

## How Do I Clear a SafeAssign Attempt?

- Select **SafeAssign** located in the **Course Tools** section
- Scroll through the list of SafeAssignments, under the assignment name select >>View
- A listing of student records will be shown; to the extreme right of the student's submission click **Clear Attempt**
- Confirm that you want to remove the attempt
- Confirmation screen will indicate that the attempt was cleared; click **OK**; will return to the Safe Assignment listing. The student may now resubmit the assignment

## How Do I Interpret the SafeAssign Report?

The Safe Assignment report provides information that, when reviewed, will *assist* you in determining if the students work is original. The report displays the percentage of the paper that matches other papers. The Safe Assignment guidelines state that a matching percentage of 15% or less typically does not indicate plagiarism and when analyzing the match between the student paper and the matched sources, you can make an informed judgment about whether or not any plagiarism is present.

Note: A high Safe Assignment percentage does not necessarily mean the paper is not original. The instructor is still responsible for verifying that plagiarism has taken place.

## Reading the Safe Assignment Report

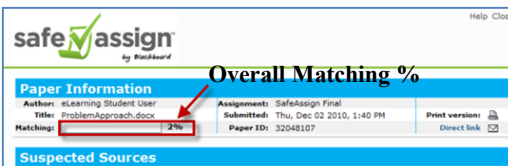
Clicking on the identified source link will open the original source location

Clicking on the magnifying glass icon next to each matching source will highlight the source in the document text.



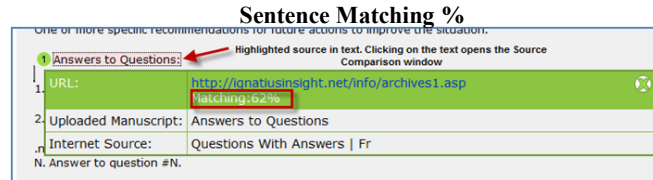
The Safe Assignment reports give two (2) percentage figures:

1. An **overall matching** percentage which indicates what percentage of the total submitted paper matches existing sources in the databases. This percentage may include quotes and common phrases or blocks of text that match other documents.



2. A **sentence matching** percentage.

Clicking on a sentence that has been identified as matching by Safe Assignment will open a *Source Comparison* window showing the URL of the matching document, the percentage of similarity for that particular sentence, and a direct comparison of each sentence.



**All reports must be analyzed, as matched text may or may not constitute plagiarism. For example:**

- Text will be highlighted as matched but is a legitimate use of source material, provided they have been enclosed in quotation marks, their source has been acknowledged correctly.
- Matching may occur if not paraphrased adequately, and the work too closely resembles another person's work.
- Sentences of a generic nature may be matched but it is unlikely that these will constitute plagiarism.

Example: Several authors may write of a subject matter and use common phrases that may not constitute plagiarism.

'Animal behavior is the scientific study of how and why animals behave'

**General guidelines to consider when looking at the percentage of match are as follows:**

- **Scores below 15%** - These papers typically include some quotes and a few common phrases or blocks of text that match other sources. These papers shouldn't require any further analysis as there is little evidence of possible plagiarism.
- **Scores between 15% - 40%** - These papers include extensive quoted and paraphrased material or they may include plagiarism. These papers should be reviewed by faculty to determine if the matching content is properly attributed.
- **Scores over 40%** - These papers present a high probability that the text was copied from other sources. These papers should definitely be reviewed for plagiarism.

## Need More Help?

See our website at [www.ltu.edu/ehelp](http://www.ltu.edu/ehelp) for more answers and printable PDF documentation

## Safe Assignment

### What is SafeAssignment?

SafeAssign is a plagiarism prevention service that helps instructors prevent plagiarism by detecting unoriginal content in student papers. Submitted papers are checked against the Internet; ProQuest ABI/Inform database (over 1,100 publication titles and about 2.6 M articles), Institutional document archives containing papers submitted by users in their respective institutions and Global Reference Database containing papers volunteered by students to help prevent cross-institutional plagiarism.

