

SafeAssign for Students

SafeAssign is a tool that checks student assignments against a database of electronic texts for matching comparison. The process can educate students about intellectual property and plagiarism, and to demonstrate the importance of proper citation. This tutorial helps students understand how to submit a SafeAssignment, view submissions and investigate the originality report. Also, SafeAssign can help students assess if text from outside sources is being properly used and cited within their document. Submissions are checked against several databases of source material.

If the Assignment is set up as a **“Draft”** (exclude Institutional and Global databases), papers process through the following databases:

- The Internet.
- Proquest/ABI Inform, a database of articles from the ‘90s to today, updated weekly.

If the Assignment is set up to **include the Institutional and Global Reference databases**, the papers will process through the following:

- The Internet.
- Proquest/ABI Inform, a database of articles from the ‘90s to today, updated weekly.
- Institutional database, containing all papers submitted through SafeAssign by users at Wilmington University.
- Global Reference Database, to which students may **voluntarily** submit their work. All submissions to this database will be included in future plagiarism checks.

The following file types can be submitted to SafeAssign:

- .doc and .docx – Microsoft Word (**Most recommended Assignment file type is .doc or .docx**)
- .odt – OpenOffice.org Writer
- .pdf – Adobe PDF
- .txt – Plain text
- .rtf – Rich text
- .htm or .html – Web page
- .ppt or .pptx – PowerPoint

Symbols, images and numbers are not checked against the databases. If a student submits a paper in any format other than the allowed formats, they will get an invalid file message and won't be able to submit their paper. For example, a Microsoft Works file or a .Pages file is an invalid file format.

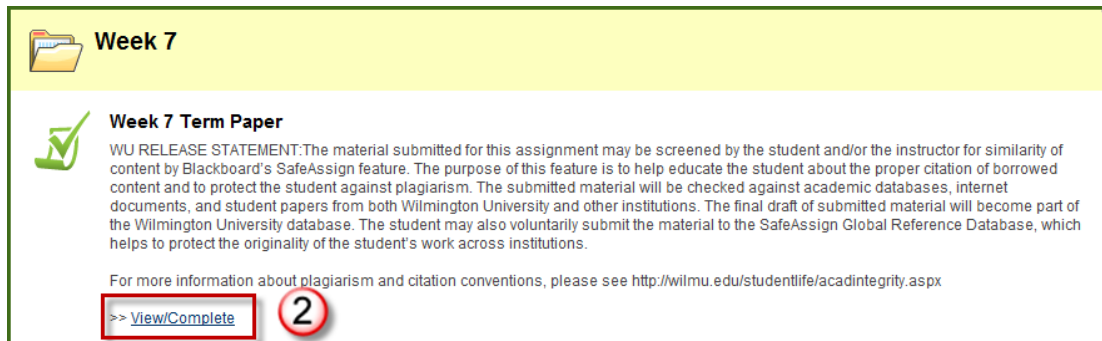
Submitting a SafeAssignment

If a student wants to voluntarily omit their name on the document using SafeAssign services, they may do so. Students may remove their name and personal information (name, SSN number, student ID) from the paper and title page, header or footer, before submitting an Assignments using SafeAssign services.

Log into your Bb course using username and password.
Students may see two different types of Assignments which uses Plagiarism Services.

Legacy -older SafeAssigns show may still appear in a course.

1. Click on the Assignment name.
2. Notice the View/**Complete** link. Click View/Complete link to enter the Assignment.



A Wilmington University Release Statement is included in every SafeAssignment.

WU RELEASE STATEMENT: The material submitted for this assignment may be screened by the student and/or the instructor for similarity of content by Blackboard's SafeAssign feature. The purpose of this feature is to help educate the student about the proper citation of borrowed content and to protect the student against plagiarism. The submitted material will be checked against academic databases, internet documents, and student papers from both Wilmington University and other institutions. The final draft of submitted material will become part of the Wilmington University database. The student may also voluntarily submit the material to the SafeAssign Global Reference Database, which helps to protect the originality of the student's work across institutions.

For more information about plagiarism and citation conventions, please see

<http://wilmu.edu/studentlife/acadintegrity.aspx>

3. Upload your paper using the form provided, which should look similar to the image to the right. Read or fill in any fields as follows:

- A. **Name** – displays the title of the SafeAssignment
- B. **Instructions** – this field may be left blank or include directions from your instructor about formatting, point values, etc.


- C. **Comments** – students may wish to add a comment for the instructor here.
- D. **File To Attach** – click **Browse...** to find your file, and then click **Open**. **NOTE:** Be sure to name your file with your Lastname_Firstname_ and the Assignment name. For example: *Smith_John_FinalPaper*
- E. (If this assignment is set up as Draft Mode, you will not see the selection area for Global Reference Database.)

Here, this assignment is set up as a Final Paper. You will be asked if you wish to submit your work to the Global Reference Database. You **don't have to submit to this database, submitting to the Global Reference Database is optional and voluntary**. If you select yes, your assignment will be used as a source for checking student work from other schools, other than Wilmington University.

- F. To upload your file, click **Submit**.

Viewing Submissions Using the Legacy Format

- This feature is only available if the instructor has set-up the SafeAssignment to allow for student viewing. Reports may or may not be available for viewing. To view a student submission, open the SafeAssignment by going to the content area, click on **View/Complete**.



Week 7 - Final Paper

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For more information about plagiarism and citation conventions, please see <http://wilmu.edu/studentlife/acadintegrity.aspx>

[>> View/Complete](#) 4


The submission will appear and a report will be available.

Text: view the paper and comments from the student

File: selecting this option downloads your submission

Matching: this feature shows a percentage of matches found against the paper

SA Report: this feature shows the full SafeAssign report and can be clicked on to pull up the originality report.






View SafeAssignment

You have already completed this SafeAssignment. Below are your results.


Assignment Information

Name	Description
Week 4 Assignment - Draft (Draft)	Please submit a paper on the topic of "Art in Society". You paper must include a Works Cited page or Bibliography page. This assignment will be a SafeAssign Draft submission. Click View/Complete assignment link and submit you work by Browsing from your computer and uploading your paper back to Blackboard. Please return back to this assignment again in 15 minutes to see if your SA Report is ready to view. Click the View/Complete link again to get the report. If you need to change any text, or properly cite your sources, please do so and re-submit your paper in the Week 4 Assignment - Final.

Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
	Portal Test			0%		Tue, Apr 19, 2011, 09:51 AM

View Grade

Grade	Points Possible	Weight
 7	25.0	0.0

Instructor's Feedback

Comments	Currently Attached File
No feedback from instructor	No feedback uploaded

Since Wilmington University's January 2015 Blackboard Upgrade, Assignments may now integrate the Plagiarism Services.

The image below shows the current look of all Assignments. A student would not necessarily know it is integrated with the SafeAssign plagiarism services, until they actually click on the Assignment name and see the Institutional Release Statement or actually read Assignment information.

1. Students click on the Assignment title. This title actually states it is a draft assignment.

Week 7 Paper - Draft

1 This is the new look of using SafeAssign services using the plagiarism tools. It looks like a regular assignment, but by clicking on the link above, you will notice the SafeAssign statement. To view your originality report, go to My Grades button on the course menu and select, the Assignment link to view the Originality Report. This assignment allows unlimited attempts.. (Some assignments may allow single, multiple, or unlimited attempts.)

Please attach your paper by clicking the button, **Browse My Computer**, and upload a file in a **.doc or .docx** format.

2. On the Assignment Information page, students may see a listed due date if the instructor set up that option and the points possible for the assignment.
3. If the instructor uses the SafeAssign integration, students will see the Institutional Release Statement.
4. Students must attach their document by clicking the button, "Browse My Computer", and uploading their file. **Recommended file type is .doc or .docx.**

Upload Assignment: Week 7 Paper - Draft

Cancel Save Draft Submit

1. **Assignment Information**

Due Date Sunday, January 25, 2015 11:59 PM	Points Possible 100
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This is the new look of using SafeAssign services using the plagiarism tools. It looks like a regular assignment, but by clicking on the link above, you will notice the SafeAssign statement. To view your originality report, go to My Grades button on the course menu and select, the Assignment link to view the Originality Report. This assignment allows unlimited attempts.. (Some assignments may allow single, multiple, or unlimited attempts.)

Please attach your paper by clicking the button, **Browse My Computer**, and upload a file in a **.doc or .docx** format.

3 By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the Blackboard Privacy Policy; (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

Institution Release Statement

WU RELEASE STATEMENT: The material submitted for this assignment may be screened by the student and/or the instructor for similarity of content by Blackboard's SafeAssign feature. The purpose of this feature is to help educate the student about the proper citation of borrowed content and to protect the student against plagiarism. The submitted material will be checked against academic databases, internet documents, and student papers from both Wilmington University and other institutions. The final draft of submitted material will become part of the Wilmington University database. The student may also voluntarily submit the material to the SafeAssign Global Reference Database, which helps to protect the originality of the student's work across institutions. For more information about plagiarism and citation conventions, please reference <https://wilmu.edu/studentlife/acadintegrity.aspx>.

2. **Assignment Submission**

Text Submission Write Submission

Attach File **4** Browse My Computer

SafeAssign accepts files in .doc, .docx, .ppt, .ppbx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.

- Students may add a comment in the Comments box back to their instructor.
- Students must click Submit in order for the paper to process through the SafeAssign databases.

3. **Add Comments**

Comments

Character count: 0

4. **Submit**

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Cancel Save Draft **Submit**

- To view the SafeAssign Originality report, the student will click on the **My Grades** button on the **course menu**. Then, the student will click on the Assignment title. The Grading page will open. Click the down arrow under the matching indicator. Then, click the button to “View Originality Report.”

Grade Assignment: Opinion Paper

Chris Casper (Attempt 1 of 1)

SafeAssign ^ 26% overall match

SAFEASSIGN SUBMISSION

opinion_paper_cc.docx 26%

7 View Originality Report

SafeAssign v 26% overall match

Student's View of the Originality Report

It is important to read every SafeAssign Report to investigate if text is properly attributed. If text is matching it does not mean it is plagiarized. Plagiarism occurs only if it is not properly cited, quoted or referenced.

8. To view the originality report, please maximize the report window in order to see the full report. The SafeAssign report is broken in two frames, the left frame contains the body of the paper and the right frame contains statistical information about the report

- A. **Body of the Paper:** Items found to be matching will be numbered and highlighted. To check for more details in the matching, click the sentences and information will popup explaining the source of the match.

Statistical Panel

- B. **Paper Information:** This section includes course ID and Assignment information and user.
- C. **Submission Details:** This information shows the ribbon indicator of the amount of text shown to match the databases.
- D. **Paper information:** This section shows the Paper ID in the SafeAssign system as well as the word count and matching percentage in numerical data.
- E. **Suspected Sources:** Called the Citations, this section shows text found to be matching and the URL of the matching source. Click the magnifier icon to select and deselect matching sources. You can deselect any of the numbered sources and resubmit to SafeAssign.
- F. **Help, Print:** The Help button takes you to Bb’s [information page about SafeAssign](#). The Print button allows for printing as well as opens the file to be saved, emailed and shared easily using the Firefox browser.

Questions to Consider when Evaluating SafeAssign Reports

- If a text is found to be matching, is it cited in the document?
- If matching is found for a sentence or phrase, is it possible the student constructed that sentence independent of the matching source? Sometimes sentences are so common they may be found to match common phrases, therefore no plagiarism can be identified for common, everyday sentences.
- Is matching due to students copying and pasting the assignment text onto the document?

Comparison Text Sources Used by SafeAssign

Any papers submitted to SafeAssign are compared to text found in the following databases:

- **Internet** - comprehensive index of documents available for public access on the Internet via Microsoft Windows Live search engine
- **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** (only available in final SafeAssignments) contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism (This is optional for the student to check this box)

Questions about writing Assignments? Please see the Student Success Center to better understand APA referencing and citing sources. Student Success Center Phone: (302) 356-6995

Email: ssc@wilmu.edu Website <http://www.wilmu.edu/ssc/index.aspx>