



Take advantage of this easy-to-use tool that automates the plagiarism-checking process.

SafeAssign™ Plagiarism-Checking Service

What is SafeAssign?

Powerful Prevention: SafeAssign is a plagiarism-checking service that allows you to protect the originality of work and ensure a level playing field for all of your students. The SafeAssign service is integrated with the Blackboard Learning System™, and prevents plagiarism by detecting unoriginal content in student papers within your existing teaching and learning environment. SafeAssign can also further deter plagiarism by creating opportunities to educate students on proper attribution and citation techniques, while properly leveraging the wealth of information at their disposal.

Have a question? Need help?

We're there for you.
Contact Customer Support at 1-800-45LEXIS, opt. 3 or contact your local Account Rep.

Why SafeAssign?

SafeAssign uses a unique originality-detection algorithm to run a comprehensive comparison of submitted papers across an industry-leading collection of databases, including:

- Internet—comprehensive index of billions of documents available for public access—powered by Microsoft's® Bing™ decision engine
- ProQuest® ABI/Inform database with millions of current articles, updated weekly—EXCLUSIVE!
- Institutional document archives containing all papers submitted by users of Web Courses – EXCLUSIVE! Documents from the Top 500 law reviews and journals since 2000 to present
- Global Reference Database containing papers that were volunteered by students to Blackboard®

Institutional and Global Coverage: Papers are automatically checked against the LexisNexis institutional database, made up of submissions from all schools using Web Courses. And to further protect originality across campuses, students have the option to submit each paper to the Global Database. This allows for cross-checking against submissions already in this global Blackboard repository.

Originality Report: You get an innovative, interactive Originality Report for every paper, detailing the results of the matching process.

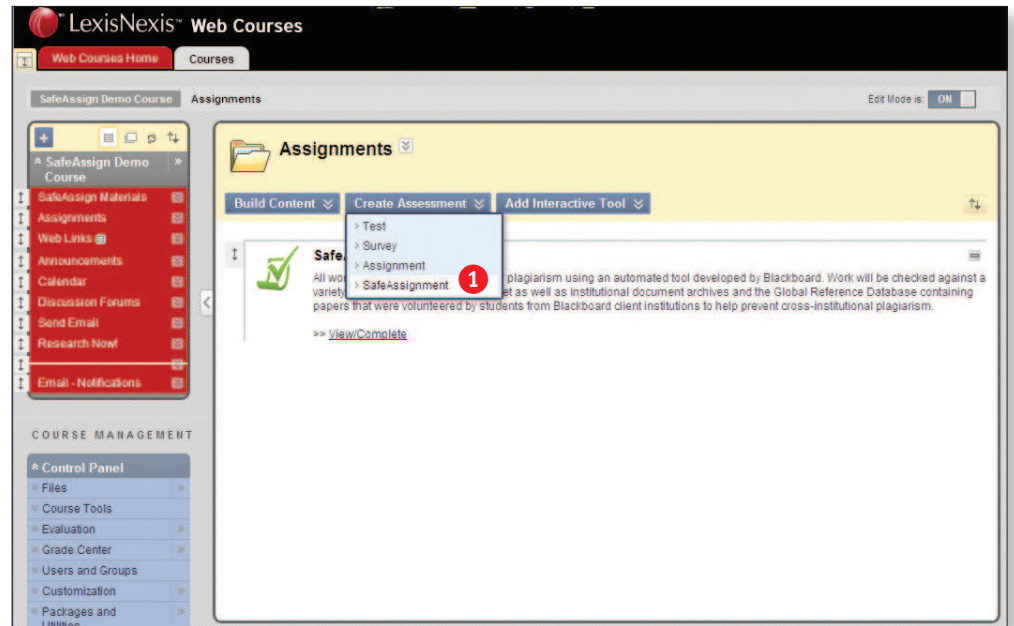


Creating a SafeAssignment™

SafeAssignments™ can be added to any course content area. Please note it is not possible to convert an existing Assignment to a SafeAssignment—you must start the exercise out as a SafeAssignment for it to run automatically through the service.

