

Overview

SafeAssignments appear in courses as a content type and can be added to any course content area. SafeAssignments function like assignments with an added layer of plagiarism detection. It is not possible to make an existing assignment a SafeAssignment. Like regular assignments, however, SafeAssignments are integrated with the Grade Center. Unfortunately, you cannot add file attachments to SafeAssignments, so when instructing your students you may wish to add an item prior with any attachments they will need to complete the assignment. Once an assignment is submitted as a SafeAssignment, a SafeAssign report is generated (see separate guide for report details).

“SafeAssign checks all submitted papers against the following databases:

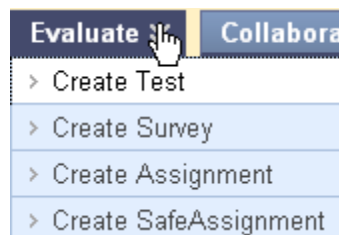
- **Internet** - comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly (exclusive access)
- **Institutional document archives** containing 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.”

Source: SafeAssign Blackboard-sponsored Wiki at <http://wiki.safeassign.com/display/SAFE/How+Does+SafeAssign+Work>.

Final versions of SafeAssignment submissions are automatically added to the Institution Database (MCCD). Students must opt-in for their work to be added to the Global Reference Database.

Create a SafeAssignment

1. From the course menu, select the content area in which you want to add the SafeAssignment.
2. From the **Evaluate** drop down menu, select **Create SafeAssignment**.



3. Enter the desired SafeAssignment parameters (see next page).

Add SafeAssignment

* Indicates a required field.

Cancel Submit

1. Enter Information

* Name Enter the assignment name. This will display in the Grade Center.

* Points Possible Enter the points possible for the assignment. This value will be shared with the Grade Center.

Instructions Enter assignment instructions. Please note: if students will be submitting papers that include images, please inform them images must not exceed 2MB or the submission may fail.

Make the assessment available Yes No

Track Number of Views

Availability Dates

Display After Enter dates as mm/dd/yyyy

Display Until Enter dates as mm/dd/yyyy

Draft Enable the draft option to allow students to validate their paper without submitting it to the institutional database (this will also prevent a paper coming back as matching against itself). Drafts can be used as an instructive tool to help students learn how to attribute papers properly.

Urgent Checking Sets submissions to a high priority in the queue; please use sparingly.

Student Viewable Yes No Student viewable determines whether or not the students can see the Safe Assignment report.

- Decide if you want to create a new announcement for the assignment. It will be added to the announcements page.
- Click **Submit**. A banner will appear at the top of the content area indicating the item was successfully submitted.

Understanding Drafts

Instructors can choose to set SafeAssignments as drafts, which allows students to submit papers without storing them in the institutional database. Once a paper is stored to the institutional database, *if students submit the paper again (as a final version), it would have a 100% match against itself!* You can use the draft feature of the SafeAssignment as a learning tool.

NOTE: If you allow students to submit their work as a draft, you also need to create another SafeAssignment that will be the students' final version of the work. This final version should not have the 'Draft' feature enabled so that when the students submit, their work is not only checked for plagiarism, but is also stored in the database.

To create a Draft SafeAssignment:

1. Create a SafeAssignment and enable the "Draft" checkbox. This will be the SafeAssignment students submit to first. Please remember to relay this message to students in the instructions.
2. Repeat Step 1 for as many draft versions as you want to allow (each assignment allows one attempt).
3. Create another SafeAssignment for the final version and make sure "Draft" is not enabled. Again, ensure the students understand which assignment is the final version.

View SafeAssign Reports

Once the students submit their work, you will manage the work via the SafeAssign link on the Control Panel. Synchronize the course submissions with the SafeAssign server prior to viewing submissions by clicking the "Synchronize this course" button in the upper right-hand corner of the screen.

Synchronize this course

To view a SafeAssign Report:

1. From the expanded **Control Panel**, click **SafeAssign** under Course Tools.
2. Click the **SafeAssignments** link to see a list of all SafeAssignments that have been created for the class.
3. Click the **View Submissions** link from the double chevron menu for the SafeAssignment you wish to review.
4. Click the SA Report icon for the desired student (notice you can also clear a student's attempt here as well). Refer to the SafeAssign – Interpreting Reports guide for more information on understanding the data provided in the report.