

Blackboard SafeAssign Tutorial

Learn how to use SafeAssign a plagiarism prevention service provided by Blackboard. You can also learn more about SafeAssign at <http://wiki.safeassign.com/display/SAFE/Home>

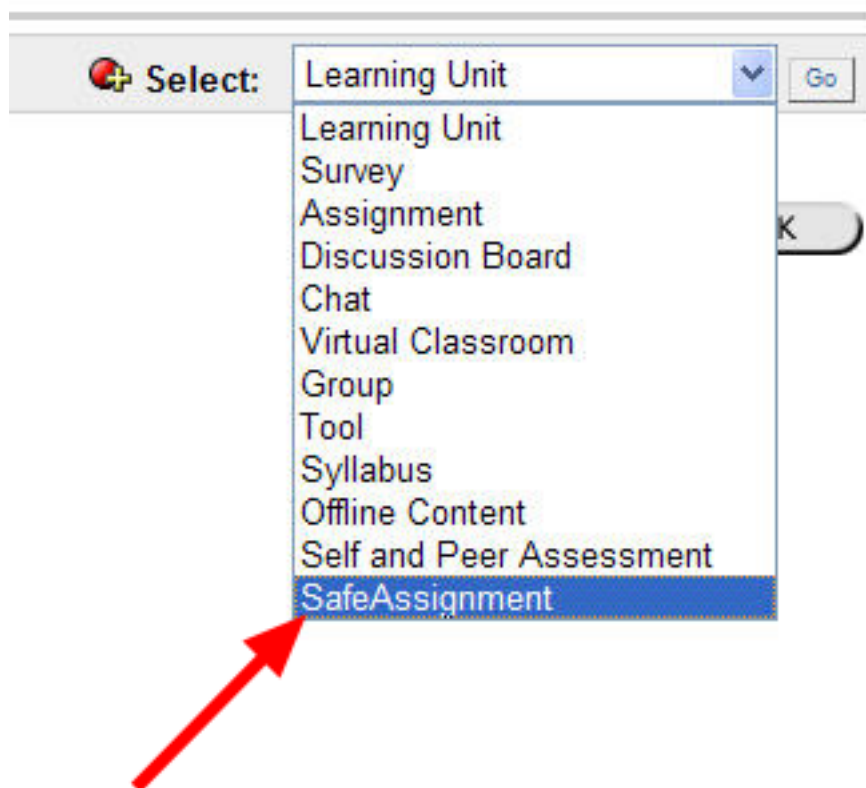
Have any questions regarding Blackboard or would like to request a tutorial to be written. Feel free to contact me and I will be more than happy to assist you.

Phone: 619-644-7395

Email: chris.rodgers@gcccd.edu

Website: <http://www.grossmont.edu/chrisrodgers>

Creating a SafeAssign Assignment (Instructor)



From a content area within your course, select the SafeAssignment content type from the Select drop-down list and click Go.

Enter Information

1 Enter Information

* Name

* Points Possible

Instructions

Available Yes No

Availability Dates Display After Display Until

Sep 04 2008 09 10 AM

Enter the required information for your SafeAssign assignment.

SafeAssignment Options

Draft Yes No

Student Viewable Yes No

Urgent Checking Yes No

There are 3 options that relate specifically to SafeAssign that you need to be aware of.

Draft: Allows students to validate their paper without submitting it to the institutional database.

Students Viewable: Determines whether or not Students can see the report generated when their papers are submitted.

Urgent Checking: Sets papers to a high priority in the queue.

Optional Announcement

2 Optional Announcement

Create Yes No

Subject

Message
You can add an Announcement related to this SafeAssignment that would appear in the Announcements section of your course.

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel


Submit






You also have the choice of creating an Announcement regarding this SafeAssignment that will appear in the Announcements section of your course.

Click Submit when your finished with the form.


