OBJECTIVES

- Create SafeAssign enabled assignments

- Review SafeAssign submissions and reports

- Grade a SafeAssign enabled assignment

myCourses: SafeAssign

Introduction

SafeAssign is a digital plagiarism detection program built into the myCourses assignment tool. It is used to detect and prevent plagiarism for myCourses assignments. Students upload papers that are checked against the Internet, a database of over 2.6 million online publications, an institutional database as well as a growing global reference database. Student papers may be uploaded in the following document types: .doc, .docx, .odt, .pdf, .txt, .rtf, .htm, .html, or .zip.

SafeAssign can be used two ways:
1. Instructors can setup SafeAssign assignments in their course and let students submit the assignments
2. Instructors can directly upload papers without student involvement

Getting Help

The ITS Help Desk is a service provided to all Mississippi State University students, staff, and faculty. The ITS consultants are available to help with various computer-related problems as well as provide answers to computer and technology-related questions. Visit the Web site at **www.its.msstate.edu** for handouts and resolutions to common computer problems. If you cannot find an answer to your question on the Web or you do not have access to the Internet, please call at 325-0631 (7:30 a.m. to 5:00 p.m. Monday through Friday). You may also contact the ITS Help Desk, located at 108 Allen Hall, by email at **helpdesk@msstate.edu**.

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Table of Contents

How does SafeAssign Work?

SafeAssign is an effective tool to teach and deter students from plagiarizing assignments. It is a plagiarism detection tool that compares submitted papers to sources that is built into Blackboard (myCourses). According to Blackboard, SafeAssign currently compares submissions to the following:

- **Internet:** Comprehensive index of documents available for public access on the internet.
- **ProQuest ABI/Inform database**: More than 1,100 publication titles and about 2.6 million articles from 1990 to present time, updated weekly (exclusive access).
- **Institutional document archives:** Contains all papers submitted to SafeAssign by users in their respective institutions.
- **Global Reference Database:** Contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institution plagiarism.

Adding the SafeAssign Tool

The SafeAssign tool must be turned on within the myCourses course in order to be used.

1. From a myCourses course **Customization** menu select **Tool Availability**.
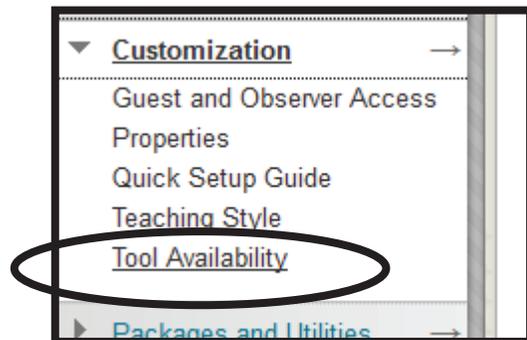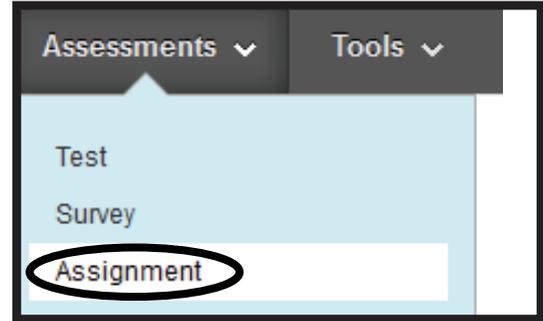

2. A table will appear with all the myCourses tools listed. Scroll to SafeAssign and make sure the box is selected. Once selected, click the **Submit** button and the SafeAssign tool will now be available in the course.
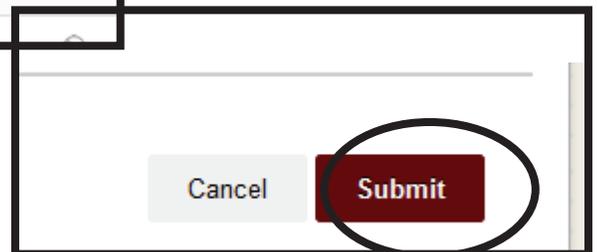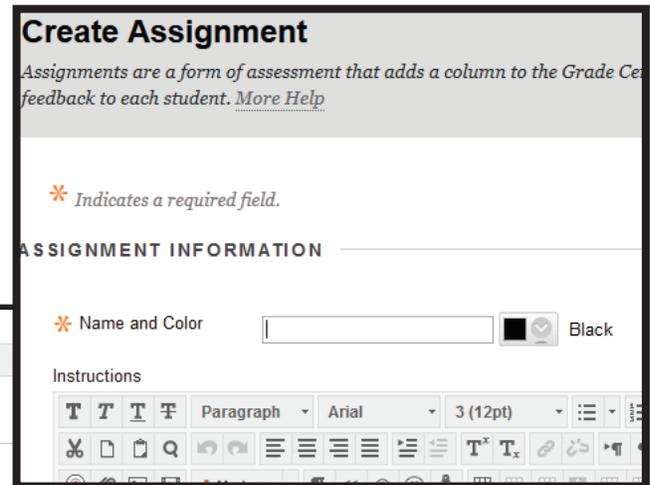
Adding an Assignment

