



SafeAssign

Blackboard Learn 9.1
Last updated: January 2013

**© 2013 Blackboard Inc.
All rights reserved.**

The content of this manual may not be reproduced or distributed without the express written consent of Blackboard Inc. Users acknowledge that the manual, and all copyright and other intellectual and proprietary rights therein, are and at all times shall remain the valuable property of Blackboard and its licensors, or their respective successors or assignees. Users agree to respect and not to alter, remove, or conceal any copyright, trademark, trade name, or other proprietary marking that may appear in the manual.

Blackboard, the Blackboard logo, and Blackboard Learn are either registered trademarks or trademarks of Blackboard Inc. in the United States and/or other countries.

Table of Contents

1.0 Workshop Overview	4
2.0 Creating SafeAssignments	5
Create a SafeAssignment.....	6
Selecting SafeAssignment Options.....	7
What Students See.....	9
Hands-on Activity	11
2.0 Viewing and Grading Submissions.....	12
View and Grade SafeAssignments.....	13
Interpret the SafeAssign Report	15
Hands-on Activity	19
4.0 Managing SafeAssignments	20
SafeAssignments Tool Page.....	21
Direct Submit	23
Ask Dr. C	25
Hands-on Activity	26
Quick Reference	27

1.0 Workshop Overview

SafeAssign is a valuable tool for encouraging original writing and proper citation practices within your course. SafeAssign compares your students' work with previously submitted papers and published works from several databases, including:

- **Internet** – comprehensive index of billions of documents available publicly on the Internet
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from the 1990s to present time, updated weekly
- **Institutional document** archives with papers submitted by students at your institution. Each institutional database is stored in the central SafeAssign service, separate from other institution's databases. Papers are automatically added to this database upon submission, and are only used when checking other assignments from the same institution.
- **Global Reference Database** with papers voluntarily submitted by students from Blackboard® client institutions to help prevent cross-institutional plagiarism. This database is separate from the institutional databases.

Once a paper is submitted in SafeAssign, a report is generated that indicates the percentage of the paper that matches existing sources. This overall score can be an indicator that you need to review the paper more closely.

The SafeAssign report also shows the suspected source for each section of the paper that returns a match, allowing you to easily investigate whether the text was properly attributed.

2.0 Creating SafeAssignments

SafeAssignments are similar to regular Assignments in many ways. For instance, both the Assignment and SafeAssign tools allow you to distribute instructions to students who then use the tool to submit their completed work. Both types of assignments are also created and graded in much the same way.

Despite their similarities, however, the SafeAssign and Assignment tools are completely separate. For instance, you cannot change an existing Assignment into a SafeAssignment.

Creating SafeAssignments is straightforward. As with other content types, you can create SafeAssignments in any Content Area or learning module. Students find them as easy to use as regular assignments, as well.

Learning Outcomes

After completing this section, you will be able to:

- Create a SafeAssignment.
- Choose SafeAssignment options.
- View a SafeAssignment as a student.

Create a SafeAssignment

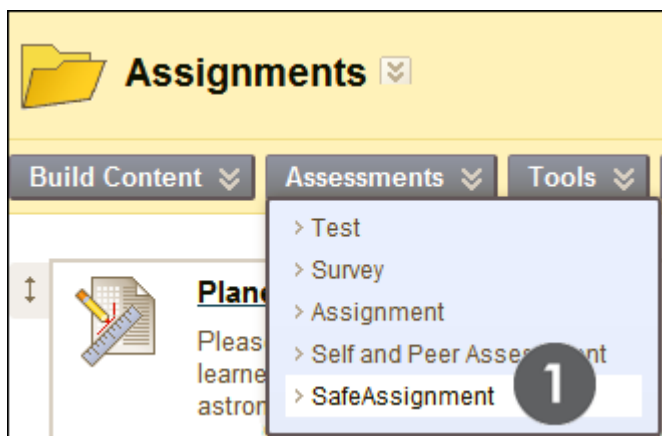
SafeAssignments can be added to any Content Area or Learning Module, where students are able to access them.