SafeAssignment Created

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) (BB WORKSHOP RODGERS) > CONTROL PANEL > IGNORE

 Ignore

 Item  Folder  External Link  Course Link  Test

Select:

 1 **Assignment Title**
I understand that my instructor has selected to have this assignment checked against several databases for original content. Furthermore, I understand that SafeAssign will create an originality report for my instructor which shows how my paper compares against documents available on the Internet, in many print journals, as well as a database of other papers submitted by Grossmont-Cuyamaca Community College District students. I understand that my paper will be added to this institutional database for comparison of future papers against my work.

I also understand that if I select Upload to Global Database below, I am agreeing to have my paper stored in a Global Database of work so that future work of all students using the SafeAssign system can be compared against my work. I understand that once I grant the right for this paper to be added to the SafeAssign Global Database that I may not retract that right. I maintain ownership of the original intellectual property created, but this document must remain a part of the SafeAssign Global Database. I understand that submitting my paper to the Global Database is completely voluntary.

Type instructions related to your assignment
>> [View/Complete](#)

OK

Once you submitted the form you will see that your SafeAssignment has been created. You can now Modify, Manage, Copy, or Remove the SafeAssignment.

The notice you see is what will appear to the students. It's there to inform the student the process that is about to happen and to ensure that they maintain ownership of their work.

Student's perspective (Student)



Welcome to *Blackboard Academic Suite*. Enter your username and password to access the system.

Blackboard

Click the **Preview** button below to access as a guest.

[Preview](#)

Username: This is the same as your WebAdvisor login name.

Password: This is your 6-digit birthdate. You can change this password after you login.

Having trouble logging in?

Your account is available one day after you register for a class.

You will not see your class until the instructor has made it available.

[Blackboard login instructions](#)

Cuyamaca Students 619-660-4395

Grossmont Students 619-644-7383

Help for Instructors: [Faculty Support](#)



Have an Account? Login Here.

Enter login information here and click the Login button below.

Username:

Password:

[Forgot password?](#)



[Blackboard Academic Suite™](#)
© 1997-2009 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending
Accessibility information can be found at <http://access.blackboard.com>

This is where you will log into Blackboard with your student account. Log out of Blackboard and log back in with the username and password of your student account.

The login convention of your student account is as follows...

Username: stu_firstname.lastname

Password: 6-digit birthdate

Viewing a SafeAssignment

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Home Help Logout

Welcome My Courses

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) (BB WORKSHOP RODGERS) > INQUIRE

Ignore

Assignment Title

I understand that my instructor has selected to have this assignment checked against several databases for original content. Furthermore, I understand that SafeAssign will create an originality report for my instructor which shows how my paper compares against documents available on the Internet, in many print journals, as well as a database of other papers submitted by Grossmont-Cuyamaca Community College District students. I understand that my paper will be added to this institutional database for comparison of future papers against my work.

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Type instructions related to your assignment
>> [View/Complete](#)

Tools

- Communication
- Course Tools
- Course Map

Refresh

Detail View

As a student, navigate to the content area where the SafeAssignment exists and click **View/Complete**.

Uploading a SafeAssignment

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) / BB WORKSHOP (RODGERS) > UPLOAD SAFEASSIGNMENT

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 Assignment Title

Instructions I understand that my instructor has selected to have this assignment checked against several databases for original content. Furthermore, I understand that SafeAssign will create an originality report for my instructor which shows how my paper compares against documents available on the Internet, in many print journals, as well as a database of other papers submitted by Grossmont-Cuyamaca Community College District students. I understand that my paper will be added to this institutional database for comparison of future papers against my work.

1

I also understand that if I select Upload to Global Database below, I am agreeing to have my paper stored in a Global Database of work so that future work of all students using the SafeAssign system can be compared against my work. I understand that once I grant the right for this paper to be added to the SafeAssign Global Database that I may not retract that right. I maintain ownership of the original intellectual property created, but this document must remain a part of the SafeAssign Global Database. I understand that submitting my paper to the Global Database is completely voluntary.