Follow these steps to create a SafeAssignment:

- From a content area within a course (ex. Assignments), select the **SafeAssignment** option **1** under the **Create Assessment** drop-down menu.
- When the **Add SafeAssignment** page appears, complete the form using the following table as a guide and click **Submit**.



| FIELD | DESCRIPTION |
|-------------------------------|--|
| Name | Enter a name for the SafeAssignment. |
| Points Possible | Enter the points possible for the SafeAssignment. This value will be shared with the Gradebook Item created for the SafeAssignment. |
| Instructions | Enter instructions for completing the SafeAssignment. |
| Make the assessment available | Select whether or not the SafeAssignment should be visible to students. |
| Track Number of Views | Select if you'd like reporting. |
| Availability Dates | Use these controls to set the date range of when students can interact with the SafeAssignment. It is possible to set a Start date and an End date. |
| Draft | Allows students to validate their papers without submitting them to the institutional database. Useful as an instructive tool to help students learn how to attribute papers properly. |
| Urgent Checking | Sets papers to a high priority in the queue. |
| Student Viewable | Determines whether or not students can see the report generated when their papers are submitted. |
| Optional Announcement | Select Yes to create an Announcement about the SafeAssignment. |

Managing Submissions

Student submissions and associated SafeAssign™ reports can be viewed from the SafeAssign area found under the **Course Tools** link in the Control Panel.

View Submissions

Follow these steps to view a student submission.

1. Click the SafeAssign link under Course Tools in the Control Panel
2. Choose the SafeAssignment™ link
3. Locate the specific SafeAssignment in the list and use the down arrow to View Submissions
4. The following columns appear for each SafeAssignment:

Text: Select this option to view the student's paper and any comments from the Student.

File: Select this option to download the student submission.

Matching: The percentage listed is the percentage of the paper that matches other sources. Please read the full report to determine if the matching is properly attributed.

SA Report: Select this option to view the full SafeAssignment report.

Submitted: Date and time (Eastern Time) of submissions.

Clear Attempt: Select this option to remove the submission from the database, for example, if the student uploaded the wrong file.

View the Originality Report

To view the detailed results of the matching process, click the icon under the SA Report column for the respective student whose paper you'd like to evaluate. An Originality Report (like the one shown to the right) will be generated.

Grade a Submission

SafeAssignments are integrated into the Grade Center and may be accessed and graded directly from this area. They will display with a "!" indicating that instructor action is required.

The screenshot shows the 'Paper Information' section of a SafeAssign report. The 'Matching' bar is at 100%. Below it, 'Suspected Sources' are listed with magnifying glass icons. The 'Paper Text' section shows the student's text with highlighted portions corresponding to the sources. A 'Reprocess' icon is visible. Callouts provide the following information:

- The Matching Index** shows the percentage of the paper that matched other sources.
- Print Version** is a text-only formatted version that is accessible and optimized for printing.
- These features will give you a direct URL to this report that you can then email to others.
- Click on each Suspected Source to see the full corresponding source.
- Click the magnifying glass icon to highlight the Paper Text material that matched to that particular source.
- Paper Text is the actual text from the submitted paper.
- Highlighted text indicates what portions of the Paper Text corresponds to which source.
- Numbers indicate which Suspected Source this text matched with.
- 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.

Instructor-Submitted Papers

Direct Submit allows you to generate SafeAssign reports on papers that were not originally set up as SafeAssignments. It may also be used to add papers to the institutional database. Direct Submit allows instructors to submit papers one at a time or in batches, by including them in a .ZIP file. Note that .ZIP packages should contain no more than 100 papers, and submitting more than 300 papers in a session is not recommended.

Because Direct Submit is not integrated with the Results Center, instructors should use SafeAssignments™ to collect student submissions which will be graded within Web Courses.

Submit Papers through Direct Submit

1. From the Control Panel, select **SafeAssign™** under Course Tools.
2. Click the **Direct Submit** link.
3. A list of folders and papers will appear. This list includes papers already uploaded through Direct Submit. It is not recommended that files be deleted from Direct Submit, as this will remove them from the institutional database of existing materials.
4. Navigate to a folder where the paper or papers will be uploaded and click **Submit a Paper**. If a folder has not yet been created, type a name in the New Folder field and click **Add**.
5. Select **Upload File** and browse for the file. Individual papers as well as papers that are grouped in a .ZIP package are accepted. Alternatively, select **Copy/Paste Document** and add the document text in the field.
6. Select an upload option:
 - **Make no selection**: The paper will be added to the institutional database and a report will be generated.
 - **Submit as Draft**: A SafeAssign™ report will be generated; however, the paper will not be added to the institutional database and will not be used to check other papers.
 - **Skip Plagiarism Checking**: Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.
7. Click **Submit**.

Shared Folders and Private Folders

Direct Submit Shared Folders are viewable by any instructor or course administrator with access to the Direct Submit tool through the course. Multiple instructors and teaching assistants can view submissions related to a course in Direct Submit Private Folders. Private Folders can be used to manage papers for individual instructors. These folders follow the instructor and are available in any course where that user has instructor-level privileges.

For additional assistance with SafeAssign™ or other Web Courses functionality, contact our Web Courses technical consultants at **1-800-45LEXIS (53947)**, option 3. You may also contact your local school representative for assistance with your LexisNexis ID and access to Web Courses.

