



We are excited to introduce **SafeAssign**, a new plagiarism prevention service offered as a component of the Blackboard Academic Suite.

### What is SafeAssign?

SafeAssign allows you to protect the originality of work and ensure a fair playing ground for all of your students. SafeAssign is integrated with the Blackboard Learning System™ products, enabling you to prevent plagiarism by detecting unoriginal content in student papers right within your existing teaching and learning environment. SafeAssign can also further deter plagiarism by helping to create opportunities to educate students on proper attribution and citations and help them to effectively take advantage of the wealth of information out there.

### Why SafeAssign?

- **By Blackboard** – SafeAssign is supported and maintained by Blackboard. Furthermore, it is integrated directly into our existing Blackboard assignment set up and submission process with no extra effort on your part
- **Powerful Prevention** – SafeAssign uses a unique originality detection algorithm that runs a comprehensive comparison of submitted papers across an industry-leading collection of databases. You can count on the results.
- **Opt-In Global Database** - Papers are automatically checked against an institutional database specific to your institution. But to protect their originality across campuses, students have the option with each paper to submit it to the Global Database which all papers from all institutions are checked against.
- **Originality Report** –Instructors get an innovative, interactive Originality Report for every paper submitted that details the results of the matching process.

### How to create a SafeAssignment for students to upload....

SafeAssignments appear in courses as 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.

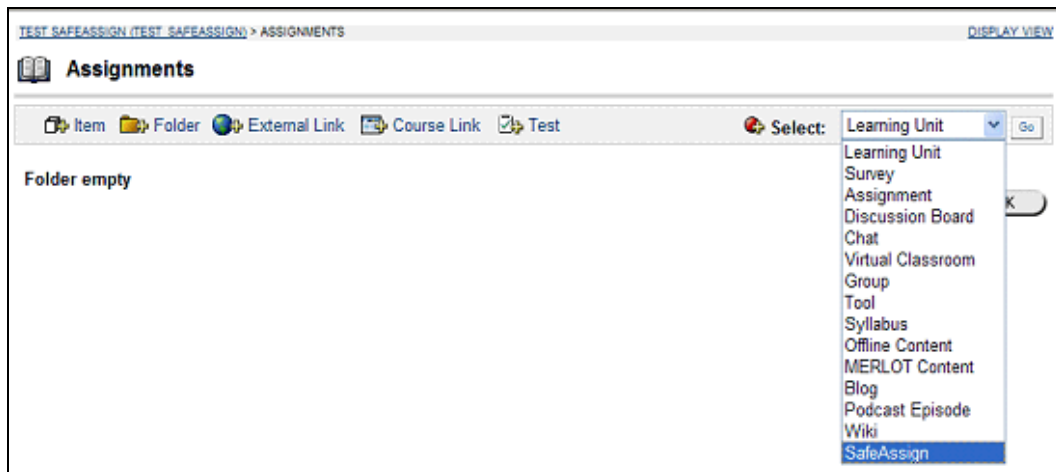
**PLEASE NOTE:** SafeAssignments are different from Assignments and there is no connection between the content types. It is not possible to make an existing Assignment a SafeAssignment without starting from the beginning. Like regular Assignments, however, SafeAssignments are integrated with the Gradebook.

