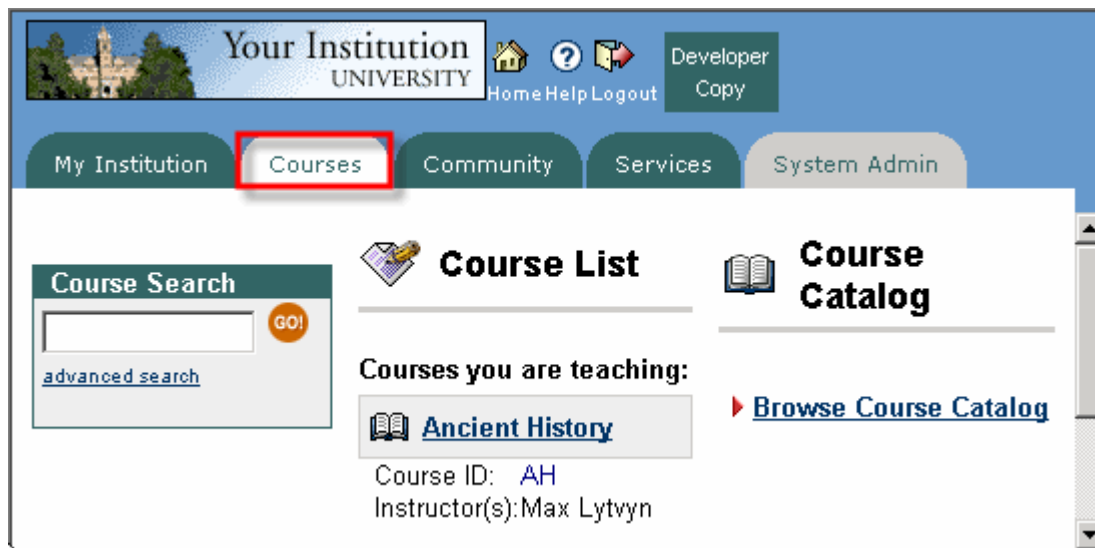


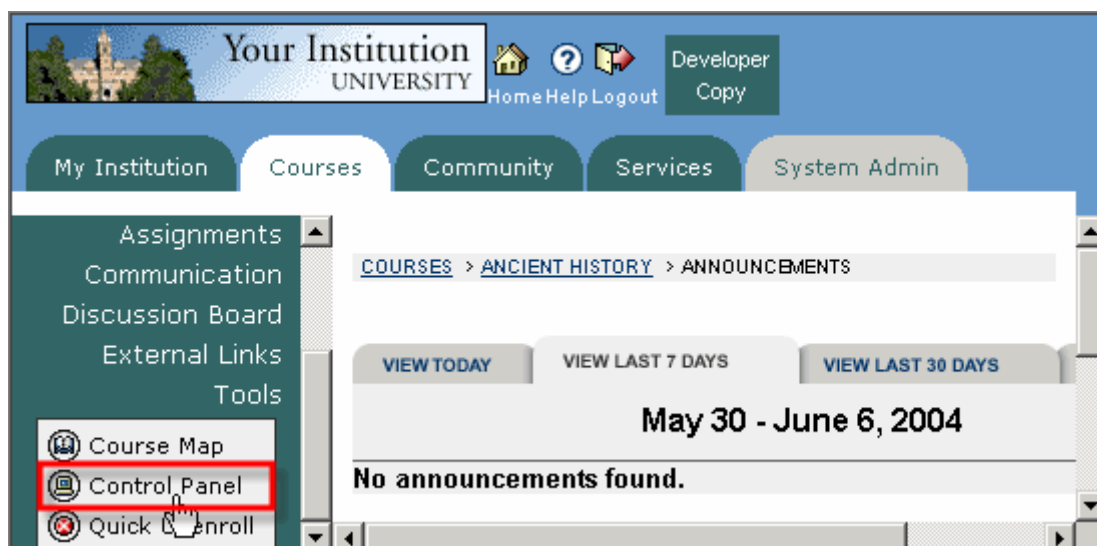
## Creating Safe Assignments™

To create an assignment using the SafeAssignment plagiarism detection system, please follow the steps below:

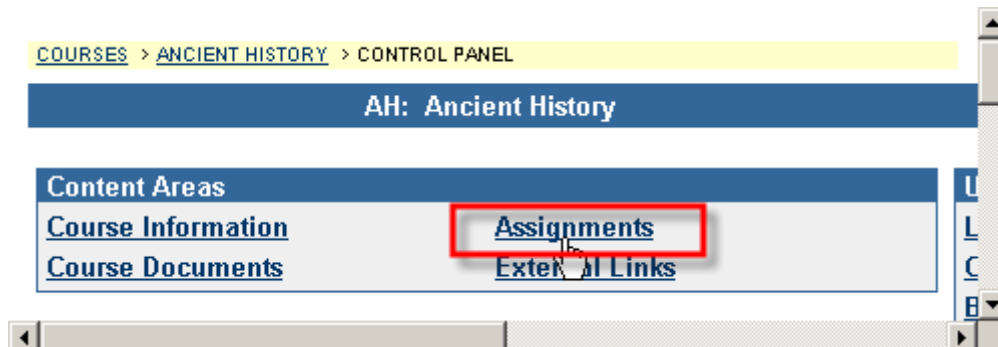
1. Log-in to the Blackboard™ environment.
2. Go to the **Courses** tab and choose the course to which you want to add a Safe Assignment.



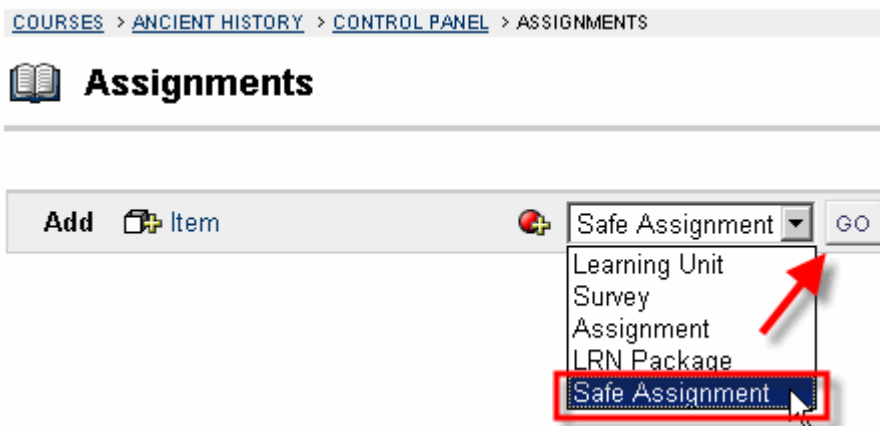
3. In the Courses tab, click on the "**Control Panel**" button located at the bottom of the left navigation menu.



4. Once in the "Control Panel" area, select the "**Assignments**" link located in the "**Content Areas**" menu block.



5. The "Assignments" page contains all the **course documents** that have been uploaded. The option to add a new course document is located in the pull-down menu next to the "**Add Other Content**" symbol. Select the "**Safe Assignment**" option and click "Go".



6. Fill in the form with your new assignment information and select whether the assignment should be available for submission immediately.

You can let the students submit drafts of their papers by setting the **Draft Assignment** radio button on. Papers submitted to Assignments created with the Draft option set will not be added to your institution's search database, and therefore papers submitted in future will not be matched against them.

The value you enter in the **Points Possible** field sets the highest possible grade for the Assignment. This value is automatically passed to the Blackboard Gradebook.

The **Students Viewable** option lets you specify whether your students should be able to

view SafeAssignment reports on their papers submitted to this Assignment.

Setting the **Re-submittable** option on allows your students to re-submit their papers as many times as they need until the due date. This feature is particularly useful for Draft Assignments.

Click the **Submit** button to add the new Assignment.

## Add Safe Assignment



### 1 Enter Information

**Title:**

**Points Possible:**

**Text:**

**Available:**  Yes  No

**Availability Dates:** Display After  
     
    
 Display Until  
   

**Draft:**  Yes  No

**Students Viewable:**  Yes  No

**Re-submittable:**  Yes  No

You can also create an announcement about the Safe Assignment you registered:

**2 Optional Announcement**  
**Create:**     Yes    No  
**Subject:**      
**Message:**

**3 Submit**  
Click **"Submit"** to finish. Click **"Cancel"** to abort this process.

### Modifying/Removing Assignments

You can modify or delete Safe Assignments from the **"Assignments"** list in the course **"Control Panel"** area in the same way as any other standard Blackboard Course Documents.



### Submitting Papers

You can submit papers for processing directly from your instructor account using the **Quick Submit** feature.

