

## Using SafeAssign

Safe Assignments can deter plagiarism by creating opportunities to educate students on proper citation and attribution, while providing a powerful tool to detect blatant plagiarism in student papers.

### How Does SafeAssign Work?

Using unique text-matching algorithms capable of detecting exact and inexact matching, Safe Assignments are compared against the following sources:

- The Internet
- Proquest/ABI Inform, a database with over 1,100 publication titles and over 2.6 million articles, updated weekly
- Institutional database, containing all papers submitted by students in the University of Maine System
- Global Reference Database, to which students can voluntarily submit their papers

### What Does SafeAssign Tell Me?

Once a paper is submitted and processed by SafeAssign, a report is provided that details the percentage of the paper that matches existing original sources. It also provides links to the sources that returned the matching text. Because of the nature of the report, it is imperative to read and interpret each SafeAssign report carefully. The report, in and of itself, does not prove plagiarism occurred. SafeAssign provides a sentence-matching score displayed as a percentage. This score is an indicator of what percentage of the submitted paper matches existing works, and should be treated only as a warning.

### Make Sure SafeAssign is “ON”

You will need to do this in each course in which you want to use SafeAssign.

- **Control Panel > Customization > Tool Availability** and check the box to make **SafeAssign Available**.
- **Control Panel > Customization > Tool Availability** and check the box to make **SafeAssignment Available in a Content Area** .

**Add a Safe Assignment to Your Course** Adding a **Safe Assignment** is similar to adding an assignment with Blackboard’s **Create Assignment** tool. Creating the Safe Assignment sets up a link that students use to submit their work in a content area and a column in the **Grade Center**. The main difference is that the Safe Assignment is checked for plagiarism.

**NOTE: SafeAssign accepts files in Microsoft Word (doc and docx)/ OpenOffice (odt)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP. Files must be less than 10 MB.**

1. Select a content area into which you will add a Safe Assignment.
2. Select **Create Safe Assignment** from the drop-down **Evaluate** menu.
3. Provide a name for the assignment. If the assignment is a *draft*, indicate that in the assignment name (e.g. Paper One: Draft). Keep in mind that you will have to create a separate Safe Assignment for the final submission (e.g. Paper One: Final Submission).
4. Enter the points possible for the assignment.
5. Provide instructions for the assignment.
6. Select the availability option. Selecting "yes" provides student access to the assignment.
7. Set assignment availability dates. You may wish to set some assignment restrictions here.
8. Select the appropriate draft settings for the assignment. Setting the assignment in draft mode allows students to validate their papers without submitting them to the institutional database. As a result, final papers will not be compared to submitted drafts, which will result in more accurate SafeAssign reports.
9. Set Urgent Checking to "no".
10. Choose whether or not you want students to have access to the SafeAssign report.
11. Create an Optional Announcement if you wish.
12. Click **Submit**.
13. A column for your Safe Assignment will automatically be created in the course **Grade Center**.
14. A piece of text will be added to your assignment with the legal release statement:

*I understand that my instructor has elected to have this assignment checked against several databases for original content. Furthermore, I understand that SafeAssign will create an originality report for my instructor which shows how my paper compares against documents available on the Internet, in many print journals, as well as a database of other papers submitted by University of Maine System students. I understand that my paper will be added to this institutional database for comparison of future papers against my work.*

*I also understand that if I select 'Upload to Global Database' below, I am agreeing that papers from students at other universities using SafeAssign can be compared against my work. I understand that once I grant the right for this paper to be added to the SafeAssign Global Database that I may not retract that right. I maintain ownership of the original intellectual property created, but this document must remain a part of the SafeAssign Global Database. I understand that submitting my paper to the Global Database is completely voluntary.*

## Submitting Papers Via Direct Submit

Submitting Papers Via Direct Submit allows you to generate SafeAssign reports on papers submitted outside of a Safe Assignment

**PLEASE NOTE:** Papers uploaded through **DirectSubmit** 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 Grade Center integration with papers submitted through Direct Submit. So because Direct Submit does not offer access to the Global Reference Database or integration with Grade Center, faculty members should set up and use [SafeAssignments](#) to collect submissions whenever possible.

To submit papers with **DirectSubmit**, select **SafeAssign** from the **Course Tools** menu in the **Control Panel** and click **DirectSubmit**.

**Direct Submit** allows faculty members 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.

## Accessing SafeAssign Reports

Student submissions and associated SafeAssign reports can be viewed in two ways:

- from the **SafeAssign** link in the **Tools** menu of the course **Control Panel** (use the drop-down menu for each assignment to select **View Submissions**)
- via the course **Grade Center** (click the drop-down menu for the assignment for an individual student, select **View Grade Details**, then click **Open Attempt**)

## What Does the Report Screen Tell Me?

When you access the main report screen by selecting the View link, the following columns appear for each student:

1. Text - Select this option to view the student's submission online.
2. File - Select this option to download the student submission to your computer. Establishing logical file name conventions with students can help to identify which student submitted the file
3. Matching - The percentage listed is the percentage of the paper that matches other sources.
4. SA Report - Select this option to view the full SafeAssign report.
5. Clear Attempt - Select this option to remove the submission.

