



SafeAssign Plagiarism Prevention Tool

User Manual for Instructors

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About SafeAssign

What is SafeAssign?

SafeAssign™ is a plagiarism prevention service, offered by Blackboard to its Blackboard Learning System Enterprise, Vista Enterprise and CE Enterprise 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 importance of proper attribution of any borrowed content.

How does SafeAssign Work?

SafeAssign can be used in two ways:

1. Instructors can set up **SafeAssignments** in their Blackboard courses and let students submit papers to these assignments, in a way very similar to the one provided currently by Blackboard Learning System. As students submit papers, they are checked against SafeAssign's comprehensive databases of source material. The papers will then be delivered to instructors through the Blackboard Learning System together with the originality reports, with the results of the matching process, attached to them.
2. Instructors may upload papers directly with the **Direct Submit** feature, without student involvement.

Matching Process

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 from Blackboard client institutions to help prevent cross-institutional plagiarism.

Before You Use SafeAssign – Important Things to Know

- SafeAssign is only available through a Blackboard course shell. You must have attended instructor Blackboard training in order to have access to Blackboard.
- According to NLU policy, you must notify students of your plans to use SafeAssign- particularly if you use Direct Submit. If you intend to use SafeAssign, you should add information about the tool and about plagiarism to your syllabus.
- SafeAssign does not accept documents in the new Word 2007/2008 .docx file format. Be sure that you and your students know how to save documents in the Word 97-2003 .doc file format, or use one of the other acceptable file formats such as .txt, .rtf, or .htm.
- SafeAssign cannot detect if a student attributed a source correctly. Read the section on interpreting reports for more information.

Creating a SafeAssignment

Overview

SafeAssignments appear in courses as a new content type and can be added to any course content area. SafeAssignments function like the existing Assignment content type with the added layer of a plagiarism detection check once papers are submitted.

Please note that SafeAssignments are different from Assignments and there is no connection between the content types. It is not possible to make an existing Assignment a SafeAssignment without starting from the beginning. Like regular Assignments, however, SafeAssignments are integrated with the Gradebook in CE / Vista Enterprise, version 4.2.2. and higher.

Create a SafeAssignment

Before SafeAssign or DirectSubmit can be used in a section, a Content Link must be created for each. **PLEASE NOTE:** this is a two-step process. You must first add the Content Link from the Build tab. Second, you create the actual SafeAssignment from the Teach tab.

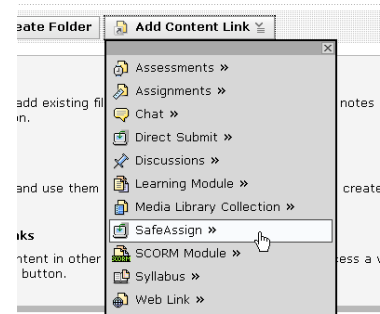
Creating a SafeAssign Content Link

Follow these steps to create section content links.

1. Click the Build tab
2. Navigate to the location where you wish to create a SafeAssignment (Content page or Learning Module)
3. Click Add Content Link, then SafeAssign, Create SafeAssign.
4. Title the SafeAssignment
5. Click Configure!

Once the SafeAssignment Content Link has been added, follow these steps to create the actual SafeAssignment:

1. Click the Teach tab
2. Navigate to the location where you wish to create a SafeAssignment (this must be the same location where you created the Content Link in Step 3 above)
3. Click the SafeAssignment Content Link
4. Click Create SafeAssignment
5. Fill out the form and click "Save"
6. Repeat steps 4 and 5 to create additional SafeAssignments in this area of your course
7. You're done creating your SafeAssignment/s

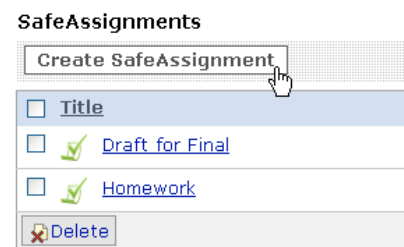


Using Direct Submit

Overview

Direct Submit generates SafeAssign reports on papers submitted outside of a SafeAssignment.

PLEASE NOTE: Papers uploaded through Direct Submit are only added to the Institutional Database - there is no option to add them to the Global Reference Database since students have to opt-in on a paper-by-paper basis. Additionally, there is no Gradebook integration with papers submitted through Direct Submit. So because Direct Submit does not offer access to the Global Reference Database or integration with Gradebook, instructors should set up and use SafeAssignments to collect submissions whenever possible.



Direct Submit allows Instructors to submit papers one at a time or several at once by including them in a .ZIP file. .ZIP packages should contain no more than 100 papers and submitting more than 300 papers in

a session is not recommended. Additionally, papers with over 5000 sentences or that are more than 10 MB in size cannot be submitted.

Submit Papers through Direct Submit

Before DirectSubmit can be used in a section, a Content Link must be created for each. **PLEASE NOTE:** this is a two-step process. You must first add the Content Link from the Build tab. Second, you create the actual Direct Submit instance from the Teach tab.

Create a Direct Submit Content Link

Follow these steps to submit papers through Direct Submit.

1. Click the Build tab
2. On your course home page, choose Add Content Link, Direct Submit, Create Direct Submit
3. Assign a Title to the Direct Submit instance

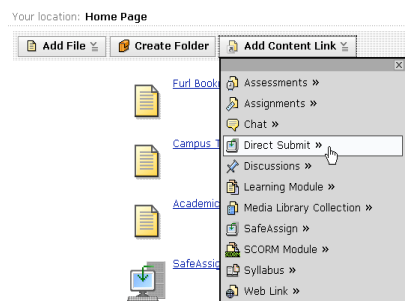
How to Hide Direct Submit Content Link

1. From the Teach view, click on the down arrow next to the Direct Submit content link
2. Select "Hide Item"

This will hide the Direct Submit console from the students in the course.

Submit through Direct Submit

1. From the Teach view, click on the Direct Submit content link
(This brings you to your Direct Submit dropbox or console.)
2. If you have already uploaded papers, a list of folders and papers will appear. This list includes papers already uploaded through Direct Submit. It is not recommended that files be deleted from Direct Submit, as this will remove them from the institutional database of existing materials.
3. Navigate to a folder or create a new folder where the paper or papers will be uploaded. Note: Papers added to folders in the Private tab are only viewable by you, the instructor. Papers added to folders in the Shared tab are viewable by anyone with a role above a student in the course - so TAs, additional instructors, etc.
4. Click Submit Papers.
5. Select Upload File and browse for the file. Individual papers as well as papers that are grouped in a .ZIP package are accepted. Alternatively, select Copy/Paste Document and add the document text in the field.
6. Select the upload options:
Submit as Draft: A SafeAssign report will be generated however the paper will not be added to the institutional database and will not be used to check other papers.
Skip Plagiarism Checking: Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an Instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.



Supported file types

Direct Submit supports the following file types:

- Microsoft Word document: .doc
- Rich Text Format: .rtf
- HTML: .htm or .html
- Text: .txt
- Zip compressed: .ZIP used to upload multiple files.

PLEASE NOTE: if the papers you are directly submitting include images, please note that the images must not exceed 2MB or the submission may fail.

SafeAssign Originality Reports

Overview

SafeAssign Originality 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. Users may select sources, exclude them from the review, and process the paper again. This is useful if a source is a previous work from the same student for the same assignment, or if there is some reason that lengthy sections of a particular source appear in the paper. Processing the paper again will generate a new value for the percent matching without using the excluded sources.
- **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.