[COURSES](#) > [PS 2.0 TEST COURSE](#) > [CONTROL PANEL](#) > [SAFE ASSIGNMENTS](#)

#### **Safe Assignments**

[Quick Submit to new Safe Assignment](#)

-  SA 1  
SA 1  
>> [View](#)  
>> [Quick Submit](#)
-  SA 2  
SA 2  
>> [View](#)  
>> [Quick Submit](#)

1. To submit a document to a particular Safe Assignment, click the "**Quick Submit**" link below the corresponding assignment. You will see the **Safe Assignment Upload Form**, which is almost identical to a standard Blackboard assignment upload form.

COURSES > ANCIENT HISTORY > UPLOAD SAFE ASSIGNMENT


## Upload Safe Assignment

**1 Assignment Information**

**Name:** Sample SafeAssignment  
**Instructions:** Just a sample assignment

**2 Your Files**

**Comments:**

**File To Attach:**  

**3 Submit**

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

2. Enter any necessary comments concerning the material being submitted and click the "**Browse**" button to select the file for upload. After selecting the proper file click the "**Submit**" button to upload the document.

## Bulk Upload

The **Bulk Upload** feature lets you quickly submit batches of papers as a single ZIP file for processing by SafeAssignment without having to manually register an Assignment.

To access this feature, go to the "**Control Panel**" of the corresponding course and click the "**Safe Assignments**" link located in the "**Course Tools**" menu block. On the following page, click on the "**Quick Submit to new Safe Assignment**" link. A new Safe Assignment will be automatically created. Click the "**Browse**" button to select the ZIP-archived file with your papers for upload. After selecting the proper file click the "**Submit**" button to upload the papers.

COURSES > PS 2.0 TEST COURSE > CONTROL PANEL > QUICK UPLOAD SAFE ASSIGNMENT

New Safe Assignment has been created. Click "OK" to return to Safe Assignments list or use the form below to Bulk Submit.

OK

**NOTE:** Please, upload archived documents in **ZIP** archive.

**1 Your Files**

File To Attach:  [Browse...](#)

**2 Submit**

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

[Cancel](#) [Submit](#)

**IMPORTANT:** The current version of SafeAssignment plug-in supports only three types of uploaded files: Microsoft Word Document (.doc), Rich Text Format (.rtf), HTML and plain text (.txt) files. All other file types will not be processed.

## Viewing and Grading Submitted Assignments

**1.** To see the list of available Safe Assignments, go to the "**Control Panel**" of the corresponding course and click the "**Safe Assignments**" link located in the "**Course Tools**" menu block.

COURSES > ANCIENT HISTORY > CONTROL PANEL

AH: Ancient History

| Content Areas                      |                                |
|------------------------------------|--------------------------------|
| <a href="#">Course Information</a> | <a href="#">Assignments</a>    |
| <a href="#">Course Documents</a>   | <a href="#">External Links</a> |

| Course Tools                      |                                  |
|-----------------------------------|----------------------------------|
| <a href="#">Announcements</a>     | <a href="#">Send E-mail</a>      |
| <a href="#">Course Calendar</a>   | <a href="#">Collaboration</a>    |
| <a href="#">Staff Information</a> | <a href="#">Digital Drop Box</a> |
| <a href="#">Tasks</a>             | <a href="#">Link Checker</a>     |
| <a href="#">Discussion Boards</a> | <a href="#">Safe Assignments</a> |

[COURSES](#) > [ANCIENT HISTORY](#) > [CONTROL PANEL](#) > [SAFE ASSIGNMENTS](#)

## Safe Assignments



 **Sample SafeAssignment**  
 Just a sample assignment  
 >> [View](#)

**2.** To list all documents submitted to a particular Safe Assignment, click the "**View**" link below the corresponding assignment. On the following page you will see a table listing all students in the course with links to all submitted documents and plagiarism reports on these documents. The "**Plagiarism Score**" in the second column should be interpreted as the probability that the corresponding document contains plagiarized material. Please note that the Plagiarism Score and Checked Content link are unavailable for the papers that were not processed yet. Also, you can use the "**Clear Attempt**" button to delete the content submitted by a particular student, and give the student another chance to complete the assignment. Clicking on the triangles in the green header of the table you can sort the list by the student name or plagiarism score columns.

