

# Adding and Grading an Assignment with SafeAssign

Blackboard Learn: Essentials

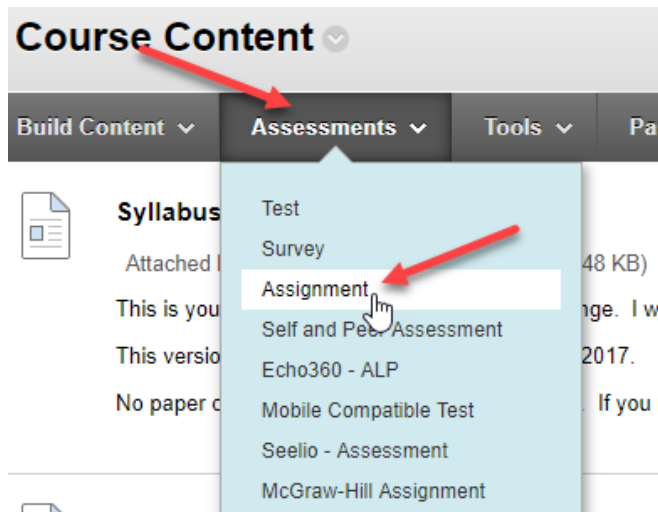
This document covers how to create an Assignment in Blackboard Learn and utilize the SafeAssign originality review tool within the Assignment.

**NOTE:** SafeAssign only detects *potential* incidents of plagiarism, it does not determine if plagiarism has actually occurred. All student submissions should be reviewed and the SafeAssign report used as a guide to help locate actual plagiarism and/or as an educational tool for your students. Questions about using Assignments and SafeAssign should be sent to [tlt@purdue.edu](mailto:tlt@purdue.edu).

## Creating an Assignment

### Step-by-Step

- ✓ To add an assignment, go to a content area of a course, such as Course Content. **Hover over** and **click** on the **Assessments** tab, and then **click** on **Assignment**.



- ✓ On the *Create Assignment* page **click** the **Name** field to provide a name for the assignment. For this tutorial, the name “Reflection 1” will be used.

### ASSIGNMENT INFORMATION

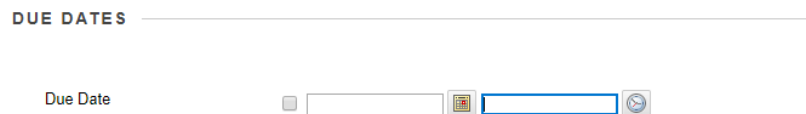
\* Name and Color

- ✓ Next, in the **Instructions** text area provide a set of instructions that further explain the assignment's purpose.
- ✓ In Assignment Files, **click and drag** any associated files from your computer into the area bordered by a black dashed line. Those files will be automatically uploaded to Blackboard. Alternatively, you may **click** on the **Browse My Computer** button to find associated assignment files. If the file you need is already in your course site, you may **click** the **Browse Content Collection** button and open a popup window to select that file. In the File Upload dialog box that appears, **select** the file and **click Open**.

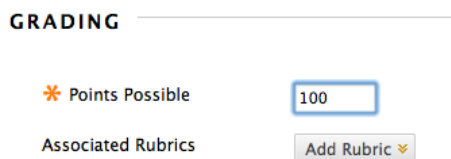
Note: The attachments can replace the need to copy the instructions into the text area, and instead have a document attached that contains these instead.



Optionally, a **Due Date** can be provided that allows the instructor to set a date in which assignments can be turned in without penalty of being late. If they are past the date, the Needs Grading page in Learn will notify the instructor. Items in the student gradebook are ordered by due dates used here. Additionally, adding a Due Date places the date the assignment is due by on the Blackboard Calendar for the course.



- ✓ Next, in the Grading section, the **Points Possible** for the assignments must be provided. For this tutorial, we will use "100".