When a SafeAssignment is created, a statement is automatically added to the description that informs students that their submitted papers are checked for originality.

In addition, a Grade Center column is added automatically.


QUICK STEPS: Creating a SafeAssignment

1. Access the Content Area where you want to add a SafeAssignment. Ensure **Edit Mode** is **ON**.
2. On the Action Bar, point to **Create Assessment** to access the drop-down list.
3. Select **SafeAssignment**.
4. On the **Create Item** page, complete the page using the table on the following pages as a guide.
5. Click **Submit**.



Selecting SafeAssignment Options

Choose SafeAssignment options that support your instructional goals. For instance, to use SafeAssignments as a teaching tool to help students become more proficient at citing sources, select the Draft and Student Viewable options when creating the assignment.

 **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 ☐

Availability Dates ☐ Display After 
Enter dates as mm/dd/yyyy

☐ Display Until 
Enter dates as mm/dd/yyyy

Draft ☐

Urgent Checking ☐

Student Viewable ☒ Yes ☐ No

2. Optional Announcement

Create ☐ Yes ☒ No

Subject

Message

3. Submit

Cancel Submit

Creating SafeAssignments: Selecting SafeAssignment Options


Use the following table to learn more about the options available when creating a SafeAssignment.

Option	Description
Available	Select whether or not the SafeAssignment is visible to students.
Availability Dates	Set the date range when students can view it. You can set only a start date or only an end date.
Draft	Allows students to validate their papers without submitting them to the institutional database.
Student Viewable	Determines whether students can see the SafeAssign report generated for their submitted papers.
Urgent Checking	Sets papers to a high priority in the queue for plagiarism checking.
Optional Announcement	Select Yes to create an Announcement about the SafeAssignment that will appear to students.

What Students See

When students access a SafeAssignment, they can view instructions, type comments in a text box, and attach a file, just as they do with regular Assignments. Students can submit papers in Word (DOC, DOCX, ODT), Plain Text (TXT), Rich Text Format (RTF), PDF, and HTML formats.

Students also have the option of submitting their papers to the Global Reference Database to help prevent plagiarism. This database is separate from each institution's database. Students are NOT able to submit papers to the Global Reference Database if you have selected Draft, which enables them to validate their papers before submitting them. Blackboard does not claim ownership of the submitted content; it is stored and used exclusively for plagiarism prevention.



Upload SafeAssignment

By submitting this paper, you agree: (1) to the Terms of Use at [SafeAssign Terms of Use](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

Cancel Submit

1. Assignment Information

Name	Term Paper
Instructions	Your submission will be checked for originality. This is your term paper for the semester

2. Your Files

Comments	<div></div>
File To Attach	<div></div> Browse...
NOTE:	SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats.

3. Global Reference Database

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. To learn more about the Global Reference Database click [here](#).

☐ I agree to submit my paper to the Global Reference Database

4. Submit

Cancel Submit

After students submit SafeAssignments, there is a slight delay between the upload and the availability of the SafeAssign report (if you have allowed students to view it). Results are normally available within 10-15 minutes.

Hands-on Activity

For this activity, use your Practice Course.

Add a SafeAssignment

- Create a SafeAssignment.
- Select the appropriate options.

2.0 Viewing and Grading Submissions

While SafeAssignments are created in Content Areas, student submissions are graded within the Grade Center. The grading process is similar to grading a regular Assignment, except you can also access a SafeAssign report for each submission.


SafeAssign reports indicate the percentage of the paper that matches existing works in the database, alerting you to papers that need close review. SafeAssign also generates a detailed report showing the specific phrases in question, as well as the original sources of those phrases.

Learning Outcomes

After completing this section, you will be able to:

- Access SafeAssignment attempts.
- Interpret the SafeAssign report.
- Grade submissions.


