Blackboard now includes the digital plagiarism detection program, SafeAssign. Faculty users have found the program to be effective both as a learning tool for students and as a deterrent to plagiarism. To find out about additional strategies for reducing plagiarism in your courses, visit the University of Hartford Center for Reading and Writing website at http://uhaweb.hartford.edu/crw/main.htm.

SafeAssign is a plagiarism detection tool. Papers or other assignments are submitted and cross-checked against public Internet documents, ProQuest, and the collection of all papers submitted to SafeAssign by instructors and students from other institutions. Blocks of suspicious text are highlighted in a report, which also displays the percentage of suspected plagiarized text, and a list of suspected sources. Scores over 40% indicate a high probability of plagiarism. While SafeAssign will help, it will not catch all incidents of plagiarism.

Since SafeAssign can’t tell if suspicious text is properly cited (and therefore not plagiarized), Blackboard recommends all reports be carefully reviewed by the instructor. Instructors should consult Blackboard’s SafeAssign Instructor Manual for detailed instructions on using SafeAssign and reviewing SafeAssign Reports. A link to this manual can be found on the FCLD website.

Three Ways to Use SafeAssign

There are three ways to use the SafeAssign tool, and you need to decide which of them, or which combination, you will use. Regardless of the method used, the instructor will be able to view the report returned from Safe Assign. Each of them requires safeguards and notifications:

1. Submission of drafts by students (recommended): The instructor can set up a SafeAssignment so that students submit drafts of their assignment and both can view the completed report. Students use a browse button to upload their drafts, and then they can then review SafeAssign’s report to check and proof their own citations to correct and rewrite their work. In this case, the student work is NOT added to SafeAssign’s collection of submitted works. The primary purpose here is for students to learn about plagiarism, especially unintentional plagiarism, and to rework their paper for final submission later. After corrections are made, the paper can be resubmitted without draft.

2. Submission of completed assignments by students: The instructor can set up a SafeAssignment so that students submit completed assignments. The instructor can elect
to reveal the report to the students. Students’ work is automatically added to University’s SafeAssign collection of submitted files in this case. **Make sure students understand that by submitting their papers in this way, the paper will be added to the collection and it is considered ‘handed in’ to the instructor as well.**

3. Direct submission of assignments by instructor (no access for students): Instructors use a browse button to upload submitted papers and check for plagiarism. The instructor has the option of adding the submitted assignment to the SafeAssign collection of submitted files. **However, this last course of action raises issues of privacy and permission, and is not recommended without securing written permission from students.**

**Student Notification**

*The sections below were based on documentation provided by the University of Kansas and were used with permission.*

If you plan to use the program for any of the three purposes listed above, please insert a statement such as the following into your syllabus:

> The issue of digital plagiarism has raised concerns about ethics, student writing experiences, and academic integrity. Although you may never have engaged in intentional plagiarism, many students do incorporate sources without citations, which is a form of plagiarism. The University of Hartford subscribes to a digital plagiarism detection program called SafeAssign, which you can use to check papers for this course and see whether you may have included in your paper material that requires a citation. Further instructions will be given in class.

If you plan to use option two above, please insert an additional statement such as the following:

> You will upload your work to Blackboard through SafeAssign so that it can be checked against web pages and databases of existing papers. Your paper will then automatically become part of that database for future use.

If you plan to use option three above, please insert an additional statement such as the following and provide a form of written permission:

> You will upload your work to Blackboard so that your instructor can have it checked against web pages and databases of existing papers using SafeAssign. Your paper will then automatically become part of that database for future use. Attached to this syllabus is a permission form allowing this use of your work. If you have any concerns about this use of your work, please let me know immediately. Otherwise, please return the permission form before the first assignment is due.

