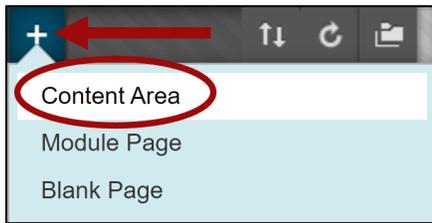


## Course Content – Assignments – SafeAssign

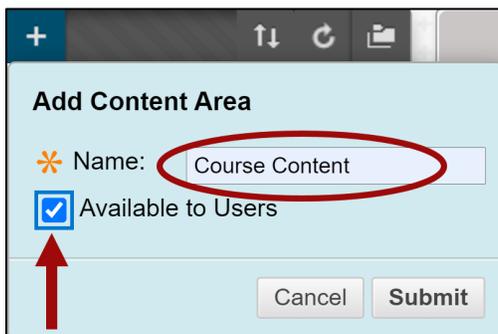
SafeAssign is a plagiarism tool within Blackboard that checks student papers for originality. It compares submitted assignments with existing submissions to identify similarities. SafeAssign can also help students learn how to properly cite sources instead of paraphrasing. This handout will guide instructors on creating SafeAssign assignments and understanding the Originality Report.

### Create SafeAssign Assignment

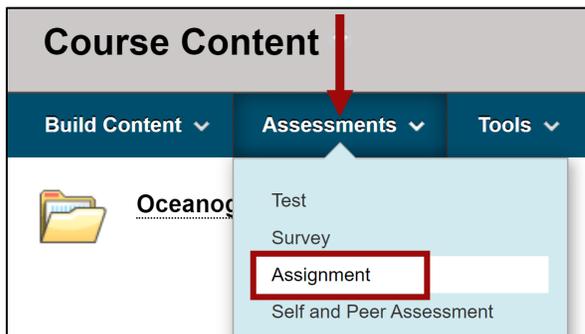
1. Navigate to the content area where the assignment will be located. If a content area does not exist, follow the steps below to create one.
  - a. In the course menu, select **Add Menu Item** button in the top-left corner.
  - b. Select **Content Area** from the menu.



- c. In the *Add Content Area* box, enter a *Name* and select the checkbox for *Available to Users*.



- d. Select **Submit**. The content area link will appear in the course menu.
  - e. Once the content area is created, select the link from the *Course Menu*. The content area will open. The test can be created here or folders can be created within the content area for better organization.
2. Select **Assessments**, and then **Assignment** from the menu. The *Create Assignment* page will appear.



3. In the *Assignment Information* section, enter a **Name** and the assignment **Instructions**.

**ASSIGNMENT INFORMATION**

\* Name and Color

Instructions  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Write a 1000 word paper on the type of oceanography that would interest you and why. Your paper should include an introduction, body, and conclusion. Be sure to properly cite your sources. Once submitted, your paper will be checked for plagiarism using SafeAssign.

Path: p Words:43

4. **Assignment Files** – Attach any files that should be included with the assignment.
5. **Due Date** – If the assignment has a due date, select the checkbox then enter the date and time. If a due date is entered, the assignment will automatically appear on the course calendar.

**DUE DATES**

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

6. **Grading** – Enter the Points Possible.
  - a. *Associated Rubrics* – If available, add a rubric.

**GRADING**

\* Points Possible

Associated Rubrics

7. **Submission Details** – Select the link to expand this section.
  - a. *Assignment Type* – Determine if the assignment is an Individual Submission or Group Submission.
  - b. *Number of Attempts* – Select the drop-down menu to choose the number of attempts students are allowed. If multiple attempts is selected, enter the number of attempts each student will receive. If multiple or unlimited is selected, choose which attempt will be used for scoring.

Number of Attempts

Maximum Attempts

Score attempts using

c. **Plagiarism Tools**

- i. Check submissions for plagiarism using SafeAssign – Select this option to enable SafeAssign. If enabled, choose from the additional options below.
- ii. Allow students to view SafeAssign originality report for their attempts – This option will allow students to view their originality report.
- iii. Exclude submissions from the Institutional and Global References Databases – If enabled, SafeAssign will only check the paper against the internet and the Proform and Journal Database.

Plagiarism Tools

**i**  Check submissions for plagiarism using SafeAssign  
*Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See [Blackboard Help](#) for more information.*  
*If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.*

**ii**  Allow students to view SafeAssign originality report for their attempts

**iii**  Exclude submissions from the Institutional and Global References Databases

8. **Grading Options** – Select the link to expand this section.

- a. *Enable Anonymous Grading* – Hide students' names while grading
- b. *Enable Delegated Grading* - Assign specific users in the course to grade particular sets of student submissions.

[Grading Options](#)

*You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.*

**a**  Enable Anonymous Grading  
*Student names are hidden during the grading process.*

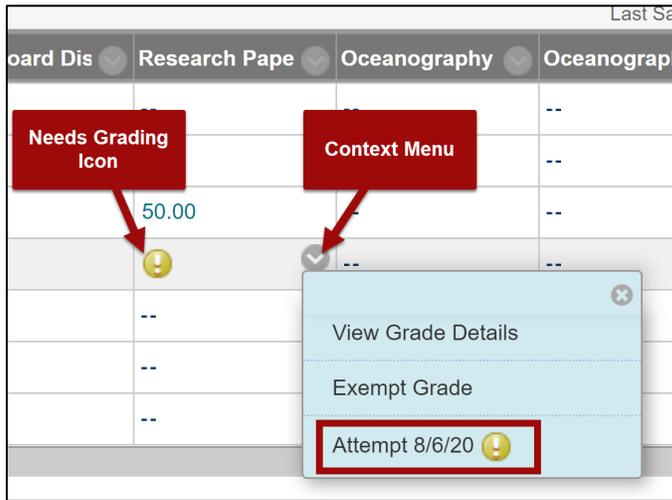
**b**  Enable Delegated Grading  
*Delegate grading responsibilities to one or more additional grader.*

9. **Display of Grades** – Select the link to expand this section.

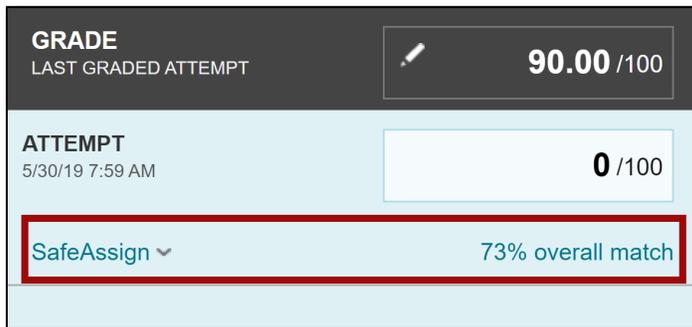
- a. *Primary and Secondary* – Select the Primary drop-down menu to choose how students will view their grade. Select the Secondary drop-down to choose an additional view that only the instructor can see in the gradebook.
- b. *Include in Grade Center* – Enabled by default, determine if the assignment will be included in the grading calculations.
- c. *Show to Students in My Grades* – Enabled by default, determine if students can view their grade for the assignment in My Grades.



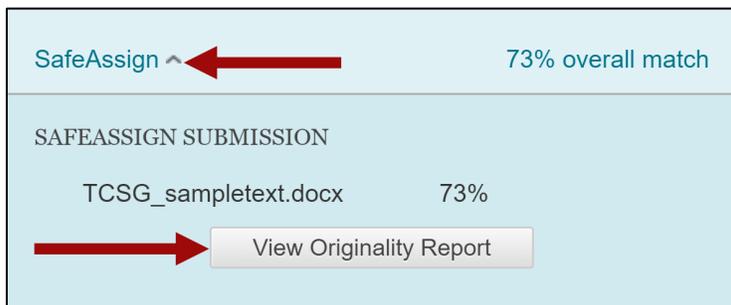
2. Locate the *SafeAssign* assignment grade column.
3. Once submissions are available, the *Needs Grading* icon will appear. Select the context menu next to the *Needs Grading* icon. Place the cursor in the grade cell to view the context menu.
4. Choose the **Attempt**.



5. In the *Grading* side panel, locate the *SafeAssign* section. If the report is still processing, a message saying, *Report in progress...* will appear. If the report is available, a percentage score will be displayed.



6. Expand the *SafeAssign* section by selecting the arrow then select the **View Originality Report** button.



7. The Originality Report will open in a new tab.

## Understanding the Originality Report

Blackboard  
SafeAssign Originality Report  
ERoberson\_Test Course • SafeAssign Test • Submitted on Thu, May 30, 2019, 7:59 AM  
View Originality Report - Old Design

Erica Roberson\_ta  
View Report Summary

Welcome to TCSG

1 The Technical College System of Georgia (TCSG) oversees the state's technical colleges, adult literacy programs, and a host of economic and workforce development programs. 2 TCSG through the Technical College System of Georgia provides a unified system of technical education, adult education, and customized business and industry training through programs that use the best available technology and offer easy access to lifelong education and training for all adult Georgians and corporate citizens. TCSG MISSION

3 The Technical College System of Georgia provides technical, academic and adult education and training focused on building a well-educated, globally competitive workforce for Georgia. TCSG VISION  
The Technical College System of Georgia will be acknowledged as a world leader in technical education, providing access to student-centered, high-quality affordable postsecondary education and training. We will equip students for success, thereby building literate and economically strong communities and businesses for Georgia. 4 This Photo by Unknown Author is licensed under CC BY-NC-ND

Attachment 1  
TCSG\_samplertext.docx 73 %

Sources  
INCLUDED SOURCES

Internet (3)	54 %
Global database (1)	19 %
Top sources	

Word Count: 160  
Submitted on: 05/30/19  
Submission UUID: 19967da8-38da-f007-d0dc-739e7437a5bb  
Attachment UUID: 7172e5e3-a7d9-ec54-b606-818605cd4414

- A. **Report Summary** – Includes the course name, assignment name and the date submitted.
- B. **Print Originality Report**
- C. **Download Originality Report**
- D. **View Report Summary** - Shows the Overall Risk of improper citations in the paper, including the percent of matching or similar text.
- E. **Student Submission**
- F. **Numbering and Highlights** – Each source is assigned a color. Text matching a source is highlighted in the source color and numbered.
- G. **Percentage Score** – The Percentage of matching or similar text.
- H. **Highlight match** – Disable highlighting.
- I. **Open Matching Source** – View the matching source text in a new window.
- J. **Dismiss Match** – If a match is cited correctly by the student, select Dismiss Match to remove it from the list and improve the percentage score.
- K. **Sources** – Identifies sources that match the submitted paper's text. Select the source type to expand the section. A number is assigned to each source that matches the highlighted text in the submission.

**NOTE:** To learn more about creating SafeAssign assignments view the webinar recording and PDF on [Assessing Student Performance using Assignments](#).