

Blackboard 9: SafeAssign

SafeAssign is a plagiarism prevention service, offered by Blackboard to assist educators in preventing and detecting plagiarism by identifying unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content.

There are 2 different ways to submit papers to SafeAssign:

Option 1

Instructors can set up SafeAssignments in their Blackboard courses and let students submit papers to these assignments, in a way very similar to the one provided currently by the Blackboard Learning System. As students submit papers, they are checked against SafeAssign's comprehensive databases of source material. The papers will then be delivered to instructors through the Blackboard Learning System together with the originality reports, with the results of the matching process, attached to them.

Option 2

Instructors may upload papers directly with the Direct Submit feature, without student involvement. Direct Submit is explained in more detail later in this document.

How It Works

SafeAssign checks all submitted papers against the following databases:

- **Internet** - comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly (exclusive access)
- **Institutional document archives** containing all papers submitted to SafeAssign by users in their respective institutions
- **Global Reference Database** containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism

Option 1: Creating a SafeAssignment

SafeAssignments appear in courses as a new content type and can be added to any course content area. SafeAssignments function like the existing assignment content type, with the added layer of a plagiarism detection check once papers are submitted.

Please note that SafeAssignments are different from traditional Blackboard Assignments and there is no connection between the content types. It is not possible to make an existing assignment a SafeAssignment without starting from the beginning. Like regular assignments, SafeAssignments are integrated with the Gradebook.

To Create a SafeAssignment:

- 1) Select a **Course Content Area**
- 2) Click the **Evaluate** button
- 3) Choose **Create Safe Assignment**

community Content Collection System Admin NetID WebMail iTunes U Career Development

Add SafeAssignment

* Indicates a required field. Cancel Submit

1. Enter Information

* Name

* Points Possible

Instructions

Make the assessment available Yes No

Track Number of Views

- 4) Enter a **Name** for the SafeAssign Assignment
- 5) Enter the **Points Possible**
- 6) Enter **Instructions**
- 7) Set the **Availability Yes/No**
- 8) Set the **Availability Dates**
- 9) Select **Draft Yes/No**
- 10) Select **Student Viewable Yes/No**
- 11) Select **Urgent Checking Yes/No**
- 12) Enter an **Optional Announcement** if necessary
- 13) Click **Submit**

Field	Description
Title	Enter a title for the SafeAssignment.
Points Possible	Enter the points possible for the SafeAssignment.
Text	Enter instructions for completing the SafeAssignment.
Available	Select whether or not the SafeAssignment should be visible to students.
Availability Dates	Use these controls to set the date range when students can interact with the SafeAssignment.
Drafts* Important - See note below	Allows students to validate their paper without submitting it to the institutional database. Useful as an instructive tool to help students learn how to attribute papers properly.
Student Viewable	Determines whether or not students can see the report generated when their papers are submitted.
Urgent Checking	Sets papers to a high priority in the queue.
Optional Announcement	Creates an announcement in your course.

NOTE: If students may be submitting papers to the SafeAssignment that include images, please inform them that the images must not exceed 2MB or the submission may fail.