Type instructions related to your assignment

2 Your Files

Comments

2

3

File To Attach

Browse...

NOTE: SafeAssign accepts files in Microsoft Word (doc) / TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP.

3 Global Reference Database

4 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

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit

The Upload SafeAssignment Form will appear

1. Outlines the Terms of Use and the instructions you added for the student.
2. Students have the option of adding comments to the instructor by clicking the comments box.
3. Browse for the file you are going to attach to the SafeAssignment.

NOTE: SafeAssign accepts files in Microsoft Word 2003 (doc), TXT, RTF, HTML, PDF formats only. Please DO NOT upload files in any other formats, including Microsoft 2007 (docx), JPEG, or ZIP files.

4. If you checked the box under the Global Reference Database, your assignment will be added to Global Reference Database and will be used to check for plagiarism on other papers.

Reviewing Your SafeAssignment

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) / BB WORKSHOP (RODGERS) > IGNORE



Ignore



PLEASE IGNORE THIS SECTION

This section is for my own personal testing on my own or with other Faculty members. There is nothing here for you to view.



Assignment Title

I understand that my instructor has selected to have this assignment checked against several databases for original content. Furthermore, I understand that SafeAssign will create an originality report for my instructor which shows how my paper compares against documents available on the Internet, in many print journals, as well as a database of other papers submitted by Grossmont-Cuyamaca Community College District students. I understand that my paper will be added to this institutional database for comparison of future papers against my work.

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Type instructions related to your assignment

>> [View/Complete](#)

If your Instructor has enabled "Student Viewable" feature. A student has the opportunity to review their submission.

Select the SafeAssignment that you would want to review. Click on **View/Complete** and **OK** to review your SafeAssignment.

SafeAssignment Details

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) / BB WORKSHOP RODGERS > VIEW SAFEASSIGNMENT


View SafeAssignment

1 Assignment Information

Name Assignment Title

Description Type instructions related to your assignment

2 Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Submitted
	Rodgers, Jason1			-	-	Tue Sep 09 13:43:49 PDT 2008

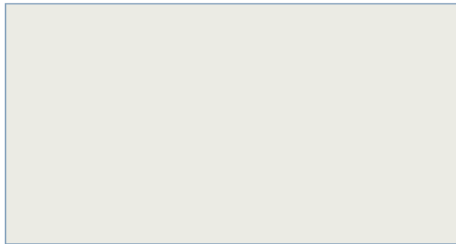
3 View Grade

View grade for the assignment:

Grade	Points Possible	Weight
!	50.0	0.0

4 Instructor's Feedback

Comments



Currently Attached File No feedback uploaded

OK

Here are the details that the student has access to when reviewing their SafeAssignment.

TEXT: By clicking on the Text icon, the student would see the text and comments of the SafeAssignment that they submitted.

FILE: By clicking on the file icon, the student would be able to download the original file that they submitted.

MATCHING: The Matching column will inform the student the percentage of their submitted assignment that matches other sources.

SA REPORT: The SA Report will provide a complete report for the student to review.

SafeAssignment Report



Paper Information

Author: Jason1 Rodgers	Assignment: Assignment Title	Print version:
Title: safeTest.doc	Submitted: Sep 09 2008 13:43:49 PDT	Direct link:
Matching: 100%	Paper ID: 17333447	

Submission Comment

This is my Safe Assignment. It is a test to see what SafeAssign does when submitting a document.

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.

Highlight All Unhighlight All

- <http://translated.by/you/disconnecting-distraction/trans/>
- <http://sharedcopy.com/public/users/choonkeat/paulgraham.com>
- <http://r2.sharedcopy.com/39avbnq>

Paper Text

Untitled

Currently I'm testing Safe Assign from Blackboard. **2** The content below is from <http://www.paulgraham.com/distraction.html>. I'm curious to see if SafeAssign can live up to its name and catch that I just copied this content and did not write it myself.

