

# Faculty Guide to Using SafeAssign

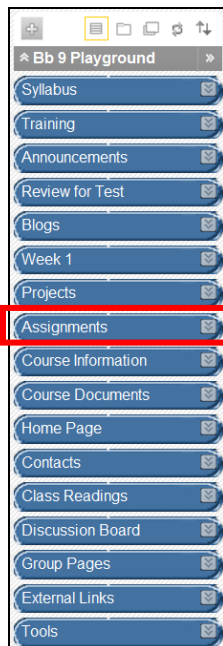
SafeAssign is a tool within Blackboard that helps to prevent plagiarism by detecting unoriginal content in student papers. SafeAssign also creates opportunities to help inform students about the proper way to cite sources.

## Creating a SafeAssignment

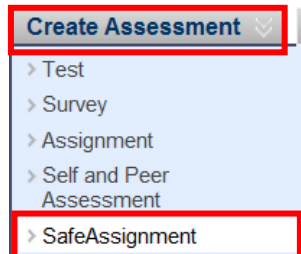
1. Once in your Blackboard course, make sure that the “Edit Mode” is set to **ON** in the top right hand corner of your course. If it is set to OFF, simply click it to turn it ON.



2. Go to the content area in which you wish to create the SafeAssignment. In the example below, we will be using the Assignments content area.



3. Hover your mouse over the **Create Assessment** button, and select **SafeAssignment**.



## The Draft Option

Instructors can choose to set up SafeAssignments as drafts, which allows students to submit papers without storing them (otherwise, if they submitted the paper again, it would have a 100% match against itself!)

To set up a Draft Assignment - go through the regular SafeAssignment set up and check the box beside the Draft option. Setting the assignment as a draft allows each student to submit once and will generate a SafeAssign Report, but the paper will not be stored in the Institutional Database.

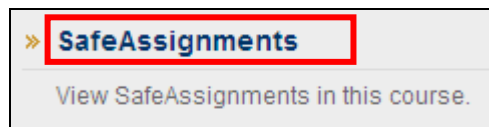
**NOTE:** You also need to create another SafeAssignment that will be your Final Version. This Final version should not have the "Draft" box checked so that when the student submits their paper, it is checked for plagiarism and also stored in the database.

## Viewing Reports Through Control Panel

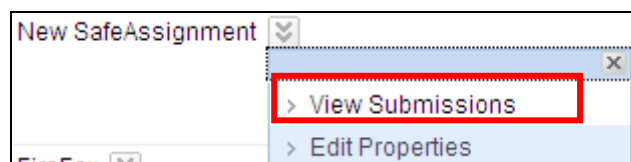
---

Once you have created a SafeAssignment and made it available to students, they can submit papers to complete the assignment.

To view papers submitted by students, click on **Course Tools** in the Course Management area of your course and select **SafeAssign**. Next, click on **SafeAssignments** to view a list of your course's SafeAssignments.



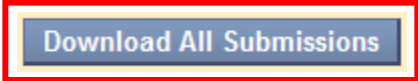
Navigate to the SafeAssignment you wish to work with by clicking the down arrow next to it and then selecting **View Submissions**.



**NOTE:** Although a column is created in the Grade Center for the SafeAssignment, you will only be able to access the student papers through the steps above. You can then use the Grade Center column to enter a grade for the student, if desired.

## Downloading Submissions

A) To download all submitted papers into a .zip archive, click on **Download All Submissions**.



B) To download a single student's paper, click the green **Arrow** icon  under the column labeled File.

## Viewing Submissions Online

To view a student's paper online, click the **Paper** icon  under the column labeled Text.

## Checking For Plagiarism

The **Matching** column displays what percentage of a student's submission matches other documents.

To view the *SafeAssign Originality Report*, click the **SafeAssign** icon  .

## Uploading a Paper Using Direct Submit

---

Direct Submit generates SafeAssign reports on student papers uploaded by the faculty member.

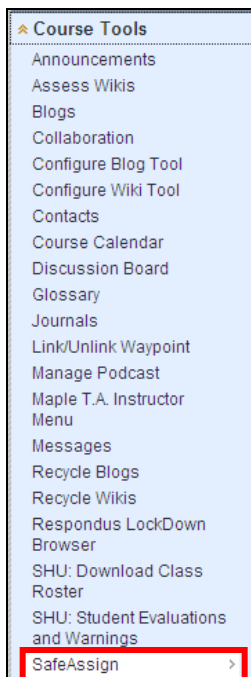
**NOTE:** Papers uploaded through Direct Submit are only added to the Institutional Database - there is no option to add them to the Global Reference Database since students have to opt-in on a paper-by-paper basis.