1. From a myCourses course, select **Assignment** from the **Assessments** pull-down menu.

2. Create the assignment by assigning a name, due date, possible points and other necessary assignment settings.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Ce feedback to each student. *More Help*

✱ *Indicates a required field.*

ASSIGNMENT INFORMATION

✱ Name and Color   Black

Instructions

Path: p

ASSIGNMENT FILES

Attach File   Browse My Computer   Browse Course

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.

GRADING

✱ Points Possible

Associated Rubrics   Add Rubric ⌄

Name	Type	Date Last Edited

Submission Details

Note:
SafeAssign can be used for both group and individual assignments.

3.   Open the **Submission Details** options. To use the SafeAssign tool, select **Check submissions for plagiarism using SafeAssign**. When finished selecting assignment settings, click the **Submit** button and the assignment will be added into the course.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for

Number of Attempts   Single Attempt

Plagiarism Tools   ☑ Check submissions for plagiarism using SafeAssign
SafeAssign only supports English language submissions. See Blackboard Help for more details.
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.

☐ Allow students to view SafeAssign originality report for their attempts
☐ Exclude submissions from the Institutional and Global References Databases

There are two options for SafeAssign enabled assignments:
> **Allow students to view SafeAssign originality report for their attempts**
>> Select if students need to view their originality report
> **Exclude submissions from the Institutional and Global References Databases**
>> Select if submissions do not need to be stored in either database

These options need to be selected for each assignment individually and do not have to be selected for SafeAssign to work properly.

Sample Assignment

Enabled: Statistics Tracking

Notes:
- If more than one submission is allowed, each submission is not checked against content in previous attempts.
- If anonymous grading SafeAssign assignments, the plagiarism detection is run after anonymous grading is complete.

Viewing Originality Reports

Once students have submitted their assignments, SafeAssign will generate an originality report. This report, highlights any text that matches the reference sources that are searched. The matches will be highlighted links to the sources. Please note: delays can occur throughout the semester based on high usage. A report can take 36 or more hours to generate during peak times. Students can view the reports if an instructor has enabled the setting to allow viewing of reports for their submitted work.

1.   From **Course Tools,** select **SafeAssign.** A page will display all SafeAssign items within the course.
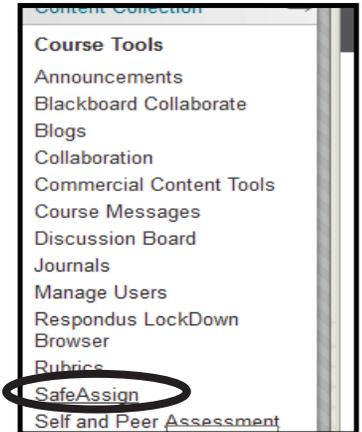
2.   From the listing, click the ActionLink of the assignment to view. Select **View Submissions**.

3. A summary of the student submissions will appear. To view a certain originality report, click the green button for the student.

Each citation source will be highlighted a different color. SafeAssign can display up to thirty different colors. The percent score is an indicator only and the instructor should verify each highlighted citation is plagiarized.

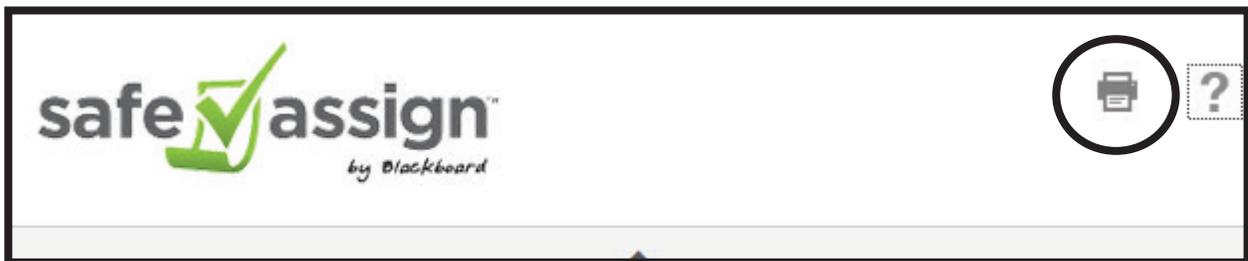4.   Click on the highlighted text to compare the submission's text and the source.

