

SafeAssign

From IT Wiki

Contents

- 1 Purpose
- 2 What is SafeAssign
- 3 Creating a SafeAssignment
- 4 Submitting Assignments
 - 4.1 Student Submission
 - 4.2 Instructors via Direct Submit
- 5 Safe Assignment Report
 - 5.1 Safe Assignment Grading
 - 5.1.1 Sentence Matching Scores
 - 5.1.2 Overall Matching Score
- 6 Viewing Submitted Assignment Reports
 - 6.1 Student Access
 - 6.2 Instructor Access
 - 6.2.1 Grading and Feedback

Purpose

The purpose of this document is to introduce instructors to the SafeAssign component of MyUSF.

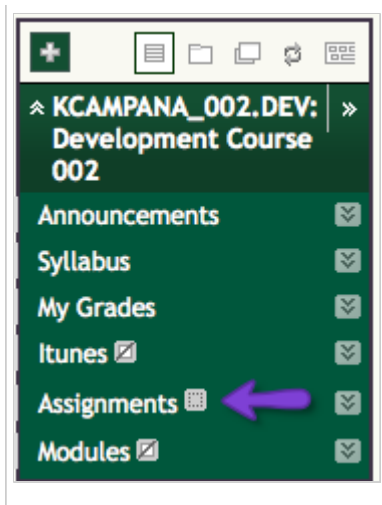
What is SafeAssign

SafeAssign adds the ability to check assignments for plagiarism to Blackboard. Once students have submitted or an instructor has completed a Direct Submit the document is compared to internet sources as well as existing documents. A Safe Assignment Report (SAR) is then created which shows the percentage and source or any comparable materials.

Creating a SafeAssignment

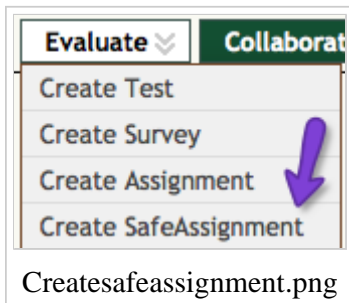
SafeAssignment can be added to any Content Area for students to submit assignments for plagiarism checking. To create a SafeAssignment follow these steps:

- 1) Click the **Content Area** where you would like the *SafeAssignment* to appear



2) Hover over **Evaluate** ▾

3) Click **Create Safe Assignment**



4) Enter **Name**



5) Enter **Points Possible**

1. ENTER INFORMATION	
* Name	<input type="text"/>
* Points Possible	<input type="text" value="0.0"/>

6) Set **options**

- *Make the assessment*

- available*: set whether students can access the assignment
 - *Track Number of Views*: tracks the number of times the item has been opened but not by the specific number of users
 - *Availability Dates*: can be used individually or combined to control when the item is available
 - *Draft*: allows the students to run a *draft* of their work through the system before submitting the final version

Make the assessment available	<input checked="" type="radio"/> Yes <input type="radio"/> No
Track Number of Views	<input type="checkbox"/>
Availability Dates	<input type="checkbox"/> Display After <input type="text"/>  <small>Enter dates as mm/dd/yyyy</small> <input type="checkbox"/> Display Until <input type="text"/>  <small>Enter dates as mm/dd/yyyy</small>
Draft	<input type="checkbox"/>
Urgent Checking	<input type="checkbox"/>
Student Viewable	<input checked="" type="radio"/> Yes <input type="radio"/> No

Safeassignmentoptions.png

Urgent Checking:
gives submissions a higher priority in the queue

Student Viewable:
make the SafeAssignment Report (SAR) viewable to students

2. OPTIONAL ANNOUNCEMENT

Create

Subject

Message

Option

Optional: You may create an announcement for this item by clicking beside **Yes** and entering a **Subject** and **Message**


7) Click

Submitting Assignments

Student Submission


Students may submit the documents to Safe Assignment by going to the Content Area the Safe Assignment is listed under. Locate the item you would like to submit to and follow these steps:

1) Click **View/Complete**



Paper 1

This course requires you to submit your paper to a plagiarism detection site that will be identified by your instructor. In order to comply with federal (FERPA) and state privacy laws, you (students) are not required to include personal identifying information such as your name, SSN, and/or U# in the body of the work (text) or use such information in the file naming convention prior to submitting Please follow carefully your instructor's instructions regarding what identifying information to include. Your submission will be placed in the course grade center in your account that can be accessed by the instructor.

