 15-30 minutes after students submit an assignment using Safe Assignment. Below are the steps to view the "originality report":

1. Select the "Course Tools" section in "Control Panel" and click on the "SafeAssign" link.
2. This will pull up links for "SafeAssignments" and "DirectSubmit" files. Select "SafeAssignments" if you created assignments using this tool or select "DirectSubmit" if you submitted files directly to the SafeAssign tool without creating an assignment area to which students submit documents directly.

3. This will take you to the View Safe Assignment page (or Direct Submit page), which displays a summary of all the submitted assignments.

4. Blackboard will list all the assignment submissions and a "Matching" score (the percent of the assignment appears to match other documents in the local and global SafeAssign databases):
Be careful when interpreting the "Matching" score. Even quotations used correctly will be included in the score, as will references. SafeAssign matches text, but cannot interpret if matching text was used appropriately. If you notice what you think is a high matching score, you should examine the document closely to help determine if there was plagiarism or not.

Similarly, if a student has a low matching score, it does not necessarily mean they did not plagiarize. Remember that only documents that have been digitized and are available to the database will be used for deriving the matching score.

5. To view a report for a specific student, click on the checkmark next to his or her name. This will open a new window with a list of suspected sources for matching text. Click on the "highlight all" button to highlight text from different sources in different colors.

The color-coding makes it easier to see which text is from which suspected source.

An example sheet for how to record Entry will be stapled to all DL Final Grade Rosters. 1 If you do not receive one, please contact the DL Department.

6. Click on the highlighted text to view those passages in the paper for a side-by-side comparison.

7. To close the report window and return to the View Safe Assignment page, click on Close link in the top-right corner.
Download Safe Assignments

Downloading Safe Assignments is simple.

1. If you are not on the View SafeAssignment page, navigate to this screen by selecting Course Tools under the Control Panel and click on SafeAssign.

2. This will bring up a list of Safe Assignments in your course.

3. Click the View link to see a particular assignment. This will open the View SafeAssignment page.

4. On the View SafeAssignment page, there is a Download button, which will download all submitted files in a ZIP file (compressed format).

5. Click the Download button and select Save, when prompted. Make sure to note where you are saving the file so you can easily retrieve it.
6. Use whatever unpackaging tool you have installed on your computer to extract the files and save these extracted files to your selected location. For instance, you can use the built-in tool for Windows by right-clicking on the ZIP file and selecting "Extract All".

**Grade Safe Assignments**

You will grade Safe Assignments and assign feedback the same way as you do for standard assignments. Now that you have downloaded the Safe Assignments, you can view and mark on each (such as with Track Changes and Commenting in Word) and upload the reviewed document with comments to the Grade Center in the course management system.

**Direct Submission to Safe Assignment**

Suppose that you have set up standard assignments in your course (as opposed to creating them as SafeAssign items), and you suspect that a student might have plagiarized. Is there an easy way to use Safe Assignment to check the document? The answer is "yes". You can use the Direct Submit feature in Safe Assignment from Blackboard to check any document. To do so, follow these steps:

1. Navigate to the SafeAssign area by selecting the **Course Tools** section under **Control Panel** and then click the **SafeAssign** link.
2. This will take you to the SafeAssign window, where you will see a SafeAssignments link and a DirectSubmit link.

3. Select the DirectSubmit link to open the Private Direct Submit window.

4. Click the Submit A Paper button to add a paper.

5. Under Submission Options, select Submit as draft (recommended) if you do not want to add the paper to the Institutional Search Database. **Important:** If you do not check this, any future submissions of this paper will result in 100% matching.
6. If you only want to submit the paper to the Institutional Search Database and you do not want to check for plagiarism, click the **Skip Plagiarism Checking** checkbox. Most people submit documents to check for plagiarism so you will not likely check this box.

7. Under **Upload File**, browse for the file to attach (note the acceptable file formats) or copy and paste the text (not recommended). Select the appropriate radio button for whichever method you selected.

8. Click **Submit** when you have completed your selections.

9. To read the report, return to the **SafeAssign** window and select the **DirectSubmit** link.