UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

Using SafeAssign in Blackboard

Blackboard includes the digital plagiarism detection program, SafeAssign, which has been merged with the Assignment tool. SafeAssign assignments are now an option within the Blackboard Assignment Tool. Faculty users have found the program to be effective both as a learning tool for students and as a deterrent to plagiarism. To find out about additional strategies for reducing plagiarism in your courses, visit the University of Hartford Center for Reading and Writing website at http://www.hartford.edu/academics/tutoring_assist/center_reading_writing/.

Papers or other assignments are submitted and crosschecked against public internet documents, ProQuest, and the collection of all papers submitted to SafeAssign by instructors and students from other institutions. Blocks of suspicious text are highlighted in a report, which also displays the percentage of suspected plagiarized text and a list of suspected sources. Scores over 40% indicate a high probability of plagiarism. While SafeAssign will help, it will not catch all incidents of plagiarism.

Since SafeAssign cannot tell if suspicious text is properly cited (and therefore not plagiarized), Blackboard recommends all reports be carefully reviewed by the instructor.[1] **Instructors should consult Blackboard's SafeAssign Instructor Manual for detailed instructions on using SafeAssign and reviewing SafeAssign Reports. A link to this manual can be found on the FCLD website.**

Three Ways to Use SafeAssign

There are three ways to use the SafeAssign options within the Assignment tool, and you need to decide which of them, or which combination of these you will use. Regardless of the method used, the instructor will be able to view the report returned from SafeAssign. Each method requires safeguards and notifications:

1. Submission of drafts by students (recommended): The instructor can set up an assignment so that students submit drafts of their assignment to SafeAssign and then both can view the completed SafeAssign report. Students use a browse button to upload their drafts, and then they can then review SafeAssign's report to check and proof their own citations to correct and rewrite their work. In this case, the student work is NOT added to SafeAssign's collection of submitted works. ***The primary purpose of using this method is for students to learn about plagiarism, especially unintentional plagiarism, and to rework their paper for final submission later.*** After corrections are made, the paper can be resubmitted again through a second Assignment submission using the SafeAssign option that is not set up in draft mode – this second time, the paper will be added to the collection of papers.

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[1] Blackboard Safe Assign Building Blocks Instructor Manual, p. 3

2. <u>Submission of completed assignments by students</u>: The instructor can set up an assignment so that students submit completed assignments to SafeAssign. The instructor can elect to reveal the report to the students. Students' work is automatically added to the University's SafeAssign collection of submitted files in this case. ***Make sure students understand that by submitting their papers in this way, the paper will be added to the collection and it is considered 'handed in' to the instructor as well.***

3. <u>Direct submission of assignments by instructor (no access for students)</u>: Instructors can access SafeAssign through the Control Panel of a course and then use a browse button to upload submitted papers and check for plagiarism. The instructor has the option of adding the submitted assignment to the SafeAssign collection of submitted files. ***However, this last course of action raises issues of privacy and permission, and is not recommended without securing <u>written</u> permission from students.***

Student Notification

The sections below were based on documentation provided by the University of Kansas and were used with permission.

If you plan to use the program for any of the three purposes listed above, please insert a statement such as the following into your syllabus:

> *The issue of digital plagiarism has raised concerns about ethics, student writing experiences, and academic integrity. Although you may never have engaged in intentional plagiarism, many students do incorporate sources without citations, which is a form of plagiarism. The University of Hartford subscribes to a digital plagiarism detection program called SafeAssign, which you can use to check papers for this course and see whether you may have included in your paper material that requires a citation. Further instructions will be given in class.*

If you plan to use option two above, please insert an additional statement such as the following:

> *You will upload your work to Blackboard through SafeAssign so that it can be checked against web pages and databases of existing papers. Your paper will then automatically become part of that database for future use.*

If you plan to use option three above, please insert an additional statement such as the following and provide a form of written permission:

> *You will upload your work to Blackboard so that your instructor can have it checked against web pages and databases of existing papers using SafeAssign. Your paper will then automatically become part of that database for future use. Attached to this syllabus is a permission form allowing this use of your work. If you have any concerns about this use of your work, please let me know immediately. Otherwise, please return the permission form before the first assignment is due.*

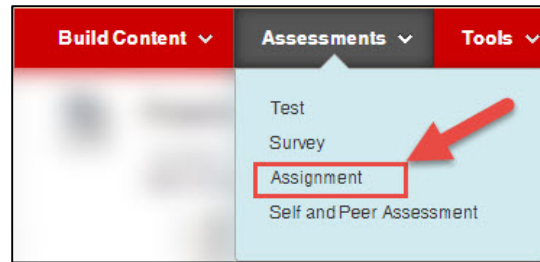## *Getting Started with SafeAssign*

SafeAssign assignments are now integrated and designed to be added to Blackboard content areas (e.g., Course Documents, etc.) using the Blackboard Assignment Tool. It is not possible to use SafeAssign on a Blackboard document or assignment already uploaded to a course, so instructors must decide to use SafeAssign when they first set up an assignment in Blackboard.

