

LEARNING HOW TO USE

SAFEASSIGN IN BLACKBOARD

FOR CGCE ONLINE, HYBRID & WEB-ASSISTED STUDENTS

Part of the CGCE Tech Portal

For CGCE Online, Hybrid & Web-Assisted Students

Version 1 - January 2012

Rowan University

Division of Online Services

College of Graduate & Continuing Education

Note: Parts of the *SafeAssign* website were used to create the instructions provided in this manual.



Rowan University

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SafeAssignments

Overview

SafeAssign™ is a plagiarism prevention service offered by Blackboard. This service helps educators prevent plagiarism by detecting 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.

Note: Not all instructors use SafeAssign for assignment submissions. SafeAssign is used at the instructor's discretion. The use of SafeAssignments in your course will be indicated in the Weekly Overview where the assignment is introduced.

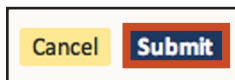
How Submit a SafeAssignment

1. Navigate to the SafeAssignment (i.e. Lessons > Week 1 > Assignment 2).
2. On the *SafeAssignment* page, click on **View/Complete**.
3. On the *Upload SafeAssignment* page, enter comments for the Instructor in the Comments text box (optional).
4. To attach a file, click on **Choose File** under *File to Attach*. Navigate to and select the file you want to attach. Click **OK**.
5. Under *Global Reference Database*, if you want to submit your paper to the Global Reference Database, click on the check box for **I agree to submit my paper to the Global Reference Database** (optional).

- **This is optional.**

- 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.
- Blackboard's Global Reference Database is a separate database where students voluntarily donate copies of their papers to help prevent plagiarism. Students are free to select the option to check their papers without submitting them to the Global Reference Database. Students submit their papers to the database voluntarily and agree not to remove papers in the future. Submissions to the Global Reference Database are extra copies that are given voluntarily for the purpose of helping with plagiarism prevention. Blackboard does not claim ownership of submitted papers.

6. Click **Submit**.



>> [View/Complete](#)

 A screenshot of the 'Your Files' section in the SafeAssign interface. It features a 'Comments' text area and a 'File To Attach' section with a 'Choose File' button and the text 'no file selected'.

 A screenshot of the 'Global Reference Database' section in the SafeAssign interface. It contains explanatory text and a checkbox labeled 'I agree to submit my paper to the Global Reference Database'.

Note: If the paper you are submitting has images in it, the images must not exceed 2MB or the submission may fail.

View Grade, SA Report and Instructor Comments

Overview




Your instructor can provide comments about your paper directly in the *Feedback* text box in Blackboard, or make comments in Microsoft Word and then upload the document in Blackboard as a file attachment.

How to View Grade, SA (SafeAssign) Report and Instructor Comments

1. In your course in Blackboard, click on **My Grades** in the Course Menu.
2. Click on the **bold score** for the assignment under the *Grade* column.

Assignment 2	Details	Jan 11, 2012 1:01 PM	Jan 11, 2012 1:35 PM	96.00	100	Great job.
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3. Under *Submitted Work*, the following information will be available:

Submitted Work						
Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
	Jane Doe			1%		Wed, Jan 11, 2012, 01:01 PM

- Click on the **icon** under *Text* to see an online, formatted version of the paper text.
 - Click on the **icon** under *File* to download and view the actual file you submitted.
 - Under *Matching*, the percentage of the paper that matched with source documents will be listed.
 - Under *SA (SafeAssign) Report*, click on the **icon** to view the interactive report detailing the results of the matching process. **Note:** You will only see this field if the instructor has made the report "Student Viewable".
 - Under *Submitted*, the date and time you submitted the paper will be listed.
4. Under *View Grade*, the following information will be listed (if provided by the Instructor):

View Grade		
Grade	Points Possible	Weight
96.0	100.0	0.0

- **Grade:** Your score out of the points possible (i.e. 8 out of 10).
 - **Points Possible:** The points possible for the assignment (i.e. 100 points).
 - **Weight:** The weight of the assignment (if provided by the instructor).
5. Under *Instructor's Feedback*, the following information will be listed (if provided by the Instructor):

Instructor's Feedback	
Comments	Currently Attached File
Great job.	Doe_Assignment2_Graded.doc

- **Comments:** If the Instructor entered comments, his/her comments will appear here.
 - **Attached Files:** If the Instructor made comments in Microsoft Word and then uploaded the document in Blackboard as a file attachment, the attached file will appear here.
6. When finished, click **OK**.

