WEST TEXAS A&M UNIVERSITY

Instructional Technology Services

WTClass Training Manual

SafeAssign

TABLE OF CONTENTS

SAFEASSIGN

SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works.

SafeAssign is effective as both a deterrent and an educational tool. Use SafeAssign to review assignment submissions for originality and create opportunities to help students identify how to properly attribute sources rather than paraphrase.

SafeAssign is based on a unique text matching algorithm capable of detecting exact and inexact matching between a paper and source material. Submissions are compared against several databases:

- Institutional document archives: Contains all papers submitted to SafeAssign by users in their respective institutions.
- Global Reference Database: Contains over 15 million papers volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism.
- ProQuest Journal Database: More than 3,000 publication titles, 4.5 million documents, and over 200 topical categories from the 1970s to present time and covering topics from Advertising to Women's Studies.
- Internet: SafeAssign searches across the broader internet for matching text using an internal search service.

GLOBAL REFERENCE DATABASE

Blackboard's Global Reference Database is a separate database where students voluntarily donate copies of their papers to help prevent plagiarism. It is separated from each institution's internal database, where all papers are stored by each corresponding institution. Students are free to select the option to check their papers without submitting them to the Global Reference Database. Students submit their papers to the database voluntarily and agree not to delete papers in the future. Submissions to the Global Reference Database are extra copies that are given voluntarily for the purpose of helping with plagiarism prevention. Blackboard does not claim ownership of submitted papers.
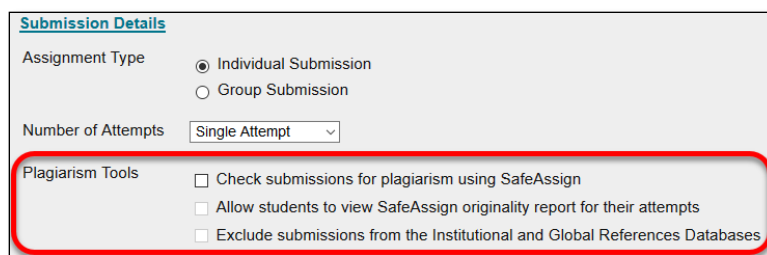
SAFEASSIGN ORIGINALITY REPORTS

After a paper has been processed, a report is generated detailing the percentage of text in the submitted paper that matches existing sources. The report also shows the suspected sources of each section of the submitted paper that returns a match. You can delete matching sources from the report and process it again. This is useful if the paper is a continuation of a previously submitted work by the same student.

Read the report carefully and investigate whether each block of text is properly attributed.

USE SAFEASSIGN IN YOUR ASSIGNMENTS

You can use SafeAssign plagiarism checking for any of your assignments.

1. On the **Create Assignment** page, expand **Submission Details**.
2. Select **Check submissions for plagiarism using SafeAssign**.
3. Optionally, select one or both options:
   a. Allow students to view the SafeAssign originality reports on their submissions.
   b. Exclude all student submissions for this assignment from the institutional or global reference databases.
4. Complete the **Create Assignment** page.
5. Select **Submit**.

When you create a SafeAssignment, a grade column is automatically created in the Grade Center. When a SafeAssignment is ready for grading, the **Needs Grading** icon appears in the Grade Center cell. Grade SafeAssignments from the Grade Center or access them from the **Needs Grading** page.

GRADING AN ASSIGNMENT WITH SAFEASSIGNMENT

On the **ASSIGNMENT GRADING** page, a SafeAssign section appears in the grading sidebar. While the report is processing, this statement appears: Report in progress...
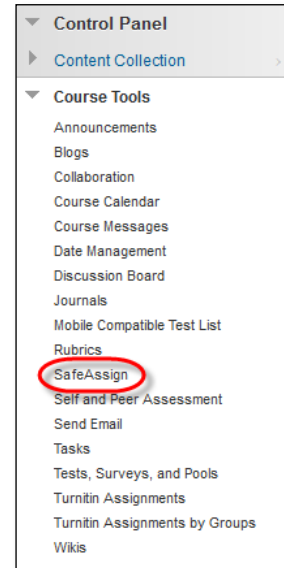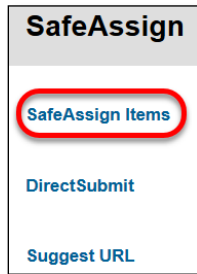

When the report is ready to view, a percentage appears in the grading sidebar. Expand the SafeAssign link and select View Originality Report to view the results in a new window.

HOW TO ACCESS THE SAFEASSIGN TOOL

You can view Assignment submissions using SafeAssignment from the **SafeAssign** link on the **Control Panel**.

1. On the **Control Panel**, expand the **Course Tools** section.
2. Select **SafeAssign**.
3. On the SafeAssign page, select **SafeAssign Items**.

4. Select the specific assignment to view.

A list of student submissions appears with the following information:

- **Name:** Students name.
- **User Attempt**: Students name and attempt number (if more than one is allowed).
- **Average Match**: Average a percentages matched.
- **Highest Match**: Highest match percentage found.
- **SA Report**: View the SafeAssign Report.
- **Submitted**: Date submitted by student.