Students using MAC computers should download and use either the Firefox or Chrome browser, or they can change the Safari security settings to accept all cookies.

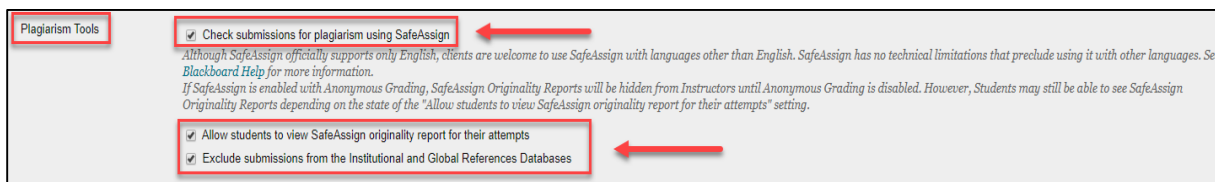## *Setting Up SafeAssign for Student Use – Draft Submission*

The following section outlines the steps instructors take for setting up SafeAssign so students can check their own papers prior to final submission. Select a content area for your assignment (e.g., Course Documents, etc.). Papers will not be added to SafeAssign's collection of papers.

1. Select a content area for your assignment (e.g., Course Documents, etc.).

2. From the *Assessments* menu, select **Assignment.**

3. Type a name for the assignment, designate a point value (for grading), and enter instructions for the students on how to complete and submit it. Be sure to include a reminder to use the **Submit** button!

4. Select **Yes** to make assignment visible to students, select tracking if desired, and set availability dates if desired.

5. Under Grading Options, select **Submission Details:** SafeAssign is now integrated into regular Blackboard Learn Assignments under this section. In this section, to accept a *Draft Submission*, you will check:

   ✓ *Check submissions for plagiarism under SafeAssign*
   ✓ *Allow students to view SafeAssign originality report for their attempts*
   ✓ *Exclude submissions from the Institutional and Global References Databases* (This allows students to check their own papers, but without submitting them to the collection of papers, otherwise their final submission could end up 100% plagiarized if it was found in the collection.)

6. Optional: Create a course announcement to let students know that it is available to use.

7. Click **Submit** and **OK**.

Once the Assignment is set up, students go to the content area of the course, click on the **View/Complete** button and use a **Browse** button to submit files. After submitting, the student can click on the View/Complete link again to view the SafeAssign report. There will be a delay anywhere between several minutes to several hours before the report shows up. Be sure you provide your students instructions on how to read and interpret the reports, and to assure them

that some of the matches are simple text found over and over again on the web, etc.

NOTE: If MAC users encounter trouble submitting papers to SafeAssign using the Safari browser, tell them to download and use a different browser, such as Firefox or Chrome.

Setting Up SafeAssign for Student Use – Final Submissions

Setting it up for final submission means that the student's papers will be added to SafeAssign's collection of papers. There are two ways to do this:

- Create a **new** SafeAssign assignment from scratch and follow all the steps above, but when you get to step 7, deselect the *Exclude submissions* checkbox.
- Go back into the **current** assignment after students have submitted and uncheck the *Exclude submissions* checkbox. However, you should be very explicit to students about when this change happens. From that point forward, all entries will be submitted into the database and if they enter multiple drafts after this point, they will show as 100% plagiarized.

Instructors – Direct Submit (student permission recommended)

Direct Submit may be used by the instructor to privately check and/or submit papers. Instructors also have the option to submit it as a draft.

To use Direct Submit:

1. Go to **Course Tools**.
2. Select **SafeAssign**.
3. Select **Direct Submit**.
4. Select **Browse** to locate the file you wish to submit, or copy and paste text into the text box.

The instructor has the option of submitting it in draft mode or adding the submitted assignment to the SafeAssign collection of submitted files. *However, this last course of action raises issues of privacy and permission, and is not recommended without securing __written__ permission from students.*

Instructors - Viewing Reports

Submitted by Instructor in Direct Submit

Once an instructor has submitted papers through Direct Submit, they are processed by SafeAssign. To view these reports, click the SafeAssign checkmark icon corresponding to that paper, which is found in the SA Report column of the report table, as seen below.