>> [View/Complete](#) 

Safeassignstudentsubmit.png

Optional: You may add a comment but please note that the comments section is not scanned for plagiarism. Only attached files are scanned. **Do not copy/paste the assignment into the comments section.*

2) Click **Browse**

3) Locate file and click **Open**

**note: only files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html can be submitted to Safe Assign*

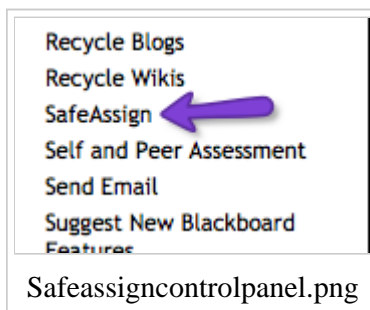
4) Check if you would like your paper added to the Global Reference Database

5) Click **Submit**

After submitting, a page verifying that the assignment has been sent will load. Click on the **OK** button to continue.

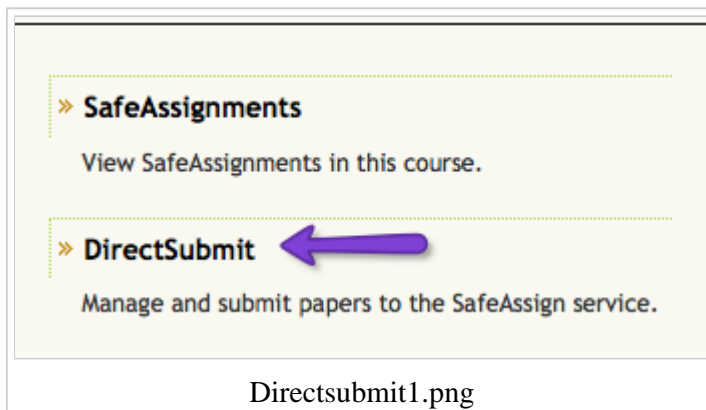
Instructors via Direct Submit

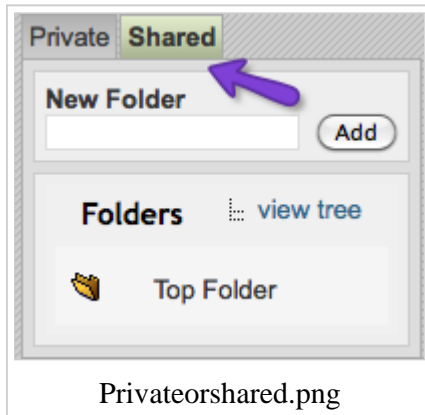
Instructors may submit an assignment by using the Direct Submit feature. To access the Safe Assign tool click **SafeAssign** in the Control Panel.



IMPORTANT: Papers submitted through **Direct Submit** are only viewable through **Direct Submit**.

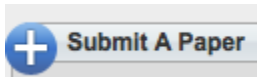
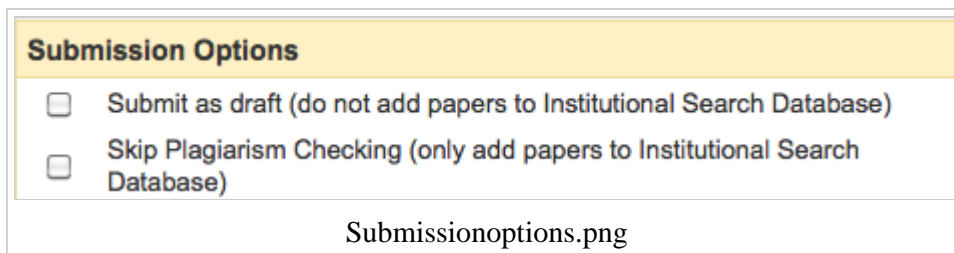
1) Click **DirectSubmit**



