

It is important for instructors to be able to accurately review a report to provide correct feedback to students. This guide includes the working functions of a SafeAssign report that has been deconstructed into sections. Sample report provided by the Blackboard-sponsored SafeAssign wiki at <http://wiki.safeassign.com/display/SAFE/Home>.

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

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.

See the following pages for a breakdown of each section of the report.

Paper Information

Paper Information

Author: Student01 PC	Assignment: Draft Research Paper	Print version: 
Title: syllabussample.rtf	Submitted: Mon, Mar 15 2010, 10:27 AM	Direct link: 
Matching:  100%	Paper ID: 26787705	

The matching index shows the percentage of the paper that matches other sources.

Print version is a text-only version optimized for printing.

Use the direct link to send an email of the report to a user.

Submission Comment

Submission Comment

Here is my draft submission of my paper.

Comments included by the student when the paper was submitted will display under "Submission Comment."

Matching Scores

Sentence matching scores are the percentage probability that two sentences have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two sentences are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two sentences are the same and a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source (whether or not it is appropriately attributed).

Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

- **Scores below 15 percent:** These papers typical include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.
- **Scores between 15 percent and 40 percent:** These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.
- **Scores over 40 percent:** There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.

(Source: Blackboard SafeAssign Instructor Manual)