

### Difference Between Assignments and SafeAssignments

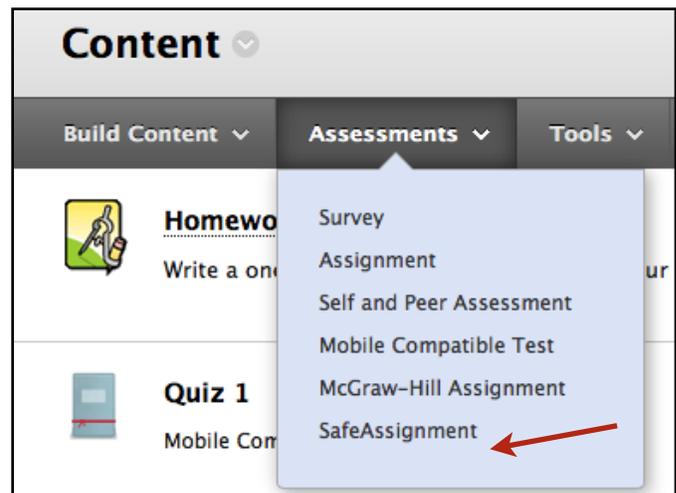
An **Assignment** in Blackboard allows instructors to post an article or other document with instructions, retrieve the completed assignment from a student, and grade that assignment via the Grade Center. With Assignments, Blackboard provides enhanced item management options, including bulk downloading and cleanup of submitted files.

A **SafeAssignment** checks student work against billions of Web-based documents, including all publicly accessible Internet documents up to 2Mb in size, a library of continuously archived Internet pages, term paper mills and download sites, a wide range of online databases, virtually all newspapers with online outlets, and student papers previously archived to a UM proprietary database. The software then generates a report that rates the papers based on the amount of material drawn from other sources and gives you links to the original source material. Like Assignments, SafeAssignment submissions may be bulk downloaded and graded via the Grade Center.

### Creating a SafeAssignment

The first step is to determine where to place your SafeAssignment. As with Assignments, you can place a SafeAssignment into any course content area.

- Navigate to the area of your course in which you'd like to place the SafeAssignment.
- From the **Assessments** drop-down menu, choose **SafeAssignment**. (see image at right)
- Enter a name for the assignment, the number of possible points, and any instructions your students will need to complete the assignment.
- Choose Yes to make the assignment available, and set the Dates of Availability if desired.
- Configure the SafeAssignment.



- Check the box for **Draft** if you want student papers checked, but not stored in the UM database.
- Check the box for **Urgent Checking** if you need to see the results quickly.
- Choose Yes for **Student Viewable** if you want your students to see their own Originality Reports.

- Enter an Optional Announcement that will appear in the Announcement area of Blackboard letting your students know that an Assignment has been posted.
- Click **Submit** to create this SafeAssignment.

### Modifying or Removing a SafeAssignment

To **Modify** a SafeAssignment, choose the Content Area that holds the SafeAssignment. Click the drop-down menu to the right of the SafeAssignment name and choose **Edit**. Make the appropriate changes, and submit.

To **Remove** a SafeAssignment, choose the Content Area in which the Assignment has been posted, click the drop-down menu to the right of the SafeAssignment name, and choose Delete. You will be asked to confirm the action. Click OK. Note that when a SafeAssignment is removed from the Blackboard content area, it may still remain in the Grade Center. You may choose to keep the grades in the Grade Center. If not, you must also go to the Grade Center and remove the SafeAssignment. A SafeAssignment can only be removed from the Grade Center after it has been removed from the content area where it is located.

### Viewing/Downloading Student Submissions

Using the SafeAssign link under the Course Tools section of the Blackboard Control Panel, you can easily locate student submissions for viewing, downloading, and printing. You can also access the Originality Reports generated from SafeAssignment.

- In the Control Panel, under Course Tools, click on **SafeAssign**. Then choose SafeAssignments. A new page will appear showing all of the SafeAssignments in your course.

- Choose **View Submissions** from the drop-down menu beside the name of the assignment you want to see. You will now see each student's submission date and time and matching score.

- Click on the **Download**  icon to download a student's file to

#### Direct Submit Option

You can use the SafeAssignment Direct Submit option in several ways:

- To check a paper that was not submitted by a student to a SafeAssignment.
- To upload a zip file of papers from a previous semester that were not checked by SafeAssignment and save to the database for future checking.
- To check your own work for inadvertent use of sources.
- To upload papers from another course against which you want to check.

To use Direct Submit, go to the SafeAssign area of the course Control Panel and choose the Direct Submit option.

your computer. To download all student files at once as a .zip archive, click the **Download All Submissions** button near the top of the page.

### Locating and Interpreting SafeAssignment Originality Reports

To view Originality Reports, go to the **SafeAssign** section of the course Control Panel. Choose **View Submissions** for the desired assignment. Scroll to the student whose report you want to see, and click on the **SA  Report** icon to open the report. Paper information and matching score are shown in the top section of the report. URLs of suspected sources are shown in the middle section, and the paper text is shown in the bottom section of the report. Mousing over the suspected URL source will highlight the matching portion of the student's paper. Alternatively, you can click the **Highlight All** button to highlight all matching content from all suspected sources.

SafeAssignment provides guidelines for interpreting the Matching Score as follows:

- **Scores below 15%** - Usually papers with such scores contain some quotes and a few "typical" phrases that match other documents. In most cases, they do not require any further analysis, and there is no evidence of plagiarism in the report.
- **Scores between 15% and 40%** - Papers with such scores can contain plagiarism or can just have too much quoted material. We recommend reviewing the reports with such scores before making any judgments about the papers.
- **Scores over 40%** - With such scores, there is almost 100% probability that the paper contains some text copied from elsewhere, and even if this text is properly cited, such amount of cited material is considered excessive in most cases. Therefore, such scores give a clear warning to instructors. However, there are few cases when such scores can be given to authentic papers, for example, when the paper was legitimately published online before it was sent for processing, or when the same student has already submitted this paper or a similar paper to another class.

### Managing SafeAssignment Grades

You can manage SafeAssignment grades in the same way you manage other Blackboard grades. You can clear student attempts, view statistics, and hide, modify, or remove Grade Center columns using the options located under the drop-down menu beside the column name.