Source's text

Submission's text
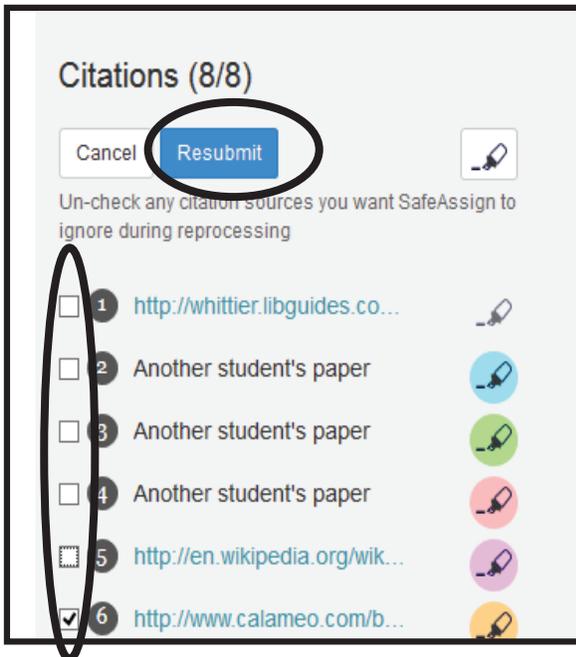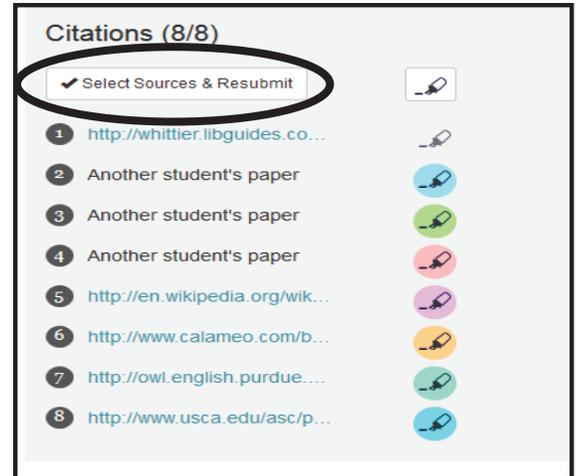
Printing an Originality Reports

1.   To print an originality report, click the printer icon at the top of the page.

Omitting Sources and Resubmitting Originality Reports

1. Click the **Select Sources & Resubmit button.**


2. Un-check any sources to be excluded and click the **resubmit** button. A message will appear indicate the submission is being reprocessed.

Thank you! The submission is being re-processed. Any excluded citation sources will be ignored by SafeAssign. Note that new citation sources may appear when the submission is re-processed, and the order of citations may change.

Grading a SafeAssign Assignment

1. From the **Grade Center** select **Assignments.** A page display all assignments within the course. Assignments that need graded will display a yellow exclamation point icon. Click the actionlink for the student's assignment that needs grading and select the attempt.
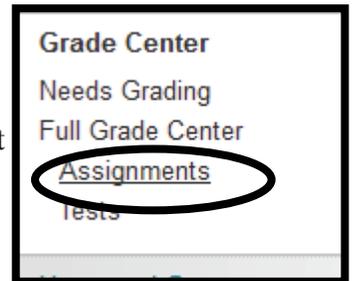
2. The student's assignment will appear. View the assignment and/or originality report. Enter the student's grade and any necessary feedback. When finished, click the **Submit** button.

Enter feedback here

SafeAssign Frequently Asked Questions

What files formats can students submit?

Students may submit the following file types: .doc, .docx, .odt, .pdf, .txt, .rtf, .htm, .html. Instructors can also submit .zip files when using the Direct Submit option.

Can students see originality reports?

Instructors can enable student viewing of originality reports for each assignments.

If papers are submitted does Blackboard own the intellectual property rights for the submissions?

Blackboard does not claim ownership to any submitted papers to SafeAssign.

How long does it take to generate originality reports?

The reports are not instantaneous and can take as short as a few seconds and as long as many hours to generate.

Is the tool available in other languages?

The user interface is only available in English however, it can generate originality reports for submissions written in all alphabet-based languages with left-right writing.

What is the Institutional database?

The Institutional database is an archive of all papers submitted at MSU. It is separate from other institutions.

What is the Global Reference Database?

The Global Reference Database is a separate database that students volunteer to submit their papers to and is separate from the Institutional database. Students may decline to allow their paper to go into this database.

More information on SafeAssign can be found on the Blackboard web site at:
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/025_Use_SafeAssign

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