



And SafeAssign

Fall 2009

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I. SAFEASSIGN OVERVIEW

SafeAssign is a plagiarism deterrent software program that is now built into our version of RamCT. SafeAssign compares submitted assignments against a pool of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign can be used as a means to deter plagiarism and to educate students on how to properly cite other sources in their work.

You should inform your students if you will be requiring them to submit their assignments in SafeAssign. We recommend putting this information in your syllabus stating that a requirement of your course will be the submission of assignments via SafeAssign.

Depending on your needs, we also recommend hiding the traditional RamCT Assignment tool to avoid confusing your students.

Note: The Black Board SafeAssign program is shared by a number of universities. During busy times it can take a few hours or more for a student paper to be processed by SafeAssign. After the assignment due date consider waiting overnight to allow your student papers to be processed.

II. SOURCES FOR TEXT COMPARISON

SafeAssign uses a unique text matching algorithm designed to detect exact and inexact matching between a paper and other source materials. SafeAssignments are compared against several different databases, including:

Internet – comprehensive index of documents available for public access on the Internet;

ProQuest ABI/Inform database contains over 1,100 publication titles and about 2.6 million articles from 1990s to present time, updated weekly

Institutional document archives contains all papers submitted to SafeAssign by users at Colorado State University

Global Reference Database - Blackboard's Global Reference Database is a separate database that contains papers from other schools that use SafeAssign. Students can *voluntarily* donate copies of their papers to help prevent plagiarism.

Each time a student submits a SafeAssignment paper they are given the option to voluntarily enter their papers into the Global Reference Database; they agree not to remove their papers from this database in the future. Submissions to the Global Reference Database are extra copies that are given voluntarily for the purpose of helping with plagiarism prevention. Blackboard does not claim ownership of submitted papers.

III. ACCEPTABLE FILE FORMATS

Students can submit SafeAssignments in the following formats:

Microsoft Word (.doc and .docx)	Text (txt)	OpenOffice (odt)
Portable Document Format (pdf)	Rich Text (rtf),	HTML (.html, .htm).

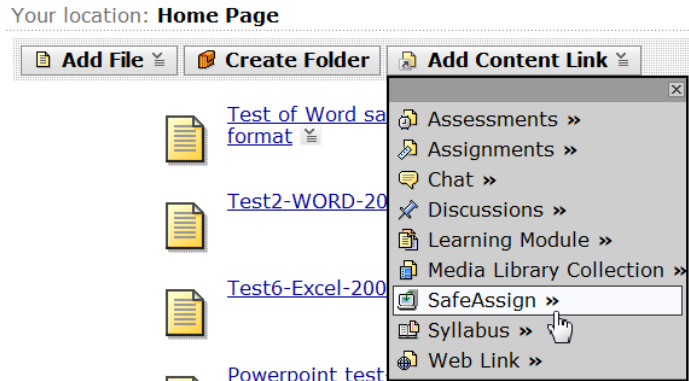
IV. HIDE TRADITIONAL RAMCT ASSIGNMENT TOOL

To avoid confusion for you students, we recommend hiding the traditional RamCT Assignment tool. To remove the tool from the navigation bar do the following:

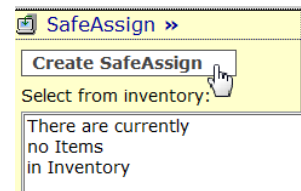
- a. Under the **Build** Tab, under **Designer Tools**, *click Manage Course*
- b. *Click Tools*
- c. *Uncheck* the box next to **Assignments**
- d. *Click Save*

V. ADD SAFEASSIGN TO YOUR RAMCT SECTION

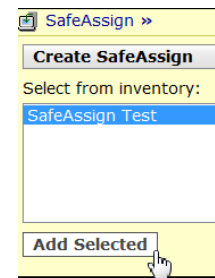
- a. From the **Build** tab
- b. Under **Add Content Link** click on **SafeAssign**.



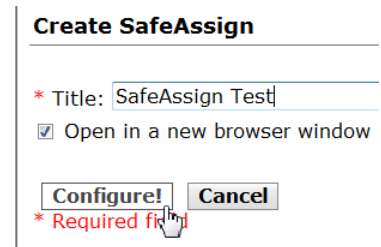
- c. Click **Create SafeAssign**



Note: if you have already created a SafeAssign repository you can just click on that item and then click Add Selected.



