

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. If you haven't already, create an assignment in Blackboard. Select the **content area** you'd like to put the assignment in. Click the **Assessments** drop-down, then select **Assignments** (Figure 1).
2. Create the assignment by typing in the assignment name and instructions. You can also upload files which can be viewed by your students (Figure 2).

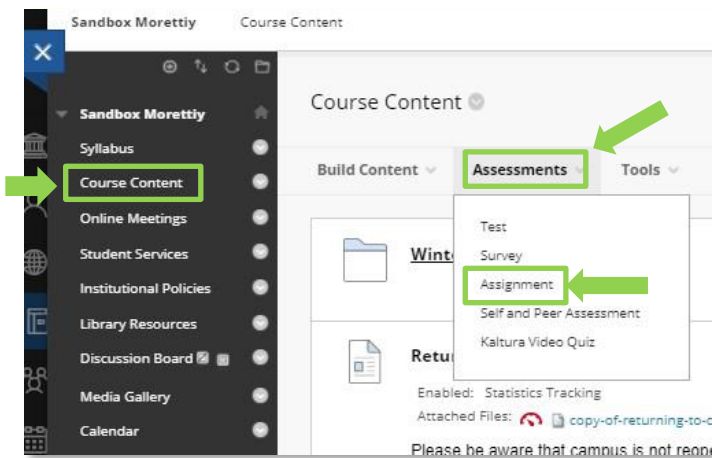


FIGURE 1

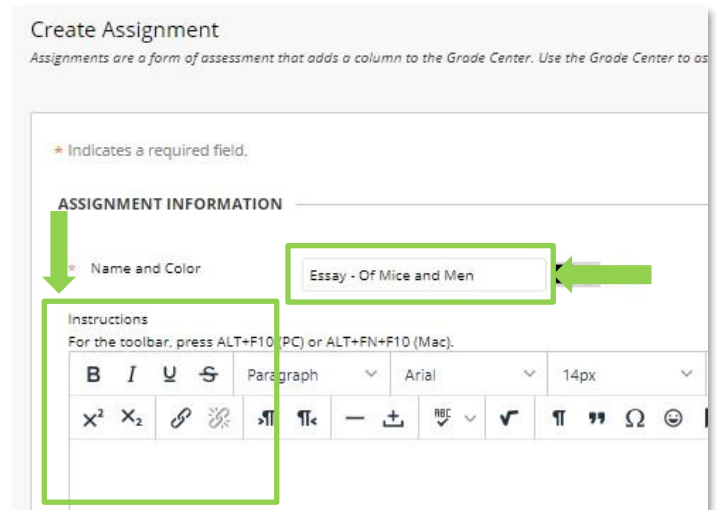


FIGURE 2

3. Scroll down until you see **Submission Details**. This is where you'll find the SafeAssign option next to **Plagiarism Tools** (Figure 3).
4. Check the box next to **Check submissions for plagiarism using SafeAssign**. If you'd like your students to be able to see their SafeAssign report, check the box **Allow students to view SafeAssign originality report for their attempts** (Figure 3).

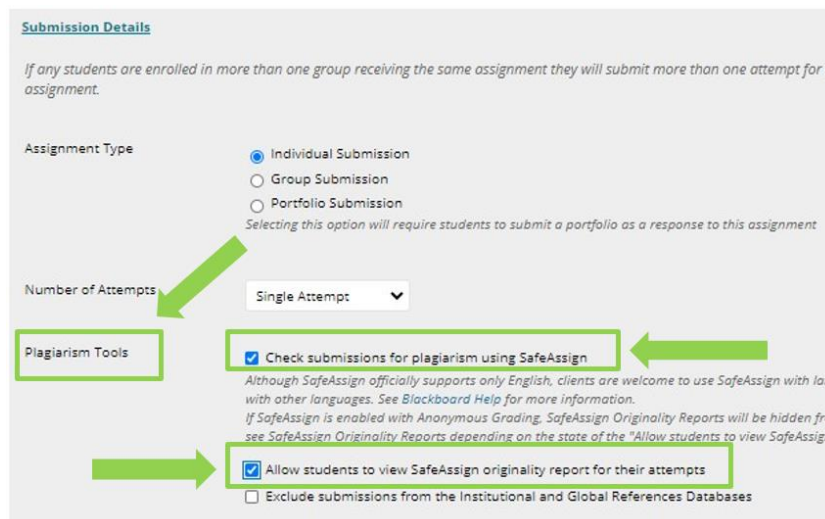


FIGURE 3

- Once you have selected the SafeAssign 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.
- Once your students have submitted their assignment, find the **Grade Center** under **Course Tools** in the **Course Menu**. Click the **Grade Center** dropdown, then click on **Needs Grading** (Figure 4).
- You will see a list of items which need to be graded. Click on a student's name under **User Attempt** to view their submission (Figure 5).

