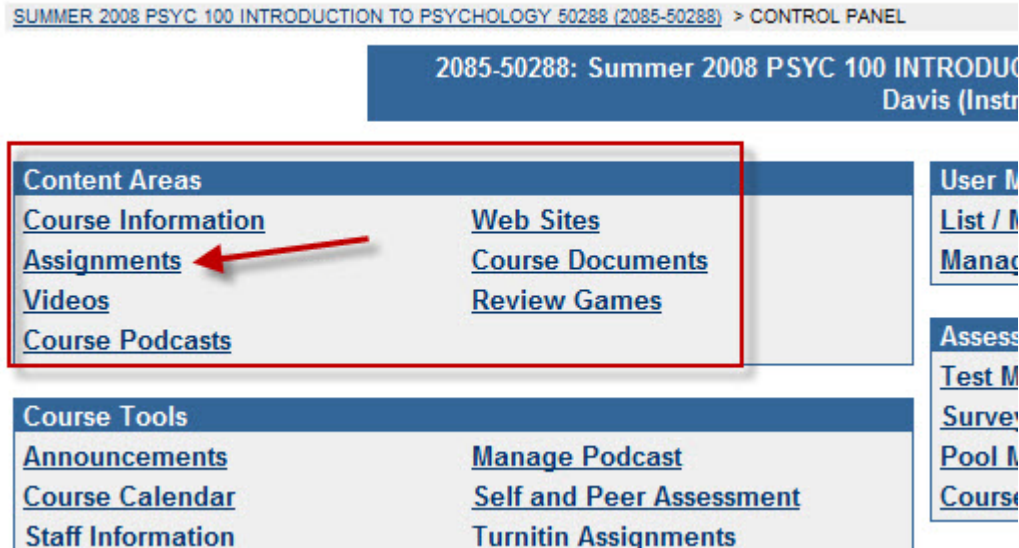
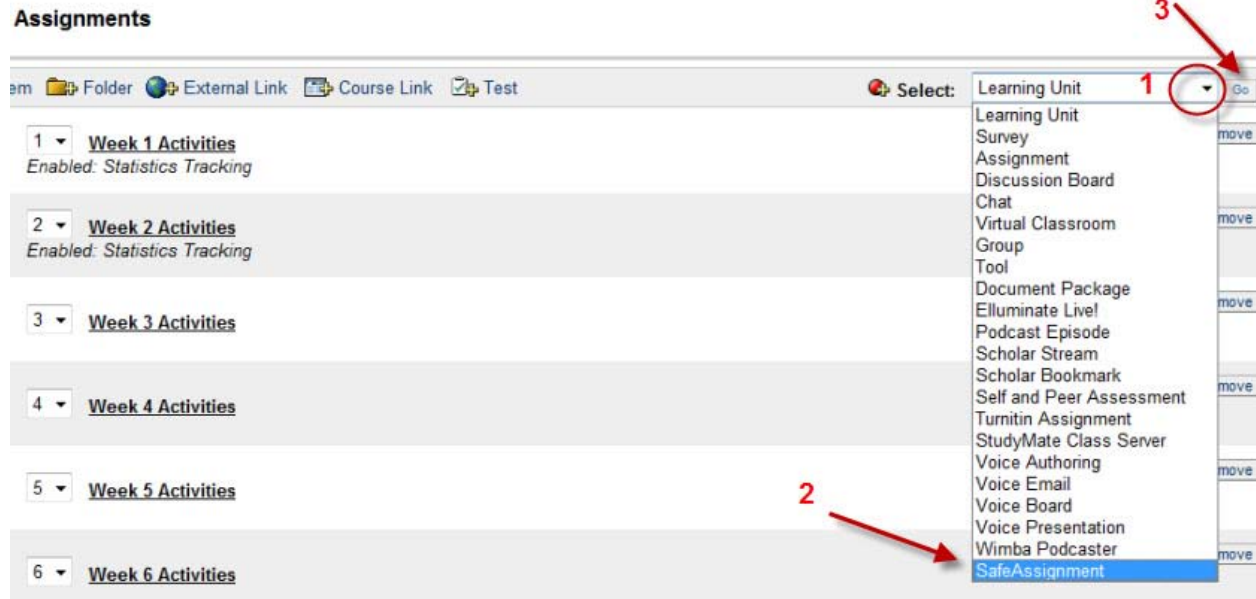


