


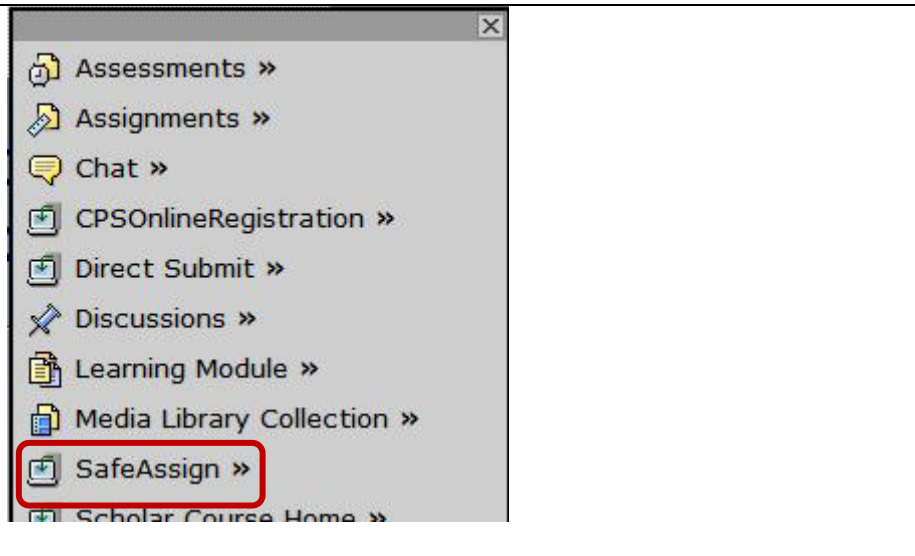
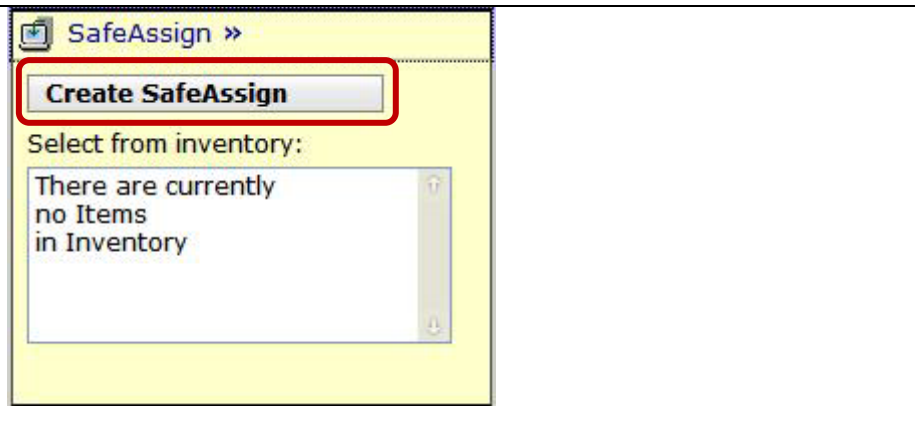
## Blackboard SafeAssign

SafeAssign is a plagiarism prevention tool integrated into BlackBoard Vista that allows instructors to check student assignment submissions against various online databases to determine their originality.

This documentation provides the instruction on the following aspects of SafeAssign within a section:

- A. creating a **SafeAssign** link on Home Page (or in a folder/Learning Module) (for instructors)
- B. creating and grading **SafeAssignments** (for instructors)
- C. accessing, submitting, and viewing **SafeAssignments** (for students).

### A. Creating a SafeAssign link (from the Build tab)

1. Go to <b>Build</b> tab, on Home Page (or in a desired folder or Learning Module), click <b>Add Content Link</b> button.	 <p>Your location: Home Page</p> <p>Add File Create Folder <b>Add Content Link</b></p>
2. From the drop-down menu, select <b>SafeAssign</b> .	 <p>Assessments &gt;&gt; Assignments &gt;&gt; Chat &gt;&gt; CPSOnlineRegistration &gt;&gt; Direct Submit &gt;&gt; Discussions &gt;&gt; Learning Module &gt;&gt; Media Library Collection &gt;&gt; <b>SafeAssign &gt;&gt;</b> Scholar Course Home &gt;&gt;</p>
3. Click <b>Create SafeAssign</b> button.	 <p>SafeAssign &gt;&gt;</p> <p><b>Create SafeAssign</b></p> <p>Select from inventory:</p> <p>There are currently no Items in Inventory</p>

4. On **Create SafeAssign** page,

- I. Enter a title for the **SafeAssign** link.
- II. Check the box in front of **Open a new browser window** (optional, but recommended.)
- III. Click the **Configure!** Button.