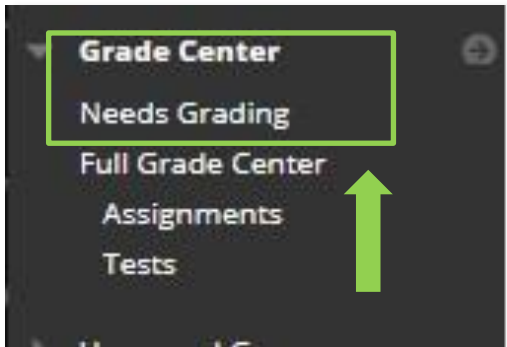


FIGURE 4

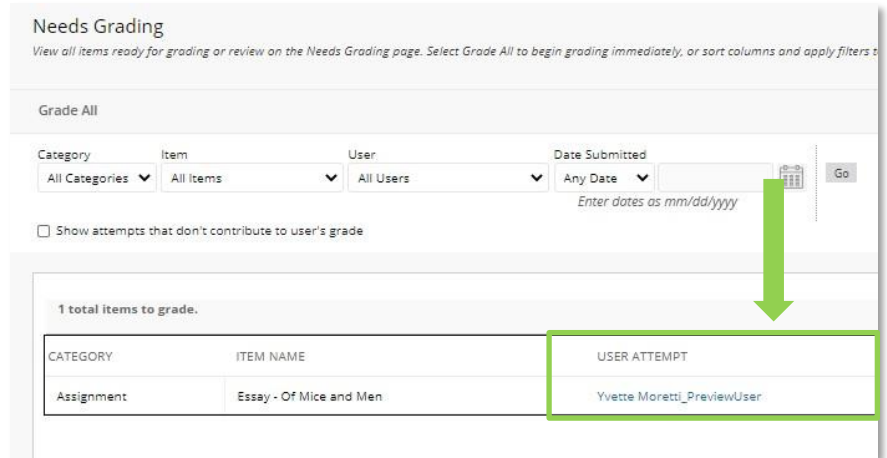


FIGURE 5

- The Blackboard Annotate view will open. On the right-hand side near where you'd enter the student's grade, there will be a **SafeAssign score**. This score shows the percentage of the text in the submitted paper that matches existing sources (Figure 6).
- To view the submission on the SafeAssign website, click on the **assignment title** (Figure 6).

