SafeAssign

SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign is used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool.

SafeAssign Originality Reports

After a paper has been processed, a report will be available detailing the percentage of text in the submitted paper that matches existing sources. It also shows the suspected sources of each section of the submitted paper that returns a match. Instructors can delete matching sources from the report and process it again. This may be useful if the paper is a continuation of a previously submitted work by the same student. Because SafeAssign identifies all matching blocks of text, it is important to read the report carefully and investigate whether or not the block of text is properly attributed.

Interpreting SafeAssign Scores

Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

Scores below 15 percent: These papers typical include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.

Scores between 15 percent and 40 percent: These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.

Scores over 40 percent: There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.

NOTE: Evaluation reports may be available within minutes of submission, or it may take up to 3 - 5 days to receive a report. Please keep this in mind when scheduling time to grade students' assignments.
Activating the SafeAssign Tool in Blackboard

1. From the Control Panel, click *Customization > Tool Availability*.

2. Scroll down to SafeAssign and Safe Assignment. Click the *boxes* associated with each, then click *Submit*.
Create a SafeAssignment

1. Access the appropriate content area from the course menu.

2. From the Create Assessment menu, select the SafeAssignment option.

3. Enter the necessary information for the assignment, such as Name, Points Possible and Instructions and click Submit.

Other options:
Draft - Allows Students to validate their paper without submitting it to the institutional database.

Urgent Checking - Sets papers to a high priority in the queue.

Student Viewable - Determines whether or not Students can see the report when their papers are submitted.

4. The new SafeAssignment now appears on the content page.
**View Student Submissions**

1. Navigate to the **SafeAssign** tool link, in the **Control Panel**, under **Course Tools**.

   **NOTE:** If SafeAssign does not appear in the Control Panel, then add it by clicking on **Tool Availability** under **Customization**, in the **Control Panel**. Check the SafeAssign available box and **Submit**.

2. Select **SafeAssignments**.

3. Select **View Submissions** from the assignment menu.

4. Click the **SA Report** icon, in the SA Report column to view the SafeAssign Report.

5. Click the **File** icon, in the File column to download the student’s document.

   **NOTE:** SafeAssignments are integrated into the Gradebook and may be accessed and graded directly from the Gradebook like other Assignments. SafeAssignments are not automatically graded; like existing manually graded Assignments they will display with an ‘!’ indicating action required by the instructor.

**Before Using SafeAssign**

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 in 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 SafeAssign as one tool to determine if work was plagiarized, not as the only tool. This resource is a text-matching tool and suspect documents should be examined closely before determining if students have plagiarized, whether intentionally or not.
Sample Report

Paper Information

<table>
<thead>
<tr>
<th>Author: Test Student</th>
<th>Assignment: SafeAssignment</th>
<th>Save report to disk:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Roadblocks to Online Learning.docx</td>
<td>Submitted: Mon, Feb 27 2012, 1:54 PM</td>
<td>Print version:</td>
</tr>
<tr>
<td>Matching:</td>
<td>Paper ID: 44312953</td>
<td>Direct link</td>
</tr>
</tbody>
</table>

Suspected Sources

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

2. [ ] Another student’s paper - Institution: Columbia Southern University
3. [ ] https://www.gatormet.greenriver.edu/elearning/Online-Hybrid%20Learning%20inWashington%20State%20CTCs

Paper Text

Roadblocks to Online Learning

1. A Community College Research Center report released in March 2011 looked at enrollment patterns and academic outcomes in online, hybrid, and face-to-face courses among students enrolled in Washington state community and technical colleges in the fall of 2004. The researchers, Di Xu and Shanna Smith Jaggers of Teachers College, Columbia University, tracked students for nearly five years and found that they were more likely to fail or withdraw from online courses than from those they attended in person.

2. Also, students who took online coursework in early terms were slightly, but significantly less likely, to return to school in subsequent terms. In contrast, those who took a hybrid course were equally likely to complete the course as those enrolled in a face-to-face course.

The SafeAssign reports are divided into three sections:

- Paper Information: Lists data about the paper, such as the author, percent matching, and date of submission. There are options for downloading the report, emailing the report, or viewing a printable version.

- Suspected Sources: Lists the sources of the matching text. Users may select sources, exclude them from the review, and reprocess the paper.

- Paper Text: Shows the submitted paper with matching blocks of text identified. Clicking a matching block of text will display information about the original source indicating the probability that the highlighted text was copied from the source.