2) Select **Private** or **Shared**

- *Private*: Only you can see the files submitted
- *Shared*: Other Instructors/TA's in the course can also see the submission

3) Click

4) Check beside desired options

- *Submit as draft*: does a plagiarism check but does not add the paper to the database.
- *Skip Plagiarism Checking*: only submits the paper to the database but does not bring back a SAR.

5) Either **Attach** a file or **Copy/Paste** the document

File Upload

Upload File

***File To Attach**

Acceptable File Formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html

Copy/Paste Document

*** Paper Title**

*** Paper Text**

Attachorcopy.png

6) Click

Safe Assignment Report

The *Safe Assignment Report* or *SAR* is broken into three sections *Paper Information*, *Suspected Sources* and *Paper Text*.

- **Paper Information:** shows information such as the date/time a paper was submitted, percentage matching, and includes a link to print.

Paper Information			
Author: Ferris Bueller	Assignment: Paper 1		Print ver
Title: hypertextuality.docx	Submitted: Fri, Jul 16 2010, 10:21 AM		Direct
Matching: <div style="display: inline-block; width: 24px; height: 12px; background-color: #90ee90; border: 1px solid #000;"></div> 24%	Paper ID: 28874324		

Paperinformation.png

- **Suspected Sources:** shows any suspected sources and color codes them. You can view the original source by clicking on these links, or remove them from the list.

Suspected Sources

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

 Highlight All Unhighlight All

1 <http://www.scribd.com/doc/26766955/The-Myths-of-Postmodern-Theory> 

 Re-process the paper without the selected sources

Suspectedsources.png

- **Paper Text:** shows the submitted text without original formatting. Areas of text suspected of plagiarism are color coded to the list located in the **Suspected Sources** area

Paper Text

Traditional books are, as Illana Snyder suggests, "essentially repositories for the sequential storage of information" (Snyder 17). Intertextuality is a theory that focuses on the linking of various works together. 1 Jonathan Landow quoted as saying that "literary works are to be considered not as autonomous entities, 'organic wholes', but as **intertextual constructs**: sequences which have meaning in relation to other texts which they take up, cite, refer to, refute, or generally transform." (Snyder 55) Landow points out though that due to the fact that the referenced materials "lie spatially distant from the references to them" that the ability to easily and quickly jump between source and reference does not happen in printed books (Landow 5).

Papertext.png

Safe Assignment Grading

The following is from Safe Assignment's Website

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).

Overall Matching Score

Overall matching score is 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).


Viewing Submitted Assignment Reports

Safe Assignment Reports show the results of the Safe Assign Plagiarism checker. Information available through a SAR are the percentage matching, the source of matching materials and the document without formatting.

Student Access

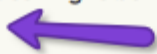
If your instructor has made the **SAR** available for your review you will access it through the link you originally submitted it to.

- 1) Click *View/Complete*







HERE

This course requires you to submit your paper to a plagiarism detection site that will be identified by your instructor. In order to comply with federal (FERPA) and state privacy laws, you (students) are not required to include personal identifying information such as your name, SSN, and/or U# in the body of the work (text) or use such information in the file naming convention prior to submitting. Please follow carefully your instructor's instructions regarding what identifying information to include. Your submission will be placed in the course grade center in your account that can be accessed by the instructor.

