



Teaching Learning + Technology

SafeAssign for Instructors

Teaching, Learning + Technology
Stony Brook University

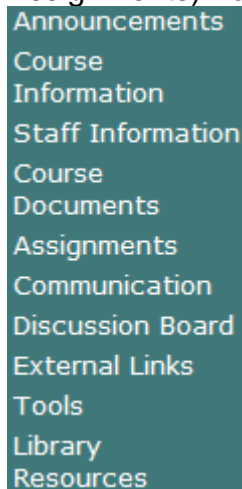
SafeAssign is a plagiarism prevention tool in Blackboard. Students' submissions are checked against several databases of source material.

These databases include:

1. The internet.
2. Proquest/ABI Inform, a database of articles from the '90s to today, updated weekly.
3. Institutional database, containing all papers submitted through SafeAssign by users at Stony Brook.
4. Global Reference Database, to which students can voluntarily submit their work in order to prevent plagiarism of their work.

To create an assignment:

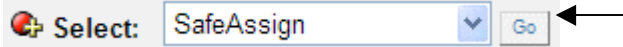
1. Select a **content area** (Course Information, Course Documents, or Assignments) from the course menu.



2. Select the **Edit View** link from the top right corner of the screen.

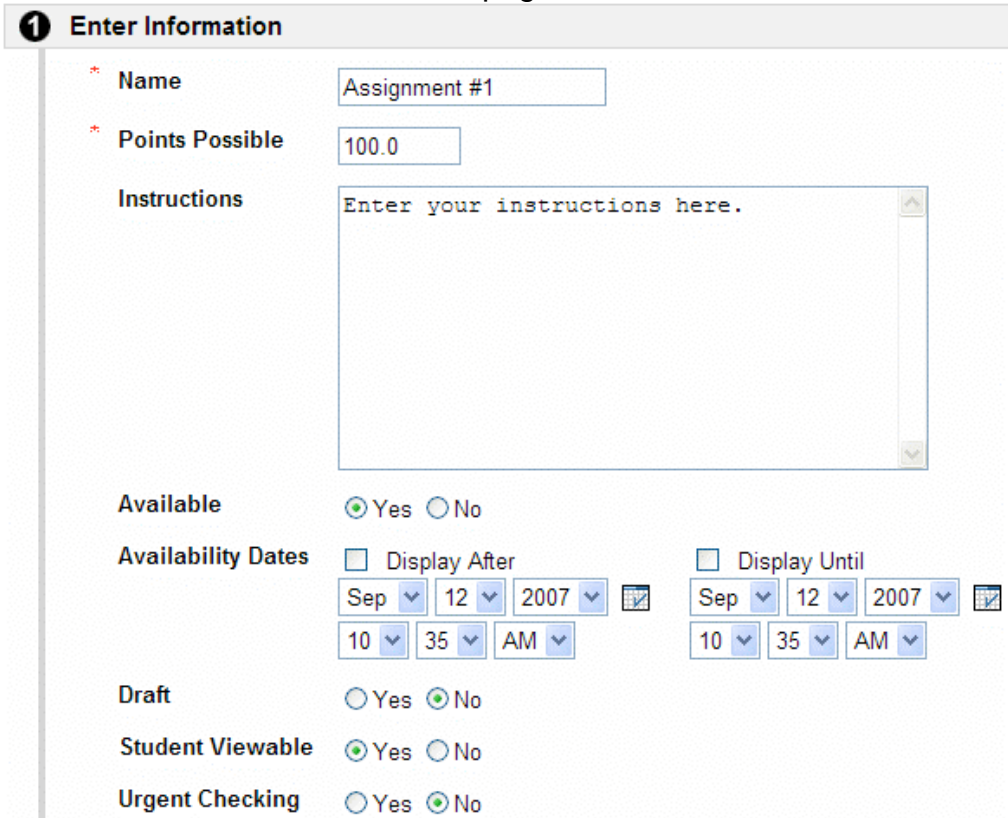
[EDIT VIEW](#)

3. Select **SafeAssign** from the drop-down menu in the toolbar and click **Go**.



Select: SafeAssign Go

4. Fill out the required information, as well as any optional information (if you wish).
 - a. **Available:** Be sure to select **Yes** for Available if you want students to be able to see and submit the assignment.
 - b. **Availability Dates:** You may set optional availability dates if you wish.
 - c. **Draft:** If the assignment is just a draft, select **Yes**. If you do this, submissions are checked for plagiarism, but are not placed into the institutional database.
 - d. **Student Viewable:** If you select **Yes**, students can review their submissions and the results of SafeAssign's check of their work.
 - e. **Urgent Checking:** When a paper is submitted to SafeAssign for checking, it is placed in a queue with all other SafeAssign submissions. The average process time is 1.5 minutes, sometimes longer during peak hours. If you select **Yes** for Urgent Checking, your students' submissions are given higher priority and bumped up the queue.
 - f. Click **Submit** at the bottom of the page.



1 Enter Information

* Name

* Points Possible

Instructions

Available Yes No

Availability Dates Display After Display Until

Sep 12 2007 10 35 AM Sep 12 2007 10 35 AM

Draft Yes No

Student Viewable Yes No

Urgent Checking Yes No

5. Click **OK** on the next page to continue.



6. Your assignment is now available to students. You may notify them either by sending an email or by creating an Announcement using the Announcements tool in the Control Panel. If your students need help submitting an assignment using SafeAssign, please refer them to the SafeAssign for Students document. A column for your assignment has also been automatically created in your **Gradebook**.



