



# Student Guide: Submitting SafeAssignments in Blackboard

## What is SafeAssign?

**SafeAssign** is a Blackboard plagiarism prevention tool that checks your papers for copied content. When you submit a paper 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 of Blackboard clients containing papers that were volunteered by students. All papers are retained in the **Institutional database**, unless your instructor makes it a draft assignment. A report is then generated that highlights text in your paper that matches text found in sources from the SafeAssign databases. You can view the **SafeAssign** Report, if your instructor has chosen this option. Be aware that your instructor can also submit papers directly to SafeAssign without creating a Safeassignment. For instructions about submitting regular Blackboard **Assignments**, please refer to “[Submitting Assignments](#)” document.

## Submitting a SafeAssignment

To submit your **SafeAssignment**:

1. Go to the content area where the **SafeAssignment** was created. Please read the policy statement included in the instructions before submitting your assignment.

✓ **Upload SafeAssignment**

By submitting this paper, you agree: (1) to the Terms of Use at [SafeAssign Terms of Use](#); (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.

**1 Assignment Information**

Name	termpaper
Instructions	<p>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 <a href="#">CUNY's Policy on Academic Integrity</a>.</p> <p>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.</p>

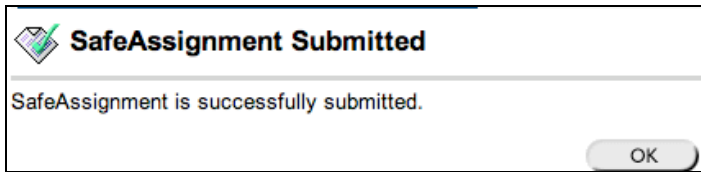
2. Click on the **View/Complete** link. The **Upload Assignment** page that appears will have a section for you to attach your file and leave a comment.
3. Click the **Choose File** button. Browse to find and select your file. Make sure that your file is in an acceptable format (MS Word, OpenOffice, RTF, PDF, Plain text, HTML).
4. Select **Open** to attach the file.
5. Unless your instructor has created a draft assignment, you should have the option of submitting your paper to the **Global Reference Database**. For more information about the **Global Reference Database**, click the [here](#) link as shown below.

**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 [here](#).

I agree to submit my paper to the Global Reference Database

- Click **Submit** to upload the assignment. You should see a message like the one below if your submission was successful. **Note:** If you get an error message check or change your file's format and make sure that you are using a [supported browser](#).

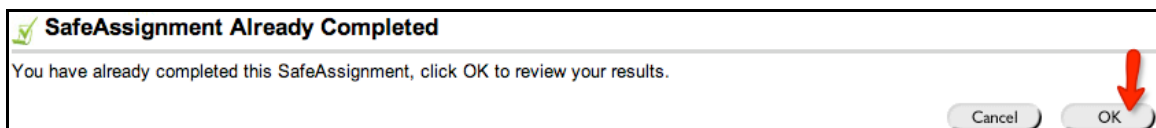


## Review your graded assignment

You can access your assignment and SafeAssign (**SA**) **Report** within an hour of submission by returning to the **View/Complete** link. If the link is not visible then let your instructor know.

To access your graded assignment:

- Click on the **View/Complete** link again. A message like the one below will appear.



- Click **OK** to see the **View SafeAssignment** page which has four sections:

The "View SafeAssignment" page is divided into four sections:

- Assignment Information**: Shows the name "documents (Draft)" and a description.
- Submitted Work**: A table with columns for Student ID, Student Name, Text, File, Matching, SA Report, and Submitted. A red box highlights a green checkmark in the SA Report column for "Student, Epak" with a 14% matching score, submitted on "Wed Oct 14 17:55:09 EDT 2009". A red callout box says "Click on the checkmark to view the report." with an arrow pointing to the checkmark.
- View Grade**: Shows the grade for the assignment in a table. A red arrow points to the "Grade" column.

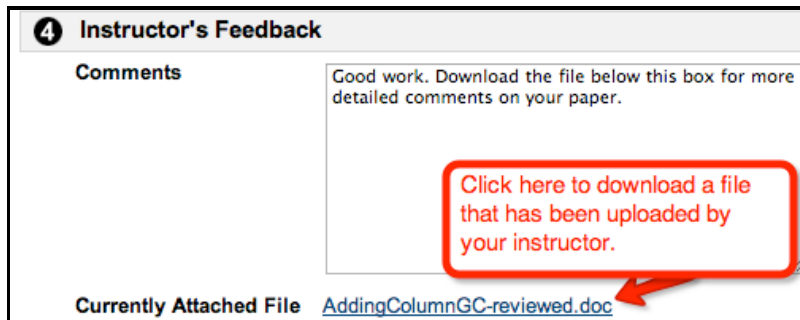
Student ID	Student Name	Text	File	Matching	SA Report	Submitted
	Student, Epak			14%		Wed Oct 14 17:55:09 EDT 2009

Grade	Points Possible	Weight
92	100.0	0.0

- Assignment Information** - Includes the assignment name and assignment description (if provided by your instructor). In the example above, (**Draft**) appears next to the assignment name, indicating that the assignment is a draft and not a final paper. Draft submissions are not retained in the **Institutional Database**.

- **Submitted Work** -View and download the paper submitted and review the **SafeAssign Report**, if available. You also see a **Matching** percentage, which indicates how much of your text matched sources included in the **SafeAssign** databases.
- **View Grades** - View your grade for the assignment, the number of points possible for the assignment, and the assignment's weight in the final grade calculation.



- **Instructor's feedback** -View comments and retrieve files left by your instructor. Your instructor may use this section to return your paper marked with specific comments for you to review. Click on the file link to download the file.

## Reviewing the SafeAssign Report

A **SafeAssign Report** is generated within an hour after you submit your paper. The report shows which sentences match items in the databases and the sources for those matches. By clicking the highlighted sentences, you can compare your written text with the text found in other sources. The report includes all quotations and paraphrases, even if they have been properly cited sources.

The SafeAssign report has three main sections:

- **Paper Information** Includes information such as your name, the file name, the date of submission, a unique Paper ID number, and a percentage of matching text. You can print a copy of the report (**print version**) or send a link to this report to other instructors who have access to the course.
- **Suspect Sources** Lists all sources that matched the content in the paper.
- **Paper Text** Text from your paper that matches sources found in the **SafeAssign** database is highlighted and referenced.

A detailed explanation of the **SafeAssign Report** is available at <http://wiki.safeassign.com/display/SAFE/Interpret+Reports>. If you have further questions or need technical assistance, please contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).