- ✓ Optionally, an instructor can build a **Rubric** in Learn that explains how the assignment will be graded. **Click Add Rubric** to select a rubric, create a new rubric, or create from existing.

- ✓ In the **Submission Details** area, you can set the assignment to be an individual or group submission, and control the number of attempts. This is where you will enable the use of SafeAssign to check student submissions for originality. Click **Submission Details** to expand the panel.

**Submission Details**

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Number of Attempts

Single Attempt

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign
- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions from the Institutional and Global References Databases

To enable **SafeAssign**, **click** the *Check submissions for plagiarism using SafeAssign* option. You will now have several options:

- *Allow students to view SafeAssign originality report for their attempts:* This will allow students to view the originality report that is generated by SafeAssign. If you wish for students to view the report to receive full feedback, it is recommended you enable this option.
- *Exclude submissions from the Institutional and Global References Databases:* This option will check your students' papers against SafeAssign's databases, but it will not add the students' papers to the databases. Selecting this option allows for the paper to be checked for plagiarism, but the paper will not be saved to SafeAssign for future reference.

**NOTE:** If you wish to use SafeAssign for students to check a draft version of an assignment, you will need to create separate assignments for the draft and final versions of the paper in this case. The final paper version should have the "Exclude submissions..." option *unchecked*.

- ✓ In the **Grading Options** section, you can enable **Anonymous Grading** where student names are hidden while grading; it's recommended that if you utilize Anonymous Grading that you instruct students not to add their names within their papers. You may also **delegate grading** to multiple graders in the course.

**Grading Options**

Enable Anonymous Grading

Enable Delegated Grading

- ✓ The **Display of Grades** section allows you to determine how you want the student grade displayed to you and to the student, and provides you with a second alternative grade display. You may also select if the assignment will be included in the Grade Center calculations, and if the grade will display to the students in My Grades.

**Display of Grades**

Display grade as Primary  and Secondary

Include in Grade Center grading calculations

Show to students in My Grades

Show Statistics (average and median) for this item to Students in My Grades

- ✓ In the final section, Availability, you can check or uncheck to make the assignment available to students. Optionally, the ability for students to view the assignment can be limited to a specific date when it will show and a date when it will display until.

**AVAILABILITY**

Make the Assignment Available  
*This assignment cannot be made available until it is assigned to an individual or group of students.*

Limit Availability  Display After     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Track Number of Views

- ✓ **Click** the **Submit** button.
- ✓ The Assignment shows on the *Course Content* page.
- ✓ If you did not choose to make the assignment visible above, you will need to go back and edit the assignment to turn on that visibility. Note that setting visibility off overrides Limited Availability. In other words, anything with Visibility **unchecked** will not be seen, no matter what the Display After or Display Until dates are set at. However, an

assignment with Visibility turned on will only be visible to students within the date range chosen.

## Student Submission of an Assignment with SafeAssign

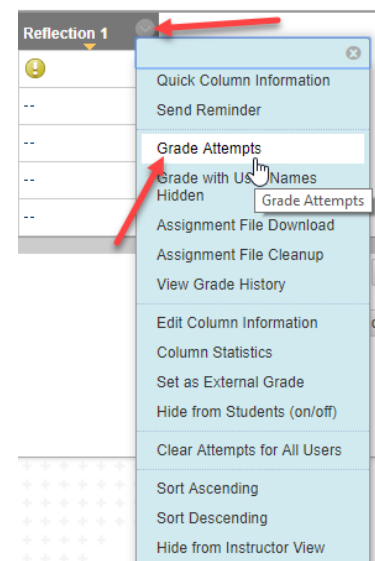
### Step by Step

- ✓ When a student goes to submit an assignment with SafeAssign enabled, they **must** submit their work in one of the following formats. No other format is accepted.
  - Microsoft Word (.doc, .docx, .docm)
  - Microsoft PowerPoint (.ppt, .pptx)
  - OpenDocument (.odt)
  - Plain text (.txt)
  - PDF (.pdf)
  - Rich text (.rtf)
  - HTML (.html)
- ✓ Students will also be presented with information that their submission will be submitted to SafeAssign. Students *cannot* opt out of using SafeAssign.
- ✓ Students will upload their papers to Blackboard. The paper may be reviewed by you immediately; however the SafeAssign report is not immediately available. There may be a delay of 24-36 hours for reports to be available, especially during midterms and at the end of the semester.

