

Create SafeAssignments and Interpret Reports

A Guide for OSU Instructors



Provided by Technology Across the Curriculum (TAC)

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Oregon State
UNIVERSITY

This quick reference guide provides step-by-step instructions for creating and managing SafeAssignments in Blackboard, and working with SafeAssign reports.

Before you begin

- SafeAssign is best used as an instructional tool to help students learn proper citation of sources so they can improve their writing. It's not intended as a tool to "catch" students plagiarizing.
- We strongly recommend including the following statement in your syllabus if you plan to use SafeAssign:

"Your instructor may ask you to submit one or more of your writing assignments to Blackboard's SafeAssign plagiarism prevention service. Your assignment will be checked for potential plagiarism against Internet sources, academic journal articles, and the papers of other OSU students. SafeAssign generates a report that highlights any potentially unoriginal text in your paper. Papers you submit through SafeAssign for this or any class will be added to the OSU SafeAssign database and may be checked against other OSU paper submissions. You will retain all rights to your written work. [More information about SafeAssign.](#)"

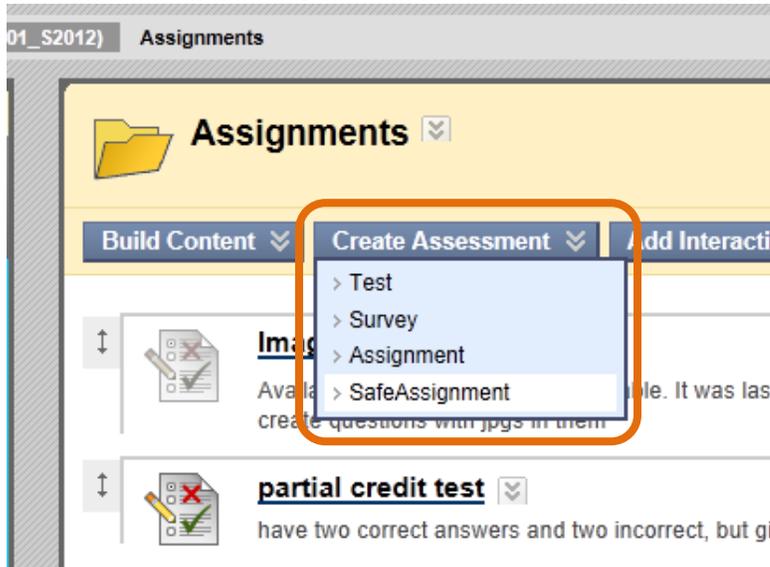
How SafeAssign works

- Instructors set up SafeAssignments in their Blackboard courses; students submit papers to these assignments, very much like using the Assignment tool.
- The documents the students submit are checked against SafeAssign's databases of source material to see if any text in the student paper matches text in the SafeAssign system, including other SafeAssign papers that were submitted by OSU students.
- The papers are then delivered to instructors in Blackboard together with originality reports, which display the results of the matching process.
- If instructors make the originality reports visible to students, the student can access the reports from their My Grades area of Blackboard.

Note: *Instructors are strongly encouraged to make SafeAssign reports visible to students so they can check their paper for unintended plagiarism before submitting it for a final grade. See details below.*

Create a SafeAssignment

1. Select a content page in your course site
2. Find the **Create Assessment** button
3. Choose **SafeAssignment** from the dropdown menu



4. Enter a name for the assignment
5. Enter points possible, instructions, and availability settings as desired.
 - Entering points possible will create a column in the grade center for this SafeAssignment. See below for more details on Draft Mode, Urgent Checking and Student Viewable.
6. Enter an announcement, if desired
7. Click **Submit** to create the SafeAssignment

About Draft Mode

- While creating the SafeAssignment, check the Draft box if you want students to view the SafeAssign originality report, yet not submit the paper to the OSU SA database:

 A screenshot of a form with three rows of settings. The first row is 'Draft' with a checked checkbox, highlighted by an orange box. The second row is 'Urgent Checking' with an unchecked checkbox. The third row is 'Student Viewable' with radio buttons for 'Yes' (selected) and 'No'.

- Because each SafeAssignment allows for only one submission per student, you will need to create a new SafeAssignment if you intend students to submit a revised version of the paper and generate a report for it.
- Reports for Draft SafeAssignments are visible to the instructor under **Course Tools > SafeAssign > SafeAssignments > View Submissions** (via the dropdown menu for the Safe Assignment)
- Draft assignments are not submitted to any database, only checked against them.

About Urgent Checking

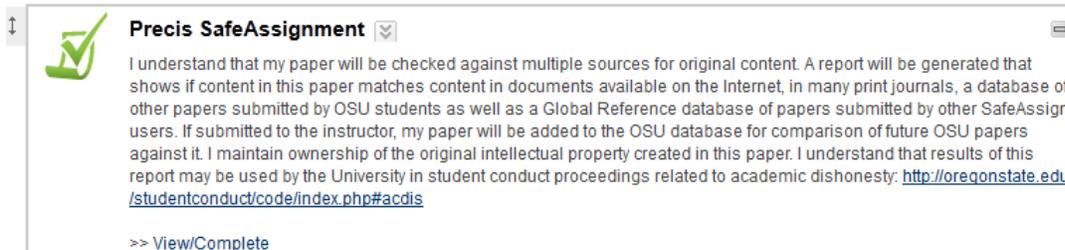
Urgent Checking allows submissions to be placed at a higher priority within the database matching queue. This can be helpful during peak hours when there's a heavy load of papers for the database to check.

About Student Viewable

- The Student Viewable setting determines whether students can view the SafeAssign report that's generated for their submitted paper.
- The only difference between Draft and Student Viewable SafeAssignments is that Student Viewable SafeAssignments are uploaded to the institutional database.

About the SA Release Statement

A pre-defined "release statement" is displayed with every SafeAssignment on the Blackboard course page. It is also displayed in the Instructions when students open the SafeAssignment to upload their document. Any instructions you enter when you create the SafeAssignment are added to the end of the release statement. The statement is set at the system level and cannot be edited for individual courses.



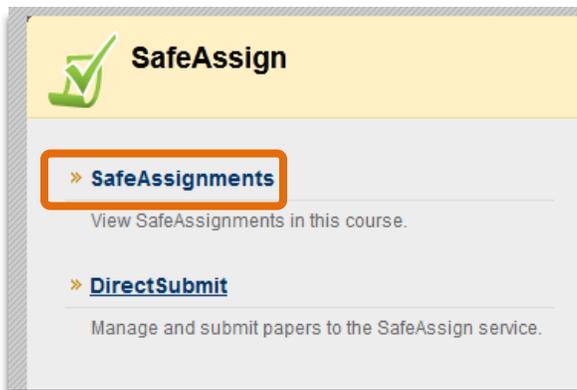
↑  **Precis SafeAssignment**  

I understand that my paper will be checked against multiple sources for original content. A report will be generated that shows if content in this paper matches content in documents available on the Internet, in many print journals, a database of other papers submitted by OSU students as well as a Global Reference database of papers submitted by other SafeAssign users. If submitted to the instructor, my paper will be added to the OSU database for comparison of future OSU papers against it. I maintain ownership of the original intellectual property created in this paper. I understand that results of this report may be used by the University in student conduct proceedings related to academic dishonesty: <http://oregonstate.edu/studentconduct/code/index.php#acdis>

>> [View/Complete](#)

View Students' SafeAssignments – Control Panel

1. Click **Control Panel > Course Tools > SafeAssign**
2. Click **SafeAssignments**

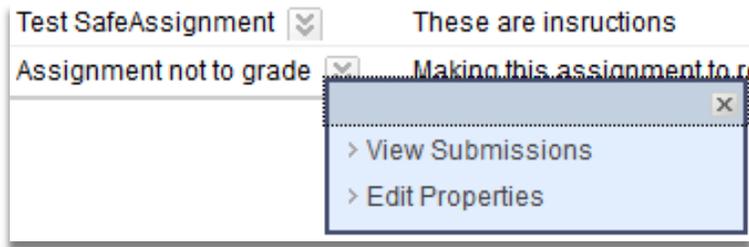


 **SafeAssign**

>> **SafeAssignments**
View SafeAssignments in this course.