### Create SafeAssign

\* Title:

Open in a new browser window

\* Required field

5. The SafeAssign link appears on the Home Page, which provides an access for:

- the instructor to create and grade SafeAssignments
- the students to access, submit and view SafeAssignments.



## B: Creating and grading SafeAssignments (from the Teach tab)

1. To create SafeAssignments:

- I. Click **Create SafeAssignment** button.
- II. Configure **Title**, **Due Date**, and options for **Draft**, **Student Viewable**, **Urgent checking**, and **Grading**.
- III. Click the **Save** button.

### SafeAssignments

<input type="checkbox"/> Title	Due Date	Edit
<input type="button" value="Delete"/>		

2. The new SafeAssignment is listed.

- Options for editing and deleting the assignment are provided.
- Clicking the SafeAssignment title brings up the **SafeAssignment Dropbox** page (see below) where the submitted assignments can be checked and graded.

✓ A new assignment was created

### SafeAssignments

<input type="checkbox"/> Title	Due Date	Edit
<input checked="" type="checkbox"/> <b>Week One Assignment</b>	Jun 11 2009 15:09:00 EDT	<input type="button" value="Edit"/>
<input type="button" value="Delete"/>		

3. The **SafeAssignment Dropbox** page shows the information about the assignments; it also allows the instructor to:

- view the originality report by clicking the green check under **SA Report** (see 3a)
- assign a grade by clicking the “!” link under **Grade**( see 3b).

3a. **SA Report** page shows:

- Paper Information
- Suspected Sources
- Paper Text.

Note:

- Mousing over a link under **Suspected Source** would highlight both the link as well as its corresponding text in the student’s **Paper Text**.
- Clicking a link would take you to the actual source web page.

3b. On the **Grade Paper** page, the instructor can:

- enter the grade
- input comments
- attach a feedback file (for a lengthy response).

Click the **Submit** button when the grading is done.

4. The grade, once assigned, would appear in the Grade Book.

### Grade Book

<a href="#">Create Column</a>		<a href="#">Enroll Members</a>		<a href="#">Grade Book Options</a>	
<a href="#">Import from Spreadsheet</a>		<a href="#">Reorder Columns</a>			
<b>Grades</b>		<a href="#">Members</a>	<a href="#">View All</a>	<a href="#">Custom View</a>	<a href="#">SCORM Grades</a>
<input type="checkbox"/>	<a href="#">Last Name</a> Alphanumeric	<a href="#">First Name</a> Alphanumeric	<a href="#">Role</a> Alphanumeric	<a href="#">Week One A</a> Numeric (out of 100)	<a href="#">Quiz 1</a> Quiz (out of 105)
<input type="checkbox"/>	<a href="#">eighteen</a>	guest	Student	--	--
<input type="checkbox"/>	<a href="#">Fei</a>	Hanzhang	Section Designer	--	--
<input type="checkbox"/>	<a href="#">Student</a>	Demo	Student	--	--

## C. Students accessing, submitting, and viewing their SafeAssignments

Students can access SafeAssignments by clicking the **SafeAssign** link, which brings up the **SafeAssignments** page, where they can see the **Available Assignments** as well as the **Submitted Papers**.

The screenshot shows the 'SafeAssignments' page with two tabs: 'Available Assignments' and 'Submitted Papers'. The 'Available Assignments' tab is active and contains a link for 'Week One Assignment' with a due date of 'Jun 11 2009 15:09:00 EDT' and a description: 'This is your assignment for Week One.' Below this, the 'Submitted Papers' tab is visible, showing a table with columns: Assignment, Grade, Text, Matching, SA Report, File, and Submitted.

Clicking the title of one of the available assignments brings up a **Paper Submission** page, where the students can upload the paper by using the **Browse...** button.

**SafeAssign** accepts the following file formats:

- DOC/DOCX
- ODT
- TXT
- RTF
- HTML
- PDF

The selection of **“I agree to submit my paper to the Global Reference Database.”** is optional.

Clicking the **Submit** button sends the paper to the instructor.

### Paper Submission: Week One Assignment

Due Date: Jun 11 2009 15:09:00 EDT

#### Description:

This assignment has been created using SafeAssign--all student submissions will be checked for plagiarism.  
This is your assignment for Week One.

#### \*Submission:

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.

C:\Documents and Se

**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.

#### Global Database Submission:

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.**

#### Add Comment: