Be An Original.

✓ Prevent Plagiarism
✓ Protect the Originality of Work
✓ Ensure a Level Playing Field
✓ Create Awareness and Educate Students

SafeAssign
College of Arts and Sciences
Acknowledgements

Almost all of the materials used to create this presentation were first assembled by Mary Beth Youse who graciously gave us permission to use them.
What Is It?

- SafeAssign is plagiarism detection software
- If a student uses text from another source, the software will pick it up
- Sources that SafeAssign uses to match:
  - 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
Why Use It?

- Students cheat.
- If we don’t catch it and assign consequences, people keep doing it
  - We create a culture of cheating
- Often students cheat because they lack the skills to produce quality writing
- The reason students are in college is to learn to how ask the right questions (critical thinking) and that means a lot of attempts
  - Writing is the proof those attempts
  - Any shortcuts they take result in less practice in critical thinking
  - Multiple drafts help them to develop their skills.
PLAGIARISM is defined as:

- Submitting information without acknowledging the source through complete, accurate, and specific references, including:
  - Submitting work that includes the words, ideas, or data of another as your own,
  - Information from the Internet
  - Work which you have previously submitted for other assignments (known as self-plagiarism)
  - Copying a source verbatim

PLAGIARISM NEED NOT BE INTENTIONAL. Students are urged to consult with individual faculty members, department heads, or recognized handbooks in their discipline (located at http://www.wilmu.edu/library/reflinks.aspx) if they are in doubt as to whether their work may contain plagiarized material. This should be done before the work is submitted. Utilizing information from the Internet without proper attribution is considered plagiarism. (Wilmington University, 2013)
So How Does SafeAssign Help?

- This is an educational tool, not a gotcha.
- Every paper gets two drafts: *First Draft* and *Revised/Graded Draft*.
- If there are problems on first drafts: no harm, no foul.
  - Students get a chance to correct their paper.
  - They must correct/ self-educate; the instructor should **NOT** do it for them.
- If there are problems on the revised/graded draft, student papers are escalated.
  - More on escalation later.
How To Use It?

- It’s turned on for every class with a trained instructor, but you must synchronize your class.
- Synchronizing tells SafeAssign to look at the databases to compare when papers are submitted.
- You can’t synchronize until you’ve set up your first SafeAssignment.
Set Up Your First SafeAssign

- Go back to your *Assignments* folder
- Click on *Assessments*
- Then *SafeAssignment*
SafeAssignment Details

1. Enter Information

- **Name**: Rough Draft, Essay #1
- **Points Possible**: 5

**Instructions**

This rough draft should still be your A game. When you are asking for feedback, you should ask for feedback on the best you've got: it's how you grow.

This essay should be at least 300 words, have all of the features of good writing, and be in APA (6th ed.) style.

- **Make the assessment available**: Yes or No
- **Track Number of Views**: Yes or No
- **Availability Dates**
  - Display After
  - Display Until

- **Draft**: Yes
- **Urgent Checking**: Yes or No
- **Student Viewable**: Yes or No

- **Separate First Drafts from Graded/Revised Drafts**
- **Two drafts for every paper**
- **Give specific instructions**
  - Start and end the description with a couple of hard returns (Press enter)
- **Check Draft on the First Draft**
  - **Don't check**
    - Track # of views
    - Availability dates
    - Urgent checking
- **Click Submit**
Once you have at least one SafeAssignment, then click on Synchronize.

This tells the computer to sync up the course with the global database used to judge matching material.

Now you can set up all of the SafeAssignments you would like for your course.

Remember to always give two drafts per essay: First and Revised/Graded.
How Does SafeAssign Look to Students?

- For the student, submitting a SafeAssignment is the same as submitting a normal assignment.
- SafeAssignments are automatically put in the Grade Center.
- Neither students nor instructors have to take any extra steps to use SafeAssign.
- In fact, it saves steps because all SafeAssignments are automatically entered into the Grade Center.
How Do I Look at SafeAssignments?

- Once you’re in your Blackboard class, go to Course Tools
- Click on SafeAssign
- Then click on SafeAssignments
What Is the Difference Between SafeAssignments and DirectSubmit?

- **SafeAssignments** are when the instructor sets up the assignment and the students submit their work themselves.
- **DirectSubmit** is when an instructor submits on the student’s behalf.
  - If an instructor **DirectSubmits**, she must remove all information that could identify a student.
- I recommend **SafeAssignments**.
  - It’s more work for the instructor to do a **DirectSubmit**.
  - The essay will never be able to downloaded along with the rest of the class.
  - Students need to develop the literacy of uploading work into software; they will do this professionally, no matter the profession they are in.
Looking at SafeAssignments

- Once you have clicked into *SafeAssignments*, you will look at a list of assignments.
- Choose the one you would like to review.
- This allows you to look at your class list and all of the submissions.
- This allows you to see the matching percentage.
  - Click on the *SA Report checkmark* to see an Originality Report.
  - I look at anything above 10%.
- It also allows you to download the papers as a batch.

<table>
<thead>
<tr>
<th>Text</th>
<th>File</th>
<th>Matching</th>
<th>SA Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>14%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>
When you first look, you will see highlighted text and ellipses in the upper right hand corner. Clicking on the ellipses will give you more information about the highlighted text.
When you click on the ellipses, these are the areas you will be shown:

- Matching percentage
- Word count
- Sources for matching text
- You can click on the sources to look at the original or click to exclude and resubmit.
So What Do You Do If A Student Plagiarizes?

First Draft
- Talk to the student about what the problem is and allow the student to re-do the paper
- Keep notes and a copy of the paper, but escalation depends on the severity
  - Is the whole paper plagiarized? Inform your chair
  - Is it just one or two sentences? Don’t escalate
- You can allow them to resubmit the first draft, but you must delete the old copy from Blackboard once you have downloaded a copy for your records

Revised/Graded Draft
- Different departments have different policies
- The English/Literature policy follows
Handling Plagiarism in English Classes

- The student will be able to see the SafeAssign report just as you are able to see it.
- Tell the student (verbally or by email) what you saw in the SafeAssign report.
  - Also tell the student what the repercussions will be.
    - What grade will be awarded for the work?
    - Do you know how the final grade for the course will be impacted?
- Send the documentation to the chair. This documentation must include:
  - The SafeAssign report.
  - The correspondence with the student.
  - A letter detailing the consequences.
    - What grade did you award for the assignment?
    - What was the final grade for the student in the course?
    - Was it a first or revised draft? Does the student get a do-over?
The next two slides aren’t about SafeAssign specifically, but they are some tips to help you with grading papers.

First, don’t spend too much time on each paper.
- Note trends in errors, not individual errors.
- Grading is a conversation – give students feedback before their next assignment so that they can continue to improve with every assignment.

**Compliment Sandwich**
- Positive feedback
- Constructive feedback
- Positive feedback
Grading Tips, Cont.

- When you get a first draft, look at it quickly to see if the student has problems with content and logic.
- Do not spend all of your time correcting grammar.
  - Purdue OWL’s approach to grammar
- If the grammar is poor, send students to the SSC.
- The bigger fish to fry:
  - Critical thinking as evidenced in writing.
  - Ability to craft a good thesis statement/controlling idea.
  - Ability to back the thesis statement/controlling idea with good evidence (specific/concrete).
  - Ability to argue the same logic throughout.
A Few Words About Grammar

- Here are some grammar issues to let go of:
  - Use of first person (it’s allowed)
    - APA Manual, 6th Ed, p. 69
    - [Purdue OWL](https://owl.english.purdue.edu/owl"
  - Use of contractions (it’s allowed, but it’s also OK to ask for students not to use them for a more formal tone [Be specific])
    - [Purdue OWL](https://owl.english.purdue.edu/owl"
    - [Writers Beta](https://www.writersbeta.com"
    - I could not find a mention in the APA Manual, 6th ed.
  - Ending Sentences in prepositions (it’s allowed)
    - [Oxford Dictionaries](https://www.oxforddictionaries.com"
    - [Grammar Girl](https://www.grammargirl.com"


Review for SafeAssign

- Remember that it is turned on in your course once you have completed training
  - Do we have everyone’s name?
- Create a SafeAssignment
- Synchronize it
- Look at Originality Reports if they have a high matching number (whatever % you are comfortable with)
- If it’s a first draft, talk to the student to help her understand what she needs to correct
- If it’s a revised/graded draft, gather documentation and talk to your chair
- Remember that for many students, research is something new. Treat every moment up until the revised/graded draft as a teachable moment.
References