- d. **Name** the repository where you will create your SafeAssignments for this section.
- e. Click **Configure**



A SafeAssign link will be added to your RamCT page



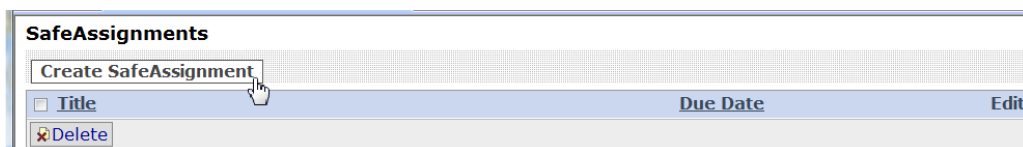
VI. CREATING A SAFEASSIGNMENT

- a. From the **Teach** tab:
- b. Click on the **SafeAssign** link you created on your RamCT page



After a few seconds the SafeAssignments creation and drop box window will appear.

- c. Click **Create SafeAssignment**



- d. **Title** - *Type a description* for this assignment. We recommend including the dates and times when you will accept submissions for this assignment.
- e. **Due Date** – *set the date* and time when the assignment should be turned in.

Create SafeAssignment

* Title:

Description:

Due Date

* Submissions are accepted after this date

MDT

- f. **Draft** - You can create a SafeAssignment for draft purposes. Students can submit their assignments to be compared with other sources without their paper actually being entered into any of the databases.

You might name such an assignment Resume' Assignment DRAFT

You would need to create another SafeAssignment for the final submission of this assignment.

You might name this assignment Resume' Assignment FINAL

Draft

You can let students submit drafts of their papers by turning this option on. Papers submitted to Draft Assignments are not sent to your institution's search database and would not be taken into consideration as potential plagiarism sources for papers submitted to any other assignments. This setting prevents matching of drafts to final versions of the same papers and allows instructors to create "sand-boxes" where students can do self-checks to see if all of the borrowed materials in their papers are properly referenced.

- Yes
 No

- g. **Student Viewable** - You can allow students to see the SafeAssignment report that shows possible concerns with their paper and previously published materials. From an educational perspective, this would allow students to see if they have included work that closely resembles someone else'. It serves as a discussion starter on how to put the topic in their own words or how to properly cite a resource in an assignment.

Student viewable

Click Yes to let students view SafeAssignment reports on their papers submitted to this Assignment. This will not let students see reports or papers of other students anyway.

- Yes
 No
-

- h. **Urgent Checking**- You can specify if submitted papers should have a high priority for processing through SafeAssign. Unless you have a genuine need, please do not use this option.

Urgent checking

Specify if the papers submitted to the Assignment should be processed urgently or not.

- Yes
 No
-

- i. **Grading** - SafeAssignments can be given a numeric or letter grade. A column will automatically be created in the Grade Book for this assignment.

Grading

Numeric grade: Out of

Alphanumeric grade

* Required field

- j. *Click Save*

A newly created SafeAssignment appears.

✓ A new assignment was created

SafeAssignments

Create SafeAssignment

Title	Due Date	Edit
✓ Brief Biography of Ben Franklin	Jun 05 2009 08:00:00 MDT	

VII. SUBMITTING A SAFEASSIGNMENT

Students will *click* on the **SafeAssign** link you created on your RamCT page.

They will see any assignments you have created using SafeAssign.

SafeAssignments

Available Assignments	Submitted Papers							
<p>Available Assignments</p> <p> Brief Biography of Ben Franklin</p> <p>Due Date: Jun 05 2009 08:00:00 MDT</p> <p>Description: Submit a 3 page, double spaced, Microsoft Word document on the life and times of Benjamin Franklin between June 5, 2009, 8 am until June 8, 2009, 11 pm, MDT</p>	<p>Submitted Papers</p> <table border="1"> <thead> <tr> <th>Assignment</th> <th>Grade</th> <th>Text</th> <th>Matching</th> <th>SA Report</th> <th>File</th> <th>Submitted</th> </tr> </thead> <tbody> </tbody> </table>	Assignment	Grade	Text	Matching	SA Report	File	Submitted
Assignment	Grade	Text	Matching	SA Report	File	Submitted		

- a. **Description** - includes CSU's statement on the use of SafeAssign and any instructions you may have for this assignment.

Paper Submission: Brief Biography of Ben Franklin

Due Date: Jun 05 2009 08:00:00 MDT

Description:

Release statement: Blackboard has a set of academic papers used to identify areas of overlap between submitted assignments and existing works. SafeAssign can be used to prevent plagiarism and to help students learn to properly attribute sources rather than paraphrase. Students, you may opt to check your papers without submitting them to the system, or you can donate copies of your papers to help build the database.

Submit a 3 page, double spaced, Microsoft Word document on the life and times of Benjamin Franklin between June 5, 2009, 8 am until June 8, 2009, 11 pm, MDT

***Submission:**

By submitting this paper, you agree: (1) to the Terms of Use at [SafeAssign Terms of Use](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

V:\RamCT-Training-Te

NOTE: SafeAssign accepts files in Microsoft Word (doc and docx)/ OpenOffice (odt)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP.