View and Grade SafeAssignments


You access submitted SafeAssignments in the Grade Center. An exclamation mark () indicates an assignment is submitted and ready to view and grade.

When you view an attempt, you can choose to view the assignment text in your browser or download the submitted file.

In addition, you can view the full SafeAssign report and overall matching percentage before assigning a grade.

QUICK STEPS: Viewing and grading a SafeAssignment

1. In **Grade Center**, click the Action Link () of the item you want to grade to access the contextual menu.
2. Click **Attempt**.
3. Review the submission's text, download the file, or view the SafeAssign report.
4. Type a grade and comments.
5. Click **Submit**. You are returned to the **Grade Center**.

<input type="checkbox"/>	Last Name	First Name	History of Ocea	Chapter 2 Assig	Chapter 3 /
<input type="checkbox"/>	Casper	Chris	0.00	-	-
<input type="checkbox"/>	Dubois	Alyssa	-	-	-
<input type="checkbox"/>	Farrell	Andy		<div><div>View Grade Details</div><div>Exempt Grade</div><div>Attempt 1 2/3/09 </div></div>	
<input type="checkbox"/>	Freedman	David	-		
<input type="checkbox"/>	Gonzales	Monica	-		
<input type="checkbox"/>	Hernandez	Juan	-		
<input type="checkbox"/>					

Viewing and Grading Submissions: View and Grade SafeAssignments

1. Assignment Information




Name

Term Paper (SafeAssignment)

Description

This is your term paper for the semester

2. Student's Work

Student ID	Name	Text	File	Matching	SA Report	Submitted	
	Mina Akbar	4 		0%		Wed, Apr 01, 2009, 12:06 PM	<div>Clear Attempt</div>

3. Modify Grade

Points Possible

100.0

Weight

0.0

Grade

5

4. Feedback to Student

Comments

File To Attach

Browse...

5. Submit

6

Cancel

Submit

Interpret the SafeAssign Report


The SafeAssign report provides extensive information to help you determine whether students are appropriately citing the works used in their papers.




The report includes:

- The overall SafeAssign score.
- The phrases in the paper that match existing works in the databases.
- The original sources for each matching phrase.


You can save the report to disk, print it, or send a direct link to it using email.

QUICK STEPS: Accessing a SafeAssign report




1. While viewing the attempt on the **Modify Grade** screen, select the SafeAssign icon (). The detailed SafeAssign report is displayed.
2. From the list of Suspected Sources:
 - Click the listed source to view the original source.
 - Click the magnifying glass to highlight the related phrase within the paper.
3. Click a linked phrase in the paper's text to view a comparison of it to the original source.

1. Assignment Information							
Name	Term Paper (SafeAssignment)						
Description	This is your term paper for the semester						
2. Student's Work							
Student ID	Name	Text	File	Matching	SA Report	Submitted	
	Mina Akbar			0%	1 	Wed, Apr 01, 2009, 12:06 PM	Clear Attempt

The top portion of the SafeAssign report contains the overall matching percentage as well as a Help link for further information. As an instructor, you have the option to save the report to disk, print it, or send a link to the report by email.



Help Close

Paper Information

Author: Barb Ready	Assignment: Term Paper	Save report to disk: 
Title: term paper2.doc	Submitted: Jan 03 2008 17:35:20 EST	Print version: 
Matching: <div style="display: inline-block; width: 100px; height: 15px; background: linear-gradient(to right, orange 90%, white 90%); border: 1px solid black;"></div> 90%	Paper ID: 6777093	Direct link 

Submission Comment





Here is my final draft.


The next section lists the original sources that match sections of the submitted paper. To display the original work, click on the source title. To display the related phrase within the student's paper, click the magnifying glass ().

You may also select sources and reprocess the paper without them.

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.

