

# Creating and Reviewing SafeAssignments

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## Overview of Blackboard SafeAssign

**SafeAssign** is a Blackboard tool that can serve as a deterrent to plagiarism and as a tool to educate students about the appropriate use of sources in writing and research. Similar to **Turnitin**, instructors can submit student papers to **SafeAssign** to check for content that appears somewhere else.

**Warning:**

There are known issues with SafeAssign and merged Blackboard courses. If you have a merged course and want to use a plagiarism detection tool, we suggest that you use **Turnitin.com**, as an alternative. For more information or to request assistance; contact [edtech@hunter.cuny.edu](mailto:edtech@hunter.cuny.edu).

There are two ways that instructors can submit student papers to **SafeAssign**:

- Instructors can create an **Assignment** in Blackboard and enable **SafeAssign**
- Instructors can submit student papers directly to **SafeAssign** using the **Direct Submit** tab by means of the **SafeAssign** tool in the **Control Panel**.

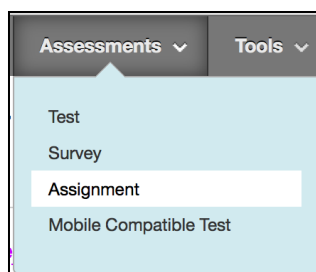
When a paper is submitted to **SafeAssign**, it is checked against several sources: the Internet, the **Institutional Database**, a repository of CUNY student papers, **ProQuest**, a periodical subscription of scholarly journals, articles and newspapers, and the **Global Reference Database**, a cross-institutional database. (Students can choose to add their papers to this database.) All submissions are retained in the **Institutional Database** unless it a **draft assignment** and excluded from **SafeAssign**. A report is then generated highlighting the text in the student paper that matches text found in sources contained in the databases.

In this document, you will learn how to create an assignment with **SafeAssign** enabled and how to access the **SafeAssign** report (**SA Report**). To learn how to submit papers directly without creating an assignment with **SafeAssign**, refer to our document on **Direct Submit** on our website.

## Creating an assignment with SafeAssign

An **assignment** can be created in any content area of a course site.

1. Click on the content area where you wish to place the **assignment** for example, **Course Materials**
2. Under the **Assessment** drop down menu, click on the **Assignment** link



### On the Create Assignment Page:

3. Enter the necessary information for your assignment such as Name, Instructions, due date and points possible
4. Click on the **Submission Details** link to expand the menu
5. In the **Plagiarism Tools** section, check the box next to “**Check submissions for plagiarism using SafeAssign**”
6. Select one or both options:
  - Allow Students to view the **SafeAssign** originality reports on their submissions
  - Exclude submissions

Plagiarism Tools

Check submissions for plagiarism using SafeAssign  
*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.*

Allow students to view SafeAssign originality report for their attempts

Exclude submissions

7. Complete the necessary fields on the **Complete Assignment** page.
8. Click **Submit**



## Exclude Submissions (Draft Assignment):

Instructors have the option to **Exclude Submissions** when creating an Assignment with **SafeAssign** enabled. This allows instructors to create assignments that do not include any student submissions in the Institutional or Global Reference Databases and it allows students to “check their work” against **SafeAssign** sources prior to submitting a final version without subsequent revised drafts being flagged as matching their previous “draft” submissions.

This option can be changed after assignment creation. If this option is changed at a later date, new submissions would honor the new setting.

**NOTE: SafeAssign** integration with Blackboard Assignments supports multiple attempts. If the assignment is set to exclude submissions, **SafeAssign** will not check attempts from a specific student to a specific assignment against previous attempts from the same student to the same assignment. This prevents matches from the same student and the same paper from appearing in Originality Reports.

If you do not need to keep the drafts, you can reuse the same assignment by deleting the last submission to enable students to resubmit a newer version.

If the **Exclude Submissions** option is not selected, all student submissions are final and will be stored in the **Institutional Database**, the CUNY-wide student paper repository.

## Allow Students to view SafeAssign originality report for their attempts

This option allows your students to view the **SafeAssign (SA) Report**. If this option is selected, students will be able to view both their assignment and the **SafeAssign Report**.

## Student Submission

Students click on the assignment link to turn in their submissions. The Institution Release Statement will be displayed in the body of the assignment.