- b. **Submission** – outlines the SafeAssign Terms of use.
- c. **Browse** – allows the **student** to *select* the paper on their local computer that they would like to *upload* to SafeAssign.

- d. **Global Database Submission option**
For each SafeAssignment students can choose whether or not to enter their papers into the SafeAssign Global Database.

Global Database Submission:
Submitting to the SafeAssign Global Reference Database allows papers from other institutions. To learn more about the Global Reference Database [click here](#).

I agree to submit my paper to the Global Reference Database.

Add Comment:

Here is my paper on Ben Franklin.

- e. **Add a comment** – The student can add a comment regarding their submission.

- f. The student then *clicks* **Submit**.

✓ Annie Accurate_CSU: You have submitted your SafeAssignment. Submitted Time: Jun 04 2009 10:04:16 MDT

SafeAssignments

Available Assignments	Submitted Papers														
<p>Available Assignments</p> <p>No assignments</p>	<p>Submitted Papers</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Assignment</th> <th style="width: 10%;">Grade</th> <th style="width: 10%;">Text</th> <th style="width: 10%;">Matching</th> <th style="width: 10%;">SA Report</th> <th style="width: 10%;">File</th> <th style="width: 15%;">Submitted</th> </tr> </thead> <tbody> <tr> <td>Brief Biography of Ben Franklin</td> <td style="text-align: center;">-</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">📎</td> <td style="text-align: center;">Jun 04 2009 10:04:16 MDT</td> </tr> </tbody> </table>	Assignment	Grade	Text	Matching	SA Report	File	Submitted	Brief Biography of Ben Franklin	-	📄	-	-	📎	Jun 04 2009 10:04:16 MDT
Assignment	Grade	Text	Matching	SA Report	File	Submitted									
Brief Biography of Ben Franklin	-	📄	-	-	📎	Jun 04 2009 10:04:16 MDT									

VIII. VIEWING SUBMISSIONS IN THE SAFEASSIGN DROPBOX

- a. In **SafeAssign**, *click* on the name of the **assignment** to open the SafeAssign Dropbox for that assignment.
- b. **Assigned to:** Name of the student who submitted the assignment.
- c. **Status:** Whether SafeAssign has completed its text comparison and generated a report yet. During busy times it can take a few hours or more to process a paper.

SafeAssignment Dropbox

View by: Brief Biography of Ben Franklin ▾

All submissions for assignment Brief Biography of Ben Franklin. Due date: Jun 05 2009 08:00:00 MDT

<input type="checkbox"/> Assigned to	Status	Grade	Text	Matching	SA Report	File	Submitted
<input type="checkbox"/> Annie Accurate_CSU	Processed	↓	📄	100%	✓	📎	Jun 04 2009 10:04:16 MDT

- d. **Grade:** The grade you give to the student for this assignment. The grade will automatically be entered into the corresponding column in the grade book.
- e. **Text:** will display the text included in the assignment
- f. **Matching:** the SafeAssignment Text Comparison score.
- g. **SA Report:** SafeAssignment report that shows any text that matched the sources SafeAssign checks against.
- h. **File:** the actual file the student submitted.
- i. **Submitted:** shows the date and time the assignment was submitted by the student.

IX. VIEWING A SAFEASSIGN (SA) REPORT




Note: The Black Board SafeAssign program is shared by a number of universities. During busy times it can take a few hours or more for a student paper to be processed by SafeAssign. After the assignment due date consider waiting overnight to allow your student papers to be processed.

The SafeAssign Report contains four sections: Paper Information, Submission Comment, Suspected Sources and Paper Text.

1. **Paper Information** – a summary section that includes the student’s name, name of the paper, date submitted and a matching score

Note in the example below the matching score of 100%. In this example, I had just copied and pasted information about Benjamin Franklin from a web page into my paper. SafeAssign detected that my text completely matched another source.

2. **Submission Comment** – includes any comments the student typed in when they submitted their paper.

Paper Information		
Author: Annie Accurate_CSU	Assignment: Brief Biography of Ben Franklin	Print version: 
Title: Brief Biography of Ben Franklin	Submitted: Jun 04 2009 10:04:16 MDT	Direct link 
Matching:  100%	Paper ID: 22634337	
Submission Comment		
Here is my paper on Ben Franklin.		

3. **Suspected Sources** – sources SA checked and found text that matches text in the submitted paper.
 - a. **Highlight All** – Click on this option highlight all of the text in a student’s paper that matches one or more of Safe Assign’s comparison sources.
 - b. **Re-Processing** - You can remove a source used by SafeAssign by placing a check next to an item and then clicking on the Re-processing icon.