List of Assignments Submitted Directly to Safe Assign

Instructors also have the option of submitting more than one file at a time. To do this, put the set of papers you wish to submit in a folder, then right click on the folder and select Send To and choose the Compressed (zipped) folder option. Once the folder has been zipped, you can upload it to SafeAssign as though it were a single paper.

Whether papers have been submitted together or individually, the instructor has the option of sorting and organizing them in folders. The SafeAssign reports and folders are accessible to anyone with instructor rights in the course.

Submitted by Students

Any papers submitted to Safe Assign by students can be viewed by the instructor through the Control Panel.

1. Go to: **Course Tools → SafeAssign → SafeAssign Items.** You will see a list of all your students' papers submitted using the Safe Assign option.

List of all Safe Assignments in Course

2. Click the **Item Name** to view the SafeAssign submissions for that assignment.
3. All papers submitted for the assignment appear in a grid, showing the time and date they were submitted.
4. Click on the green checkmark in the SA Report column to access student reports.

Student ID	Name	User Attempt	Average Match	Highest Match	SA Report	Submitted
—	Barbara Billingsgate	Barbara Billingsgate	33%	33%	✓	Wed, Aug 26, 2015, 11:56 AM

List of Reports for each Student who submitted the assignment

NEW: The SafeAssign Originality Report has a new look as shown below. If you prefer the old view of the report, in the top right-hand corner of the screen click on *View Originality Report – Old Design*.

The instructor has several options for managing submitted files:

Download all Submissions	Saves all submitted assignments in a downloadable zip file.
Text	Shows text, authorship and student comments on a paper.
File	Opens (or Saves) an individual paper for downloading.
Matching	Shows the percentage of text matched to other sources.
SA Report	Opens Safe Assign's report on a paper.
Submitted	Shows time and date submitted.
Clear Attempt	Removes paper from the database and allows the student to resubmit.

During peak periods, such as mid-terms and finals week, there may be delays in getting reports back from SafeAssign. If you experience delays longer than 24 hours, please contact FCLD.
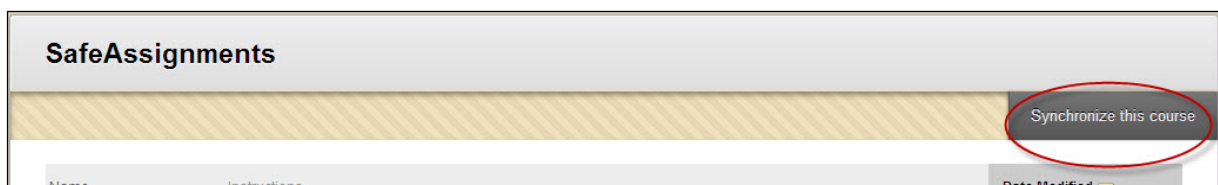
Student submissions to SafeAssign are compared against several sources:

- Institutional document archives: Contains all papers submitted to SafeAssign by users in their respective institutions.
- Global Reference Database: Contains over 15 million papers volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism.
- ProQuest ABI/Inform database: More than 1,100 publication titles and about 2.6 million articles from the 1990s to present time, updated weekly.

Copying SafeAssign to a New Course

If you copy course content and assignments from one course to another, you will need to synchronize SafeAssign before having your students submit assignments. When you synchronize SafeAssign, Blackboard updates the links to the SafeAssign database to ensure that submissions are read and graded correctly. Here are the steps for synchronizing SafeAssign:

1. Enter your new (copied) course.

2. In the Control Panel, go to **Course Tools** > **SafeAssign** > **SafeAssignments**.
3. Click on the **Synchronize this course** button. You will receive a green confirmation bar when the synchronization is complete.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.
Phone: (860) 768-4661   **Email:** fcld@hartford.edu
Website: http://www.hartford.edu/fcld

Student Blackboard Support
The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).
Phone: (860) 768-4636   **Email:** bbsupport@hartford.edu
FAQ/Submit a Ticket: http://www.hartford.edu/studentbbsupport

Information Technology Services (ITS) Help Desk
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).
Phone: (860) 768-4357   **Email:** helpdesk@hartford.edu
Website: http://hartford.edu/ots

Media Technology Services (MTS)
Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.
Phone: (860) 768-4357   **Website:** http://www.hartford.edu/mts