



SafeAssignment

Description – In this tutorial, you will learn how to add a SafeAssignment to your course. You will also learn how to view and grade an assignment that was submitted to a SafeAssignment dropbox. SafeAssign is a plagiarism tool within Blackboard. When a student submits a paper to a SafeAssign dropbox, the software matches the language to pre-existing language within its database. If similar language is identified, SafeAssign displays the comparable content. Conceptually, this tool should be used to help students understand how to cite material that is integrated within their work. SafeAssign offers a draft feature which allows students to submit their work, review the SafeAssign detection report, and revise their work before uploading their final submission. When used appropriately, student learning will be enhanced.

Part I – Adding a SafeAssignment dropbox to a folder

1. Go to a content area such as Assignments
2. Click on a weekly folder
3. Click Create Assessment on the top menu
4. In the expanded list you will see the regular Assignment dropbox listed above the SafeAssignment dropbox. Click SafeAssignment
5. Add a title
6. Add the points possible for this assignment
7. Add the instructions
8. Set the availability
9. Choose draft if this a draft
10. Submit this page

Part II - View the SafeAssignment submissions in Course Tools

1. Go to the Control Panel
2. Course Tools
3. Click SafeAssign
4. You can upload a student paper if you want to run it through the SafeAssign software. Click DirectSubmit and upload the file

5. To view all student submissions, click on SafeAssignments
6. Choose a student submission to view
7. You will see the student submissions in two different file formats along with the SafeAssign Reports. You can click on a file to read the paper
8. Note the percentage of matching content detected by the software
9. I can go to the source of origin

Part III - In Part III, we will take a look at the same student submission from the Grade Center

1. Go to Control Panel
2. Full Grade Center
3. Go to the SafeAssign dropbox column
4. Go to the student submission and click on the action link to the right
5. Click View Grade Details
6. Click View User Activity to see the student paper in three formats
7. After viewing and reading the paper and the detection report, you can add a grade, comments, and submit a file, perhaps a rubric, in response