Creating and Reviewing SafeAssignments

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 .

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

- Instructors can create a **SafeAssignment** in Blackboard and have their students submit their assignments directly; or,

- 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**. 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 a **SafeAssignment** and how to access the **SafeAssign** report (**SA Report**). To learn how to submit papers directly without creating

a **SafeAssignment**, refer to our document on **Direct Submit** on our website. For more information about **SafeAssign,** please refer to the *SafeAssign for plagiarism prevention* document on our website.

Synchronizing this course

Before creating a **SafeAssignment,** you must synchronize the course with **SafeAssign**. This will synchronize the information in the course with the **SafeAssign** central database, ensuring that correct associations exist between the course and the central database.

> **Important Note:** It is critical to synchronize your course before creating a **SafeAssignment,** when you copy or move a **SafeAssignment** from one course to another and when you make any course level changes (like add an Instructor or TA) to update the new information and avoid any issues using this tool. It is also a good idea to periodically synchronize the course.

1. In the **Course Tools** area of the **Control Panel**, click on **SafeAssign**.
2. Click on the **Synchronize this course** link to update and establish a connection between the **SafeAssignment** and the central **SafeAssign** server.
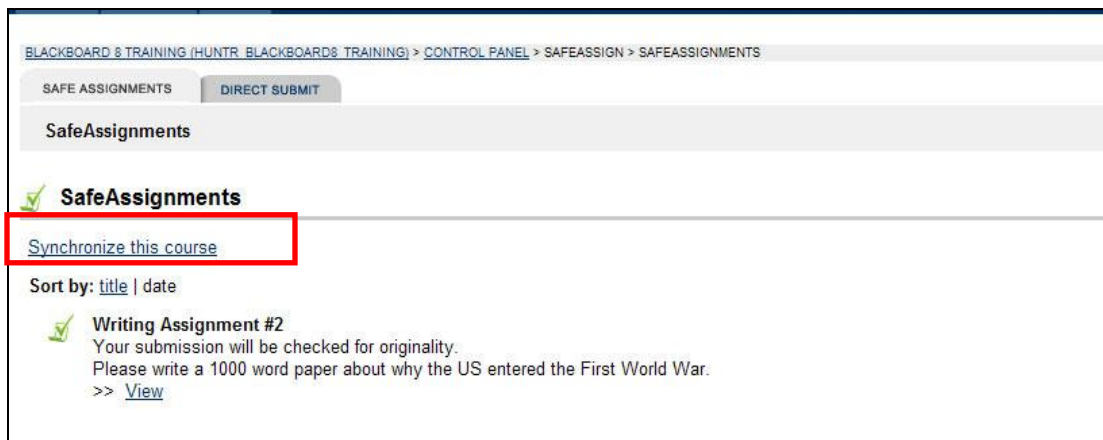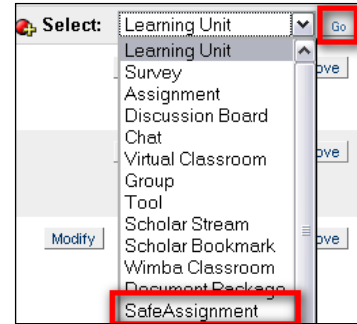

Creating a SafeAssignment

Once you have synchronized the course, you can create a **SafeAssignment** to allow students to submit their work online. A **SafeAssignment** can be created in any content area of a course site.

1. Click on the content area where you wish to place the **SafeAssignment**.

2. Click on the **Edit View** link on the upper-right corner.

3. Choose **SafeAssignment** from the **Select** pull-down menu and click **Go**.

NOTE: The menu may not have all the items or be in the same order as they appear in the screen shot.

The Add SafeAssignment Page

1) **Name** Create a title for your assignment.

2) **Points Possible** Set the highest possible grade for the assignment.

3) **Instructions** Add directions for the assignment.

4) **Available** Choose to make the assignment available or unavailable. By default, the assignment is automatically made available unless you change this option.

5) **Availability Dates** Select a date range during which the **SafeAssignment** will be displayed.

6) **Draft Assignment** This option allows you to indicate whether the assignment is a draft or a final paper. By default, this option is set to **No**, which means that all submissions are final and will be stored in the **Institutional Database**, the CUNY-wide student paper repository. If the assignment is a draft, change this option to **Yes**, so that each paper submission is compared to all of the content in the **SafeAssign** databases without storing it in the **Institutional Database**. As a result, the final paper submitted by the student later will not be compared to any earlier submissions.