**Getting Started with Safe Assign**

SafeAssign assignments are designed to be added to Blackboard content areas (e.g., Course Documents, etc.) as a specific content type, just like the Blackboard Assignment Tool. It is not possible to use SafeAssign on a Blackboard document or assignment already uploaded to a course, so instructors must decide to use SafeAssign when they first set up an assignment in Blackboard. Students using MACs should download and use the Firefox browser, or change the Safari security settings to accept all cookies.
Instructors **copying a SafeAssignment** from one course to another or within the same course must synchronize the link between the SafeAssignment and the SafeAssign’s database collection of existing papers. To do this, go to **Control Panel > SafeAssign > Synchronize this course.**

If you do not find SafeAssign listed under tools in your Control Panel, go to **Control Panel → Manage Tools → Building Block Tool Availability.** Under **Available,** click the checkbox next to SafeAssign.

**Setting Up SafeAssign for Student Use – Draft Submission**

SafeAssign assignments are designed to be added to Blackboard content areas (e.g., Course Documents, etc.) as a specific content type, just like the Blackboard Assignment Tool. Marks in front of the assignment link help distinguish a posted assignment from regular posted files, as shown here.

![](image1)

The following section outlines the steps instructors take for setting up SafeAssign so students can check their own papers prior to final submission. Since this is for the student’s use only, you will need to add another non-draft SafeAssignment or provide some other means for submitting the final paper to you:

1. Select a content area for your assignment (e.g., Course Documents, etc.).

2. From the **Create Assessment** menu, select **SafeAssignment.**

3. Type a name for the assignment, designate a point value (for grading), and enter instructions for the students on how to complete and submit it. Be sure to include a reminder to use the **Submit** button!

4. Select ‘Yes’ to make assignment visible to students, select tracking if desired, and set availability dates if desired.

5. Select ‘Yes’ to draft if you wish students to check their papers, but without submitting them to the database.

6. **Urgent Checking** sets the order of checked papers. ‘Yes’ will be higher in the queue. **Student Viewable** – select ‘Yes’ to let students see the SafeAssign report.
7. Select a content area for your assignment (e.g., Course Documents, etc.).

8. From the Create Assessment menu, select SafeAssignment.

9. Type a name for the assignment, a point value for grading, and instructions for the students on how to complete and submit it. Be sure to include a reminder to use the Submit button!

10. Select ‘Yes’ to make assignment visible to students, select tracking if desired, and set availability dates if desired.

11. Select ‘Yes’ to next to Draft if you wish students to check their papers, but without submitting them to the database.

12. Urgent Checking moves your assignment higher in the order of papers to be checked. Note: This is not generally necessary, as it does not make a significant difference in how quickly the papers are checked.

13. Student Viewable – select ‘Yes’ to let students see the SafeAssign report (recommended).

14. Optional: Create a course announcement to let students know that it is available to use.

15. Click Submit and OK.

Once the SafeAssignment is set up, students go to the content area of the course, click on the View/Complete button and use a Browse button to submit files. After submitting, the student can click on the View/Complete link again to view the SafeAssign report. There will be a delay anywhere between several minutes to several hours before the report shows up.

Be sure you provide your students instructions on how to read and interpret the reports, and to assure them that some of the matches are simple text found over and over again on the web, etc.

NOTE: If MAC users encounter trouble submitting papers to a SafeAssignment using the Safari browser, tell them to download and use the Firefox browser.

Setting Up SafeAssign for Student Use – Final Submissions

The following section outlines the steps instructors take for setting up SafeAssign so students can submit their own final papers. They may or may not be able to view the SafeAssign report.

1. Log into a course and from the Control Panel, select a location for your assignment. From the Assessment dropdown menu, select SafeAssignment. The SafeAssignment Tool opens.

2. Type a name for the assignment, designate a point value (for grading), and enter instructions for the students on how to complete and submit it. Be sure to include a reminder to use the Submit button!

3. Select Yes to make the assignment available to students.

4. Select tracking and/or set up availability dates if desired.

5. Do not select Draft (This means papers WILL BE submitted to the SafeAssign database).
1. *Urgent Checking* sets the order of checked papers. ‘Yes’ will be higher in the queue. (At peak times, you may still encounter delays in getting back reports from SafeAssign.)

2. Select *Yes* or *No* for *Student Viewable* depending on whether or not you choose to have them view the completed complete report from SafeAssign.

3. Optional: Create a course announcement to let students know that the tool is available to use. Click *Submit*. Once the SafeAssignment is set up, students go to the content area of the course, click on the *View/Complete* button and use a *Browse* button to submit files.