SAFEASSIGN ORIGINALITY REPORTS

A SafeAssign originality report provides detailed information about the matches found between a student's submitted paper and existing sources. Both instructors and students can use the report to review assignment submissions for plagiarism potential and create opportunities to identify how to properly attribute sources rather than paraphrase. When instructors create an assignment and choose to use the SafeAssign service, they determine if students can see the results of the report.

The report identifies all matching blocks of text. Instructors and their students need to determine if the matching text is properly referenced. Investigating each match prevents detection errors due to differences in citing standards.

The originality report displays the list of potential sources, and each source is highlighted in a different color. The report can display up to 30 colors to represent 30 different sources.

> *NOTE*: Originality report information adapts to the screen it appears on, such as an iPad® or iPhone®.

REPORT LAYOUT

A SafeAssign originality report is divided into three areas:

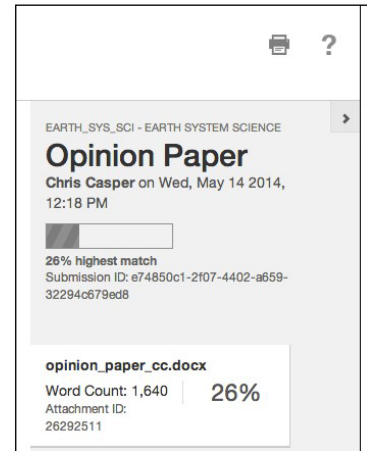- Report information
- Citations
- Manuscript text

If you need more remove for viewing the paper's text, you can collapse the right panel with the right-pointing arrow. The highlighting colors remain in the collapsed view.
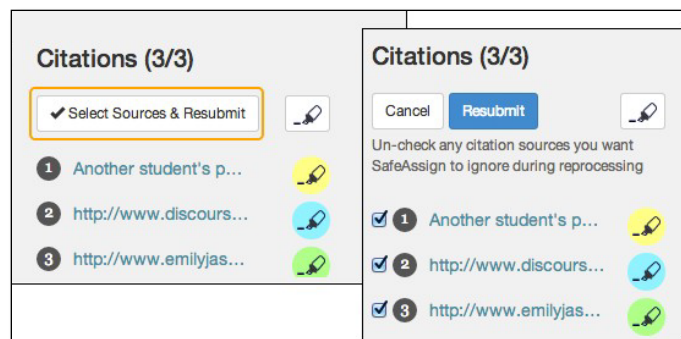
REPORT INFORMATION

Report information appears in the right panel of the report. When you reduce the width of the viewing area, this information appears at the top. You can view data about the paper, such as the author, percent of matching text, word count, and when it was submitted. If students have included multiple attachments, they appear with the report information. You also have an option for viewing a printable version. This printable version is the most effective view of the report for users who rely on assistive technology to access Blackboard Learn. At the top of the page, click **Print** to view the printable version. Download the PDF to email to others.

EARTH_SYS_SCI - EARTH SYSTEM SCIENCE

Opinion Paper
Chris Casper on Wed, May 14 2014, 12:18 PM

26% highest match
Submission ID: e74850c1-2f07-4402-a659-32294c679ed8

opinion_paper_cc.docx
Word Count: 1,640   26%
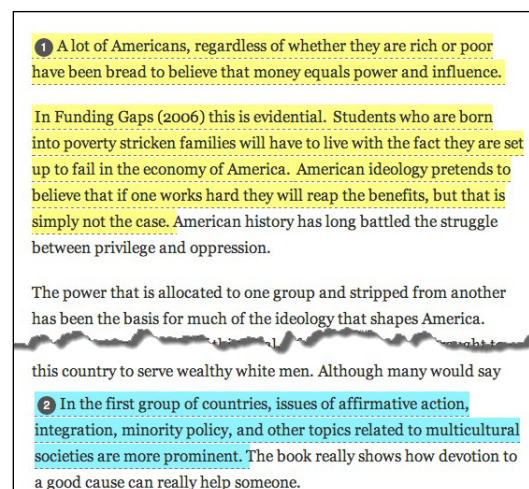Attachment ID: 26292511

CITATIONS

The sources that include text that matches the submitted paper's text are listed in the right panel of the report. You can expand the section to select sources, exclude them from the review, and process the paper again.

You can click **Select Sources and Resubmit** to determine which sources to include in the next report. ***By default, all sources are included.*** Clear the check box for each source you want to exclude from the results and resubmit. This is useful if a source is a previous work from the same student for the same assignment. You might also exclude a source if there is a reason that lengthy sections from the source appear in the paper. Processing the paper again generates a new value for the percent matching without using the excluded sources.

Citations (3/3)

✔ Select Sources & Resubmit

1. Another student's p...
2. http://www.discours...
3. http://www.emilyjas...

Citations (3/3)

Cancel   Resubmit

Un-check any citation sources you want SafeAssign to ignore during reprocessing

☑ 1. Another student's p...
☑ 2. http://www.discours...
☑ 3. http://www.emilyjas...