> **NOTE:** Students can only submit one paper per assignment. To have students submit multiple drafts of the same paper, you must create a new **SafeAssignment** for each draft and set the **Draft Assignment** option to **Yes,** so that the previous drafts are not compared to the current one.
>
> 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.
>
> The **clear attempt** button in the **View SafeAssignment** page will remove the last submission to allow a student to resubmit the paper. Refer to the section below on "*Viewing Results*" steps 1 through 3 for instructions on how to get to the **View Assignment** page.

7) **Student Viewable** This option lets you decide whether to allow your students to view the **SafeAssign** (**SA**) **Report**. By default, this option is set to **Yes.** Students will be able to view both their assignment and the **SafeAssign Report**.

8) **Urgent Checking** Request urgent checking to receive a SafeAssign (**SA**) **Report** in approximately 60 seconds. Otherwise, it can take from several minutes to few hours to receive a report.

4. **Optional Announcement** Creates an announcement that will be displayed on the **Announcements** page when the students access the course.

5. Click the **Submit** button to add the new assignment. Instruct your students to use the **View/Complete** link to turn in their submissions.
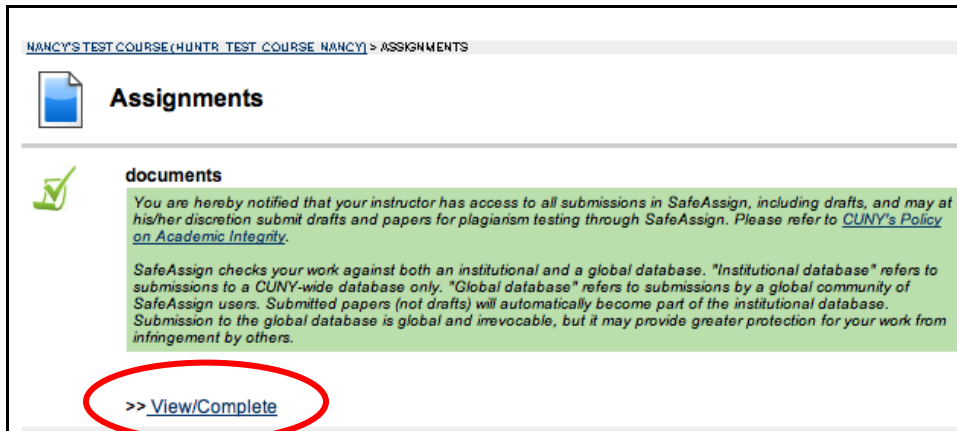
Viewing Results

1. To see a list of all **SafeAssignments**, go to the **Control Panel** and click on the **Safe Assign** link located in **Course Tools**.

2. To view student submissions for a particular **SafeAssignment**, click the **View** link below the assignment.

3. You will see a table, like the one below, with columns listing all students in the course and information about their submissions.

- Click on the **Download** button above the table to download all papers submitted to the **SafeAssignment** in a single archive file with a .zip extension. Save the downloaded file to a location on your computer and extract the contents of this file to view all student submissions. The original filenames of the papers are preserved.

- You can sort the table (shown above) by **Student Name** or **Matching** score by clicking on the triangle in the column header.

For each student, you can see the following:

1) A paper icon, which is displayed in the **Text** column, allows you to preview the student's paper.

2) A paper clip icon, which is displayed in the **File** column, allows you to download a student's paper when you click on it.

3) A check mark is displayed in the **SA Report** column when a report is generated for a student's paper. You can view the **SafeAssign** report by clicking on the checkmark. If you do not see the icon, then **SafeAssign** has not processed the assignment and you should check again later. Please refer to the Safeassign Wiki on *Interpreting the SafeAssign Report* for more details on how to read this report.

4) The **matching** column displays the percentage of a student's text that matches text found in the **SafeAssign** database.

5) The **Clear Attempt** button will remove a paper from the **Institutional Database** and allow the student to resubmit the assignment.

NOTE: The matching score link, **SA Report** link, and **Clear Attempt** button are unavailable for papers that have not yet been submitted to or processed by **SafeAssign**.

Student should be referred to the *Submitting a SafeAssignment* document for instructions on how to submit and access their assignment and where to find the **SA Report**. Students can review their submission and retrieve your comments or attachment by re-entering the **View/Complete** link for the assignment (if the assignment is available) or from the **My Grades** link by clicking on the grade for the assignment. (See picture below)

For more information about grading and uploading files for students with your comments, please refer to the *Entering Grades for a SafeAssignment* document on our website.

If you have any further questions or need assistance, please email bb@hunter.cuny.edu or contact the Technology Resource Center (C104 Hunter North) at 212-650-3358.