>> **DirectSubmit**
Manage and submit papers to the SafeAssign service.

3. From the dropdown menu of the SafeAssignment you want to view, click **View Submissions**:



View Students' SafeAssignments –Grade Center

1. Open the Full Grade Center
2. Locate the column for the SafeAssignment you want to review.
3. Click **View Grade Details** from the dropdown menu



4. Click **View User Activity**. From here you can view the text of the paper, download the file, or view the SafeAssign report

Note - please refer to details below on SafeAssign Reports to understand how to interpret them.

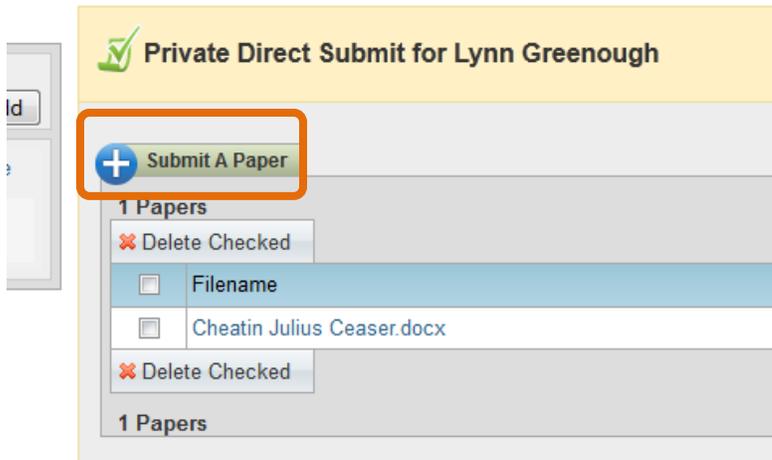
Direct Submit

There are two ways to submit SafeAssignments: when students submit their own papers to a SafeAssignment, and instructor Direct Submit.

If you receive one or more papers or have flagged a particular passage that you think should be checked for unoriginal content, you can submit them directly to SafeAssign. You can check any paper with this method; it does not need to be from a SafeAssignment.

1. Click **Control Panel > Course Tools > SafeAssign**
2. Click **Direct Submit**

- From here you can submit a paper, a .zip file with multiple papers, or paste a passage to check it against the SafeAssign system and generate a report.

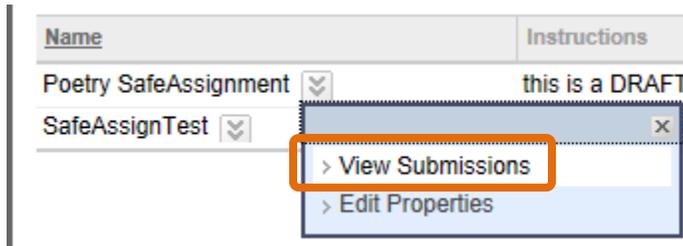


- Students will not have access to reports that are generated via instructor Direct Submit.

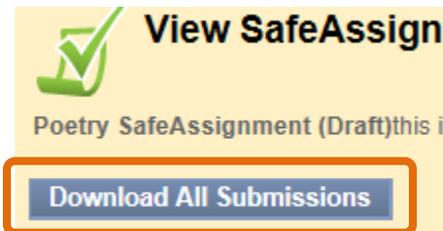
Download SafeAssignments to a .zip file

You can download SafeAssignments in bulk to a zip file, but not from the Grade Center, as you do with other Blackboard Assignments:

- From the **Control Panel**, select **Course tools > SafeAssign**
- Click the dropdown menu for the SafeAssignment you want to download and select **View Submissions**:



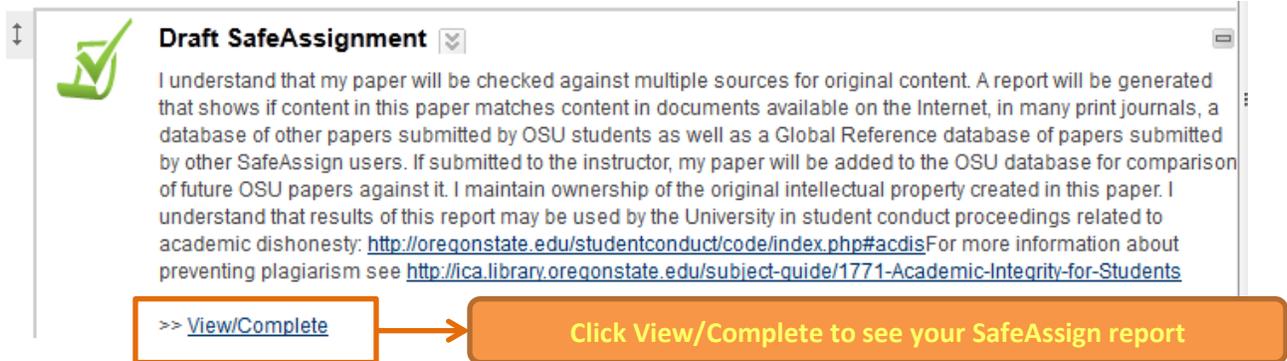
- Click **Download All Submissions**:



- Open the .zip file from your browser's Downloads location.

Student Access to SafeAssign reports

To view their reports, students click the **View/Complete** link on the SafeAssignment they uploaded their paper to:



Draft SafeAssignment ▾

I understand that my paper will be checked against multiple sources for original content. A report will be generated that shows if content in this paper matches content in documents available on the Internet, in many print journals, a database of other papers submitted by OSU students as well as a Global Reference database of papers submitted by other SafeAssign users. If submitted to the instructor, my paper will be added to the OSU database for comparison of future OSU papers against it. I maintain ownership of the original intellectual property created in this paper. I understand that results of this report may be used by the University in student conduct proceedings related to academic dishonesty: <http://oregonstate.edu/studentconduct/code/index.php#acdis> For more information about preventing plagiarism see <http://ica.library.oregonstate.edu/subject-guide/1771-Academic-Integrity-for-Students>

>> [View/Complete](#)

Click View/Complete to see your SafeAssign report

For students who don't have access to SafeAssign or their reports, Technology Across the Curriculum (TAC) has set up a Plagiarism Prevention site in Blackboard and created draft SafeAssignments.

Students (and anyone at OSU with an ONID account) can access the Plagiarism Prevention site from the Community tab in Blackboard. Enter "plagiarism" in the Organization Search box, then enroll in the Plagiarism Prevention site.

Best Practices for Teaching with SafeAssign

1. Create a sample document that allows your students to see what SafeAssign flags as matching other sources. Go over the sample report with them, explaining what you would disregard, what you would consider to be correctable errors, and what would be treated as plagiarism.
2. Set all SafeAssignments to be Student Viewable so that students can view their reports.
3. Give your students information on proper citation format for your discipline.
4. Make sure students are aware of OSU's academic honesty policies, and definition of plagiarism

Interpreting SafeAssign Reports

SafeAssign reports contain 3 main sections:

1. General information about the paper
2. A list of suspected sources (if any)
3. The paper's text

General information

Paper Information		
Owner: Lynn Greenough	Folder: Top Folder	Save report to disk: 
Filename: ShakespeareSonnetsNoLinks	Submitted: Thu, Jan 24 2013, 2:59 PM	Print version: 
Matching:  47%	Paper ID: 54888236	Direct link: 

- The top left section of the report shows the student name, file name, and the percentage of likelihood that content in the student paper matched other sources
- The top right section has buttons to save, print and email a link to the report

