


SafeAssignment Student Manual

Submitting Safe Assignments

To submit a paper to SafeAssignment, please follow the steps described below:

1. Login to Blackboard and go to the corresponding course page.
2. Click on the location where your instructor has posted your SafeAssignment assignments. Your instructor should make clear in the syllabus or announcements where your assignments are located, but the assignments probably won't be called "SafeAssignments." They will be called by whatever the syllabus calls them, such as "essays," "weekly papers," "research paper," etc.

SafeAssignments are identified with the special icon () followed by an assignment description and a "View/Complete" link.



3. Click on the "View/Complete" link below the assignment you would like to submit. You will see the Safe Assignment Upload Form.



The screenshot shows the 'Upload Safe Assignment' form. At the top, there is a breadcrumb trail: 'COURSES > ANCIENT HISTORY > UPLOAD SAFE ASSIGNMENT'. Below this is the title 'Upload Safe Assignment' with a book icon. The form is divided into three sections: 1. 'Assignment Information' with fields for 'Name: Sample SafeAssignment' and 'Instructions: Just a sample assignment'. 2. 'Your Files' with a 'Comments:' text area and a 'File To Attach:' field with a 'Browse...' button. A red arrow points to the 'Browse...' button. 3. 'Submit' with instructions: 'Click "Submit" to finish. Click "Cancel" to abort this process.' At the bottom, there are two buttons: 'Cancel' and 'Submit', with the 'Submit' button highlighted in red.

4. Click the "Browse" button to select the file with your paper for upload. After selecting the proper file click the "Submit" button to upload the paper.

IMPORTANT NOTE: The current version of SafeAssignment supports only four types of uploaded files: Microsoft Word Document (.doc), Rich Text Format (.rtf), web pages (.html or .htm), and plain text (.txt) files. **Files of any other types will not be processed. Office 2007 Word files (.docx) will not be processed!** Please note that the submission page states that SafeAssignment will also accept PDF files, but this is incorrect!

Please also note that you may not receive an error message if you submit an unsupported file type. Your file may go through but SafeAssignment will not be able to perform an originality report on your submission.

Finally, please note that files larger than 10 Mbytes or 5000 sentences of text are automatically rejected.

Viewing SafeAssignment Originality Reports


Students can view originality reports on their papers only if their instructor explicitly allowed this. Your instructors will probably allow you to view originality reports, but if you cannot do so you may need to contact the instructor.

SafeAssignment automatically generates originality reports on your papers within 30 minutes upon submission (usually much faster). If you do not see an originality report, you may want to wait up to 30 minutes in case the server is very busy. If you still don't see it, you probably submitted an unsupported file type (see the Important note, above).

1. To view a report on any of your papers, click on the View/Complete link of the corresponding SafeAssignment. Click on the "Ok" button below the "Safe Assignment Already Completed" title. (You may also view the report through the assignment in your My Grades section of the course.)

2. On the page that opens ("View Safe Assignment"), you will see the table showing the icons linking to your paper text, the originally submitted file and the SafeAssignment report on your paper.




COURSES > TEST REMARK > VIEW SAFE ASSIGNMENT

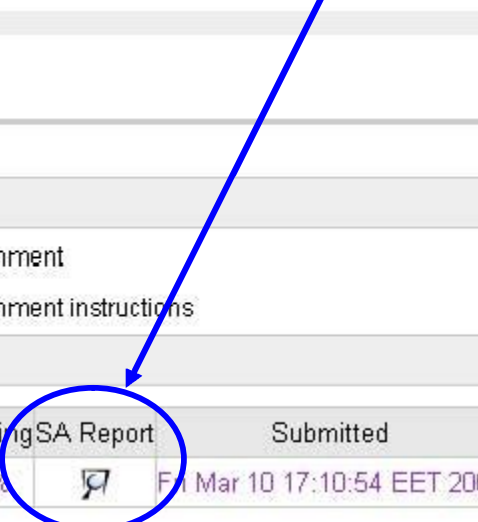
 **View Safe Assignment**

1 Assignment Information

Name	Sample Safe Assignment
Description	Sample Safe Assignment instructions

2 Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Submitted
	Student, First			100%		Fri Mar 10 17:10:54 EET 2006



- Click on the **Text** icon to view the text of your work along with your comments. It will open in a separate browser window.
- To **download the source file** of a paper, click on the File icon. This file should already be stored on your hard drive, but if you're working from a different location you may want access to your original submission.
- The percentage in the **Matching** column should be interpreted as the percentage of paper matching other documents. The higher the percentage, the more non-original material was submitted. For more information on this please see the **Interpreting Scores** section of this manual, below.
- To view the **SafeAssignment Report** on your paper, click on the **SA Report** icon. For more information on originality reports please see the **SafeAssignment Report** section of this manual, below.

Please note that Matching and SA Report columns appear blank for papers that have not been processed yet. This can take as long as 30 minutes.

3. If your paper has been graded, your instructor's comments (if any), attached files (if any) and the grade will be available as well. Scroll below the "View Safe Assignment" page to see this feedback.