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.

<http://www.ushistory.org/franklin/info/>

<http://www.echeat.com/essay.php?t=30292>

Re-process the paper without the selected sources

4. **Paper Text** – Shows the text the student submitted and cites where the student’s text matches the suspected sources SA found in its comparison.

Paper Text

Benjamin Franklin was born in Boston on January 17, 1706. He was the tenth son of soap maker, Josiah Franklin. Benjamin's mother was Abiah Folger, the second wife of Josiah. In all, Josiah would father 17 children. Josiah intended for Benjamin to enter into the clergy. However, Josiah could only afford to send his son to school for one year and clergymen needed years of schooling. But, as young Benjamin loved to read he had him apprenticed to his brother James, who was a printer. After helping James compose pamphlets and set type which was grueling work, 12-year-old Benjamin would sell their products in the streets.

Apprentice Printer When Benjamin was 15 his brother started The New England Courant the first "newspaper" in Boston. Though there were two papers in the city before James's Courant, they only reprinted news from abroad. James's paper carried articles, opinion pieces written by James's friends, advertisements, and news of ship schedules.

Benjamin wanted to write for the paper too, but he knew that James would never let him. After all, Benjamin was just a lowly apprentice. So Ben began writing letters at night and signing them with the name of a fictional widow, Silence Dogood. Dogood was filled with advice and very critical of the world around her, particularly concerning the issue of how women were treated. Ben would sneak the letters under the print shop door at night so no one knew who was writing the pieces. They were a smash hit, and everyone wanted to know who was the real "Silence Dogood." After 16 letters, Ben confessed that he had been writing the letters all along. While James's friends thought Ben was quite precocious and funny, James scolded his brother and was very jealous of the attention paid to him.

Save report to disk: gives you the ability to save a copy of this SA report on your local computer.

Print version – allows you to print a copy of the SA report

Direct link – allows you to email a copy of the link to this specific SA report to yourself or someone else.

X. INTERPRETING A SAFEASSIGN REPORT

From the SafeAssign Users Manual:

“Sentence matching scores are the percentage probability that two phrases have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two phrases are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two phrases are the same and a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source (whether or not it is appropriately attributed).

Overall score is an indicator of what percentage of the submitted paper matches existing sources.

This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

Scores below 15 percent: These papers typical include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.

Scores between 15 percent and 40 percent: These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.

Scores over 40 percent: There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.”

XI. REMOVE A COMPARISON SOURCE AND REPROCESS

Even if a student has properly cited materials in SafeAssign they can receive a high matching score; SafeAssign does not check for proper citation. It just checks for matching text. Or perhaps you are letting a student submit another version of their paper. Their original paper was entered into the SafeAssign database for CSU and will likely result in a high matching score.

You can remove a matching source from the SafeAssign report and then have SafeAssign reprocess the paper.

- a) In the SafeAssign report, under Suspected Sources, place a check next to one or more of the matching sources that you would like to remove from SafeAssign comparison checking.
- b) Click on the Re-processing icon
- c) SafeAssign will generate a new report without the sources you checked.



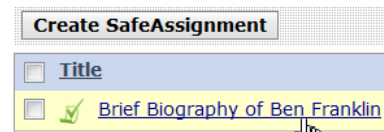
XII. GRADING A SAFEASSIGNMENT

- a. From the **Teach** tab, *click* on the **SafeAssign** link on your RamCT page. In a few seconds the SafeAssign drop box appears.



[SafeAssign Test](#)

- b. *Click* on the **SafeAssignment** you wish to grade.



- c. *Select* the student **assignment** you wish to grade and *click* on the **Grade** link for that student.

<input type="checkbox"/> Assigned to	Status	Grade	Text	Matching	SA Report	File	Submitted
	Not submitted	-		-	-		
<input type="checkbox"/> Annie Accurate_CSU	Processed	0		100%			Jun 04 2009

- d. **Grade:** Taking into account the quality of the paper and after reviewing the SA score the student received, assign them a grade. This score will also be entered for this student in the corresponding column in the RamCT grade book.
- e. **Comments:** Type any comments you would like to provide.
- f. **Feedback File:** Using Browse, you can locate and attach a graded version of the paper to return to the student.
- g. *Click Submit.*

Grade Paper

Grade:
 out of 100

Comments:

Feedback File:

XIII. RAMCT SUPPORT:

Contact your RamCT College Coordinator
http://www.help.ramct.colostate.edu/ramctsupport_faculty.aspx

Visit the <http://help.ramct.colstate.edu> website

Email support at: ramctsupport@colostate.edu