## Grading an Assignment with SafeAssign

### Step by Step

- ✓ In the **Control Panel**, **click** on **Grade Center**, then **click Full Grade Center**.
- ✓ **Locate** the column for the Assignment in the Grade Center.
- ✓ To grade all submissions, **click** the **Column Options** button to the right of the name of the column. On the menu that opens, **click Grade Attempts**.
- ✓ The **Grade Assignment** screen will open. If the student's submission was in Microsoft Word format, Microsoft PowerPoint format, or PDF, you will see the document



appear on the screen. If it was in a different format you will see the option to download the document to your computer.

- ✓ To the right of the document window, you will see a panel for **Assignment Details**, the **Grade** of the assignment, and the **Grade** for the Attempt. You will also see **SafeAssign** appear below the **attempt** grade, along with the percentage of matches in the document.

The screenshot shows a document viewer interface. The main content area displays a document titled "Lorem Ipsum" with a quote: "Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit..." and several paragraphs of placeholder text. On the right side, there is a "Assignment Details" panel. This panel shows the "GRADE" as "/100" and the "ATTEMPT" as "7/7/17 1:20 PM" with a score of "/100". Below this, the "SafeAssign" section is highlighted with a red box, showing a "7% overall match". Underneath, there is a "SUBMISSION" section with a link to "reflection 1 - bc.docx" and a download icon.

- ✓ To view the SafeAssign originality report, **click** on **SafeAssign** in the grading area. The panel will expand to allow you to view the originality report. **Click** on **View Originality Report** to view the report from SafeAssign.

This screenshot shows the expanded "SafeAssign" panel. It displays the text "SAFEASSIGN SUBMISSION" and "reflection 1 - bc.docx" with a "7%" match. A button labeled "View Originality Report" is visible at the bottom of the panel.

- ✓ The originality report will open in a new window or browser tab. In the report, you will see what SafeAssign believes come from other sources, and those individual sources will be highlighted in different colors.

1 Lorem Ipsum "Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit..."

"There is no one who loves pain itself, who seeks after it and wants to have it, simply because it is pain..."

2 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec quis scelerisque urna. Fusce et fermentum ante. Cras auctor lobortis tortor, eu efficitur mauris bibendum ullamcorper. Donec in ipsum gravida, auctor orci id, rhoncus lectus. Donec venenatis accumsan ultrices. Cras rutrum luctus lectus vel vulputate. Duis suscipit ultricies ipsum ut placerat. Maecenas faucibus sapien et dui ornare mattis. Etiam porta varius faucibus. Sed nec vulputate libero. Phasellus congue, sem nec vestibulum ornare, tellus sem vehicula odio, id aliquet nibh felis eu diam. Donec eget gravida arcu. Donec tortor turpis, laoreet quis lectus quis, tincidunt ultrices arcu.

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WL\_MASTER\_TEST\_10901\_CREECHB - WL\_MASTER\_TEST\_10901\_CREECHB

### Reflection 1

2017, 1:20 PM on Fri, Jul 07

7% highest match

Submission ID: 3bc5136b-e50b-40aa-94e7-5ee07c55e58d

**reflection 1 - bc.docx**

Word Count: 674 Attachment ID: 171106627 **7%**

Citations (3/3)

Select Sources & Resubmit

- 1 Another student's paper
- 2 <http://www.dailypress.com...>
- 3 [https://medium.com/@k\\_n...](https://medium.com/@k_n...)

- ✓ To view the source of anything highlighted in the paper, click on the highlighted text. A pop-up window will display the student's submission compared to the identified source.