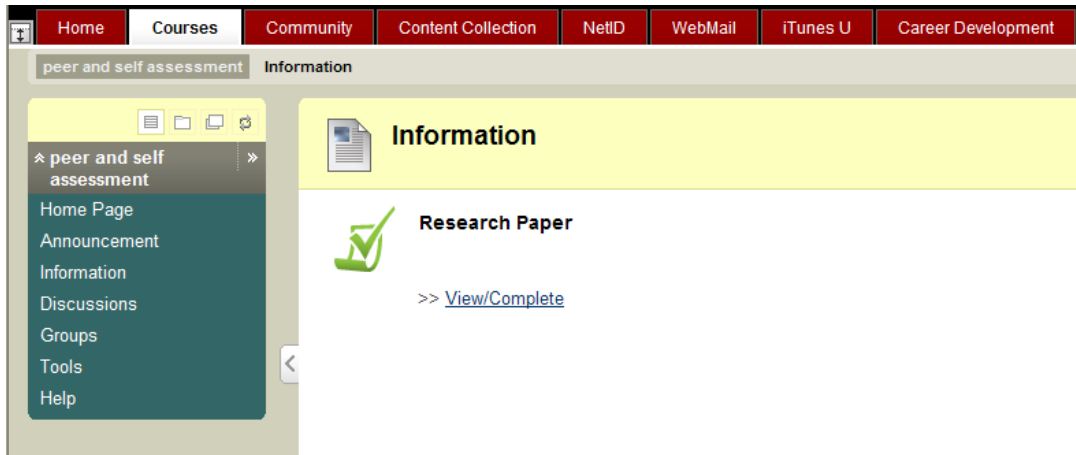
***IMPORTANT MESSAGE REGARDING THE SUBMISSION OF STUDENT PAPERS THAT ARE CONSIDERED AS A FIRST DRAFT, ROUGH DRAFT or SECOND DRAFT.**

If a student is submitting a paper as a “Rough Draft”, it is important that you identify that SafeAssignment as a draft. If you do not, the first draft will be added to the institutional database. When the final draft is submitted by the student, the SafeAssign will identify the paper as being plagiarized. This is due to the fact that the “Rough Draft” was previously submitted and a version of it is in the institutional database. SafeAssign will recognize it as plagiarized.

Submitting an Assignment (Student)

To Submit a SafeAssign Assignment:

- 1) Navigate to the assignment in Blackboard
- 2) Click **View/Complete** link



- 3) Enter any comments
- 4) Click **Browse** to attach the file

A screenshot of the SafeAssign submission form. The top navigation bar is the same as in the previous image. The form is divided into two main sections: '1. Assignment Information' and '2. Your Files'. In the 'Assignment Information' section, the 'Name' field contains 'Research Paper' and the 'Instructions' field is empty. In the 'Your Files' section, there is a 'Comments' field with a text area containing the text 'I really enjoyed writing this paper'. Below the comments field is a 'File To Attach' field with a text input containing 'C:\Documents and Settings\volpec\...' and a 'Browse...' button. At the bottom, there is a 'NOTE:' section with the text: 'SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats.'

Note: SafeAssign accepts files in Microsoft Word (doc and docx)/ OpenOffice (odt)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP.

What is the Global Reference Database?

How Does it Work?

Submitting to the **SafeAssign Global Reference Database** allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. It is a separate database where students voluntarily donate copies of their papers to help prevent plagiarism. It is separated from each institution's internal database, where all papers are stored by each corresponding institution, and students are free to select the option to check their papers without submitting them to the Global Reference Database.

If You Wish to Submit Your Paper to the Global Reference Database:

- 1) Click the checkmark next to **"I agree to submit my paper to the Global Reference Database"**
- 2) Click **Submit**

Once your assignment has been graded by your teacher, you are able to view your grade as well as the SafeAssignment Report.

To View Your Results:

- 1) Navigate to the area of the course where the SafeAssignment is listed
- 2) Click the **View/Complete link**
- 3) Click **OK** to view your results

You have already completed this SafeAssignment. Below are your results.

Assignment Information

Name	Description
Research Paper	

Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
	Johnny Appleseed			100%		Thu, Jun 18, 2009, 10:48 AM

View Grade

Grade	Points Possible	Weight
0	100.0	0.0

Instructor's Feedback

Comments	Currently Attached File
See me.	No feedback uploaded

OK

To View the Assignment Without Opening the Attachment:

Click the **Text** Icon

To Open/Download the Submitted Assignment:

Click the **File** Icon

The **% Matching Field** identifies the percentage of the paper that matched with source documents.