- 1 ☐ <http://www2.rgu.ac.uk/subj/ats/teachingweb/studies/contextual07/content/ElevatingOrdinary.doc> 
- 2 ☐ <http://www.tcnj.edu/~oropall3/csc220/lab1/survey.txt> 
- 3 ☐ <http://nkair.blogspot.com/2007/08/1.html> 
- 4 ☐ <http://www.cfc-efc.ca/docs/mcca/00000025.htm> 

 **Re-process the paper without the selected sources**

Within the paper's text, matching phrases are numbered. Click a phrase to display the Source Comparison Window that provides a direct comparison between the paper's phrase and the source document it matches.

Paper Text

Water from melting ice sheets and glaciers is gushing into the world's oceans much faster than previously thought possible, sen

For now, the polar bear walks the melting ice, uncertain of his future. The home of the giants of the Arctic is melting away. Once the ice the polarbear resides on melts, they will have to swim to different ice caps, which could be scores of miles away. The distance becomes greater each year. Theanimals could become extinct within in the next 100 years. (1) This is only one of the effects of global warming. 6

Global warming is defined as the warming predicted to occur as a result of increased emissions of

URL:	http://www.nebraska.tv/Global/story.asp?S=6620167&nav=menu60 Matching: 71%
Uploaded Manuscript:	Global warming is defined as the warming predicted to occur as a result of increased emissions of greenhouse gases
Internet Source:	It is a term most often used to refer to the warming predicted to occur as a result of increased emissions of greenhouse gases

the amount of solar energy absorbed by the earth is equal to the amount radiated back into space, the earth remains at a constant temperature. However, if the amount of solar energy is greater than the amount radiated, then the earth heats up. If the amount of solar energy is less than the amount radiated, then theearth cools down. (3) Carbon dioxide is the strongest contributor to the greenhouse effect and global warming. Other greenhouse gases include methaneand nitrous oxide. 4 The US has less than 5%of the world's population, but produces over one quarter of allgreenhouse gases. (4)

The US won't be the only country to experience the impact of global warming. Unfortunately, global warming has caused an increase in the intensity of hurricanes in the past years. 5 Two recent studies found that in the past three decades, the number of category 4 and 5 hurricanes worldwide has doubled. (5) Weall remember the recent hurricanes in Florida and New Orleans. Rita went from a category 2 to a category 5in less than 24 hours. Wilma reached a category 5 in a single day. This increase in intensity is probably due to higher sea surface temperatures called "hot spots," which provide more energy to the storms.





Interpreting the Overall SafeAssign Score

The overall SafeAssign score indicates the percentage of the submitted paper that matches existing sources. This score is a warning indicator only, and papers must be reviewed to see if the matches are properly attributed. You can use the following guidelines to determine which scores need your investigation.

- **Scores below 15 percent:** These papers typically include some quotes and few common phrases or blocks of text matching other documents and may not require further analysis.
- **Scores between 15 percent and 40 percent:** These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers must be reviewed to determine if the matching content is properly cited.

Viewing and Grading Submissions: Interpret the SafeAssign Report

- **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 must be reviewed for plagiarism.

Paper Information		
Author: Barb Ready	Assignment: Term Paper	Save report to disk: 
Title: term paper2.doc	Submitted: Jan 03 2008 17:35:20 EST	Print version: 
Matching:  90%	Paper ID: 6777093	Direct link 

Hands-on Activity



For this activity, use your Practice Course.

View SafeAssignment attempt

- From the **Grade Center**, view a student's submission for the **NORAD SafeAssignment**.

Interpret SafeAssign report

- View the SafeAssign report for the submission.
- Click the **Help** link to view a sample annotated report.

Assign a score

- After viewing the paper and the SafeAssign report, assign a score for the submission.

4.0 Managing SafeAssignments

You have seen that SafeAssignments are created in Content Areas or learning modules, and graded within the Grade Center. You can access several additional functions from the SafeAssign tool within the Control Panel. The SafeAssign tool contains two tabs:

SafeAssignments

View all SafeAssignments in the course, download all submissions for offline viewing, and synchronize moved or copied SafeAssignments with the databases.

