

## Safe Assign

SafeAssign compares submitted assignments against a collection of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign is integrated into regular Blackboard Learn assignments and can be selected on the settings page.

Use SafeAssign to review assignment submissions for plagiarism potential and create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool.

You can now use SafeAssign plagiarism checking for any of your assignments in Blackboard.

1. Access a content area, click on the **Assessments** button and select **Assignment**
2. On the **Create Assignment** page, expand **Submission Details**.

### GRADING

\* Points Possible

Associated Rubrics

Add Rubric 

Name

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

3. Select **Check submissions for plagiarism using SafeAssign**.

#### Submission Details

Assignment Type

- Individual Submission  
 Group Submission  
 Portfolio Submission

Number of Attempts

Single Attempt 

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign  
 Allow students to view SafeAssign originality report for their attempts  
 Exclude submissions

4. Optionally, select one or both options:
  1. Allow students to view the SafeAssign originality reports on their submissions.
  2. Exclude all student submissions for this assignment from the institutional or global reference databases. This is only applicable if students will submit multiple drafts of one paper and you wish to exclude the earlier draft(s).
5. Complete the **Create Assignment** page.
6. Click **Submit**.

## View Submission

1. From the **Control Panel**, under **Course Tools**, click **SafeAssign**.
2. Click **SafeAssign Items**.
3. Click the specific assignment name in the list. On this page you can click the **Download All Submissions** button if you wish to download students' documents to your computer. A list of student submissions appears with the following columns for each student's attempt:
  - **User Attempt:** Click the underlined student's name to view the student's paper and all grading options.
  - **Average Match:** Indicates the amount of text that might match other sources, across all files that were uploaded.
  - **Highest Match:** The percentage of the document with the highest match with other sources. Read the full report to determine if the matching is properly attributed.
  - **SA Report:** Click the green checkmark icon to view the full Safe Assignment report.
  - **Submitted:** shows the date and time the student submitted their document.