SafeAssign is a tool within Blackboard which can be used to check the originality of a written assignment against a database of journal articles, other copywritten texts, and papers submitted by other students worldwide.

Caution!
Please note that SafeAssign does NOT fully protect you! It's simply one tool among many that can be used to help you learn about proper attribution of written work. No software program is perfect. Plagiarized passages that are missed by SafeAssign may still be contained in the document, and students are responsible for work that is submitted as their own.

You can access and use SafeAssign by following the steps below.

Getting into Blackboard

- Go to the school website (www.sph.uth.tmc)
- Click on the arrow for the “Quick Links” box and select “Blackboard”
- Login to Blackboard with your school userID and password,

Enrolling in the “SPH SafeAssign” course (you need to do this only once)

- Once you are in BlackBoard, click the blue "Organizations" tab at the top of the page
- In the “course search” box on the left, type "SafeAssign", and click "Go"
- The "SPH SafeAssign" course will appear. Click "Enroll", then "Submit". This will add the course to your course list, which should be present on the BlackBoard site the next time you login.
Submitting papers using SafeAssign

- Once you are in BlackBoard, click the blue “Organizations” tab (top of page).
- Click “SPH SafeAssign” to enter the course.
- Click the "SafeAssign" link on the left side of the page.
- You will see a link to submit your assignment. Click it and you will see a page like the one below:

![Upload SafeAssignment](image)

Upload your file using the Browse button.

Note: Do **NOT** check the box in section 3 (Global Reference Database). If you do so, your paper will be permanently added to the global SafeAssign database, and future submissions of your paper by your instructor will result in a “hit” for copied material.

Click on the “submit” button at the bottom right of the screen. It may take 30 minutes or sometimes longer for the results to be posted. You may exit from BlackBoard and return later to check results.
Viewing the results of the plagiarism check

1. Login to BlackBoard as before and select the “SPH SafeAssign” course.
2. Click on “gradebook” (link is on the left side of the page). You will see the screen below.

3. Click the exclamation mark in the SafeAssign table, “Calculated Grade” column. The following screen will appear.

You will notice that there is a percent match listed on the table. This will give you an indication of how much text was found to match a source. Note that a high percentage may not necessarily be plagiarized material. For example, if you have included appropriate citations, other sources may have the same citations, and both documents would be done correctly. Alternatively, a low percent match may indicate plagiarism of a sentence or phrase. Further, a 0% is no guarantee that plagiarized material is absent since the SafeAssign program may not necessarily search every one of the approximately 45,000 journals published. USE YOUR GOOD JUDGMENT!
3. Click the link under the column titled "SA Report" to view the results of the query. You will see a screen similar to the example below.

Play around with the results page to find the best format for viewing the results. The sources of each match will be listed (in the example, one source is indicated by the number 1 in a green circle). Below you will see the document text with the same circle and number and text in color. The colored text was found in the indicated source.

If you select the “highlight all”, the source and document text will be color coded to match. This function simplifies finding the matched text and is an easy indicator for where the source material can be found.

Please let us know if you have questions about this tool. Good luck!