Note: *Be careful when interpreting the "Matching" score. SafeAssign matches text, but does not interpret whether or not the matching text is a properly cited source. If you notice what you think is a high matching score, be sure to examine the report closely to determine if there was plagiarism or not.*

Suspected sources

Suspected Sources	
Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.	
 Highlight All	<input type="button" value="Unhighlight All"/>
1 <input type="checkbox"/> http://memoryoflightwaves.files.wordpress.com/2012/09/introduction-to-shakespeares-sonnets.docx 	
2 <input type="checkbox"/> http://teacheralbanese.edublogs.org/category/lesson-plans/ 	
3 <input type="checkbox"/> http://jazz.openfun.org/wiki/Shakespeare%27s_sonnets 	
4 <input type="checkbox"/> http://everything.explained.at/Shakespeare%27s_sonnets/ 	
 Re-process the paper without the selected sources	

- Click on each Suspected Source to see the full corresponding text
- You can also click the magnifying glass icon to highlight text in the student paper that matches the suspected source.
- Please note that this list would contain properly cited sources and sources the student did not cite, but should have. Some sources the student may never have even looked at may appear on this list. That is because some websites re-use content that is published on other websites.
- This list only shows sources that match the paper's content; it's not a definitive ruling on whether or not the student has plagiarized someone else's work.

- You can use the Reprocess icon to filter out sources known to be valid. Note that this can take time, especially if there is heavy use of SafeAssign

Paper text

Paper Text

Shakespeare's Sonnets – analysis and interpretation William Shakespeare is best known for his plays and poetry. One of the greatest writers in the English language, Shakespeare's work from 400 years ago is relevant today in art, politics and human psychology. 154 sonnets are attributed to Shakespeare; this paper focuses on three well-known works.

① Sonnet Structure There are fourteen lines in a Shakespearean sonnet. ② The first twelve lines are divided into three quatrains with four lines each. In the three quatrains the poet establishes a theme or problem and then resolves it in the final two lines, called the couplet. The rhyme scheme of the quatrains is abab cdcd efef. The couplet has the rhyme scheme gg.

Sonnet mysteries There are many questions about the dates and authorship of Shakespeare's work, both plays and sonnets. ③ 126 of Shakespeare's sonnets are addressed to a young man, often called the "Fair Youth." Broadly speaking, there are branches of theories concerning the identity of Mr W.H.: ④ those that take him to be identical to the youth, and those that assert him to be a separate person. Shakespeare's themes included

URL:	http://everything.explained.at/Shakespeare%27s_sonnets/ Matching: 100%
Uploaded Manuscript:	those that take him to be identical to the youth, and those that assert him to be a separate person
Internet Source:	those that take him to be identical to the youth, and those that assert him to be a separate person

critic to enjoy and be inspired by them. And there's never any reason to plagiarizes someone else's thoughts and ideas.

- The "Paper Text" section contains the actual text from the student paper
- Text in black font does not match any other content; it is original. Formatting such as bold and double-spacing is not retained in the report.
- Text in blue font matches text identified in the Suspected Sources section. The green number next to the blue passages refers to a specific source from the Suspected Sources list.
- Click on the blue text to view a comparison with and URL for the matching source.
- Matching text may indicate a properly cited passage, or it could be a commonly used phrase. Check to be sure that the student has enclosed the marked passage in quotation marks and included citations.

Please note: *It can take hours for SafeAssign to generate reports during peak usage times (e.g., at the end of the term).*

Get Help

- If you have questions about strategies to address plagiarism in your classroom, or questions about SafeAssign, please contact [Technology Across the Curriculum: TAC@oregonstate.edu](mailto:TAC@oregonstate.edu)
- If you have questions about OSU academic honesty policies and procedures, please contact the [Office of Student Conduct and Community Standards: SCCS@oregonstate.edu](mailto:SCCS@oregonstate.edu)

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to the Office

of Student Conduct and Community Affairs for action under these rules, per OAR 576-015-0020 et seq

http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_576/576_015.html