

## Setting Up a SafeAssign Assignment in Blackboard

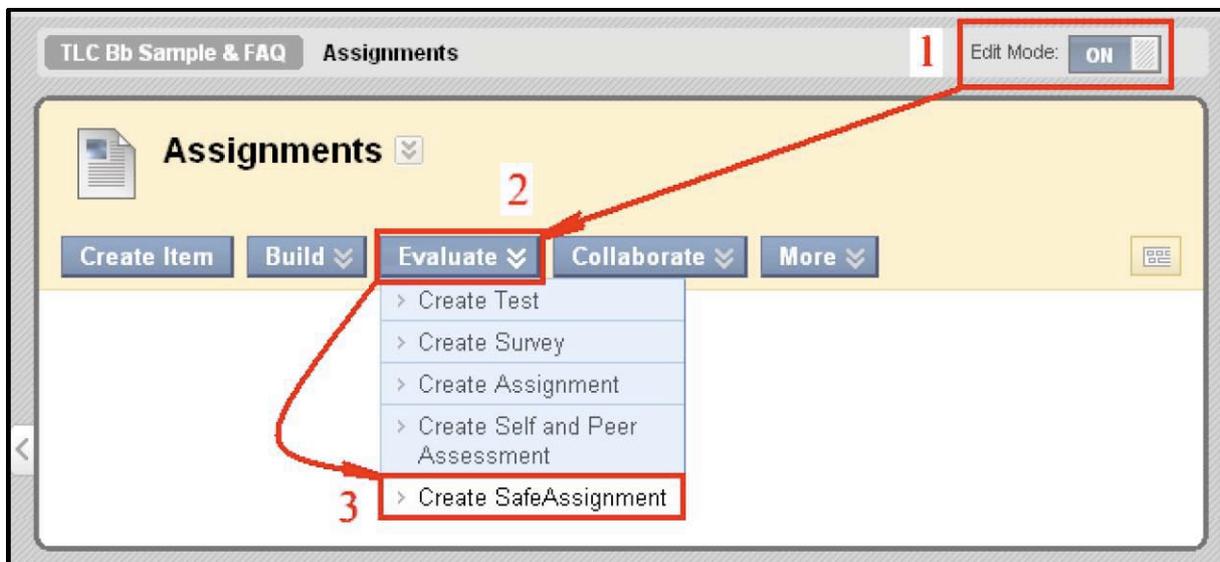
**Note:** The **module leader** is the only person who can set up SafeAssign Assignments.

To set up a SafeAssign assignment in your module in Blackboard, choose "Assignments" (or wherever you want to put the assignment) in the left-hand main menu:

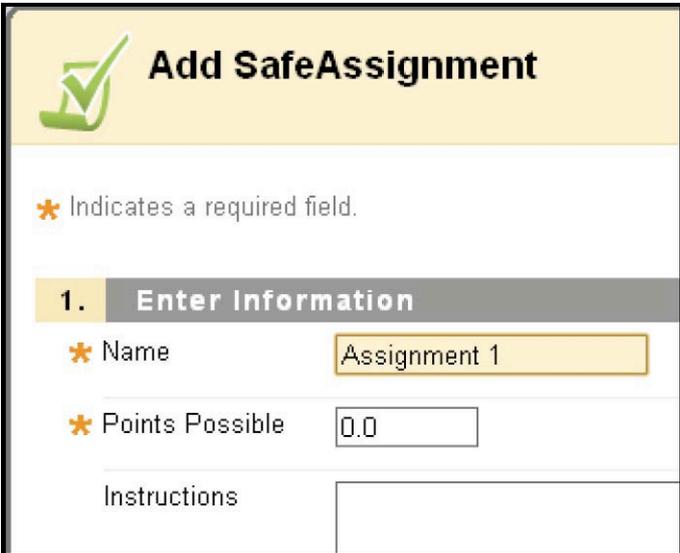
### Assignments

Then, get into "Edit" mode, by selecting on the "Edit Mode" switch in the top right corner.

Next, point your mouse cursor at the  symbol beside the button labeled "Evaluate", a menu list will appear shortly, go down the list, point your mouse cursor at "> **Create SafeAssignment**" and select it.



The next screen allows you to enter the assignment details.



The screenshot shows the 'Add SafeAssignment' form. It has a green checkmark icon and the title 'Add SafeAssignment'. Below the title, there is a note: '\* Indicates a required field.' The form is divided into sections, with the first section being '1. Enter Information'. This section contains three fields: 'Name' with the value 'Assignment 1', 'Points Possible' with the value '0.0', and 'Instructions' which is currently empty.