[COURSES](#) > [ANCIENT HISTORY](#) > [CONTROL PANEL](#) > [VIEW SAFE ASSIGNMENT](#)

## View Safe Assignment

**Sample SafeAssignment**  
 Just a sample assignment

|  |  |                       |                        |         |  |
|---|---|-----------------------|------------------------|---------|--|
| Student Name (Last, First)  | Plagiarism Score  | Content               | Checked Content        | Student | Comments                                     |
| Carpenter, Helen  | 75%   | <a href="#">1.doc</a> | <a href="#">[view]</a> | -       | <input type="button" value="Clear Attempt"/> |
| Higgins, Gabriel  | 100%  | <a href="#">2.doc</a> | <a href="#">[view]</a> | -       | <input type="button" value="Clear Attempt"/> |
| McRigid, Antony   | 25%   | <a href="#">3.doc</a> | <a href="#">[view]</a> | -       | <input type="button" value="Clear Attempt"/> |
| Sprinkle, Taylor  | 100%  | <a href="#">4.doc</a> | <a href="#">[view]</a> | -       | <input type="button" value="Clear Attempt"/> |

**3.** The **Bulk Download** feature allows you to download all papers submitted to one Safe Assignment in a single ZIP archive. The original filenames of the papers are preserved, so that you could easily identify papers by filenames.

To bulk-download papers, click the "**Download**" button above the list of submitted documents and choose to save the downloaded file to a location on your computer.

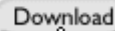
COURSES > TEST COURSE BY PETE > CONTROL PANEL > VIEW SAFE ASSIGNMENT

## View Safe Assignment

### MS-Word submission assignment

Submit an MS-Word document

To bulk download student submissions click "Download":



**4.** You can grade Safe Assignments just like standard Blackboard Assignments in the Grade Book, which can be accessed from the "Control Panel" of the corresponding course by clicking the "**Gradebook**" link in the "**Assessment**" menu block.

COURSES > ANCIENT HISTORY > CONTROL PANEL > GRADEBOOK

## View Spreadsheet

 Add Item  Manage Items  Gradebook Settings  Weight Grades  Download Grades

Sort Items by:   Filter Items by Category:

|                                   | <u>Sample SafeAssignment</u>                     | <u>Total</u>    | <u>Weighted Total</u> |
|-----------------------------------|--|-----------------|-----------------------|
| <b>Student Name (Last, First)</b> | Safe Assignment<br>Pts Possible: 0<br>Weight: 0% | Pts Possible: 0 |                       |
| <a href="#">Carpenter, Helen</a>  | <a href="#">50</a>                               | 50              | 0%                    |
| <a href="#">Higgins, Gabriel</a>  | <a href="#">45</a>                               | 45              | 0%                    |

You can also view the submission by clicking on its mark in the Gradebook and pressing the "**View**" button.

COURSES > ANCIENT HISTORY > CONTROL PANEL > GRADEBOOK > MODIFY GRADE

## Modify Grade

| Student Name     | Item Name                              | Item Date   | Last Submitted/Modified | Grade                           | Points Possible | Weight |   |
|------------------|--|-------------|-------------------------|---------------------------------|-----------------|--------|---|
| Carpenter, Helen | Sample SafeAssignment (SafeAssignment) | Jun 6, 2004 |                         | <input type="text" value="50"/> | 0.0             | 0.0    |  |

## Interpreting Scores

### A. Sentence Matching Scores:

Sentence matching scores are the percentage probability that two sentences have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two sentences are similar by chance. For example, score of 90% means that there is 90% probability that these two sentences are the same, and about 10% probability that they are similar by chance (not because of plagiarism).

### B. Overall Matching Score:

Overall matching score is basically an average of all sentence scores, weighted by a) the length of the sentence; b) the "commonness" of the sentence (calculated based on the average typical frequency of usage of the words from the sentence). This score does not have a simple statistical definition. It is just very highly correlated with a) the probability that there is some text matching other documents in the paper; b) the amount of matching text in the document. Please note that matching (highlighted) text should not be considered plagiarism by default.

In general, this score should be treated as a warning indicator. We strongly recommend reviewing all reports with high Overall Matching Scores. For analysis of matching scores, the following interpretation scale should be used:

- 1. Scores below 15%** — usually papers with such scores contain some quotes and few "typical" phrases that match other documents. In most cases, they do not require any further analysis, and there is no evidence of plagiarism in the report.
- 2. Scores between 15% and 40%** — papers with such scores can contain plagiarism or can have just too much quoted material. We usually recommend reviewing the reports with such scores before making any judgments about the papers.
- 3. Scores over 40%** — with such scores, there is almost 100% probability that the papers contains some text copied from elsewhere, and, even if this text is properly cited, such amount of cited material is considered excessive in most cases. Therefore, such scores give a clear warning to instructors. However, there are few cases when such scores can be given to authentic papers, for example, when the paper was legitimately published online before it was sent for processing (instructors have just to "Delete" the source pointing to the legitimate copy), or when the same student has already submitted this paper or a similar paper to another class (it is not plagiarism, but such practice is not allowed in some institutions).