Enabling SafeAssign and Creating SafeAssignments

In this document you will learn about Enabling SafeAssign and Creating SafeAssignments in Bb 9.0 at Boise State University.

Overview

SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. Safe Assign can be used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool.

How SafeAssignments Work

SafeAssign is based on a unique text matching algorithm capable of detecting exact and inexact matching between a paper and source material. SafeAssignments are compared against several different databases, including:

- **Internet** – comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database** – more than 1,100 publication titles and about 2.6 million articles from 1990s to present time, updated weekly (exclusive access)
- **Institutional document archives** – contains all papers submitted to SafeAssign by users in their respective institutions
- **Global Reference Database** – contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism

Enabling the SafeAssign tools

1. **Click Customization** in your course Control Panel.
2. **Click** on *Tool Availability*. 
3. Scroll down until you see SafeAssign and SafeAssignment. Check both boxes.

4. Click Submit.
5. You should now see *SafeAssignment* in your Create Assessment menu within a content area.

Creating a SafeAssignment
1. **Open** a *Content Area*.

![Diagram of Content Area]

2. **Select SafeAssignment** from your Create Assessment menu within a content area.

![Diagram of Create Assessment Menu]

3. **Enter** the *Appropriate SafeAssignment* information.
4. **Choose** the appropriate **upload options**.

- A “Draft” assignment will not be loaded into Boise State’s institutional database, and therefore will not be available for future comparison.
  - This is the option to use if you want your students to submit their papers for checking before submitting a final, revised version.
  - If you require a draft submission, or if you make it an option for your students, then you will need to create a separate assignment for the final version of that assignment (i.e., one “Draft” assignment and one “Final” assignment).
• “Urgent Checking” puts the assignment higher on the queue for comparison, but since most papers can be checked in less than 30 minutes, there’s little need for this option.
• Student Viewable means that students will have the ability to access their own reports via Blackboard.

5. Select Optional Announcement to create an Announcement about the SafeAssign Assignment.
6. **Click Submit.**

7. You will now see your SafeAssign Assignment in your designated content area displaying the green checkmark logo.