1 Lorem Ipsum "Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit..."

**Suspected Entry: 98% match**

|   |  |
|---|--|
| <p><b>Uploaded</b> - reflection 1 - bc.docx</p> <p>Lorem Ipsum "Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit..."</p> | <p><b>Source</b> - Another student's paper</p> <p>Lorem Ipsum "Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit..."</p> |
|---|--|

- ✓ If you conclude that the student's work is not plagiarism, you may go to the **Citations** area on the SafeAssign screen and click **Select Sources & Resubmit**. Click to *deselect* any sources you want to remove from the SafeAssign evaluation. Click **Resubmit** to have the paper re-checked.

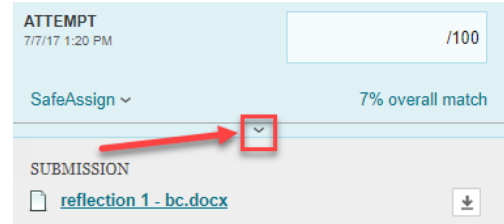
Citations (3/3)

Un-check any citation sources you want SafeAssign to ignore during reprocessing

- 1 Another student's paper
- 2 <http://www.dailypress.com...>
- 3 [https://medium.com/@k\\_n...](https://medium.com/@k_n...)

- ✓ The student submission will be re-processed. Close the browser tab or window to return to Blackboard. There may be a delay while the document is processed again.
- ✓ If you've reprocessed the document, you may access it again by repeating the previous steps to review the SafeAssign originality report. Otherwise, you are ready to continue grading the student's assignment.
- ✓ If you are using the *inline grading tools* for the assignment, you may now make mark-ups to the student submission.

- ✓ After completing any mark-ups, if you are using the rubric tool or are leaving additional feedback to the student, **click** the drop-down arrow below the Attempt area.



- ✓ If you are using the rubric tool, click on the name of the rubric or on the rubric icon to open the grading rubric. **Click** on the achievement levels reached by the student and **provide** any feedback, if desired.



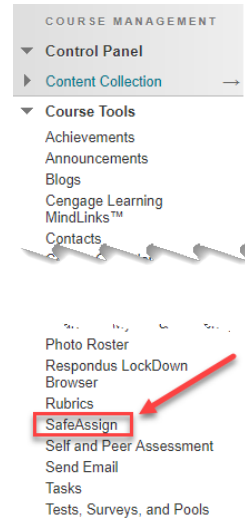
- ✓ Under **Feedback to Learner**, **type** any additional feedback you'd like the student to know. Additionally, if you have downloaded their assignment and made any mark-ups or comments to their original document, **click** the paper clip icon to upload that file to send back to the student.



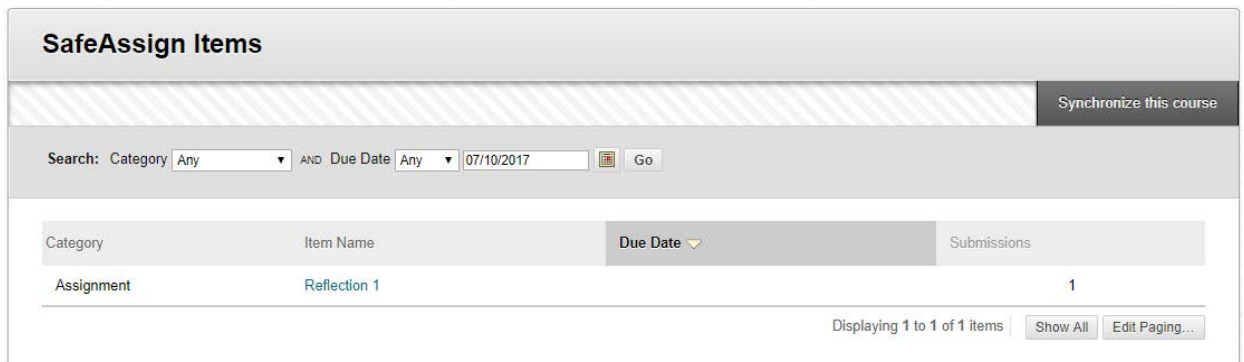
## Grading Student Work – SafeAssign Tool Link

In addition to locating student work in the Grade Center, you may also access items from the Control Panel.