Direct Submit

Check papers that were not submitted as SafeAssignments, or upload papers from previous terms to the institutional database.

Learning Outcomes

After completing this section, you will be able to:

- Access the SafeAssign tool and view all SafeAssignments in a course.
- Use the SafeAssign tool to download multiple submissions.
- Synchronize your course to be sure that moved or copied SafeAssignments are activated with the databases.
- Submit papers to SafeAssign that were not originally submitted as SafeAssignments.

SafeAssignments Tool Page

The SafeAssign tool page, located in the Control Panel, contains two options: SafeAssignments and Direct Submit.

From this page, you can:


- View all SafeAssignments in the course.
- View a list of all submissions for a particular SafeAssignment.
- Download submissions all at once for offline viewing.
- Synchronize the course to activate copied or moved SafeAssignments.

As in the Grade Center, you can also view each paper's full SafeAssign report and clear assignment attempts. However, **you cannot grade submissions from the SafeAssign tool.**

Important: After performing a course copy or moving an individual SafeAssignment to another course, you must activate the assignment in the new course. From the SafeAssign tool, click **Synchronize this course** to establish the link between the SafeAssignment and the central SafeAssign server.

QUICK STEPS: Viewing SafeAssignments

1. From the **Control Panel** expand the **Course Tools** section, and select **SafeAssign**.
2. On the **SafeAssign** page, click **SafeAssignments** to view all the SafeAssignments in the course.
3. For details on an individual assignment, select **View Submissions** from the contextual menu.
4. A list of all the submissions appears. Click the appropriate icon to view the text, download the individual submission file, or access the report.
5. To download all submissions in a ZIP file, click **Download All Submissions**.



SafeAssignments


Synchronize this course

Name	Instructions	Date Modified
Term Paper	Your submission will be checked for originality. per for the semester	Wed, Apr 01, 2009, 11:35 AM

> View Submissions
> Edit Properties

3

Displaying 1 to 1 of 1 items
Show All
Edit Paging...



View SafeAssignment

Term Paper This is your term paper for the semester

Download All Submissions

5

Clear Checked Attempts
<< < Page 2 of 2 > >>

<input type="checkbox"/>	Student ID	Name	Text	File	Matching	SA Report	Submitted
<input type="checkbox"/>		Kristy Hamm			22%		Wed, Apr 01, 2009, 1:06 PM
<input type="checkbox"/>		Leigh Ann Joseph			10%		Wed, Apr 01, 2009, 12:02 PM
<input type="checkbox"/>		Mina Akbar			6 %		Wed, Apr 01, 2009, 2:01 PM
<input type="checkbox"/>		Phyllis Rodgers					

Clear Checked Attempts

<< < Page 2 of 2 > >>

Displaying 26 to 30 of 30 items
Show All
Edit Paging...

Direct Submit

Direct Submit generates SafeAssign reports on papers submitted outside of a SafeAssignment. You can also use Direct Submit to add papers to the institutional database. For example, you can upload papers from an earlier course to ensure that current students are not reusing work.

Because Direct Submit is not integrated with the Grade Center, you need to use SafeAssignments to collect submissions whenever possible.

With Direct Submit, you can:

- Submit individual papers up to 10 MB in size.
- Submit zipped packages containing up to 100 papers.

You can upload files either to a shared or private folder.

- **Shared:** uploaded papers are viewable by other instructors and teaching assistants with access to Direct Submit.
- **Private:** uploaded papers are only viewable by the instructor. The instructor can view the files within any course they teach.

You can also create new folders to organize submitted papers.

Important: When you delete files from Direct Submit, the papers will also be removed from the institutional database of existing materials.

QUICK STEPS: Using direct submit

1. From the **Control Panel** expand the **Course Tools** section, and select **SafeAssign**.
2. On the **SafeAssign** page, click **Direct Submit**.
3. Select the **Private** or **Shared** tab to display the folder where papers are uploaded.
4. Click **Submit a Paper**.
5. Select **Submission Options**.
6. Select **Upload File** to browse for a file on your computer. Select **Copy/Paste Document** to add the text directly to the textbox.

