

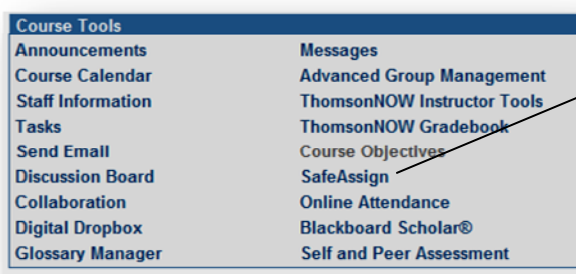
SafeAssign Quick start Guide: SWC Online Learning

This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content.

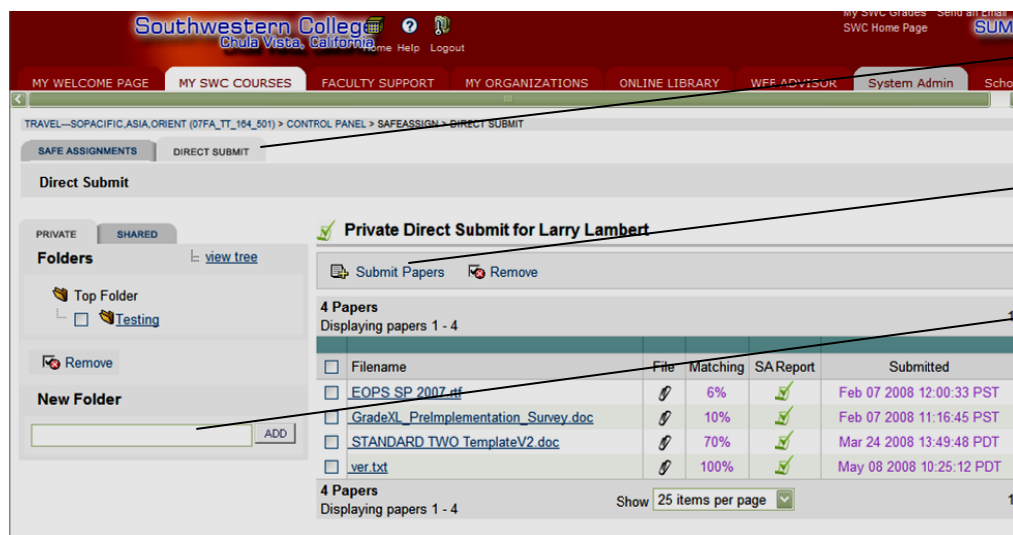
SafeAssign is delivered and integrated via a Blackboard Building Block or Blackboard PowerLink. Both are available on Behind the Blackboard for Blackboard System Administrators to download. Once installed and enabled, instructors can start using SafeAssign right away to prevent plagiarism in their courses.

To Access and use SafeAssign:

1. Go to your **control panel**



Find the **SafeAssign** Link and click on it



Find the **DIRECT SUBMIT** tab and click on it:

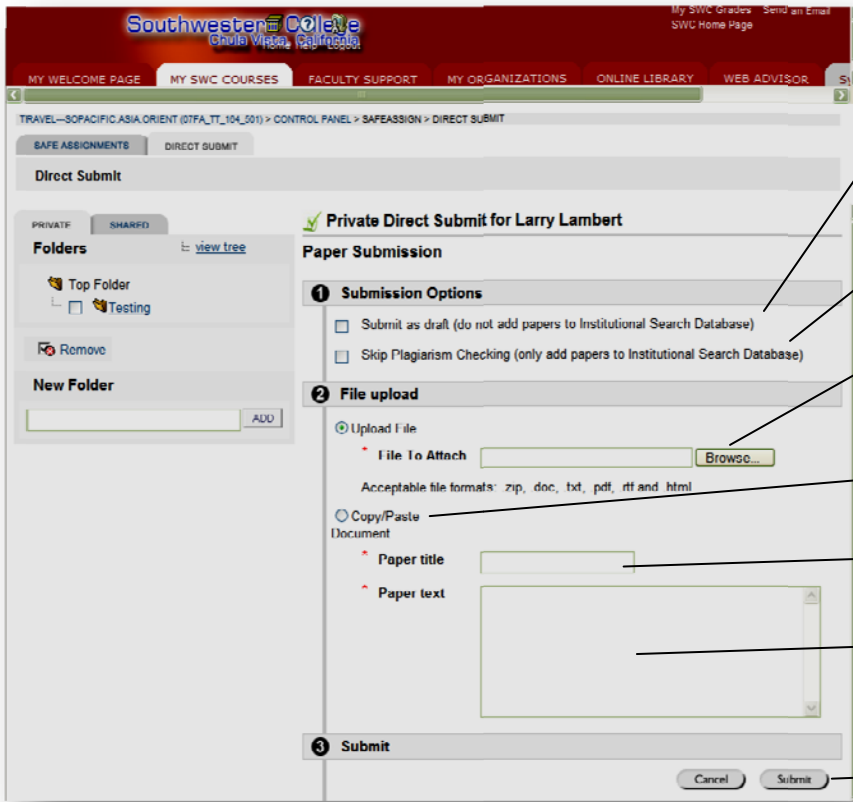
Click on the **SUBMIT PAPERS** button

You can organize Safe Assign by adding folders to store your papers

Filename	File	Matching	SA Report	Submitted
<input type="checkbox"/> EOPS SP 2007 #f		6%		Feb 07 2008 12:00:33 PST
<input type="checkbox"/> GradeXI_Prelplementation_Survey.doc		10%		Feb 07 2008 11:16:45 PST
<input type="checkbox"/> STANDARD TWO TemplateV2.doc		70%		Mar 24 2008 13:49:48 PDT
<input type="checkbox"/> ver.txt		100%		May 08 2008 10:25:12 PDT

2. Click on the + **SUBMIT PAPERS** button

3. Choose your options and either click on **BROWSE** to upload the written document or choose **COPY/PASTE**, type in the document name and paste the text inside the text box editor. Click on **SUBMIT**



- 1 Submit the paper as a draft and it will not be added to the database for future comparisons
- 2 Click on BROWSE to attach a paper to the site. **The only extensions that are acceptable are: zip, .doc, .txt, .pdf, .rtf and .html**
- Choose this option if you only want to copy and paste the text to search and compare
- Type in the paper title you want to use
- Copy and paste or type the text to be compared
- 3 Click on SUBMIT to complete the process

The process of comparing and checking plagiarism on papers can be time consuming so be patient. It usually takes only a few minutes but could take up to an hour or so.

This is what the Safe Assign area looks like when papers have been returned:

Private Direct Submit for Larry Lambert

Submit Papers Remove

4 Papers
Displaying papers 1 - 4

Filename	File	Matching	SA Report	Submitted
<input type="checkbox"/> EOPS_SF_2007.rtf		6%		Feb 07 2008 12:00:33 PST
<input type="checkbox"/> GradeXL_PreImplementation_Survey.doc		10%		Feb 07 2008 11:16:45 PST
<input type="checkbox"/> STANDARD TWO TemplateV2.doc		70%		Mar 24 2008 13:49:48 PDT
<input type="checkbox"/> ver.txt		100%		May 08 2008 10:25:12 PDT

4 Papers
Displaying papers 1 - 4

Show 25 items per page

- The DATE the paper was submitted to Safe Assign
- Click on the green checkmark to view the report
- This is the percentage of the paper that was marked as plagiarized
- Click on the paperclip icon to save the document to your computer

Click on the FILE NAME to open it in the web browser

To remove papers place a check in the box and click on REMOVE above

This is the report that appears after you click on the green checkmark:

The screenshot displays the SafeAssign interface. At the top left is the 'safe assign' logo. Below it is the 'Paper Information' section with fields for Owner (Larry Lambert), Filename (STANDARD TWO TemplateV2.doc), Matching (70%), Folder (root), Submitted (Mar 24 2008 13:49:48 PDT EST), and Paper ID (8748766). There are buttons for 'Save report to disk', 'Print version', and 'Direct link'. The 'Suspected Sources' section lists five URLs with checkboxes and magnifying glass icons. The 'Paper Text' section shows the submitted text with numbered markers (1, 4, 2) and blue highlighting on specific phrases.

Ownership Information, file name and percent of matching text from the database

You can **SAVE** the report, **PRINT** or **email** the report

These are the documents found that some of the paper matches to. **Note the number identifiers that will appear in the next block of information**

This is the submitted text with the accompanying reference indicators for which documents were compared to and matched the submitted text.

This **number 4** and **blue highlighted text** is attached to the compared reference above

SafeAssign is very similar to another popular plagiarism checking software: **Turnitin**