This is an item created for testing purposes. Please do not delete it. Keeping it near the top of the list might be nice too. Just sayin'.
 >> [View/Complete](#) 

Studentaccesssafeassign1.png

The *View Safe Assignment* for students is broken down into four areas:

Assignment Information						
Name			Description			
HERE			This is an item created for testing purposes. Please do not delete it. Keeping it near the top of the list might be nice too. Just sayin'.			
Submitted Work						
Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
	Ferris Bueller			3%		Mon, Jul 19, 2010, 05:43 PM
View Grade						
Grade	Points Possible		Weight			
	100.0		0.0			
Instructor's Feedback						
Comments			Currently Attached File			
No feedback from instructor			No feedback uploaded			

Studentviewsafeassign.png

- - *Assignment Information*: displays name and description of item

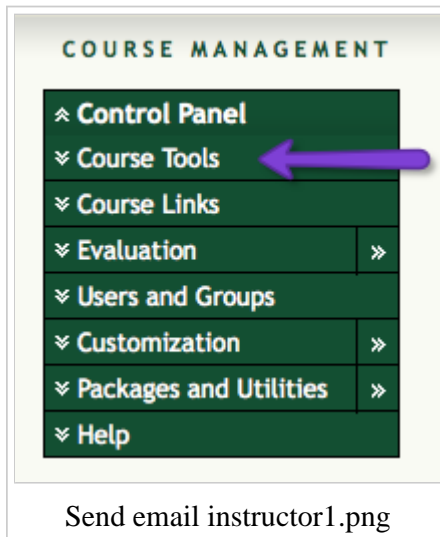
- *Submitted Work*: displays links to the original file, percentage matching, SAR, and submission date
- *View Grade*: shows grade, points possible, and weight if applicable
- *Instructor's Feedback*: displays comments and returned files

2) Click 

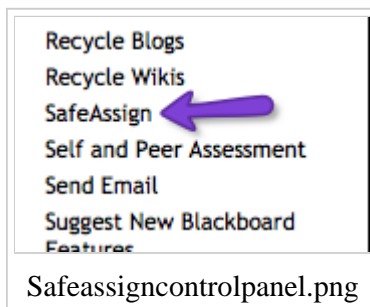
Instructor Access

To access the students submissions your can either use the **SafeAssign** link in the Control Panel or access students individually through the Grade Center. Accessing the student through the Grade Center also allows you to grade and give feed back to students. Information on this can be found here.

1) Click **Course Tools**



2) Click **SafeAssign**

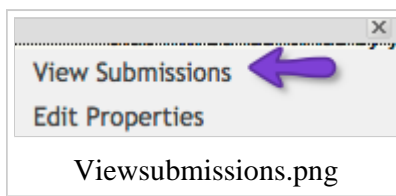


3) Click **SafeAssignments**



4) Click 

5) Click **View Submissions**



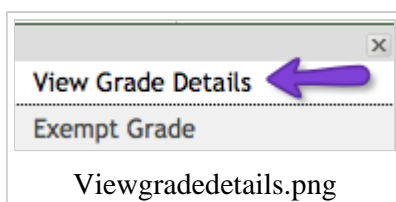
6) Click  to view a **SAR**


Grading and Feedback

When students submits to a *SafeAssignment* a  appears in the appropriate cell in the Grade Center. Here are the steps for accessing the submission and SAR as well as giving feedback and a grade.




1) Click 

2) Click **View Grade Details**



3) Click 

4) Click  to access the **SAR** or  to download the submitted file

2. STUDENT'S WORK						
Student ID	Name	Text	File	Matching	SA Report	Submitted
	Ferris Bueller			100%		Tue, Jul 20, 2010, 04:59 PM
Safesassignsection2.png						

5) Enter **Grade**

3. MODIFY GRADE	
Points Possible	0.0
Weight	0.0
Grade	<input type="text" value="0"/>

- *Optional* You may enter **Feedback** in the comments section as well as **attach** a file to return to student.

4. FEEDBACK TO STUDENT	
Comments	<div style="border: 1px solid #ccc; height: 100px;"></div>
File To Attach	<input type="text"/> <input type="button" value="Browse..."/>

7) Click **Submit**

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Categories: [Blackboard](#) | [Control Panel](#) | [Content Areas](#)

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