- Click **Submit**. Log out, and then log back in to view the SafeAssign report.

The screenshot displays the SafeAssign Direct Submit interface. On the left, a sidebar contains a 'Private' tab, a 'New Folder' section with an 'Add' button, and a 'Folders' list showing 'Top Folder', 'bibliography', 'essay', and 'term paper' (checked). A 'Remove' button is at the bottom. The main area shows two submission sections. The first, 'Private Direct Submit for Cathy Chu', includes a '+ Submit A Paper' button and the text 'No papers submitted in this folder.' The second, 'Private Direct Submit for beth stinson', includes a 'Paper Submission' section with 'Submission Options' (5) containing two unchecked checkboxes: 'Submit as draft (do not add papers to Institutional Search Database)' and 'Skip Plagiarism Checking (only add papers to Institutional Search Database)'. Below this is the 'File Upload' section with 'Upload File' (6) selected, featuring a '*File To Attach' field with a 'Browse...' button and a list of acceptable file formats (.zip, .doc, .docx, .odt, .txt, .pdf, .rtf, and .html). The 'Copy/Paste Document' option is also present with fields for '* Paper Title' and '* Paper Text'. At the bottom, a 'Submit' section (7) contains 'Cancel' and 'Submit' buttons.

Ask Dr. C



In the following table, Dr. C discusses SafeAssignments. Dr. C is our Blackboard Learn expert.

▼ Your question	▼ Dr. C's reply
When should I use regular Assignments and when should I use SafeAssignments?	<p>Use SafeAssignments whenever checking for plagiarism is paramount. You still have the benefit of Grade Center integration. Use regular Assignments if you are not checking papers against the databases for signs of plagiarism.</p> <p>One option is to use Assignments for iterative review of drafts, and use SafeAssign for submitting final drafts that can be checked for plagiarism.</p>
When using Direct Submit, when would I use the Submit as Draft or Skip Checking for Plagiarism options?	<p>Use the Submit as Draft option when you are checking a paper that may not be in its final form. This option is also useful if you want to generate a SafeAssign report to use as a teaching tool.</p> <p>Use Skip Checking for Plagiarism when you want to simply upload documents to the institutional database, but have no use for a SafeAssign report. For example, upload papers submitted by last year's students so current papers can be checked against them for plagiarism.</p>

Hands-on Activity



For this activity, use your Practice Course.

From the SafeAssign Tool

- Go to the **SafeAssign** tool using the **Control Panel**.
- View submissions for the **NORAD SafeAssignment**.
- Download a zipped file of all the submissions.

From Direct Submit

- Submit a paper you have on hand, selecting the **Submit as Draft** option. View the generated SafeAssign report.

Quick Reference

You have seen that some SafeAssign functions are available in the Grade Center, while others are available from the SafeAssign tool in the Control Panel. Here is a quick reference showing which functions are available in which locations.

If you want to	Use this
Create a SafeAssignment	From a Content Area or learning module
Grade SafeAssignments	Grade Center
View a SafeAssignment submission	Grade Center or SafeAssign Tool
Clear an attempt	Grade Center or SafeAssign Tool
See the percentage of each paper that matches other sources	Grade Center or SafeAssign Tool
View the full SafeAssign report for a submission	Grade Center or SafeAssign Tool
View all SafeAssignments in a course	SafeAssign Tool
Download all submissions for a SafeAssignment	SafeAssign Tool
View the percentage of each paper that matches other sources in a list, for side-by-side comparisons	SafeAssign Tool
Obtain a report on a paper outside of a SafeAssignment	SafeAssign Tool (Direct Submit tab)

If you want to**Use this**

Upload papers to institutional database without generating SafeAssign reports

SafeAssign Tool (Direct Submit tab)