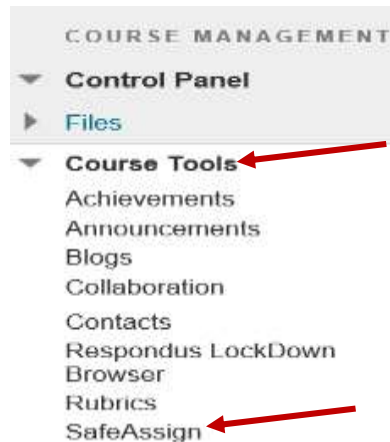
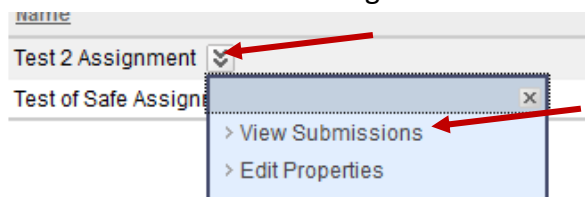


# Checking a SafeAssign Assignment

1. Click <Course Tools> and <Safe Assign>



2. Click <Safe Assignments>
3. Click the arrow down and <View assignments> next to the name of the assignment



4. You now see a list of all student enrolled in the course. If they have submitted a paper - you will see the remaining fields populated with the following:

- Text** Click the icon to see an online, formatted version of the paper text.
- File** Click the icon to download the actual file the student submitted
- Matching** Percentage of the paper that matched with source documents
- SA Report** *SafeAssign Originality Report* - click the icon to view the interactive report detailing the results of the matching process. (see e. below)
- Submitted** The date and time the student submitted the paper

Note - if you check the box by a submission and click "Delete", you will not only delete the submission record from the SafeAssignment, but also delete the paper from the Institutional Database, as well as the Global Reference Database if the student had opted in with the submission.

5. Sample SafeAssign Originality Report (Blackboard's Wiki)
  - a. Percentages less than 15% indicate typical paper
  - b. Percentages between 15 and 40. These papers are extensively quoted and need to be checked for attribution



# Checking a SafeAssign Assignment

- c. Higher than 40 percent. There is probably excess paraphrasing and should be reviewed for plagiarism.
- 6. Grade will still be recorded in the grade book.

The screenshot shows the SafeAssign interface with several callout boxes providing instructions:

- Matching Index:** Shows the percentage of the paper that matched other sources. (Callout: The Matching Index shows the percentage of the paper that matched other sources.)
- Paper Information:** Includes fields for Author (Todd Nee C1), Assignment (Demo Assignment 1), Submitted (2006-04-04 16:58:12 EST), Paper ID (41429), and a 100% matching bar. Callouts include: "Print Version is a text-only formatted version that is accessible and optimized for printing." and "These features will give you a direct URL to this report that you can then email to others."
- Suspected Sources:** A list of seven sources with checkboxes and magnifying glass icons. Callouts include: "Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.", "Click on each Suspected Source to see the full corresponding source.", and "Click the magnifying glass icon to highlight the Paper Text material that matched to that particular source."
- Reprocess:** A button to "Re-process the paper without the selected sources". Callout: "Use the Reprocess icon to rerun the report without checking against those sources indicated by the check boxes."
- Paper Text:** The actual text from the submitted paper. Callout: "Paper Text is the actual text from the submitted paper." and "Highlighted text indicates what portions of the Paper Text corresponds to which source."
- Source Comparison:** A table at the bottom showing the URL, Uploaded Manuscript, and Internet Source, along with their matching percentages and highlighted text. Callout: "Numbers indicate which Suspected Source this text matched with." and "Click on a particular matching sentence in the Paper Text to view the Source Comparison window. It shows the URL of the matching source document, the percentage of similarity and a direct comparison of each sentence."

Image provided from Blackboard's Wiki at <http://wiki.safeassign.com/display/SAFE/Interpret+Reports>