Direct Submit allows Instructors to submit papers one at a time or several at once by including them in a .ZIP file.

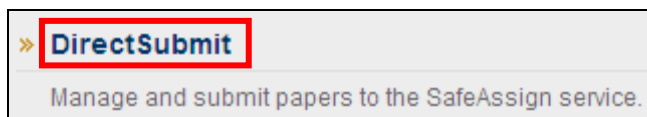
**NOTE:** .ZIP packages should contain no more than 100 papers and submitting more than 300 papers in a session is not recommended. Additionally, papers with over 5000 sentences or that are more than 10 MB in size cannot be submitted.

Uploading Papers

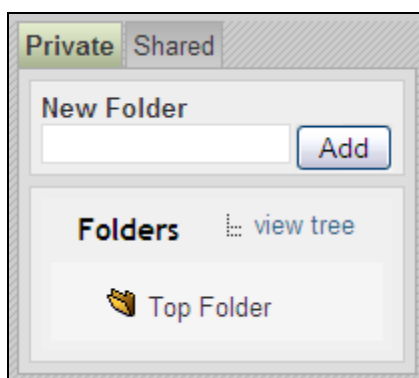
1. Click on **Course Tools** under Course Management and select **SafeAssign**.



2. Click on **Direct Submit**

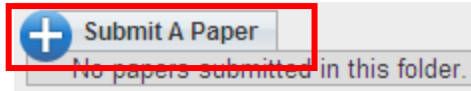


3. Use the sidebar to navigate to the folder where the paper(s) will be uploaded.



4. Click + **Submit A Paper**.

## SafeAssign



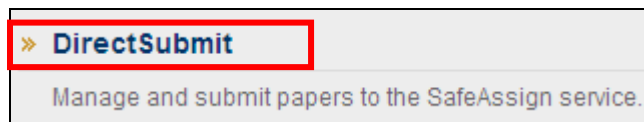
Select the options that suit your needs.

Browse and select the file you wish to upload or paste the text in the box and click **Submit**.

### Viewing Reports Through Direct Submit

---

Click on **Course Tools** to expand the Course Tools Menu and select **SafeAssign**. Then click on **Direct Submit**.



## How to Interpret SafeAssign Reports

**safe assign**  
by Blackboard

**Paper Information**

Author: Todd Mee C1  
Title: sample doc 1.htm  
Matching: 100%

Assignment: Demo Assignment 1  
Submitted: 2006-04-04 16:58:12 EST  
Paper ID: 41429

Save report to disk  
Print version  
Direct link

**Suspected Sources**

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

Highlight All Unhighlight All

- [http://www.mydropbox.com/get\\_paper2.d?fid=173422&digest=e7f5048f1cdf953ad7f9977d52aeae50](http://www.mydropbox.com/get_paper2.d?fid=173422&digest=e7f5048f1cdf953ad7f9977d52aeae50)
- <http://www.nabessays.net/viewpaper/27185.html>
- [http://www.mydropbox.com/get\\_paper2.d?fid=173422&digest=aa71c6bd185fd12b484f66917d6a3cb](http://www.mydropbox.com/get_paper2.d?fid=173422&digest=aa71c6bd185fd12b484f66917d6a3cb)
- <http://www.the-innovation-group.com/ChemProfiles/Calcium%20Chloride.htm>
- <http://www.patersthemical.com/Calcium%20Chloride.htm>
- [http://www.dochem.co.kr/english/product/p\\_basic/p\\_basic03.htm](http://www.dochem.co.kr/english/product/p_basic/p_basic03.htm)
- <http://www.calcloumshlorida.com/scenecba.shtml>

Re-process the paper without the selected sources

**Paper Text**

Click on the text to see more info about the source.