### Example:

The screenshot shows the SafeAssign interface. At the top, there are navigation links: SAFEASSIGN PROJECT > CONTROL PANEL > SAFEASSIGN > SAFEASSIGNMENTS. Below this are buttons for SAFE ASSIGNMENTS and DIRECT SUBMIT. The main heading is SafeAssignments. A green checkmark icon is next to the text 'View SafeAssignment'. Below this, there is a section for 'Paper 1' with instructions: 'Do not upload Office 2007 files (.docx). If you are using Word 2007, save your file as Word 2003 files (.doc) before submitting this assignment. Name your file LASTNAME\_paper1.' There is a 'Download' button. Below the instructions, there is a table with columns: Student ID, Student Name, Text, File, Matching, SA Report, Submitted, and Clear Attempt. The table shows one record for 'Student01, Good' with a matching percentage of 100% and a submitted date of 'Sun Feb 24 19:42:20 EST 2008'. At the bottom, there is a 'Show' dropdown menu set to '25 items per page'.

1: View the submitted text

2: Download the submitted paper.

3: Percentage of the paper that matches other sources.

4: SafeAssign detail report.

5: Date and time SafeAssignment was submitted by student.

6: Remove submission.

Student ID	Student Name	Text	File	Matching	SA Report	Submitted	Clear Attempt
Student01	Good			100%		Sun Feb 24 19:42:20 EST 2008	Clear Attempt

You will be able to quickly scan the Matching column to determine if further analysis of the SafeAssign Report is warranted. Here are some good guidelines to remember:

1. **Scores below 15%** - These papers typically include some quotes and few common phrases or blocks of text that match other sources. They typically don't require further analysis, as there is little or no evidence of possible plagiarism.
2. **Scores between 15% and 40%** - These papers include extensive quoted and/or paraphrased material or they may include plagiarism. They should be reviewed to determine if the matching content is properly attributed.
3. **Scores over 40%** - There is a high probability that text in this paper was copied from other sources. It should be reviewed for plagiarism.

SafeAssign Reports provide very detailed and comprehensive information about the matches found between the submitted paper and other sources used by SafeAssign. The report identifies all matching blocks of text, and provides a link to each source of the match. Each SafeAssign Report is divided into three sections:

- **Paper Information**- Provides data about the paper, such as author, percent matching, and when (date, time) the paper was submitted. It also provides options for downloading the report, emailing the report, and for viewing a printable version of the report.
- **Suspected Sources** - Lists the sources that contain text that matches the text found in the submitted paper. From this view, you may select sources to exclude them from the review. This can be helpful if a source is a previous work from the same student for the same class, or if there is a reason for lengthy sections of a particular source to appear in the paper.
- **Paper Text** - Shows the submitted paper. All matching blocks of text are identified. Clicking a matching block of text displays information about the original source and the probability that the text was copied from the source.

Below is an example of a standard SafeAssign Report.

The screenshot displays the SafeAssign report interface. At the top, the 'safeassign by Blackboard' logo is visible. The 'Paper Information' section shows the author as 'Todd Moe C1', the assignment as 'Demo Assignment 1', and a 100% matching index. The 'Suspected Sources' section lists seven URLs with numbered callouts (1-7) indicating matching text. The 'Paper Text' section shows the original text with highlighted portions corresponding to the sources. A table at the bottom compares the 'Uploaded Manuscript' and 'Internet Source' for a specific sentence.

**Callout Boxes:**

- Matching Index:** The Matching Index shows the percentage of the paper that matched other sources.
- Print Version:** Print Version is a text-only formatted version that is accessible and optimized for printing.
- Suspected Sources:** Click on each Suspected Source to see the full corresponding source.
- Magnifying Glass:** Click the magnifying glass icon to highlight the Paper Text material that matched to that particular source.
- Reprocess:** Use the Reprocess icon to rerun the report without checking against those sources indicated by the check boxes.
- Paper Text:** Paper Text is the actual text from the submitted paper.
- Highlighted Text:** Highlighted text indicates what portions of the Paper Text corresponds to which source.
- Numbers:** Numbers indicate which Suspected Source this text matched with.
- Source Comparison:** 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.

URL:	<a href="http://www.dchem.co.kr/english/product/p_basic/p_basic03.htm">http://www.dchem.co.kr/english/product/p_basic/p_basic03.htm</a>
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