- 3** Procrastination feeds on distractions. **1** Most people find it uncomfortable just to sit and do nothing; you avoid work by doing something else.
- 3** So one way to beat procrastination is to starve it of distractions. **1** But that's not as straightforward as it sounds, because there are people working hard to distract you. Distraction is not a static obstacle that you avoid like you might avoid a rock in the road. Distraction seeks you out.
- 3** Chesterfield described dirt as matter out of place. **1** Distracting is, similarly, desirable at the wrong time. And technology is continually being refined to produce more and more desirable things. Which means that as we learn to avoid one class of distractions, new ones constantly appear, like drug-resistant bacteria.
- 3** Television, for example, has after 50 years of refinement reached the point where it's like visual crack. **1** I realized when I was 13 that TV was addictive, so I stopped watching it. But I read recently that the average American watches 4 hours of TV a day. A quarter of their life.
- 3** TV is in decline now, but only because people have found even more addictive ways of wasting time. **1** And what's especially dangerous is that many happen at your computer. This is no accident. An ever larger percentage of office workers sit in front of computers connected to the Internet, and distractions always evolve toward the procrastinators.

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This is what the student would see when clicking on the **SafeAssignment Report**. As you can see, SafeAssign clearly determined that the document that this student submitted was plagiarized.

Under the Paper Text section, SafeAssign will outline the matching elements to other assignments in blue.

SafeAssign from the Instructors Viewpoint

Welcome My Courses

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) (BB_WORKSHOP_RODGERS) > CONTROL PANEL

BB_WORKSHOP_RODGERS: Introduction to Teaching with Blackboard (Rodgers) - Chris Rodgers (Instructor)

Content Areas	
Start Here	Blackboard 8 Resources
Syllabus	Helpful Links
FAQ	Resource Files
Lessons	IGNORE

Course Tools	
Announcements	Digital Dropbox
Course Calendar	Messages
Staff Information	Course Objectives
Tasks	Self and Peer Assessment
Send Email	CengageNOW Instructor Tools
Discussion Board	CengageNOW Gradebook
Collaboration	SafeAssign

User Management	
List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups

Assessment	
Test Manager	Grade Center
Survey Manager	Performance Dashboard
Pool Manager	Early Warning System
Course Statistics	

Help	
Support	Contact System Administrator
Manual	Quick Tutorials

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

Blackboard Academic Suite™
© 1997-2008 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending.
Accessibility information can be found at <http://access.blackboard.com>.

1. Log into your Blackboard course as an instructor.
2. Go to your Control Panel
3. Click on the SafeAssign link within the Course Tools box.

SafeAssign Area

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Home Help Logout

Welcome My Courses

INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) (BB_WORKSHOP_RODGERS) > CONTROL PANEL > SAFEASSIGN > SAFEASSIGNMENTS

SAFE ASSIGNMENTS DIRECT SUBMIT

SafeAssignments

SafeAssignments

Synchronize this course

Sort by: title | date

Example SafeAssignment

I understand that my instructor has selected to have this assignment checked against several databases for original content. Furthermore, I understand that SafeAssign will create an originality report for my instructor which shows how my paper compares against documents available on the Internet, in many print journals, as well as a database of other papers submitted by Grossmont-Cuyamaca Community College District students. I understand that my paper will be added to this institutional database for comparison of future papers against my work.

I also understand that if I select Upload to Global Database below, I am agreeing to have my paper stored in a Global Database of work so that future work of all students using the SafeAssign system can be compared against my work. I understand that once I grant the right for this paper to be added to the SafeAssign Global Database that I may not retract that right. I maintain ownership of the original intellectual property created, but this document must remain a part of the SafeAssign Global Database. I understand that submitting my paper to the Global Database is completely voluntary.

This is an example SafeAssignment that an instructor would assign to their students.

