SafeAssign Plagiarism Prevention is a service used to evaluate submitted student papers against Internet information sources for unoriginal content.

Instructors have the option to enable papers to be submitted as drafts by students, promoting the revision process.

SafeAssign reports generated on submitted papers are easily retrieved in the Gradebook for viewing and grading by instructors.

Select Control Panel

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Slide 5
Slide notes:
Text Captions: Assignments has been Selected
Select any Content Area to post your assignment for students.

Slide 6
Slide notes:
Text Captions: Assignments has been Selected
Select any Content Area to post your assignment for students.

Slide 7
Slide notes:
Text Captions: Go to the text box on the right.

Slide 8
Slide notes:
TextCaptions: Scroll down until you locate Safe Assign
Slide 9
Slide notes:
Text Captions: Select SafeAssign

Slide 10
Slide notes:
Text Captions: Select Go

Slide 11
Slide notes:
Text Captions: Enter a Name for the item.

Slide 12
Slide notes:
Slide 13
Slide notes:
Text Captions: Enter in points for the item

Slide 14
Slide notes:
Text Captions: Enter in any instructions in the text box

Slide 15
Slide notes:

Slide 16
Slide notes:
Text Captions: Check the box to set the date availability of the item for students.

The item is available to students. The default is Yes.
Slide 17
Slide notes:
Text Captions: Use the pull-down menu to set the date

Slide 18
Slide notes:

Slide 19
Slide notes:
Text Captions: Use the pull-down menu to select the time

Slide 20
Slide notes:
Slide 25
Slide notes:
Text Captions: Check the Display After box.

Slide 26
Slide notes:
Text Captions: Select Yes if you choose for the paper to be submitted as a draft only. The default is set as No. A draft submission does not include the paper in the database.

Slide 27
Slide notes:
Text Captions: Student Viewable has the default set as Yes, so Students may view this item.

Slide 28
Slide notes:
Text Captions: Select Yes to have Urgent Checking, for faster processing of your submission.
Slide 29
Slide notes:
Text Captions: Select Yes, then Enter in the information if you choose to generate an announcement for this item.

Slide 30
Slide notes:
Text Captions: Select Submit.

Slide 31
Slide notes:

Slide 32
Slide notes:
Text Captions: Select OK
Slide 33
Slide notes:
Text Captions: The item is now available in SafeAssign.

Slide 34
Slide notes:
Text Captions: Select OK
An item for this assignment was automatically created in the gradebook.

The Assignment has been submitted by the Student using SafeAssign for checking the paper. There will be a waiting period for the report to be generated.

Now the SafeAssign Report has been run. Let's view the report in the Gradebook and grade it.

The Assignment has been submitted by the Student using SafeAssign for checking the paper. There will be a waiting period for the report to be generated.

Slide notes:
Slide 37
Slide notes:
Text Captions: The item created in SafeAssign is here.

Slide 38
Slide notes:
Text Captions: Select the !

Slide 39
Slide notes:

Slide 40
Slide notes:
Slide 41
Slide notes:
Text Captions: Select the SafeAssign icon to access the report

Slide 42
Slide notes:
Text Captions: View the SA report

Slide 43
Slide notes:
Text Captions: Review the Paper text for any matching sources

Slide 44
Slide notes:
Text Captions: Select Close to exit the report.
Options to Save the report, Print a copy, or Directly E-mail it are available
Slide 45
Slide notes:
Text Captions: You are taken back to the page to modify the grade for this item

Slide 46
Slide notes:

Slide 47
Slide notes:
Text Captions: Replace the ! by entering in a grade.

Slide 48
Slide notes:
Text Captions: It is optional for you to enter in comments to send to a student.
Slide 53
Slide notes:
Text Captions: You may Select Browse as an option to attach a file for the student.

Slide 54
Slide notes:

Slide 55
Slide notes:
Text Captions: Select Submit

Slide 56
Slide notes:
Slide 57
Slide notes:
Text Captions: Select OK

Slide 58
Slide notes:
Text Captions: The grade entered is displayed.

Slide 59
Slide notes:

Slide 60
Slide notes:
Text Captions: For another option for modifying grades, select the item created using SafeAssign.

Text Captions: Select Item Grade List
Text Captions: The Manual Grade has been entered by the instructor. This is the same as the Current Grade displayed in the Gradebook.

Text Captions: There is not an option for the instructor to enter an Override grade for the item on this page.

Text Captions: Select Submit
Text Captions: Select the name of the student to view another Option for modifying the grade.
Slide 73
Slide notes:
Text Captions: Select User Grade List

Slide 74
Slide notes:
Text Captions: There is an option to enter in an Override grade for this student. If this is done, the Override grade will be the Current grade that displays in the Gradebook.

Slide 75
Slide notes:
Text Captions: Select Submit

Slide 76
Slide notes:
SafeAssign Instructor for Student Sub Final

Slide 77
Slide notes:
Text Captions: Select OK

Slide 78
Slide notes:
Text Captions: You have now completed the process of grading an item using SafeAssign.