



Quick Start Guide to Anti-plagiarism software: SafeAssign

About SafeAssign

Safe Assignment is an anti-plagiarism service built into the Blackboard course management system. If you create an assignment as a "Safe Assignment", students' work will be submitted to the service to check for suspected plagiarized content. The SafeAssign server produces an "originality report" which indicates how much of the submitted work appears to have been copied from other sources. The SafeAssign server checks work against an internal database (CFCC), against a global database (works submitted by students at other institutions using SafeAssign), and against other Webbased resources. Optionally, faculty can submit papers to SafeAssign using Direct Submit, instead of having their students submit them.

SafeAssign (In an Assignment)

1. On the Create Assignment page, expand Submission Details.

GRADING

* Points Possible

Associated Rubrics

Name	Type
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1 [Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

2. Select Check submissions for plagiarism using SafeAssign.

Plagiarism Tools

2 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. Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality state of the "Allow students to view SafeAssign originality report for their attempts" setting.

3 Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

3. Optionally, select one or both options:
 - A. Allow students to view the SafeAssign originality reports on their submissions.
 - B. Exclude all student submissions for this assignment from the institutional or global reference databases.

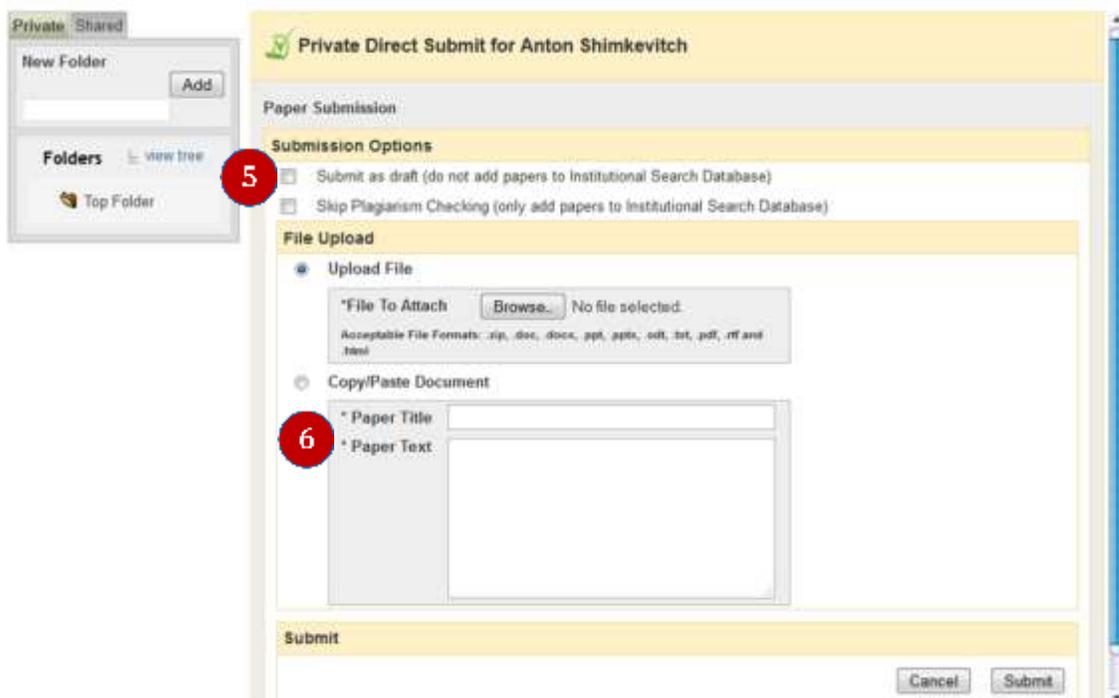
4. Complete the Create Assignment page and click submit.

SafeAssign (DirectSubmit)

1. On the Control Panel, expand the Course Tools section and click SafeAssign.
2. Click DirectSubmit.
3. A list of folders and papers appears. This list includes papers already uploaded through DirectSubmit. Blackboard recommends that files not be deleted from DirectSubmit because this deletes them from the institutional database of existing materials.
4. Navigate to a folder where you want to upload the paper or ZIP file and click Submit A Paper.



5. Select the upload options:
 1. Submit as Draft: SafeAssign reports are generated, but the papers are not added to the institutional database and is not used to check other papers.
 2. Skip Plagiarism Checking: Adds the papers to the institutional database without checking for content copied from other sources. Use this option to upload papers from an earlier course to ensure that current students are not reusing work



6. Click **Upload File** and browse for the file. Alternatively, click Copy/Paste Document and add the document text in the field. Click Submit.
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Need More Help?

For face to face support, please visit the Blackboard Support Center in Room 321 in the Library. We are open from 9 AM to 5:30 PM M-F.

For telephone support for Blackboard, Collaborate and Kaltura please call (202) 885-3904. This support is now available 24/7. Or email blackboard@american.edu.

Course Reserves services in the University Library can be reached at 202-885-3231 and at http://www.american.edu/library/services/reserves_faculty.cfm

For help with passwords and access: helpdesk@american.edu

Other Sources of Help:

1. **YouTube** provides hundreds of videos about various topics in Blackboard. A selection of more than 70 tutorials from Blackboard is available at <http://ondemand.blackboard.com/>
2. **Further Blackboard documentation for faculty and students is at:** <http://www.american.edu/library/technology/blackboard/index.cfm>