**Name** is the assignment title that students will see when they go to submit the assignment.

**Points possible** is the maximum points you would award for this assignment.

**Instructions** can be included here as well.

**Make the assessment available** is set to **Yes** by default. You can select and set it to **No** if you wish to, however do remember to reset it. This setting overrides the **Availability Dates**.

**Track Number of Views** gives you an indication on the number of users who have viewed this assignment posting.

Next you can indicate when you want the assignment to appear with **Display After** (the date that the assignment starts), or disappear with **Display Until** (the **due date** for the assignment).

**Draft:** If you choose "Yes", it means that the students' assignments will be checked against existing text in SafeAssign's database, but the submitted assignments will not be added to SafeAssign's database. [Use this if you want students to be able to check for copying before submitting the actual assignment.]

**Urgent checking:** If you choose "Yes", the assignment will be checked straight away. Normally you can leave it on "No". The amount of time that it takes SafeAssign to check an assignment submission depends on server load.

**Student viewable:** If you choose "Yes", your students will be able to see their originality report.

You can write an announcement next to alert students about the assignment.

If you are happy with your choices, you can click **Submit**. Your assignment is now ready for student submissions.

## Submitting an Assignment to SafeAssign

When the students go to your "Assignments" section in Blackboard, they will see something like the following, with the assignment title that you entered earlier.

By submitting, the students are claiming that all the work is their own except sources that have been properly referenced. There is no need for students to sign any other **plagiarism declaration form** as mentioned in the [NP Plagiarism Policy](#) document.



### Assignment 1

The assignment that you are about to submit will be checked for plagiarism by SafeAssign. By submitting your assignment here, you are claiming that all of the work is your own and that any sources you have used are properly referenced.

Guidelines at: <http://www.np.edu.sg/tlc/antiplagiarism/>

**File size limit: 10 MB**

>> [View/Complete](#)

The next screen lets the students confirm that they are submitting to the correct assignment, by showing its name.

| 1. Assignment Information |              |
|---------------------------|--------------|
| Name                      | Assignment 1 |

Students can add a comment about their assignment, if they want.

Then they can upload their assignment.

| 2. Your Files  |   |
|----------------|---|
| Comments       | <input type="text"/>  |
| File To Attach | <input type="button" value="Choose File"/> No file chosen   |
| NOTE:          | SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats. |

The instructions at this point say:

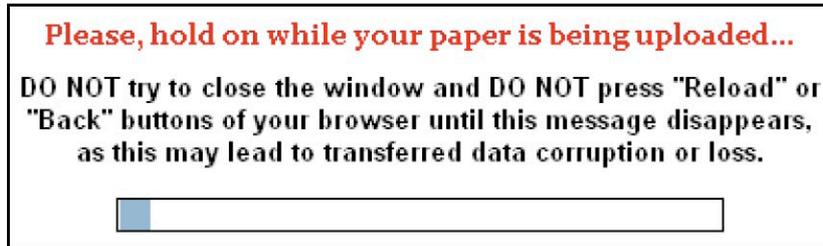
"SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP"

Students **cannot** copy and paste their assignment to submit. They must attach a file.

Students are then asked to submit their paper to the Global Reference Database.

| 3. Global Reference Database  |  |
|---|--|
| Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. To learn more about the Global Reference Database click <a href="#">here</a> . |  |
| <input type="checkbox"/>  | <b>I agree to submit my paper to the Global Reference Database</b> |

After clicking "submit" they will see the following screen flashing at the top:

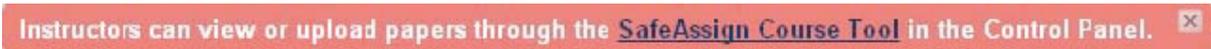


And when it is completed the following message will appear against a green background as a confirmation or receipt:



## Lecturer View

For **lecturers**, you will need to access the assignment from the Control Panel. If you select on the "View/Complete" link on the assignment you will see the following message bar in pink background at the top of the page display.

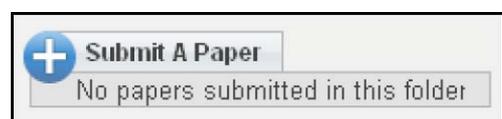


From the Control Panel, expand it by selecting the drop list button and you would be able to locate SafeAssign near the bottom of the list.