4. When you click on the **SA Report** link, you will see an originality report that resembles the following:

The SafeAssignment Report

The screenshot shows a SafeAssignment Report interface with the following sections and callouts:

- 1**: Report Information header
- 2**: Author: [John Smith](#)
- 3**: Title: Test Paper
- 4**: Matching: 72% (represented by a progress bar)
- 5**: Course: Some Course
- 6**: Assignment: Some Assignment
- 7**: Submitted: 05/01/2004
- 8**: Paper ID: 10456
- 9**: Save report to disk: [icon]
- 10**: Email the report: [icon]
- 11**: Printable version: [icon]

Suspected Sources

- <http://www.babesinspace.net/book/reviews/39.html> [icon]
- <http://www.scifi.com/sfw/issue100/books.html> [icon]
- http://www.sfreviews.com/docs/Octavia%20Butler_1998_Parable%20Of%20The%20Talents.htm [icon]

Exclude Sources:

- <http://www.twbookmark.com/books/59/0446610380/>
- <http://members.aol.com/firoane/butler.htm>

Manuscript Text

Octavia E. Butler, author of Dawn, Bloodchild, and Parable of the Sower, gives us yet another title to rave about with Parable of the Talents, the last in a series of futuristic communities inevitable of what ours may someday become. Octavia Butler finishes the epic with a tale of the survival, destruction, and rebirth of a community called Acom with the religion of Earthseed as its foundation. Lauren Olamina's love is divided among her young daughter, her community, and the revelation that led Lauren to found a new faith that teaches "God is Change." However, in the wake of environmental and economic chaos, the U. S. government turns a blind eye to violent bigots who followers or forsake Olamina, mentioned followers found the share their lives...

URL:	http://members.aol.com/firoane/butler.htm	Matching: 95% X
Uploaded Manuscript:	Lauren Olamina's love is divided among her young daughter, her community, and the revelation that led Lauren to found a new faith that teaches "God is Change."	
Internet Source:	Lauren Olamina's love is divided among her young daughter, her community, and the revelation that led Lauren to found a new faith that teaches God is Change	

The SafeAssignment Originality Report page consists of four main sections:

- Report Information **(1)** – this header section contains information about the author of the paper, assignment and course the paper was submitted into, submission timestamp, matching score **(2)** and icons for several accessory functions;
- Suspected Sources **(3)** – a clickable list of matching sources and links to the source documents with highlighted matching parts **(5)**;
- Manuscript text **(6)** – the main report windows that shows the paper text with all matching sentences marked with different colors (different colors represent different sources). Clicking on any color-coded sentence pops-up a Sentence Analysis window **(7)**;
- Sentence Analysis **(7)** – shows a sentence from the uploaded document along with the matching sentence from the suspected source, as well as the URL of the suspected source and the percentage of similarity between these two sentences;
- Excluded Sources **(4)** – list of excluded sources. Instructors can reprocess papers ignoring any particular sources of matching content. This capability can be useful in order to exclude legitimate matches from the list of the suspected sources of plagiarism;
- Source Highlighting Icon **(5)** – opens the corresponding source document and highlights all chunks of text that are matching the submitted paper;
- Save Report to Disk **(8)** – allows you to store a report on a local hard-drive for future access. Depending on your browser settings (especially if you use Firefox), you may need to specify that you are saving this file as htm or html. Otherwise, it will not work.
- E-Mail the report **(9)** – sends the report as an attachment to any e-mail address you enter;
- Printable version **(10)** – shows a page with a printer-friendly black-and-white version of the report.

Note. Please keep in mind that SafeAssignment identifies *all* matching blocks of text, and it is a responsibility of instructors and students to investigate whether matching text is properly referenced or not (i.e. plagiarized). This behavior of the service is intentional, to prevent detection mistakes due to differences in citation styles.

Interpreting Scores

A. Sentence Matching Scores:

Sentence matching scores are the percentage probability that two sentences have the same meaning. *An example of a sentence matching score is seen in #7 in the illustration on the preceding page.* 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 copying).

B. Document Overall Matching Score:

The Overall Matching Score is an indicator of what percentage of the processed document is matching external sources. *An example of a overall matching score is seen in #2 in the illustration on the preceding page.* Note that this score should be treated as a warning indicator only. We strongly recommend reviewing all reports with high Overall Matching Scores. For analysis of matching scores, the following interpretation scale should be used:

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 such reports.

Scores between 15% and 40% — papers with such scores can contain plagiarism or just have very much quoted material. We usually recommend reviewing the reports with such scores before making any judgments about the papers.

Scores over 40% — with such scores, there is a very high probability that the paper 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 scores over 40% can be given to legitimate papers, for example, when the paper or its part was published online before it was sent for processing (instructors have just to "Delete" the source pointing to the legitimate copy/source), or when the same student has already submitted this paper or a similar paper to another class (although it is not plagiarism, such practice is not allowed in some institutions).

One Last Note:

There are a few other tools available through SafeAssignment, but if your instructor expects you to use them then that instructor will provide specific instructions on what to do.

If you have difficulty using SafeAssignment, please contact your instructor or contact the Help Desk at dl@haywood.edu or 828.627.4619.