

Creating Safe Assignments

What is Safe Assignment?

SafeAssign is a tool to help prevent plagiarism and is available within the Blackboard Learning System. SafeAssign (Safe Assignment) compares student (or Instructor) submitted papers against a set of academic papers in a data base. It compares the text in the submitted paper to those within the data base to identify any overlap between the two.

How does it work?

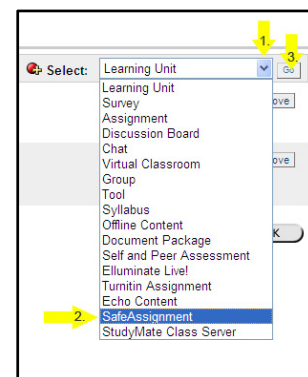
SafeAssign is based on a unique text matching algorithm capable of detecting exact and inexact matching between a paper and a source material. Safe Assignments are compared against several databases, including:

- The internet – includes a comprehensive index of documents available for public access on the internet
- ProQuest ABI/ Inform database – has over 1,100 publication titles and about 2.6 million articles from the 1990s to present. It is updated weekly.
- Institutional document archives – includes all papers submitted by users at the University.
- Global Reference Database – contains papers that have been volunteered by students in Blackboard to help prevent cross- institutional plagiarism.

Creating a Safe Assignment

To create a Safe Assignment, follow these steps:

1. Go into the course you wish to place the safe assignment in.
2. Once in the course click on the control panel.
3. Next go into the area you wish to add the safe assignment to.
4. Click on the down arrow located to the right of the screen. Choose Safe Assignment.
5. Click "Go."
6. At the next screen, fill out the form and then click on submit.
7. On the next screen click on "Ok."

A screenshot of the 'Add SafeAssignment' form in Blackboard. The form is divided into three sections: 1. Enter Information, 2. Optional Announcement, and 3. Submit. The 'Enter Information' section includes fields for Name, Points Possible (0.0), and Instructions. It also has radio buttons for 'Available' (Yes/No), 'Draft' (Yes/No), 'Student Viewable' (Yes/No), and 'Urgent Checking' (Yes/No). The 'Optional Announcement' section has radio buttons for 'Create' (Yes/No), a 'Subject' field, and a 'Message' text area. The 'Submit' section has 'Cancel' and 'Submit' buttons. Yellow arrows point to various fields and buttons with explanatory text: 'Name' (Input your name for your Safe Assignment. Be specific so you know what to look for in the Grade Center.), 'Points Possible' (This value will be shared with the Grade Center item created for the Safe Assignment), 'Available' (Choose to make this visible to the students.), 'Display Until' (Set the date range for when this assignment is available to the students. You can use both or just one. Don't forget to put in the dates AND put a check in the box.), 'Draft' (This allows the student to submit a paper with out submitting it to the instructional database. This also allows the student to submit a one time.), 'Student Viewable' (This allows the students to view the report generated when their papers are submitted.), 'Urgent Checking' (This sets the papers to a higher priority in the queue.), 'Create' (This option allows you to put an announcement to your course. This simply lets the students know that you have created the Safe Assignment.), and the 'Submit' button (Click here when finished).

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Using Direct Submit:

Direct Submit allows instructors to submit papers outside of Safe Assignment. This can be done to add papers to the institutional database or to run individual reports. Direct submit also allows you to submit more than one paper at a time by putting them into a .ZIP file.