To View the SafeAssign Report:

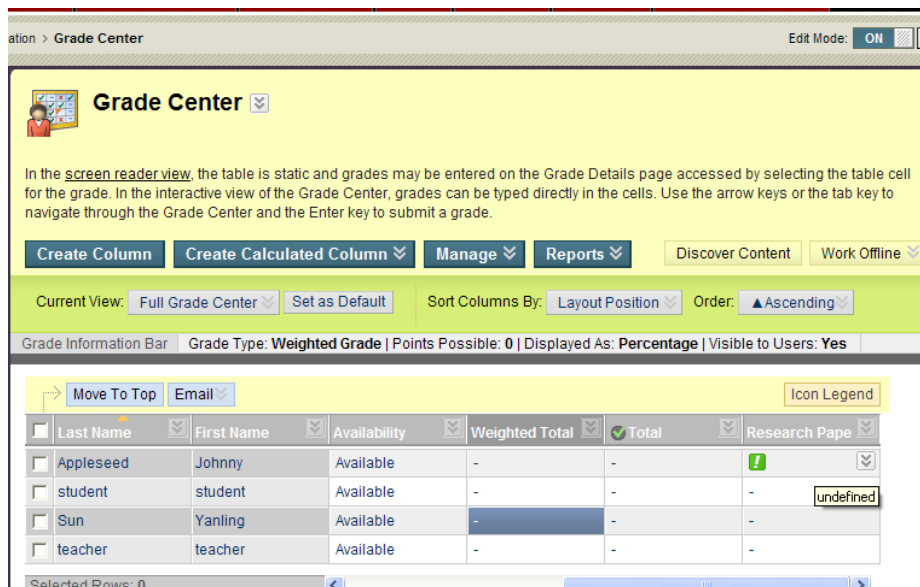
Click the **green check mark** icon in the SA Report Field to view the SafeAssign Originality Report

NOTE: You will only see this field if the instructor has made the report "Student Viewable".


Grading a SafeAssignment (Instructor)

To Grade a SafeAssignment:

- 1) Navigate to the Grade Center
- 2) Click the **double down pointing arrow** to the right of the green exclamation point
- 3) Choose **View Grade Details**



The screenshot shows the Grade Center interface. At the top, there is a navigation bar with "Grade Center" and "Edit Mode: ON". Below this is a header section with a "Grade Center" dropdown and a small icon. A text box explains the screen reader view. Below the text are several buttons: "Create Column", "Create Calculated Column", "Manage", "Reports", "Discover Content", and "Work Offline". There are also dropdown menus for "Current View" (set to "Full Grade Center") and "Sort Columns By" (set to "Layout Position"). Below this is a "Grade Information Bar" showing "Grade Type: Weighted Grade", "Points Possible: 0", "Displayed As: Percentage", and "Visible to Users: Yes". The main part of the screenshot is a table with columns: "Last Name", "First Name", "Availability", "Weighted Total", "Total", and "Research Paper". The table contains four rows of data. The first row has a green checkmark icon in the "Research Paper" column. The second row has a "undefined" value in the "Research Paper" column. Below the table is a "Selected Rows: 0" indicator and a scrollbar.

Last Name	First Name	Availability	Weighted Total	Total	Research Paper
Appleseed	Johnny	Available	-	-	
student	student	Available	-	-	undefined
Sun	Yanling	Available	-	-	-
teacher	teacher	Available	-	-	-

- 4) Scroll down to the **Attempt** section
- 5) Select **Open Attempt**

To View the Assignment Without Opening the Attachment:

Click the **Text** icon

To Open/Download the Submitted Assignment:

Click the **File** icon

The **% Matching Field** identifies the percentage of the paper that matched with source documents

To View the SafeAssign Report:

Click the **green check mark** icon in the SA Report field

Below is a sample SafeAssign Report:

The screenshot shows the SafeAssign report interface with several callouts:

- Matching Index:** A callout explains that the Matching Index shows the percentage of the paper that matched other sources, with a bar chart showing 100% matching.
- Paper Information:** A callout points to the 'Print Version' button, stating it is a text-only formatted version that is accessible and optimized for printing.
- Suspected Sources:** A callout explains that clicking on a source will view the original or highlight it in the text below. Another callout points to the magnifying glass icon, stating it highlights the Paper Text material that matched to that particular source.
- Reprocess:** A callout explains that the 'Re-process' icon reruns the report without checking against the sources indicated by the check boxes.
- Paper Text:** A callout explains that the Paper Text is the actual text from the submitted paper. Another callout points to highlighted text in the paper text, stating that highlighted text indicates what portions of the Paper Text corresponds to which source.
- Source Comparison:** A callout explains that clicking on a particular matching sentence in the Paper Text window shows the Source Comparison window, displaying the URL, the percentage of similarity, and a direct comparison of each sentence.