### How Do I Create a Safe Assignment?

Log in to your Blackboard course and select the area where you want to place the SafeAssignment (preferably *Assignments*) Click the chevron to the right of **Create Assessment**; select (click) **SafeAssignment**

#### Enter Information:

- Type in a name for the Safe Assignment
- Type in the **Points Possible** (this will automatically create a column in the Grade Center)
- Type in instructions for the students
- Select **Yes/No** to make available
- Select (check) **Track Number of Views (optional)**
- Select dates the assignment is to be available to students (**optional**)
- **Draft** : Click checkbox to set up assignment as a draft. (See **Create a Draft** section)
- **Urgent Checking**: Safe Assignments are evaluated against the database in the order in which they are submitted, and this queue includes submissions from all universities subscribing to the service. Evaluations are usually done within minutes, but can take longer during peak hours, such as at the end of the semester.
- **Student Viewable**: Selecting this option allows the student to view the report generated. If No is selected only the instructor may view the report

#### Optional Announcement

- Select option to create an Announcement in the course regarding the Safe Assignment .
- Click **Submit**

### How Do I Create a Draft Safe Assignment?

Follow the same steps as “Create a Safe Assignment” **except**:

- Name the assignment so students know it is a *Draft*
- Include in the instructions that the draft will allow them to submit, review and edit before submitting the assignment as a final
- Set **Possible Points** to “0” to avoid redundant point value in the Grade Center
- Click the **checkbox** to the right of **Draft**
- Select **Student Viewable** so that the student may see the generated report

### Why Should I Create a Draft Safe Assignment?

Creating a “**Draft**” SafeAssignment allows students a “**dry run**” where they can submit and review the Safe Assignment report. This will allow them to **review**, **revise** and **edit** their assignment before submitting as a final graded Safe Assignment. The draft submitted will still be compared against the SafeAssign database of prior submissions and internet sources, but it will not be archived in the database for future checks

### How to View all Safe Assignments

- Select **Course Tools**;
- Select **SafeAssign**;
- Select **SafeAssignments** (*View in this course*)

### When/How to Synchronize Safe Assignments?

Need to synchronize your course if the course contains *imported* or *copied* Safe Assignments.

**Why?** Imported/copied Safe Assignments lose their connection to the SafeAssignment application in the destination course. Synchronizing reconnects the links to work properly. If you do not synchronize, students receive errors when trying submitting their Safe Assignments.

#### How?

- Select **Course Tools**;
- Select **SafeAssign**;
- Select **SafeAssignments** (*View in this course*)
- Click “**Synchronize this course**” button at the top right-hand side

### What is the “Direct Submit” option

Direct Submit allows instructors to upload papers directly without student involvement and accommodates those “out of the ordinary” type of situations or when the instructor just wants to check a paper against the database.

### How Do I Use “Direct Submit”?

- Select **SafeAssign** located in the **Course Tools** section
  - Select the **Direct Submit** tab at the top of the page
  - Click **Submit a Paper** under **Private Direct Submit**  
**Options: Submit as Draft:** A SafeAssign report will be generated but the paper will not be added to the institutional database and will not be used to check other papers.  
**Skip Plagiarism Checking:** adds the paper to the institutional database without checking for content copied from other sources
  - **File Upload:** Locate and attach locally saved document
  - Click **Submit Paper**
- Click on the green check icon to view the report and matching % when the report is complete. **Note:** You can copy the **URL** address of the Report and send via email to the student if desired

### How Do I Review and Grade SafeAssignment?

Select **Grade Center** from the **Control Panel**  
Click the chevron to the right of the grade column;  
Select **Grade Details** (the green exclamation point indicates that the item needs grading).  
Select **View Attempt** to open **Modify Grade Screen: Assignment Information Area**  
*Student’s Work*

- **Text:** Displays text of a student’s submission
- **File:** Allows for opening/saving original file
- **Matching:** Percent of matching items found
- **SA Report:** Opens annotated SA report
- **Submitted:** Date / time submitted
- **Clear Attempt:** Allows clearing the submission

#### Modify Grade

- **Grade:** Type in grade assigned
- **Feedback to Student:** Type in any comments for student viewing

**Note:** *Students view comments by accessing the Safe Assign item again; select **View/Complete** indicates that the assignment is complete; click **OK** to view results.*