- ✓ In the **Control Panel**, **click Course Tools**, and **scroll down** the list of tools, then **click SafeAssign**.
- ✓ The **SafeAssign** screen will open.




- ✓ To quickly view all assignments with SafeAssign turned on, **click** the **SafeAssign** items link.



- ✓ To update the assignments with the SafeAssign service, click the **Synchronize this course** button in the upper left corner of the screen.
- ✓ To grade assignments, **click** on the name of the assignment in the **Item Name** column. This will open the **View SafeAssign Submissions** screen.

- ✓ You will now see all individual student submissions along with their match percentages, along with a direct link to their SafeAssign (SA) Report.

| View SafeAssign Submissions |      |              |               |               |   |                             |
|-----------------------------|------|--------------|---------------|---------------|---|-----------------------------|
| Download All Submissions    |      |              |               |               |   |                             |
| Student ID                  | Name | User Attempt | Average Match | Highest Match | SA Report   | Submitted                   |
| ---                         | ---  | ---          | 7%            | 7%            |  | Fri, Jul 07, 2017, 01:20 PM |

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

- ✓ **Click** an individual student's username in the **User Attempt** column to open the grading screen for the student, or click on the **SA Report** icon to just view the returned originality report.

**NOTE:** The **View SafeAssign Submissions** screen will not allow you to see the grades submitted for students. If you need to check the individual grades for students on this screen, you will need to **click** on their username in the **User Attempt** column.

## What the Student Sees with SafeAssign

If you are permitting the student to view their SafeAssign Originality Reports, the students will need to follow these steps:

- ✓ Students will need to click on **My Grades** in the Blackboard course menu
- ✓ In **My Grades**, they will need to then click on the *name* of the assignment. In this example, the name of the assignment is Reflection 1.

| My Grades                         |                     |   |
|-----------------------------------|---------------------|---|
| All                               | Graded              | Upcoming  |
| Weighted Total                    | LAST ACTIVITY       | GRADE   |
| View Description Grading Criteria |                     | -   |
| Total                             |                     | -   |
| View Description Grading Criteria |                     |   |
| Assignment 1                      | UPCOMING            | -   |
| Assignment                        |                     | /100  |
| Reflection 1                      | Jul 7, 2017 1:20 PM | -   |
| Assignment                        | SUBMITTED           |  |
| View Rubric                       |                     |   |

- ✓ The **Review Submission History** screen will open. To view the SafeAssign originality report, **click** on **SafeAssign** in the grading area. The panel will expand to allow the student to view the originality report for their assignment. **Click** on **View Originality Report** to view the report from SafeAssign.

| SafeAssign                              | 7% overall match |
|---|------------------|
| SAFEASSIGN SUBMISSION                   |                  |
| reflection 1 - bc.docx                  | 7%               |
| <a href="#">View Originality Report</a> |                  |

- ✓ Their report will appear to be the same as what you viewed; however, students will not have the option to remove items from review and re-submit their work.

### Tips and Tricks for Using SafeAssign

- ✓ Student work submitted using SafeAssign may take some time for the SafeAssign originality report to be returned. We recommend allowing 24-36 hours for originality reports to be processed. Reprocessing originality reports will require an additional 24-36 hours.
- ✓ If you allow students to submit drafts of their papers for checks prior to submission of their final version, it is critical to ensure that for the draft versions, that the *Exclude submissions from the Institutional and Global References Databases* option is **checked** in the options for the Assignment setup. This will prevent the final version of the paper from appearing as if it has been copied from the students' previous attempts!