# Part I: Creating a Safe Assignment – a How-To guide for Instructors

Step 1. Begin by selecting a Blackboard content area for the Safe Assignment (the content area Assignments was chosen in the example below)



Step 2. In a content area: (1) click the down arrow and (2) select SafeAssignment, then (3) Go



Step 3. In the Safe Assignment form: (1) Enter a title, (2) enter points, (3) enter any instructions; some generic text is there by default (see next page), (4) choose availability and date/time restrictions, (5) if Draft and Student Viewable are set to Yes, students will be able to view the report and revise their paper before submitting it for final checking, (6) you can create an optional announcement, (7) click Submit (not shown here) to complete the form

### Add SafeAssignment

**1 Enter Information**

\* Name  **1**

\* Points Possible  **2**

Instructions **3**

Please submit your paper to be checked by the Safe Assignment tool. Note: you will receive a report and can revise your paper and resubmit it. When you are satisfied, submit your final paper via the Term Paper - Final assignment.

Available  Yes  No **4**

Availability Dates

Display After

Display Until

Draft  Yes  No

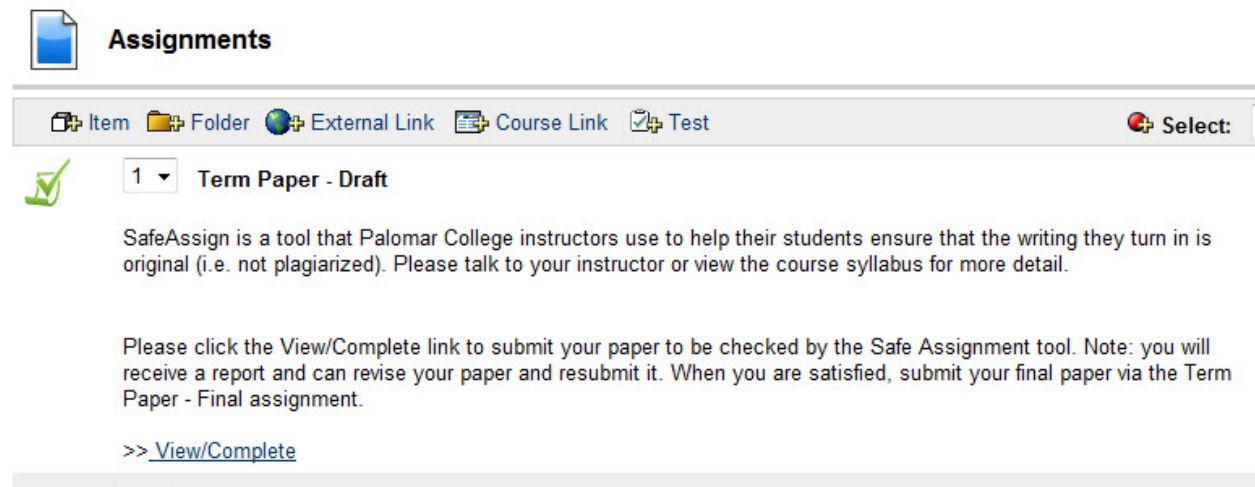
Student Viewable  Yes  No **5**

Urgent Checking  Yes  No

**2 Optional Announcement**

Create  Yes  No **6**

**Step 4. The Safe Assignment is now deployed in the content area “Assignments” of this course. This is how the assignment will appear to students. Note the generic text that will appear by default and, in this example, additional instructions direct students to click the “View/Complete” link to upload their paper for checking**

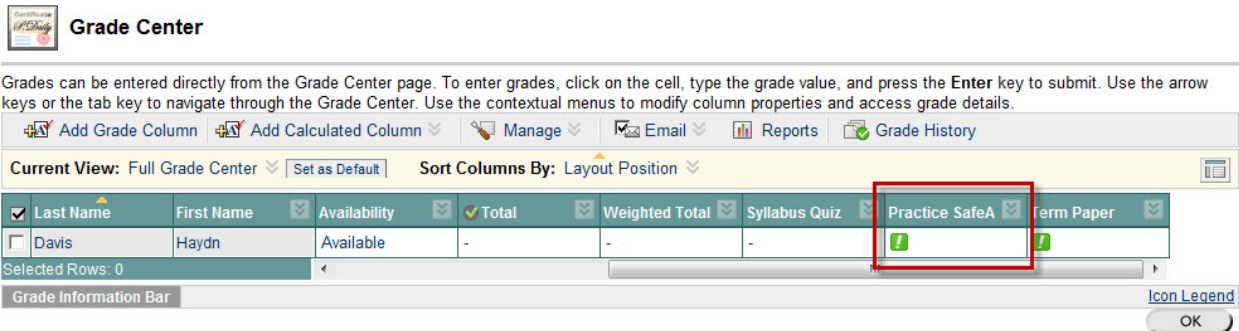


The screenshot shows the 'Assignments' section of a course. At the top, there is a blue document icon and the title 'Assignments'. Below this is a navigation bar with icons for 'Item', 'Folder', 'External Link', 'Course Link', and 'Test', along with a 'Select:' button. The main content area features a green checkmark icon, a dropdown menu set to '1', and the title 'Term Paper - Draft'. The text below the title reads: 'SafeAssign is a tool that Palomar College instructors use to help their students ensure that the writing they turn in is original (i.e. not plagiarized). Please talk to your instructor or view the course syllabus for more detail.' Below this is a paragraph of instructions: 'Please click the View/Complete link to submit your paper to be checked by the Safe Assignment tool. Note: you will receive a report and can revise your paper and resubmit it. When you are satisfied, submit your final paper via the Term Paper - Final assignment.' At the bottom of the content area, there is a blue link that says '>> View/Complete'.

Note: In this example a Draft assignment was created. This will allow students to submit a paper for checking and revise it if necessary (depending upon what the report reveals). You must create a second Safe Assignment for them to submit their final paper. This will be set up exactly the same except that you will choose Draft – No (and give this Safe Assignment an appropriate name – e.g. Final Paper).

## Part II: View the Student Paper, Originality Report, Enter Grade

**Step 1.** Begin by clicking Control Panel/Grade Center, then scroll to the Safe Assignment. The exclamation mark indicates the assignment needs to be graded. You can simply click the exclamation mark and then enter a grade and click enter. For more options follow the next steps.



Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details.

Add Grade Column Add Calculated Column Manage Email Reports Grade History

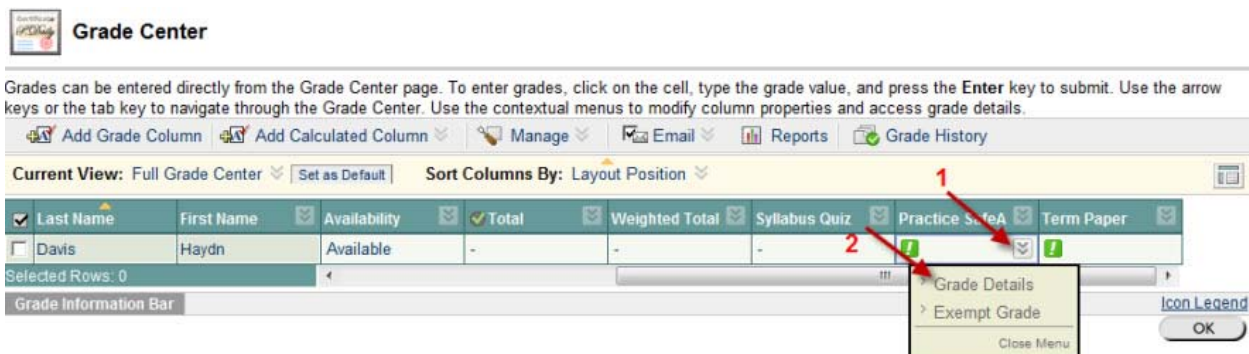
Current View: Full Grade Center Set as Default Sort Columns By: Layout Position

Last Name	First Name	Availability	Total	Weighted Total	Syllabus Quiz	Practice SafeA	Term Paper
Davis	Haydn	Available	-	-	-	!	!

Selected Rows: 0

Grade Information Bar Icon Legend OK

**Step 2.** Move your cursor Just to the right of the exclamation mark and two small arrows will appear – (1) in the graphic below. Click the arrows and then click Grade Details – (2) in the graphic below.



Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details.

Add Grade Column Add Calculated Column Manage Email Reports Grade History

Current View: Full Grade Center Set as Default Sort Columns By: Layout Position

Last Name	First Name	Availability	Total	Weighted Total	Syllabus Quiz	Practice SafeA	Term Paper
Davis	Haydn	Available	-	-	-	!	!

Selected Rows: 0

Grade Information Bar Icon Legend OK

Grade Details  
> Exempt Grade  
Close Menu

**Step 3.** Now click View Attempt to access other options.

### Attempts

Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Oct 21, 2008 4:11:52 PM (Needs Grading)	Oct 21, 2008 4:11:52 PM	!			<a href="#">View Attempt</a> <a href="#">Modify Attempt</a>

**Step 4. After clicking View Attempt in Step 3, a screen will display with the following options (see graphic below).**





1. Click Text to display the text of the student’s paper (text only)
2. Click File to open or save the student’s document (original format – i.e. with formatting and graphics)
3. Matching shows the percentage of the paper that exactly matched other published papers
4. Click the green arrow under SA Report to display the Originality Report
5. Date and time student submitted the paper to Safe Assignment for checking
6. Click Clear Attempt to completely remove the student’s paper (e.g. student submitted wrong paper)
7. Enter grade for the assignment
8. Enter any feedback you wish the student to see (optional)
9. Click Browse to upload a file to the student (optional)
10. Click Submit (not shown below) to enter the grade and comments in Grade Center

 **Modify Grade**

**1 Assignment Information**

**Name** Practice SafeAssignment (SafeAssignment)  
**Description** Please click the View/Complete link in order to upload your paper.

**2 Student's Work**

Student ID	Student Name	Text	File	Matching	SA Report	Submitted	
	Davis, Haydn			14%		Tue Oct 21 16:15:13 PDT 2008	


**3 Modify Grade**

Enter or modify a grade for the assignment:

Grade	Points Possible	Weight
7	1.0	0.0

**4 Feedback to Student**

**Comments**

**File To Attach**  

## Part III – Safe Assignment Originality Report

The report below displays the percentage of the paper, 14% in this case, that matches other papers. Note that Safe Assignment guidelines state that a matching percentage of 15% or less typically does not indicate plagiarism.

Clicking on the magnifying icon next to each matching sources will display the source that contains the text identical to the text in the submitted paper. By analyzing the match between the student paper and the matched sources, the instructor can make an informed judgment about whether or not any plagiarism is present.

The screenshot shows the SafeAssign interface. At the top is the logo for 'safe assign by Blackboard'. Below it is a 'Paper Information' section with a table containing details about the author, assignment, title, matching percentage, submission date, and paper ID. There are also options to save the report, print it, or view a direct link. The 'Submission Comment' section contains a message to check the report. The 'Suspected Sources' section lists four sources with magnifying glass icons. The 'Paper Text' section shows the beginning of the student's paper.

**safe assign**  
by Blackboard

Paper Information		
<b>Author:</b> Haydn Davis	<b>Assignment:</b> Practice SafeAssignment	<b>Save report to disk:</b>
<b>Title:</b> Abnormal_Lecture.doc	<b>Submitted:</b> Oct 21 2008 16:15:13 PDT	<b>Print version:</b>
<b>Matching:</b> 14%	<b>Paper ID:</b> 20256229	<b>Direct link:</b>

**Submission Comment**  
Please check this

**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.

- <http://www3.amsa.org/lgbt/Sex&Gender.pdf>
- <http://www.eiu.edu/~eiucsd/files/leitschuh/leitschuhdsmhandouts07.pdf>
- <http://websmaid.com/dsm-4-multi-axial-evaluation-scale>
- Another student's paper - Institution: Butler County Community College

**Paper Text**  
Abnormal Psychology  
I. Studying Mental Disorders