The interface includes sections for Paper Information, Suspected Sources, Paper Text, and Source Comparison. The Paper Text section contains several paragraphs of text with numbered callouts (1-7) pointing to specific sentences that match the suspected sources.

Matching Scores

Sentence matching scores are the percentage probability that two sentences have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two sentences are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two sentences are the same and a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source (whether or not it is appropriately attributed).

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 typically 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.

To Close the SafeAssign Report:

Click the **Close** (top right hand corner)

To Grade the Assignment:

- 1) Enter a grade in the **Modify Grade** field

The screenshot shows the SafeAssign interface with a navigation bar at the top containing links for Community, Content Collection, System Admin, NetID, WebMail, iTunes U, and Career Development. The main content area is divided into four sections:

- 1. Assignment Information:** Shows the assignment name "Research Paper (SafeAssignment)" and a description field.
- 2. Student's Work:** A table with columns: Student ID, Name, Text, File, Matching, SA Report, Submitted, and a Clear Attempt button. The table contains one entry for Johnny Appleseed with a 100% matching score and a submitted date of Thu, Jun 18, 2009, 10:48 AM.
- 3. Modify Grade:** Fields for Points Possible (100.0), Weight (0.0), and a Grade input field containing the number 0.
- 4. Feedback to Student:** A Comments field with a text area and a small icon.

- 2) Enter any comments in the **Comment** field
- 3) Browse and attach a file if necessary
- 4) Click **Submit**
- 5) Click **OK**

Option 2: Using Direct Submit

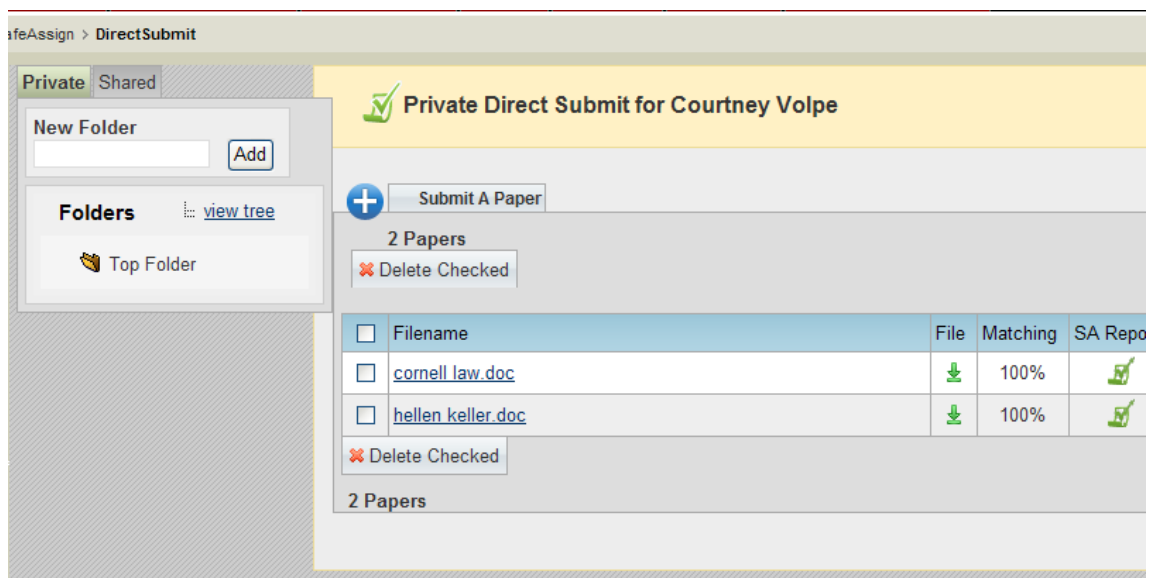
If an instructor would like to submit a document that they believe to be plagiarized, they are able to using **Direct Submit**. Direct Submit generates SafeAssign reports on papers submitted outside of a SafeAssignment. Papers uploaded through Direct Submit are only added to the Institutional Database - there is no option to add them to the Global Reference Database since students have to opt-in on a paper-by-paper basis. Additionally, there is no Gradebook integration with papers submitted through Direct Submit. Because Direct Submit does not offer access to the Global Reference Database or integration with Gradebook, instructors should set up and use SafeAssignments to collect submissions whenever possible.