#### Step 1

##### Add a SafeAssign Assignment

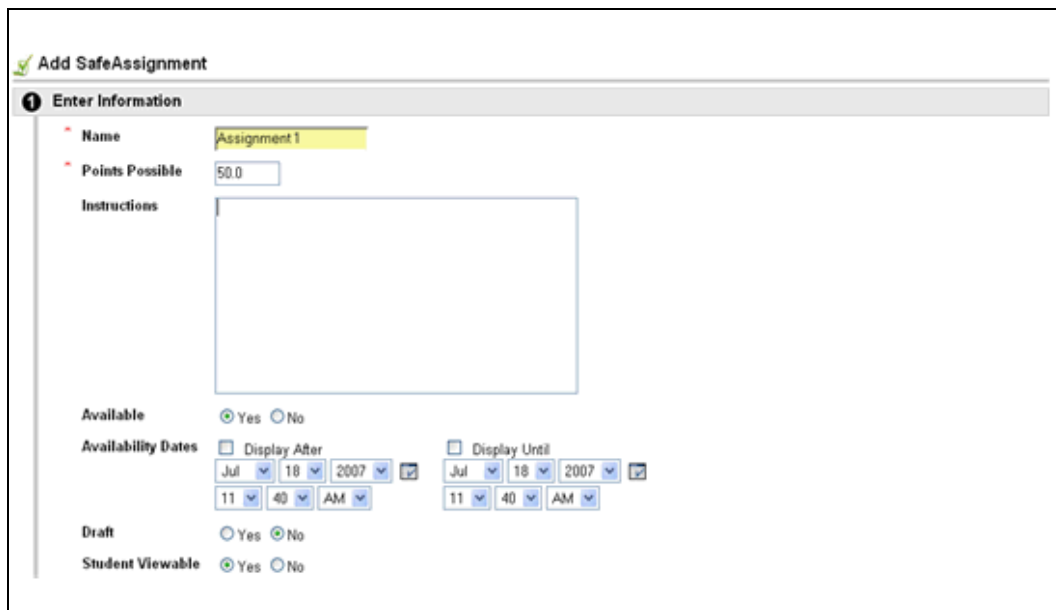
From a content area within a course, select the SafeAssignment content type from the Select drop-down list and click Go.

**PLEASE NOTE:** This example is from the Assignment content area.



## Step 2

The Add SafeAssignment page will appear



## Step 3

Complete the page using the table below as a guide and click Submit.

<b>Field</b>	<b>Description</b>
<b>Name</b>	Enter a title for the SafeAssignment.
<b>Points Possible</b>	Enter the points possible for the SafeAssignment. This value will be shared with the Gradebook Item created for the Safe Assignment.
<b>Instruction</b>	Enter instructions for completing the SafeAssignment.
<b>Available</b>	Select whether or not the SafeAssignment should be visible to Students.
<b>Availability Dates</b>	Use these controls to set the date range when Students can

	interact with the SafeAssignment. It is possible to set only a Start date or only an End date.
<b>Drafts</b>	Allows Students to validate their paper without submitting it to the institutional database. Useful as an instructive tool to help Students learn how to attribute papers properly.
<b>Students Viewable</b>	Determines whether or not Students can see the report generated when their papers are submitted.
<b>Urgent Checking</b>	Sets papers to a high priority in the queue.
<b>Optional Announcement</b>	
- Create	Select Yes to create an Announcement about the SafeAssignment.
- Subject	Enter a subject for the Announcement.
- Message	Enter a message for the Announcement.

### How to create a draft assignment....

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 click the Draft option to "Yes". This specific draft SafeAssignment will allow each student to submit once and will check their paper and generate a SafeAssign Report but will not store it in the Institutional Database.

**PLEASE NOTE:** You also need to create another SafeAssignment that will be your Final Version. This Final version should have the "Draft" feature set to "No" so that when the students submit, their paper is not only checked for plagiarism, but also stored in the database.

So in summary - to allow for drafts of a SafeAssignment, complete the following steps:

1. Create a SafeAssignment and set the "Draft" control to "Yes" - this will be the SafeAssignment students submit to first. Please remember to message as such in your Instructor Instructions.
2. You can repeat #1 for as many draft versions as you want to allow.
3. Create another SafeAssignment for your Final Version and make sure the "Draft" control is set to "No". Again, message this to your students through the title and instructions.

### How to upload papers using direct submit....

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.

**PLEASE 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.

### Submit Papers through Direct Submit

Follow these steps to submit papers through Direct Submit.

1. From the Control Panel, click SafeAssign under Course Tools.
2. Click the Direct Submit tab.
3. There are two options for submitting a papers
  - a. Submit entire folder of papers
  - b. Submit one paper at a time, skip to # 5
4. To create a folder, type in the title of the folder and click than skip to #5
5. Navigate to a folder where the paper or papers will be uploaded.
6. Click Submit Papers. Please note papers are submitted anonymously, hence the name John Smith
7. 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.
8. Select the upload options:
  - a. **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.
  - b. **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:

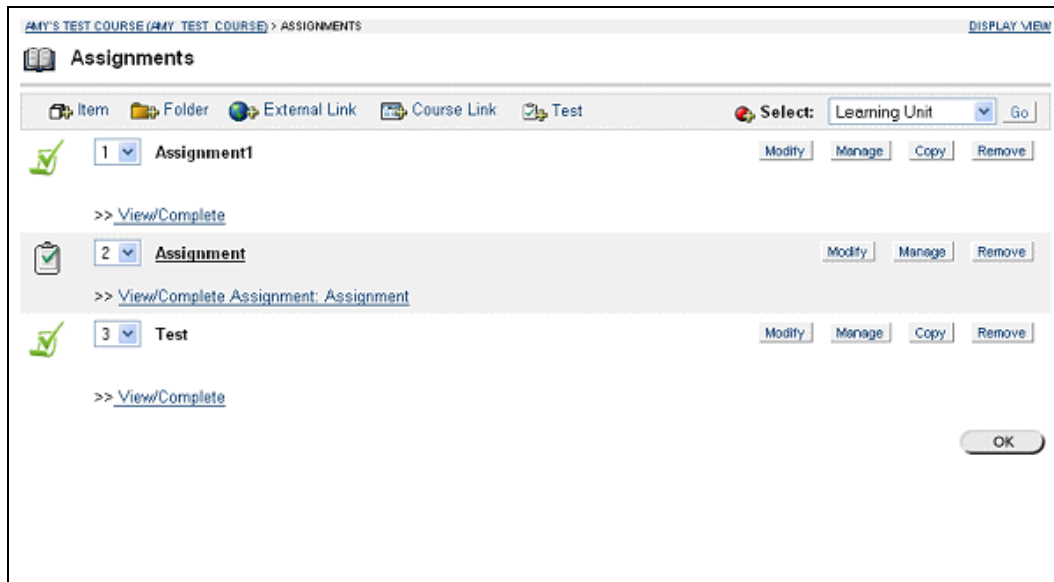
- a. Microsoft Word document: .doc
- b. Rich Text Format: .rtf
- c. HTML: .htm or .html
- d. Text: .txt
- e. Zip compressed: .ZIP used to upload multiple files

### How to view reports through control panel....

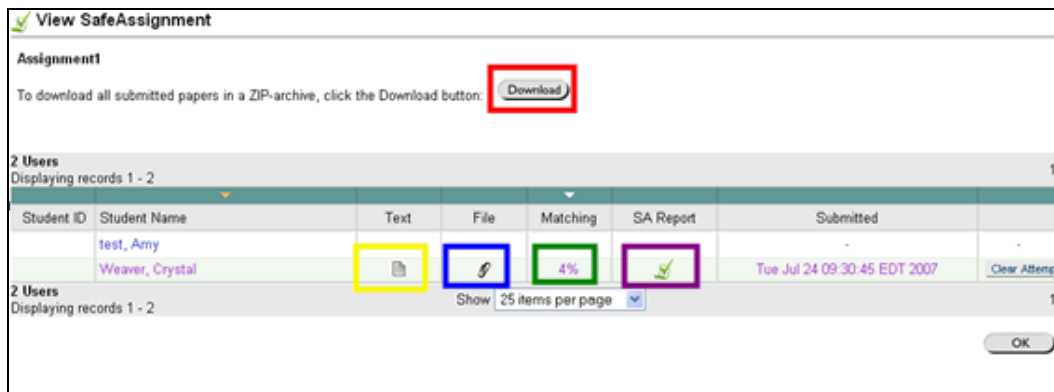
Once you have created a SafeAssignment and made it available to students, they can submit papers to complete the assignment.

To view papers that students have submitted and the associated SafeAssign Originality Reports following these steps:

1. Go to the Control Panel for the Course.
2. Choose "SafeAssign"
3. You are now in your SafeAssignment Management view and you should see all the SafeAssignments listed that you have created.



4. Click "View" for the SafeAssignment you are interested in.
5. You now see a list of all students enrolled in the course. If they have submitted a paper – you will see the remaining fields populates with the following:



- Download all submitted papers into a zip archive by clicking the **Download button**
- Text- Click the **paper icon** to see an online, formatted version of the paper the student submitted.
- File – Click the **paperclip icon** to download the actual file the student submitted.
- Matching - See how much a student's document matches other documents in the SafeAssign Database. (For example, this report shows that Crystal Weaver's document is **4%** "plagiarized.")
- SA Report - **SafeAssign Originality Report** - Click the **Safe Assign icon** to view the interactive report detailing the results of the matching process.