Clicking on the "DirectSubmit" link takes you to a screen where you can submit papers on behalf of students.

This is **not recommended**, because it is best if the students submit their own papers. By submitting, they are agreeing to the Polytechnic's plagiarism policy.



Select the **Submit A Paper** option and the following would be displayed:

**Paper Submission**

**Submission Options**

Submit as draft (do not add papers to Institutional Search Database)

Skip Plagiarism Checking (only add papers to Institutional Search Database)

**File Upload**

**Upload File**

\*File To Attach Choose File No file chosen

Acceptable File Formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html

**Copy/Paste Document**

\* Paper Title

\* Paper Text

**Submit as draft:** Choose this option if you want to check the paper for copying, but don't wish later papers to be compared to this one.

**Skip Plagiarism Checking:** You would choose this one if you want later submissions to be checked against this one, but you already know it's plagiarism status. (Perhaps you wrote it yourself and you want to make sure students aren't copying from you.)

Next you have a choice for submission. You can upload many student assignments at once (if they are in "zip" format. Note that students do not have the option to upload in zip format) or you can upload any text-based file.

Alternatively, you can choose to copy and paste text from a document. In this case, you need to provide a **Paper Title**. When you are ready, you need to **Submit**.

If all has gone well, the name of paper you have just submitted will appear in a list as follows. Once SafeAssign checks the paper, you will see the percentage copied and a green check (or "tick") logo to the right of the paper name.

+ **Submit A Paper**

**1 Papers**

✘ Delete Checked

| <input type="checkbox"/> Filename                           | File                                 | Matching | SA Report                            | Submitted                   |
|---|--------------------------------------|----------|--------------------------------------|-----------------------------|
| <input type="checkbox"/> <a href="#">MakingTheStage.txt</a> | <span style="color: green;">↓</span> | 100%     | <span style="color: green;">✔</span> | Apr 17 2009<br>17:46:51 SGT |

✘ Delete Checked

**1 Papers**

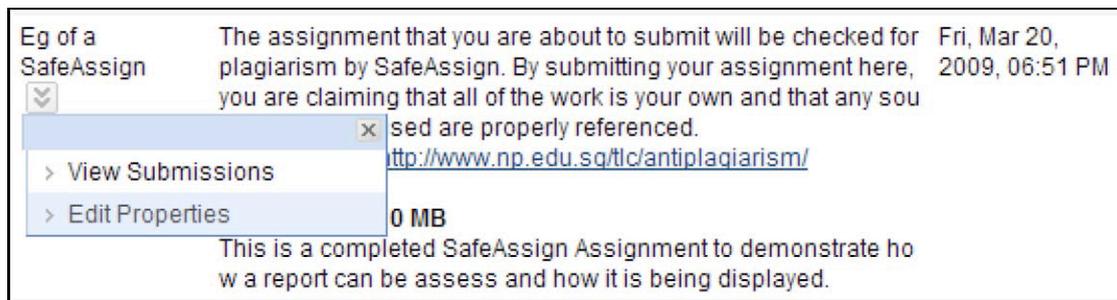
## Viewing SafeAssign Originality Reports

**Note:** Only the module leader and "lecturer" can see the originality reports. The "grader" role is not supported.



Once students start submitting assignments, lecturers will be able to see the Originality Reports by going to the **Control Panel** and in the **Course Tools** section, choosing "**SafeAssign**" (which will show all of the assignments)

You will then see the following:



The link for "Synchronize this course" is used early in a semester if the names listed do not match with the current students.

The  icon just below the title of the assignment and a drop list menu will appear. Click on "View Submissions" to see the list of students in your class, with a link to the originality report for their submitted assignments.

You will see something like the following. You can sort by Student Name:

| <input type="checkbox"/> | Student ID | <u>Name</u>         |  | Text | File | Matching | SA Report | Submitted                   |
|--------------------------|------------|---------------------|--|------|------|----------|-----------|-----------------------------|
| <input type="checkbox"/> | melstud01  | melstud01 melstud01 |  |      | 10%  |          |           | Mon, Feb 25, 2008, 01:56 PM |

**Text** shows a text-only version of the submitted assignment.

**File** allows you to see the original file submitted by the student.

**Matching** indicates how much of the assignment was copied. (This is not necessarily the amount that was plagiarized. It could include properly quoted material or it may all be plagiarized).

**SA Report** gives you more detail on the original sources for the assignment. It may be from websites, other students' assignments or from library databases.