Direct Submit allows instructors to submit papers one at a time or several at once by including them in a .ZIP file.

Note: ZIP packages should contain no more than 100 papers and submitting more than 300 papers in a session is not recommended. Additionally, papers with over 5000 sentences or that are more than 10 MB in size cannot be submitted.

Submitting Papers through Direct Submit:

- 1) Select **SafeAssign** from **Course Tools** in the **Control Panel**
- 2) Click **Direct Submit**



The screenshot shows the SafeAssign Direct Submit interface. At the top, it says "Private Direct Submit for Courtney Volpe". Below this, there is a "Submit A Paper" button and a "2 Papers" section. A "Delete Checked" button is visible. The main area contains a table with the following data:

<input type="checkbox"/>	Filename	File	Matching	SA Repo
<input type="checkbox"/>	cornell law.doc		100%	
<input type="checkbox"/>	hellen keller.doc		100%	

Below the table, there is another "Delete Checked" button and a "2 Papers" section.

A list of folders and papers will appear. This list includes papers already uploaded through Direct Submit. It is not recommended that files be deleted from Direct Submit, as this will remove them from the institutional database of existing materials.

3) Click **Submit a Paper**

afeAssign > DirectSubmit

Private Shared

New Folder Add

Folders [view tree](#)

Top Folder

Private Direct Submit for Courtney Volpe

Paper Submission

Submission Options

Submit as draft (do not add papers to Institutional Search Database)

Skip Plagiarism Checking (only add papers to Institutional Search Database)

File Upload

Upload File

*File To Attach Browse...

Acceptable File Formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html

Copy/Paste Document

* Paper Title

* Paper Text

Upload Options

Submit as Draft

A SafeAssign report will be generated; however the paper will not be added to the institutional database and will not be used to check other papers.

Skip Plagiarism Checking

Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.

- 1) Select **Upload File** and browse for the file

Note: Individual papers, as well as papers that are grouped in a .ZIP package, are accepted. Alternatively, select Copy/Paste Document and add the document text in the field.

- 2) Navigate to a folder where the paper or papers will be uploaded
- 3) Click **Submit Papers**

NOTE: If the papers you are directly submitting include images, please note that the images must not exceed 2MB or the submission may fail.

It will take a few minutes for the SafeAssign tool to perform its search.
Navigate back to this page after a few minutes.

WIMBA CLASSROOM TEST (WC TEST) > CONTROL PANEL > SAFEASSIGN > DIRECT SUBMIT

SAFE ASSIGNMENTS DIRECT SUBMIT

Direct Submit

Private Shared

New Folder
Add

Folders view tree
Top Folder

Private Direct Submit for Courtney Volpe

Submit A Paper

2 Papers
Delete Checked

<input type="checkbox"/>	Filename	File	Matching	SA Report
<input type="checkbox"/>	cornell.law.doc	↓	100%	
<input type="checkbox"/>	hellen.keller.doc	↓	100%	

Delete Checked

2 Papers

- 4) Click the **SA Report** icon to view the report
- 5) Click the **Download file** icon to download the document

To Delete a Document that was Submitted:

- 1) Click the **Check Mark** to the left of the file
- 2) Click **Delete Checked**