1 Assignment #1

Modify

Manage

Copy

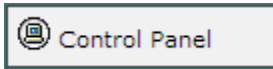
Remove

Enter your instructions here.

>> [View/Complete](#)

To view a student's assignment:

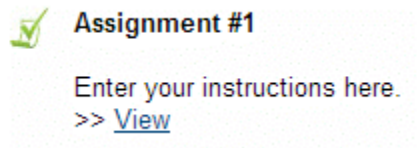
1. Go to the **Control Panel** via the course menu.



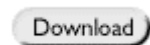
2. Select **SafeAssign** from the Course Tools section of the Control Panel.



3. Select the **View** link under the assignment you wish to view.



4. To download all students' assignments in a ZIP file, click the **Download** button. To unzip the ZIP file, you will need a program like WinZip or StuffIt, both of which are available on Softweb (<http://softweb.cc.sunysb.edu>). You will need your SOLAR ID to log into Softweb.



OR

5. To view an individual student's assignment's text, select the icon in the **Text** column.

Student Name	Text
Doherty, Andrea	-
Longstocking, Pippi	




6. To download an individual student's assignment in its original format, select the paper clip icon under **File**.

Student Name	Text	File
Doherty, Andrea	-	-
Longstocking, Pippi		

- If the student reported problems submitting the assignment, and you confirmed by viewing their submission that there was a problem, you can clear their submission and let them try again by clicking the **Clear Attempt** button.




[Clear Attempt](#)

- A percentage and icon will appear in the **Matching** and **SA Report** columns, respectively.
 - The higher the percentage, the more potential plagiarism exists in the student's paper.

Student Name	Text	File	Matching	SA Report
Doherty, Andrea	-	-	-	-
Longstocking, Pippi			100%	

- The **SA Report** opens in a new window. The first box provides information about the assignment and links to download it or print it. Each submission gets its own Paper ID, so if a problem occurs, you can report it to Blackboard support if necessary.

Paper Information

Author: Pippi Longstocking	Assignment: Assignment #1	Save report to disk: 
Title: shoe.doc	Submitted: 2007-09-12 11:42:04 EST	Print version: 
Matching: <div style="display: inline-block; width: 100px; height: 15px; background-color: #FF4500; border: 1px solid black;"></div> 100%	Paper ID: 3144263	Direct link 

- The second box provides links to websites that contain passages that match passages in the student's assignments.

Suspected Sources

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

- 1 http://www.denisemosleystudio.com/Products_i6052381.html?catId=34858 
- 2 <http://www.storydust.com/publicity/shoe.html> 

 **Re-process the paper without the selected sources**

11. The third box contains the text of the student's assignment. When you hold your mouse over a link in the second box (above), the corresponding matching text will highlight here.

Paper Text

There once was a woman who lived in a shoe,

There once was a woman who lived in a shoe,

She had so many children, she didn't know what to do.

12. When you are finished, close the window and return to Blackboard.

To grade an assignment:

1. Go to the **Gradebook** via the **Control Panel**.

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	

2. Select the **exclamation point** icon in the assignment's column.

Name (Last, First)	Assignment #1 SafeAssignment Pts Possible 100 Weight 0%
Doherty, Andrea	-
Longstocking, Pippi	!

3. Replace the exclamation point with a numeric grade.

Grade	Points Possible	Weight
!	100.0	0.0

4. If you would like to enter all of your students' grades at once, go to the Gradebook via the Control Panel.

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	

5. Select the **title** of the column. In this example, it's Assignment #1.

Assignment #1
SafeAssignment
Pts Possible 100
Weight 0%

-

6. Select **Item Grade List**.

▶ [Item Grade List](#)
View and modify users' grades.

- Enter each student's grade in his or her row of the **Manual Grade** column. Students are sorted alphabetically by last name.

Last Name, First Name	Username	Student ID	Item Date	Last Submitted/Modified Date	Current Grade	Manual Grade
Doherty, Andrea	andreasys		Sep 12, 2007		=	<input type="text"/>
Longstocking, Pippi	andreastu		Sep 12, 2007	Sep 12, 2007 11:42:05 AM	95	<input type="text"/>

- Enter comments if you wish. If you edited the student's assignment in Word or another program, you can attach your document here.

Comments

File To Attach

- Click **Submit**, then **OK** on the next page.

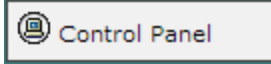
- In the **Gradebook**, the numeric grade now appears instead of the exclamation point.

Name (Last, First)	<u>Assignment #1</u>
	SafeAssignment Pts. Possible 100 Weight 0%
Doherty, Andrea	=
Longstocking, Pippi	<u>95</u>

To submit papers from past semesters to the SafeAssign database:

You may want to submit papers from previous classes to the SafeAssign database, to check if papers from the current semester are copying from them.

1. Go to the **Control Panel** via the course menu.



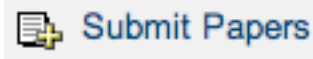
2. Select **SafeAssign** from the Course Tools section of the Control Panel.



3. Select the **Direct Submit** tab.



4. Select the **Submit Papers** button.



5. Check the box next to **Skip Plagiarism** if you do not want to test papers from previous semesters for plagiarism.

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

6. Under **File Upload**, you may either attach a file on your computer, or copy and paste the text into the box provided.

Upload File

File To Attach

Browse...

Acceptable file formats: .zip, .doc, .txt, .pdf, .rtf and .html

Copy/Paste Document

Paper text

7. Click **Submit**.

Submit

Need help? Contact TLT Blackboard Support Team
631-632-2777

blackboard@stonybrook.edu

<http://tlt.stonybrook.edu/blackboard/faculty.shtml>