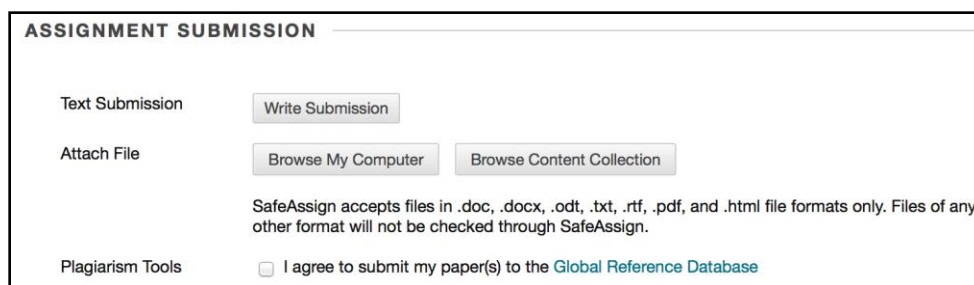
By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the [Blackboard Privacy Policy](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

### Institution Release Statement

*You are hereby notified that your instructor has access to all submissions in SafeAssign, including drafts, and may at his/her discretion submit drafts and papers for plagiarism testing through SafeAssign. Please refer to [CUNY's Policy on Academic Integrity](#).*

*SafeAssign checks your work against both an institutional and a global database. "Institutional database" refers to submissions to a CUNY-wide database only. "Global database" refers to submissions by a global community of SafeAssign users. Submitted papers (not drafts) will automatically become part of the institutional database. Submission to the global database is global and irrevocable, but it may provide greater protection for your work from infringement by others.*

Students have to check the box that says “**I agree to submit my paper(s) to the Global Reference Database**”



**ASSIGNMENT SUBMISSION**

Text Submission

Attach File

SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.

Plagiarism Tools  I agree to submit my paper(s) to the [Global Reference Database](#)

## Supported File Types

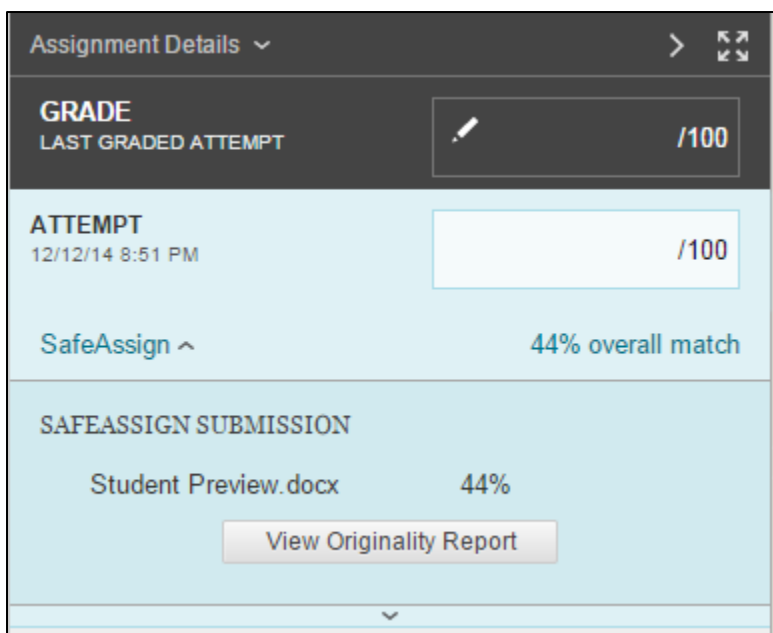
While Blackboard Assignments accept every possible file type as an attachment to a submission, **SafeAssign** will only process and create Originality Reports for attachments with compatible file types. **SafeAssign** supports file types that are convertible to plain text including the following file types: .docx, .doc, .pdf, .txt, .odt, .rtf, .html, .htm, and .zip (processing files that match any of these file types within the .zip).

**Note:** Blackboard’s Inline Grading feature only supports the following file types: .pptx, .ppt, .xlsx, .xls, .docx, .doc, and .pdf. **SafeAssign** will only process and create Originality Reports for attachments that match the above file types.

If an unsupported file type is submitted, the **SafeAssign** Originality Report will omit a matching score. This information is visible in the right-hand navigation bar of the new Originality Report. These two lists of compatible file types mean that there are only certain file types that can be both processed by **SafeAssign** and displayed in the Inline Grading workflow.

## Viewing Results in the Grade Center

1. **SafeAssign** assignments will be visible in the grade center. When instructors are able to use the Inline Grading feature, **SafeAssign** is visible as a new section in the right hand menu bar:
2. On the Grade Assignment page, a **SafeAssign** section appears in the grading sidebar. While the report is processing, the following statement appears: **“Report in progress...”**
3. When the report is ready to view, a percentage appears in the grading sidebar. Expand the **SafeAssign** link and click **View Originality Report** to view the results in a new window.



If you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).