## How to view reports through gradebook....

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

To view papers that students have submitted and the associated SafeAssign Originality Reports through the Gradebook, use following these steps:

1. Go to the Control Panel for the Course.
2. Choose "Gradebook"
3. You are now in your Gradebook view and you should see all the gradeable course content in your course along the top.
4. Find the SafeAssignment you are interested in - you will see a "!" in the field for every student that has submitted a paper to this SafeAssignment.
5. Click the "!" by a particular student to see the following:

The screenshot displays the 'Modify Grade' interface for a SafeAssignment. It includes sections for Assignment Information, Student's Work (with a table of student submissions), Modify Grade (with a table for grade entry), and Feedback to Student (with a comments text area).

- Text- Click the paper icon to see an online, formatted version of the paper the student submitted.
- File – Click the paperclip icon to download the actual file the student submitted.
- Matching - See how much a student's document matches other documents in the SafeAssign Database. (For example, this report shows that Crystal Weaver's document is 4% "plagiarized.")
- SA Report - **SafeAssign Originality Report** - Click the Safe Assign icon to view the interactive report detailing the results of the matching process.
- Submitted – the date and time the student submitted the paper.
- Grade – Enter the grade bases on the possible points you allotted when you setup the Safe Assignment.
- Comments – Add feedback to the student here. You can also upload a file with your comments that the student can download and review on their end.

## How to view direct submit reports....

To view the Reports for the papers you have submitted directly with the Direct Submit feature, use the following steps:

1. Go to the Control Panel for the Course
2. Click "SafeAssign"
3. Choose the Direct Submit tab within the SafeAssign management console.
4. You should see a list of every paper you directly submitted.
5. Click on the "SA Report" icon to launch the Originality Report for each.

## How to manage direct submits....

You can store and organize the papers you have directly submitted through the Direct Submit feature the file folders to the left of the Direct Submit management console.

- **Private Folders** - only you can see the papers and associated reports stored in the Private Folders
- **Shared Folders** - anyone with access to the Control Panel>Direct Submit in the course can see the papers and associated reports that you store in the Shared Folders

## How to interpret reports....

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.

**Paper Information**  
 Author: Todd Moe C1  
 Title: sample doc 1.htm  
 Matching: 100%  
 Assignments: 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  
 1  http://www.mydropbox.com/get\_paper2.p?fid=173422&digest=e7f5045f1cd95fdad7f9577d52a9a90  
 2  http://www.netessays.net/viewpaper/27395.html  
 3  http://www.mydropbox.com/get\_paper2.p?fid=173422&digest=aa71e6bd185cf3d2b484f6917d6a3cb  
 4  http://www.the-innovation-group.com/ChemProfiles/Calcium%20Chloride.htm  
 5  http://www.peterschemical.com/Calcium%20Chloride.htm  
 6  http://www.dochem.co.kr/english/product/p\_base/p\_base03.htm  
 7  http://www.calciumchloride.com/concrete.shtml  
 Reprocess 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 manufactures- 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 1.5 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)  
 4 In recent years, the market demand for calcium chloride has shifted. Consumption within the largest market segment, deicing, is heavily dependent 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 98 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)  
 5 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 rutting and raveling 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 cost associated with periodic grading. 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)  
 7 Investigations have shown that a two percent addition of calcium chloride has equal cure strength at 50F as plain concrete has at 70F. 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. The accelerated cure rate measured as final concrete set

**Source Comparison**  
 URL: http://www.dochem.co.kr/english/product/p\_base/p\_base03.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

## 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 are papers 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 '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.

## How Students submit a SafeAssignment....

SafeAssignments appear in content areas throughout courses.