Once the SafeAssignment is set up, students go to the content area of the course, click on the *View/Complete* button and use a *Browse* button to submit files.

**Instructors – Direct Submit (student permission recommended)**

Direct Submit may be used by the instructor to privately check and/or submit papers. Instructors have the option to submit it as a draft, so that it is not added to the overall collection maintained by SafeAssign.

To use Direct Submit:
- Go to *Course Tools*.
- Select *SafeAssign*.
- Select *Direct Submit*.
- Select *Browse* to locate the file you wish to submit, or copy and paste text into the text box.

The instructor has the option of submitting it in draft mode or adding the submitted assignment to the SafeAssign collection of submitted files. *However, this last course of action raises issues of privacy and permission, and is not recommended without securing written permission from students.*

Click on SA Report button to read the reports.
List of Assignments Submitted Directly to SafeAssign

Instructors also have the option to submit more than one file, by zipping them. All directly submitted files are listed and the instructor has the option to sort and organize submitted files in Folders. Shared folders are accessible to anyone with instructor rights in the course.

**Instructors - Viewing Submitted Papers**

Any papers submitted to Safe Assign may be viewed by the instructor through the Control Panel.

1. Go to: **Course Tools > SafeAssign > Safe Assignments.** You will see a list of all your SafeAssignments.

<table>
<thead>
<tr>
<th>SafeAssignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Assignment 4: Thesis of Underwater Basketweaving</td>
</tr>
<tr>
<td>Assignment 5:</td>
</tr>
</tbody>
</table>

List of all SafeAssignments in Course

2. Next to the SafeAssignment you wish to view, use the chevron arrow to select **View Submissions.**

3. All submitted papers for the assignment appear in a grid, showing the time and date they were submitted.

4. Click on the green checkmark in the SA Report column to access student reports.
The instructor has several options for managing submitted files:

<table>
<thead>
<tr>
<th>Download</th>
<th>Saves all submitted assignments in a downloadable zip file.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Shows text, authorship and student comments on a paper.</td>
</tr>
<tr>
<td>File</td>
<td>Opens (or Saves) an individual paper for downloading.</td>
</tr>
<tr>
<td>Matching</td>
<td>Shows the percentage of text matched to other sources.</td>
</tr>
<tr>
<td>SA Report</td>
<td>Opens SafeAssign’s report on a paper.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Shows time and date submitted.</td>
</tr>
<tr>
<td>Clear Attempt</td>
<td>Removes paper from the database and allows the student to resubmit.</td>
</tr>
</tbody>
</table>

During peak periods, such as mid-terms and finals week, there may be delays in getting reports back from SafeAssign. If you experience delays longer than 24 hours, please contact FCLD.

**Copying SafeAssign to a New Course**

If you copy course content and assignments from one course to another, you will need to synchronize SafeAssign before having your students submit assignments. When you synchronize SafeAssign, Blackboard updates the links to the SafeAssign database to ensure that submissions are read and graded correctly. Here are the steps for synchronizing SafeAssign:

1. Enter your new (copied) course.
2. In the Control Panel, go to Course Tools > SafeAssign > SafeAssignments.
3. Click on the Synchronize this course button. You will receive a green confirmation bar when the synchronization is complete.
Getting Help with Technology at the University of Hartford

**Faculty Center for Learning Development (FCLD)**
FCLD provides consulting and support to faculty and staff who are using technology in instruction by assisting faculty who are integrating instructional technologies into their classroom teaching and learning through: group or individualized meetings, phone and e-mail support, and by providing a faculty lab in Mortensen Library.

**Phone:** (860) 768-4661  
**Email:** fcld@hartford.edu  
**Website:** http://www.hartford.edu/fcld

**Information Technology Services (ITS)**
ITS Help Desk – Computing Center
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, Banner, campus facebook, and grades).

**Phone:** (860) 768-5999  
**Email:** its@hartford.edu

**Media Technology Services (MTS) – Harry Jack Gray Center E113**
MTS maintains and installs classroom equipment, such as projectors, Sympodiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.

**Phone:** (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)  
**Website:** www.hartford.edu/mts