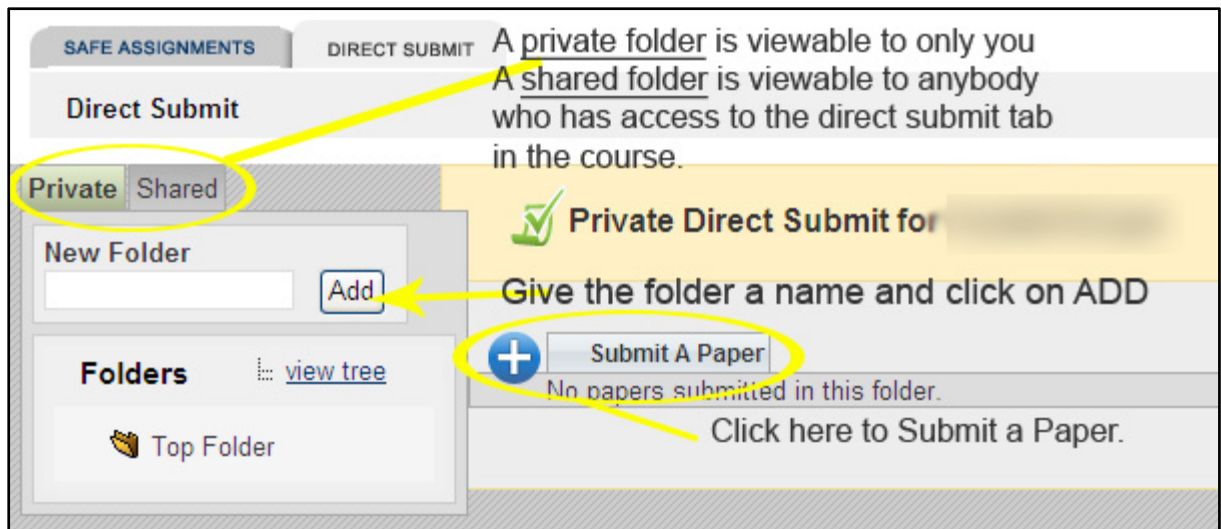
NOTE: .ZIP files should not contain more than 100 papers and submitting more than 300 papers in a session is NOT recommended. Papers with over 5000 phrases or over 10 MB in size cannot be submitted.

Direct Submit is not integrated with the Grade Center. You should use Safe Assignments to collect submissions whenever possible.

It is also recommend to, not delete files submitted to Direct Submit as it will remove them from the institutional database of existing materials.

How to submit through Direct Submit:

1. Go into one of your courses and go into the control panel.
2. Under "**Course Tools**," click on "**SafeAssign**."
3. Next, click the "**Direct Submit**" tab.
 - a. If you have never done this you will not have any folders or papers, but if you have you will see a list of folders and papers that you have created or submitted.



4. From here you can either create folders to place papers into or you can choose to just "submit a paper."
 - a. To create a **Private Folder**, Type in a name for the folder and then click "**add folder**."
 - i. Adding a folder allows you to keep your papers organized.
 - ii. These folders will follow you and will be available in any course where you have instructor level privileges.
 - iii. *Items in a Private folder will only be able to be viewed by you.*
 - b. You could also create a **Shared Folder** by clicking on the "**Shared Folders**" tab.
 - i. You would follow the same steps as you would when creating a private folder.
 - ii. *A shared folder is viewable by anyone with access to the direct submit tool through your course. These would be other instructors or T.A.s.*
5. Once you are in a folder (or in the top folder) you may click on "**Submit a Paper**" button.

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6. On the next screen fill out the form.
7. Upload a paper using the **browse** button OR you can copy and paste the text into the text box.
 - a. Direct Submit supports the following file types
 - i. Microsoft Word Documents: **.doc**
 - ii. Rich Text Format: **.rtf**
 - iii. HTML: **.htm or .html**
 - iv. Text: **.txt**
 - v. Zip compressed: **.ZIP**
 1. This is used to upload several files at a time. (See note above).

The screenshot shows a web interface for submitting papers. At the top, there are tabs for 'SAFE ASSIGNMENTS' and 'DIRECT SUBMIT'. Below this is a header 'Direct Submit'. On the left, there is a sidebar with 'Private' and 'Shared' tabs, a 'New Folder' input with an 'Add' button, and a 'Folders' section with a 'view tree' link and a 'Top Folder' button. The main content area is titled 'Private Direct Submit for' and contains a 'Paper Submission' section. Under 'Submission Options', there are two checkboxes: 'Submit as draft (do not add papers to Institutional Search Database)' and 'Skip Plagiarism Checking (only add papers to Institutional Search Database)'. Below this is a 'File Upload' section with two radio buttons: 'Upload File' (selected) and 'Copy/Paste Document'. The 'Upload File' option includes a '*File To Attach' input field with a 'Browse...' button and a note: 'Acceptable File Formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html'. The 'Copy/Paste Document' option includes a '* Paper Title' input field and a '* Paper Text' text area. At the bottom, there is a 'Submit' section with 'Cancel' and 'Submit' buttons.

Safe Assignment Reports

SA reports will not be able to be viewed instantaneous. Each paper goes through a queue. This could take up to one hour. Please see additional documentation on how to view and read the SA Reports.