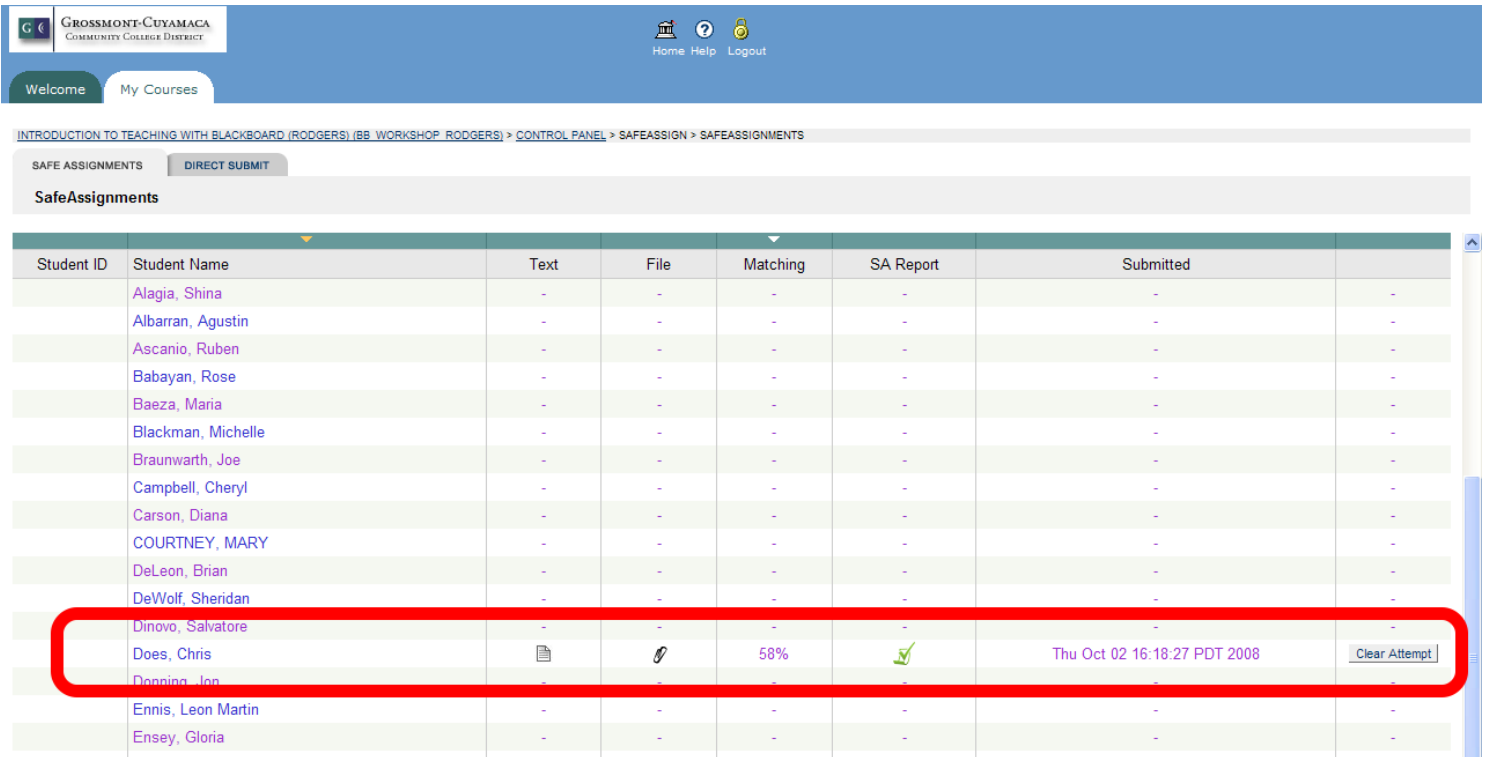
An instructor will enter instructions for the student to follow through on the assignment.

>> [View](#)

OK

Locate the specific SafeAssignment in the list and click View.

