

What is Safe Assign?

This feature is designed to assess a student paper for the percentage of text that matches text from other sources. Safe Assign generates an originality report that specifies the percent of them paper that matches. The paper is checked from four different sources: general Internet, ProQuest ABI/Inform database, Institutional database, and Global Reference Database.

- Internet – public documents
- ProQuest ABI/Inform database – about 1100 publications from 1990 to present
- Institutional document archives – your institution’s submitted papers
- Global Reference Database – papers donated by students; these papers can not be removed from the database.

Submitting an Assignment using Safe Assign

1. Go to the Safe Assign assignment in your Blackboard course. Your instructor will tell you where this assignment is located in your Blackboard course. Only one file per assignment can be uploaded.
2. Click on the View/Complete link.
3. You can provide comments to your instructor in the Comments box in section 2.
4. Browse to find and select the assignment you wish to submit to your instructor.
5. In section 3, you may have the option to submit your paper to the Global Reference Database if your instructor set up your assignment that way. This means that your paper will be placed in a database to be checked against papers from *other* institutions.
6. Click Submit. Click OK.
- 7.

Viewing the Safe Assign Report on your Assignment

Generating a Safe Assign Report does not happen instantly. It may take 5-10 minutes or longer for your Safe Assign report to process. The longer the paper or the more submissions during a certain period of time will create a longer wait time for the report to generate.

1. Go to the Safe Assign assignment in your Blackboard course.
2. Click on View/Complete link. Click OK to view the results.
3. Click on the SA Report to view the report. The other columns on this page are:
 - Text – shows the student paper and comments from student
 - File – allows you to download the student assignment
 - Matching – percent is the amount of paper that matches other sources
 - SA Report – complete Safe Assign originality report

Reading the Safe Assign Report

A complete explanation of the originality report can be found at <http://wiki.safeassign.com/display/SAFE/Interpret+Reports>

Potential Issues

Submission to the Global Reference Database is voluntary for students; however, the submission is final and cannot be undone.

Files submitted to Safe Assign should aim to be no larger than 2MB in file size to avoid potential submission errors.

If your file fails to successfully submit the first time you submit it using Safe Assign, please wait about 30 minutes and then try resubmitting it.

Instructors must set up the item correctly so the grade for any draft papers are not counted in any final grade.

Some functions of the tool may not work with some browsers (Firefox 3).



for more information, see the Blackboard instructor manual or contact the Walker Teaching Resource Center
423•425•4188.

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