Follow these steps to submit to a SafeAssignment:

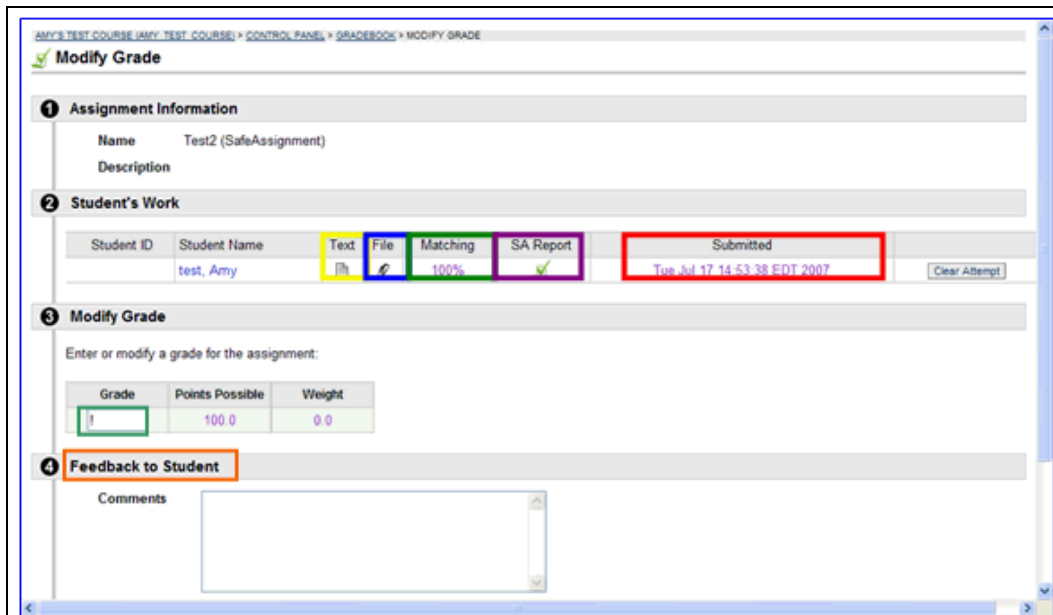
1. From the content area with a course, select the SafeAssignment and click View/Complete.
2. The Upload SafeAssignment page will appear.
3. Complete the page use the table below as a guide and click Submit.

<b>Field</b>	<b>Description</b>
<b>Name</b>	Displays the title the SafeAssignment.
<b>Instruction</b>	Displays the instructions for completing the SafeAssignment.
<b>Comments</b>	Enter any comments for the Instructor in this field.
<b>File to Attach</b>	Click Browse to locate a file to upload as a Safe Assignment.
<b>Global Reference</b>	You have the option to volunteer your paper to the Global Database that will allow other papers from other instructions to be checked against yours to protect the originality of your work across institutions.

## How Students view a report....

Follow the same process you used to Submit a paper, to view the SafeAssign report.

1. First you must submit your paper to the SafeAssignment.
2. After the matching process is complete, from the content area within a course, select the SafeAssignment and click View/Complete.
3. You will see all of the information associated with your paper:



AMY'S TEST COURSE (AMY TEST COURSE) > CONTROL PANEL > GRADEBOOK > MODIFY GRADE

### Modify Grade

**1 Assignment Information**

Name: Test2 (SafeAssignment)  
Description:

**2 Student's Work**

Student ID	Student Name	Text	File	Matching	SA Report	Submitted	
	test, Amy			100%		Tue Jul 17 14:53:38 EDT 2007	<input type="button" value="Clear Attempt"/>

**3 Modify Grade**

Enter or modify a grade for the assignment:

Grade	Points Possible	Weight
<input type="text" value="!"/>	100.0	0.0

**4 Feedback to Student**

Comments:

- Text- Click the paper icon to see an online, formatted version of the paper the text.
- File – Click the paperclip icon to download the actual file the student submitted.
- Matching – Percentage of the paper that matched with source documents. (For example, this report shows that Crystal Weaver's document is 4% "plagiarized.")
- SA Report - **SafeAssign Originality Report** - Click the Safe Assign icon to view the interactive report detailing the results of the matching process.
- Submitted – the date and time the paper was submitted
- Grade – Displays the grade bases on the possible points allotted, if instructor graded assignment, otherwise "!" will be displayed.
- Comments – Add feedback from the instructor with be displayed in text box.

**PLEASE NOTE:** If the instructors has attached a separate file with comments, you will see an option to download. Click download the file with the comments.