Viewing SafeAssignments

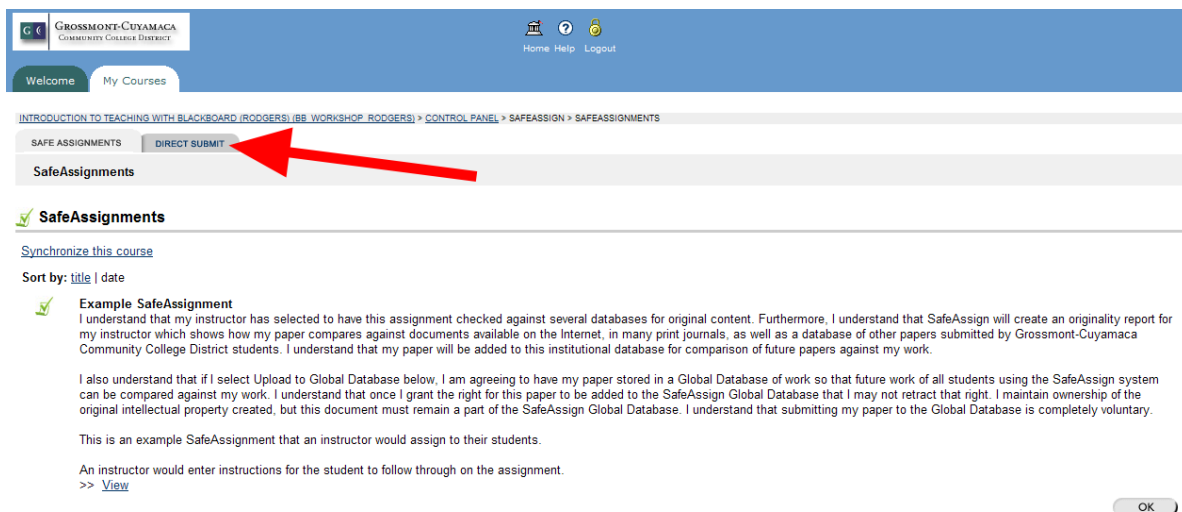


The screenshot shows the Blackboard interface for viewing SafeAssignments. The top navigation bar includes the Grossmont-Cuyamaca Community College District logo and links for Home, Help, and Logout. Below the navigation bar, the breadcrumb trail reads: INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) (BB WORKSHOP RODGERS) > CONTROL PANEL > SAFEASSIGN > SAFEASSIGNMENTS. The main content area has two tabs: 'SAFE ASSIGNMENTS' and 'DIRECT SUBMIT'. The 'SafeAssignments' tab is active, displaying a table of student submissions. The table has columns for Student ID, Student Name, Text, File, Matching, SA Report, Submitted, and an empty column. The row for 'Does, Chris' is highlighted with a red box, showing a matching percentage of 58%, a green checkmark in the SA Report column, and a submission date of 'Thu Oct 02 16:18:27 PDT 2008'. A 'Clear Attempt' button is visible in the empty column for this row.

Student ID	Student Name	Text	File	Matching	SA Report	Submitted	
	Alagia, Shina	-	-	-	-	-	-
	Albarran, Agustin	-	-	-	-	-	-
	Ascanio, Ruben	-	-	-	-	-	-
	Babayan, Rose	-	-	-	-	-	-
	Baeza, Maria	-	-	-	-	-	-
	Blackman, Michelle	-	-	-	-	-	-
	Braunwarth, Joe	-	-	-	-	-	-
	Campbell, Cheryl	-	-	-	-	-	-
	Carson, Diana	-	-	-	-	-	-
	COURTNEY, MARY	-	-	-	-	-	-
	DeLeon, Brian	-	-	-	-	-	-
	DeWolf, Sheridan	-	-	-	-	-	-
	Dinovo, Salvatore	-	-	-	-	-	-
	Does, Chris			58%		Thu Oct 02 16:18:27 PDT 2008	Clear Attempt
	Donning, Jon	-	-	-	-	-	-
	Ennis, Leon Martin	-	-	-	-	-	-
	Ensey, Gloria	-	-	-	-	-	-

As the instructor you will have the same options that are available for viewing a SafeAssignment submission. You may view the text, download a copy of the file, view the matching percentage, and open the SafeAssignment report for the student. You also have the option of clearing the students attempt by clicking the Clear Attempt button.