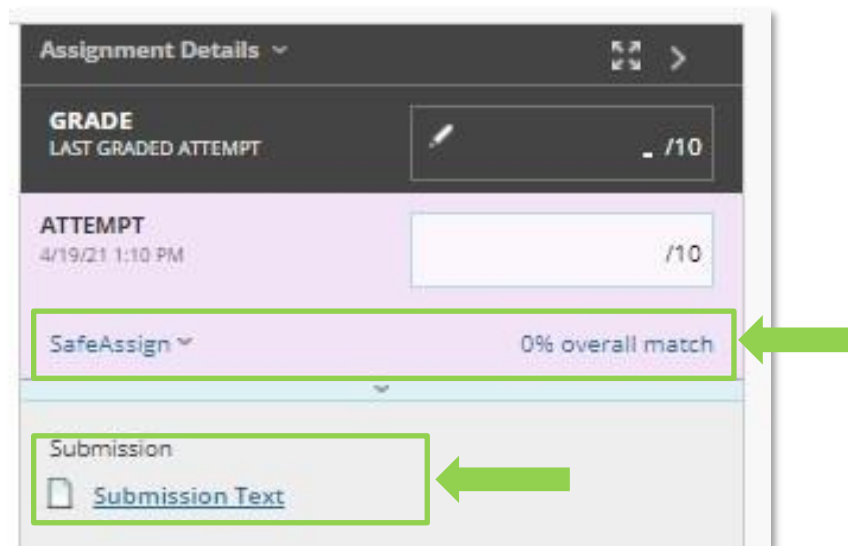


FIGURE 6

10. On the SafeAssign website, you will be able to view the assignment and the originality report (Figure 7).

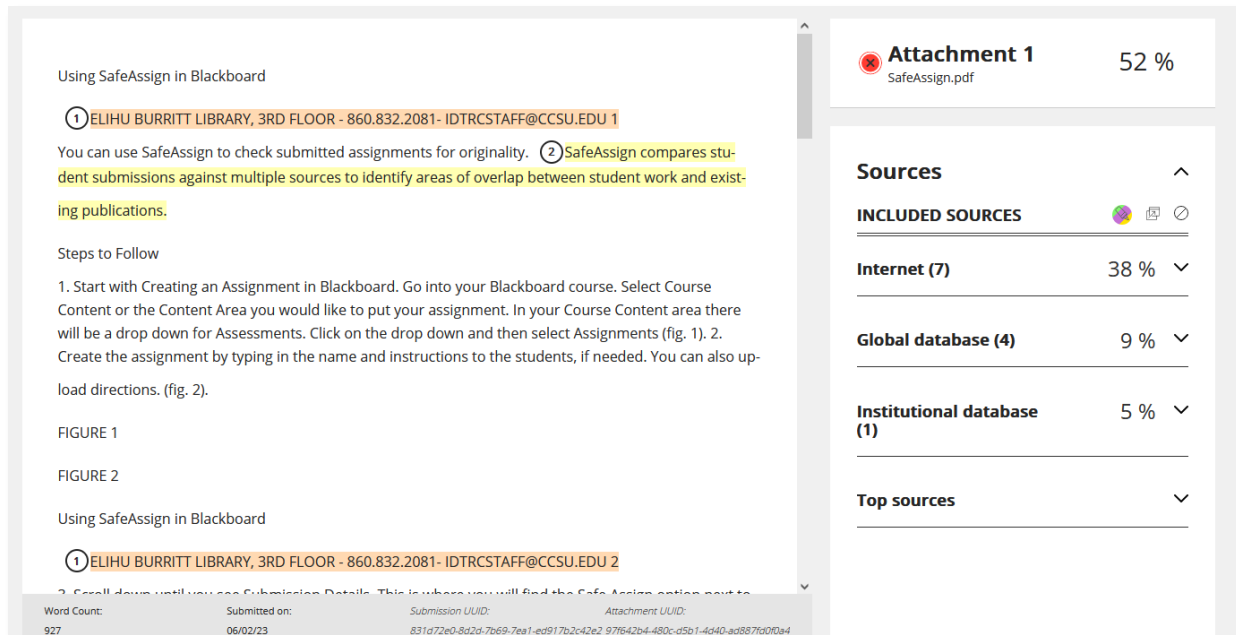


FIGURE 7

11. 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.

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 the following file types:
 - Microsoft Word documents (.doc, .docx, and .docm files)
 - Microsoft PowerPoint presentations (.ppt and .pptx files)
 - PDF files (.pdf)
 - Plain text files (.txt)
 - Rich text files (.rtf)
 - OpenDocument text files (.odt)
 - HTML files (.htm and .html files)
- Note that any file which doesn't have the above file extensions, such as spreadsheet files, OpenDocument presentation files, source code, and image files are unsupported. Also, please note that any image files will not be checked for plagiarism. SafeAssign typically works best when used with plain text files or document files which don't contain many images. Please tell your students which formats are allowed before they submit their assignments.

- If a student attempts to submit an unsupported file format, you will get an error upon trying to view their submission which says the file type is unsupported (Figure 8). You will still be able to grade the assignment and view the file if it is supported by Blackboard, however you won't be able to view the SafeAssign report.

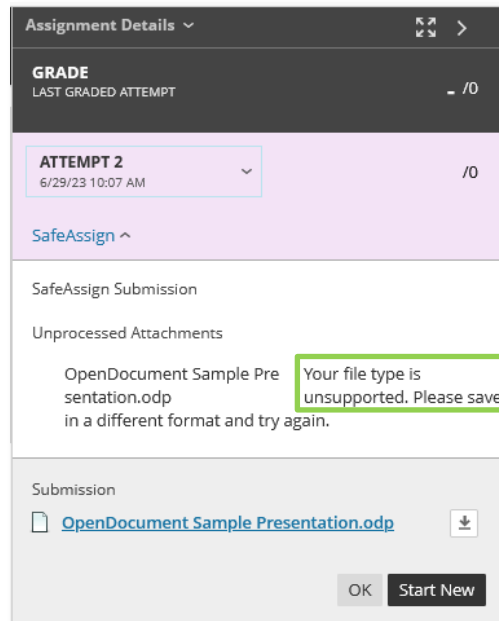


FIGURE 8

- 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 Blackboard's [support page](#).
- For more detailed directions on how to set up an Assignment in Blackboard please refer to the [Creating an Assignment in Blackboard](#) document.