

# Blackboard "How To's"

## SafeAssign

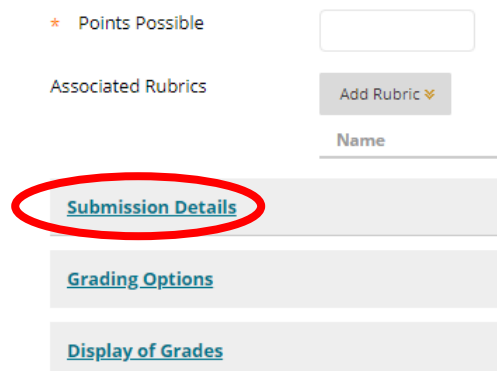
SafeAssign is an anti-plagiarism service built into the Blackboard course management system. If you use SafeAssign, students' work will be submitted to the service to check for suspected plagiarized content. The SafeAssign server produces an "originality report" which indicates how much of the submitted work appears to have been copied from other sources. The SafeAssign server checks work against an internal database (CFCC), against a global database (works submitted by students at other institutions using SafeAssign), and against other Web-based resources. Before using SafeAssign, please keep in mind a few things:

- 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 with SafeAssign.
- Once a document has been submitted to the database, resubmission will result in a 100% match.
- Use SafeAssign as one tool to determine if work was plagiarized, not as the only tool. This resource is a text-matching tool and you should examine suspect documents closely before determining that students have plagiarized, whether intentionally or not.

SafeAssign can be selected when create an assignment in Blackboard or you can run a document through DirectSubmit to SafeAssign.

### SafeAssign in a Blackboard Assignment

Select **Submission Details** when creating an assignment. *Note: If you need assistance in how to create an assignment, see the Blackboard Help Handout titled **Creating an Assignment**.*



The screenshot shows the Blackboard assignment creation interface. At the top, there is a field for "Points Possible" with a red asterisk and a text input box. Below that is the "Associated Rubrics" section, which includes an "Add Rubric" button with a dropdown arrow and a "Name" label. The "Submission Details" option is highlighted with a red circle. Below it are the "Grading Options" and "Display of Grades" options, both in blue text on a light gray background.

<p>Select whether the assignment is an individual or group submission and how many attempts you will allow.</p>	<p><i>If any students are enrolled in more than one group receiving the assignment.</i></p> <p>Assignment Type <input checked="" type="radio"/> Individual Submission <input type="radio"/> Group Submission</p> <p>Number of Attempts <input type="text" value="Single Attempt"/> ▼</p>
<p>Check the box allowing SafeAssign to check the document submitted and if you wish for students to view the SafeAssign report.</p>	<p><input checked="" type="checkbox"/> Check submissions for plagiarism. <i>Although SafeAssign officially supports using it with other languages. See Blog. If SafeAssign is enabled with Anonymous, students will be able to see SafeAssign Originality Report.</i></p> <p><input checked="" type="checkbox"/> Allow students to view SafeAssign report.</p> <p><input type="checkbox"/> Exclude submissions from the report.</p>
<p>Select <b>Submit</b>. After SafeAssign has checked the document, you can view the SafeAssign report in Grade Center.</p>	<p><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p>
<p><b>Directly Submit to SafeAssign</b></p>	
<p>Under <b>Course Management</b>, open <b>Course Tools</b> and select <b>SafeAssign</b>.</p>	<p>▼ <b>Course Tools</b></p> <ul style="list-style-type: none"> <li>Announcements</li> <li>Attendance</li> <li>Blogs</li> <li>Contacts</li> <li>Course Calendar</li> <li>Date Management</li> <li>Discussion Board</li> <li>Glossary</li> <li>Goal Performance</li> <li>Journals</li> <li>Mobile Compatible Test List</li> <li>Rubrics</li> <li><input checked="" type="radio"/> SafeAssign</li> </ul>

<p>Select <b>DirectSubmit</b>.</p>	<p><b>SafeAssign Items</b> <i>View SafeAssign Items in</i></p> <p><b>DirectSubmit</b> <i>Manage and submit pap</i></p> <p><b>Suggest URL</b> <i>Suggest a new URL (webs</i></p>
<p>Select <b>Submit Paper</b>.</p>	<p><b>Submit Paper</b></p>
<p>OPTIONAL: Select submit as draft if you will submit the same paper again. If you do not submit the document as a draft and run another version of the same paper, the report will find the paper to be plagiarized.</p>	<p><b>Submission Options</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Submit as draft (do not add papers to Institi</li><li><input type="checkbox"/> Skip Plagiarism Checking (only add papers t</li></ul>
<p>Select <b>Choose File</b> to upload a document or paste the work directly to the <b>Paper Text</b> box.</p>	<p><b>File Upload</b></p> <p><input checked="" type="radio"/> Upload File</p> <p>*File To Attach <input type="button" value="Choose File"/> No file chosen</p> <p>Acceptable File Formats: .zip, .doc, .docx, .docm, .pp .rtf and .html</p> <p><input type="radio"/> Copy/Paste Document</p> <p>*Paper Title <input type="text"/></p> <p>*Paper Text <input type="text"/></p>
<p>Select <b>Submit</b>.</p>	<p><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p>