Direct Submit (Instructors)



The screenshot shows the Blackboard interface for the 'Direct Submit' feature. The top navigation bar includes the Grossmont-Cuyamaca Community College District logo and links for Home, Help, and Logout. Below the navigation bar, the breadcrumb trail reads: INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) (BB WORKSHOP RODGERS) > CONTROL PANEL > SAFEASSIGN > SAFEASSIGNMENTS. The main content area has two tabs: 'SAFE ASSIGNMENTS' and 'DIRECT SUBMIT'. The 'DIRECT SUBMIT' tab is active, and a red arrow points to it. Below the navigation bar, the 'SafeAssignments' section is visible, including a 'Synchronize this course' link and a 'Sort by: title | date' option. An 'Example SafeAssignment' section is also present, containing a disclaimer and a 'View' link.

Direct Submit allows you the instructor to generate reports on papers that have been created outside of a SafeAssignment and may be used to add papers to the Institutional Database. It is not integrated into the Grade Center. Please refer to the Instructor's Manual for limitations of Direct Submit.

To access Direct Submit, go to your Control Panel and click on SafeAssign under the Course Tools section. Then click on the Direct Submit tab.

Direct Submit Section

The screenshot displays the Blackboard interface for the 'Direct Submit' section. At the top, there is a navigation bar with 'GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT' and 'Home Help Logout' links. Below this, a breadcrumb trail reads 'INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) > (BB WORKSHOP RODGERS) > CONTROL PANEL > SAFEASSIGN > DIRECT SUBMIT'. The main content area is titled 'Direct Submit' and contains a 'PRIVATE' tab. A sidebar on the left shows 'Folders' and 'New Folder' options. The main content area features a 'Submit Papers' button, which is highlighted by a red arrow. Below this button, there is a section titled '2 Papers' with a table of submitted papers. The table has columns for 'Filename', 'File', 'Matching', 'SA Report', and 'Submitted'. Two papers are listed: 'directSubmit.doc' and 'directSubmit2.doc', both submitted on 'Oct 03 2008 11:26:55 PDT' and 'Oct 03 2008 11:26:39 PDT' respectively. A 'Show 25 items per page' dropdown is visible at the bottom of the table.

Filename	File	Matching	SA Report	Submitted
<input type="checkbox"/> directSubmit.doc		-	-	Oct 03 2008 11:26:55 PDT
<input type="checkbox"/> directSubmit2.doc		-	-	Oct 03 2008 11:26:39 PDT

The Direct Submit section contains a directory of past papers that have been previously uploaded through Direct Submit. It is not recommended that papers be deleted from Direct Submit, as this will remove the from the institutional database of existing content.

Click Submit Papers to select the paper to be uploaded.

Submission Options

Here are a couple Submission options that you need to be aware of.



Submit as Draft: A SafeAssign report will be generated. However, the document will not be added to the Institutional Database.

Skip Plagiarism Checking: Adds papers to the institutional database without generating a SafeAssign report to verify the document is legitimate.

1. Select the appropriate Submission Option.
2. Select the file you would like to upload or you can copy and paste the document into the form.
3. Click Submit

Reviewing Documents





✓ Private Direct Submit for Chris Rodgers

 Submit Papers  Remove

2 Papers

Displaying papers 1 - 2

1

<input type="checkbox"/> Filename	File	Matching	SA Report	Submitted
<input type="checkbox"/> directSubmit.doc		87%		Oct 03 2008 11:26:55 PDT
<input type="checkbox"/> directSubmit2.doc		52%		Oct 03 2008 11:26:39 PDT

2 Papers

Displaying papers 1 - 2

Show

1

Once submitted you will see that you have the same options as before to review the submission. You can either download the file directly to your computer, view the matching percentage, or review the SA Report for further details.