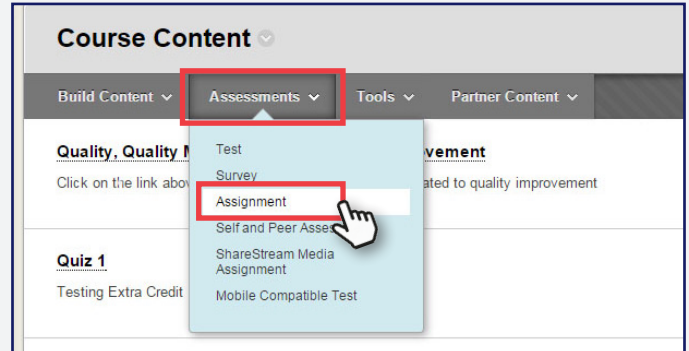


Getting Started with SafeAssign

SafeAssign is a plagiarism prevention service that assist faculty in the prevention of plagiarism by detecting unoriginal content in student papers and providing a report for review. The SafeAssign plagiarism detection service supports the following file formats: **.doc** and **.docx**, **.pdf**, **.htm** and **.html**, **.rtf**, **.txt**, **.odt**, and **.zip**.

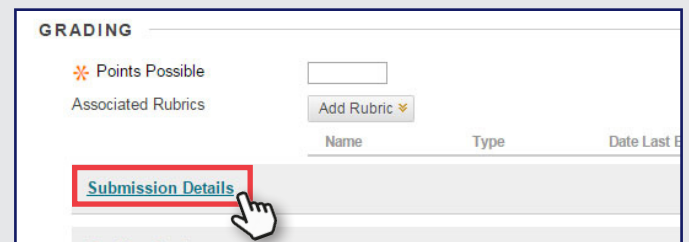
1. Create an assignment

In the content area, click **Assignment** under **Assessments**.



2. Go to "Submission Details"

Scroll down. Under **Grading**, click **Submission Details**. A drop-down menu will show.



3. Check off "Check submissions for plagiarism using SafeAssign"

In the drop-down menu, check off **Check submissions for plagiarism using SafeAssign** under **Plagiarism Tools**.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts:

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

4. Create an assignment

After choosing the rest of the settings, click **Submit** and create an assignment. For instructions on creating an assignment, view the **Getting Started with Assignments** quickguide.



5. Manage grade submission

After viewing Grade Center, you will be able to see the percent of matching text.

Grade Assignment: Assignment

Assign a grade and feedback for the user next assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)

Jump to... Hide User Names Refresh

Viewing 1 of 1 gradeable items (Attempt 1 of 1) Exit

Assignment Details

GRADE LAST GRADED ATTEMPT	/10
ATTEMPT 7/16/15 2:41 PM	/10
SafeAssign	57% overall match
SUBMISSION	.docx

6. View Originality Report

Click the chevron next to SafeAssign. From the drop-down menu, click **View Originality Report**.

Assignment Details

GRADE LAST GRADED ATTEMPT	/10
ATTEMPT 7/16/15 2:41 PM	/10
SafeAssign	57% overall match
SAFEASSIGN SUBMISSION	
.docx 57%	

View Originality Report