SafeAssign Originality Reports

Overview

SafeAssign reports provide detailed information about the matches found between a submitted paper and existing sources. The SafeAssign report identifies all matching blocks of text. It is the responsibility of the teacher and student to investigate whether the matching text is properly referenced or not. Detailing every match prevents detection errors due to differences in citing standards.

Report Layout

SafeAssign reports are divided into three sections:

- **Report Information:** This section lists data about the paper, such as the author, percent Matching, and when it was submitted. This section also includes options for downloading the report, emailing the report, or viewing a printable version. Note that the printable version may be the most effective view of the report for those users that rely on assistive technologies to access the Blackboard Learning System.
- **Suspected Sources:** This section lists the sources that have text that matches the text of the submitted paper.
- **Manuscript Text:** This section shows the submitted paper. All matching blocks of text are identified. Clicking a matching block of text will display information about the original source and the probability that the block or sentence was copied from the source.

Frequently Asked Questions

General Questions

- **What is SafeAssign?**
SafeAssign™ is a plagiarism prevention service, offered by Blackboard to its Blackboard Learning System, Enterprise, Vista Enterprise, and CE Enterprise License clients. This service helps educators prevent plagiarism by detecting 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 the importance of proper attribution of any borrowed content.
- **What information does SafeAssign provide in its reports?**
A SafeAssign Originality Report highlights any blocks of text in submitted documents that match reference sources, and links back to the matching documents on the Internet or in supported content databases. SafeAssign reports also show similarity ratings for each matching sentence and allow instructors to view a line-by-line comparison of potentially unoriginal text from submitted papers and the matching external documents.
- **Can students view reports?**
If instructors enable student viewing, each student can view the reports for their own submitted papers.
- **What databases does SafeAssign currently use for plagiarism checking?**
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 (when they submit their assignment) from Blackboard client institutions to help prevent cross-institutional plagiarism.
- **What is the Institutional Database?**
The Institutional Database is the archive of papers submitted by students in your institution. Each institution's Institutional Database is stored in the central SafeAssign service and kept separate from other institution's databases. Papers are automatically added to this database upon submission and are stored in the central service to be checked against other papers submitted from your institution. The Institutional Database is completely separate from the Global Reference Database which extends across institutions and students must volunteer their papers to.
- **Who owns the intellectual property rights for each submitted paper?**
Blackboard does not claim any ownership rights on the content submitted to SafeAssign.
- **What file formats does SafeAssign support?**
SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats.
 - **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.
- **How long does it take to generate plagiarism reports?**
Reports can take anywhere between several seconds – 24 hours.

Global Reference Database Questions

- **How does Global Reference Database work?**
Blackboard's Global Reference Database 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.
- **Does SafeAssign claim ownership on the content submitted to your Global Reference Database?**
No, SafeAssign is only authorized to store extra copies of student papers that were volunteered and use them for plagiarism prevention purposes.
- **What if a student decides to remove a paper from the Global Reference Database?**
Students submit their papers to the database voluntarily and agree not to remove papers in the future.
- **Are students forced to submit papers to the Global Reference Database by SafeAssign or by institutions they are enrolled into?** All papers are submitted to the Global Reference Database voluntarily, and students are free to choose not to submit their papers to this database. Instructors can still use the service effectively, even when students choose not to submit their papers to the Global Reference Database.