MANUSCRIPT TEXT

The submitted paper appears in the left panel of the report. All matching blocks of text are identified. Each source has a color specific to the source—up to 30 unique colors for 30 different sources. Text matching a source is highlighted in the source color and identified with a number. In the right panel, you can click **Show/Hide All Highlighting** to turn source highlighting off and on for all sources at one time. You can turn the highlighting off and on for only one citation. Click **Remove** or **Show Highlighting** next to a citation.

❶ A lot of Americans, regardless of whether they are rich or poor have been bread to believe that money equals power and influence.

In Funding Gaps (2006) this is evidential. Students who are born into poverty stricken families will have to live with the fact they are set up to fail in the economy of America. American ideology pretends to believe that if one works hard they will reap the benefits, but that is simply not the case. American history has long battled the struggle between privilege and oppression.

The power that is allocated to one group and stripped from another has been the basis for much of the ideology that shapes America.

this country to serve wealthy white men. Although many would say

❷ In the first group of countries, issues of affirmative action, integration, minority policy, and other topics related to multicultural societies are more prominent. The book really shows how devotion to a good cause can really help someone.

Click a matching block of text to display information about the original source and the probability that the block or sentence was copied from the source.

Use the pertinent findings in the report as you determine what grade to assign to the student on the **Grade Assignment** page.

MULTIPLE ATTACHMENTS AND ATTEMPTS

SafeAssign recognizes a student's multiple attempts for an individual assignment as submitted by the same student for the same assignment. SafeAssign does not check the contents of the student's current attempt against content from previous submissions.

If a student includes more than one attachment with an assignment, they are listed in the report. Click a file name link to view the file's text in the left panel and view its word count in the right panel.

INTERPRET SAFEASSIGN SCORES

Sentence matching scores represent the percentage probability that two phrases have the same meaning. This number reflects the reciprocal to the probability that these two phrases are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two phrases are the same. There is a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source—whether appropriately attributed or not.

The overall SafeAssign score indicates the probability that the submitted paper contains matches to existing sources. This score is a warning indicator only. Review papers to see if the matches are properly attributed.

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

- **Scores between 15 percent and 40 percent**: These papers include extensive quoted or paraphrased material, or they include plagiarism. Review these papers to determine if the matching text is properly referenced.

- **Scores over 40 percent**: A very high probability exists that text in these papers was copied from other sources.

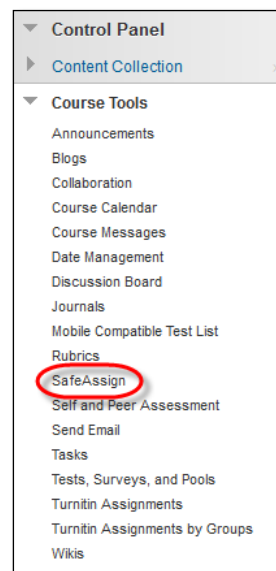These papers include quoted or paraphrased text in excess, and need to be reviewed for plagiarism.
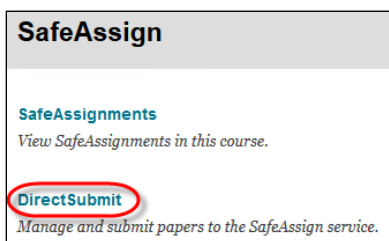
DIRECTSUBMIT

DirectSubmit is not integrated with the Grade Center.

In one session using DirectSubmit, you can submit a single paper using DirectSubmit or submit multiple papers in a single ZIP file. DirectSubmit cannot process files that are larger than 10 MB.

HOW TO SUBMIT PAPERS THROUGH DIRECTSUBMIT

1. On the **Control Panel**, expand the **Course Tools** section and click **SafeAssign**.

2. Click **DirectSubmit**. A list of folders and papers appears. This list includes papers already uploaded through **DirectSubmit**. Blackboard recommends that files not be deleted from **DirectSubmit** because this deletes them from the institutional database of existing materials.

3. Navigate to a folder where you want to upload the paper or ZIP file.

4. Click **Submit Papers**.

5. Click **Upload File** and browse for the file. Alternatively, click **Copy/Paste Document** and add the document text in the field.

6. Select the upload options:

- **Submit as Draft**: SafeAssign reports are generated, but the papers are not added to the institutional database and is not used to check other papers.
- **Skip Plagiarism Checking**: Adds the papers to the institutional database without checking for content copied from other sources. Use this option to upload papers from an earlier course to ensure that current students are not reusing work.

7. Click **Submit**.

SHARED FOLDERS AND PRIVATE FOLDERS

DirectSubmit shared folders are viewable by anyone with access to the DirectSubmit tool through your course. With shared folders, multiple instructors and teaching assistants can view submissions related to a course.

You can also use private folders to manage papers. Your private folders follow you and are available in any course where you have instructor-level privileges.

SUPPORTED FILE TYPES

DirectSubmit supports the following file types:

- Microsoft® Word document (DOC, DOCX)
- Rich Text Format (RTF)
- HTML (HTM, HTML)
- Text (TXT, TEXT)
- Zip-compressed multiple files (ZIP)
- Portable document format (PDF)
- Open document format (ODT)