1. Prejudism in the 1930s, down in the southern United States, was not good.

2. Calcium chloride is used for such things as dust control, road deicing, and to assist in oil and gas drilling. It is easily manufactured for a variety of sources: underground brines in Michigan, a by-product of hydrochloric acid streams, and soda ash can harbor calcium chloride. For years the market was supplied by three major manufacturers: Dow Chemical, General Chemical, and Tetra Technologies; all of which produce such a high-volume that it creates oversupply and poor prices. These companies already produced roughly 1.3 million tons per year and out of that only about 1 million tons are used. In 1995, Ambar Incorporated decided that they were going to enter the calcium chloride market. They spent over \$50 million on supplies and opened behind schedule in 1997. Then North America experienced the warm and low precipitation winters in 1999 and 2000, there was an incredibly low demand for calcium chloride and the company failed. (paper mill)

3. In recent years, the market demand for calcium chloride has shifted. Consumption within the largest market segment, deicing, is heavily dependant on weather conditions. A sharp decline in this market has occurred over recent years as a succession of mild winters lowered demand. Deicing consumption was 38 percent of total US end use during 1994, but declined to 30 percent in 1997 and then 22 percent in 2000. During this time, demand for calcium chloride in oil and gas exploration increased from 4 percent to 17 percent. Unless there is a change in the general weather pattern, this demand mix is expected to continue. While the calcium chloride market experienced strong demand from increased oil and gas exploration for the past couple of years, lower prices crude oil and gas this year will adversely affect the demand for drilling fluids, and with this, calcium chloride, as well. Industry capacity is more than adequate to meet future demands as the industry's operating rate is about 60 percent. (Proquest)

Necrosis of the skin after contact with calcium chloride has been described in a variety of situations, including that of oil field workers and prolonged electroencephalographic testing (contact paste). (1, 2, 3) Circumscribed dystrophic dermat calcification was reported for the first time in 1935 and may follow the application of dry calcium or calcium-containing solutions. (4) The authors report a case of percutaneous penetration of a defrosting, industrial calcium salt, which was followed by deep-dermal thigh necrosis in a child. This uncommon injury raised concern about child abuse. (finartides)

4. Calcium Chloride has unique properties that make it ideal for maintaining unpaved roads and fortifying road bases for new construction. It is calcium chloride's ability to regulate moisture on road surfaces that is the key to building roads that last. Calcium chloride keeps roads moist, dry-in and dry out, keeping nuisance dust down. Reduced pot-holing and rutting made possible by calcium chloride surface stabilization makes roads safer year round. Stabilized calcium chloride roads can reduce aggregate loss by up to 75%. In addition, they significantly reduce the frequency and costs associated with periodic grading. 5. Uniform compaction and residual calcium chloride helps protect road bases from winter freezing and related frost heaving. Long known as an effective ice melter, calcium chloride lowers the freezing point of moisture in road bases to nearly 60 degrees below zero. (Internet)

6. Investigations have shown that a two percent addition of calcium chloride has equal cure strength at 50F as plain concrete has at 70F. 7. Regardless of the temperature or cement type, concrete mixes containing calcium chloride will always have a faster cure rate than plain concrete. The beneficial effects of calcium chloride will be even more pronounced at lower temperatures. 8. The accelerated cure rate measured at final concrete set

URL: [http://www.dochem.co.kr/english/product/p\\_basic/p\\_basic03.htm](http://www.dochem.co.kr/english/product/p_basic/p_basic03.htm)  
Matching: 100%

Uploaded Manuscript:	The beneficial effects of calcium chloride will be even more pronounced at lower temperatures
Internet Source:	The beneficial effects of calcium chloride will be even more pronounced at lower temperatures

**Callouts:**

- The Matching Index shows the percentage of the paper that matched other sources.
- Print Version is a text-only formatted version that is accessible and optimized for printing.
- These features will give you a direct URL to this report that you can then email to others.
- Click on each Suspected Source to see the full corresponding source.
- Click the magnifying glass icon to highlight the Paper Text material that matched to that particular source.
- Use the Reprocess icon to rerun the report without checking against those sources indicated by the check boxes.
- Paper Text is the actual text from the submitted paper.
- Highlighted text indicates what portions of the Paper Text corresponds to which source.
- Numbers indicate which Suspected Source this text matched with.
- Click on a particular matching sentence in the Paper Text to view the Source Comparison window. It shows the URL of the matching source document, the percentage of similarity and a direct comparison of each sentence.

### Matching Scores

Sentence matching scores are the percentage probability that two sentences have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two sentences are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two sentences are the same and a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source (whether or not it is appropriately attributed). Overall score is an indicator of what percentage of the submitted paper

matches existing sources. This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

- **Scores below 15 percent:** These papers typical include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.

- **Scores between 15 percent and 40 percent:** These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.

- **Scores over 40 percent:** There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.

## What Papers are Checked Against

---

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 the 1990's to the present time, updated weekly (exclusive access)
- **Institutional document archives** - containing all papers submitted to SafeAssign by Seton Hall students
- **Global Reference Database** - containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism