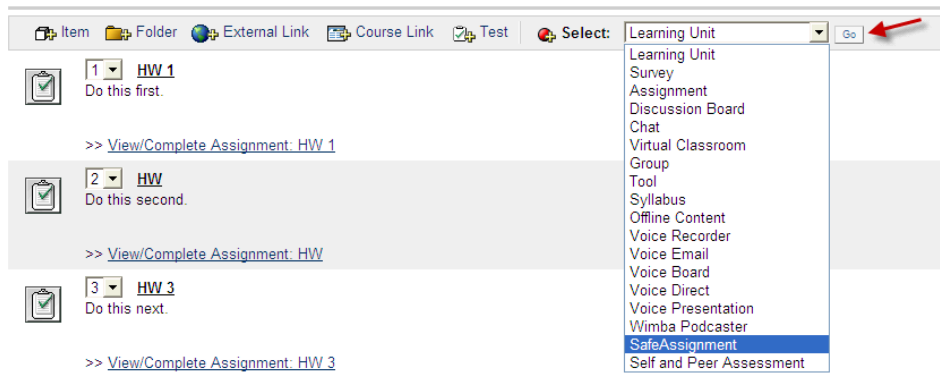




Creating a Safe Assign Assignment

In the assignment portion of the control panel, select SafeAssignment, then add as you would a regular assignment.



Features

- **Drafts:** Allows students to check their papers for possible instances of plagiarism without storing their files in the Institutional Database. (Otherwise, if students were to submit the paper again, it would have a 100% match against itself.) This can be a useful tool if you want to give your students the chance to check if they properly cited their sources.
- **Students Viewable:** Controls whether or not students can view the originality report that is generated when their papers are submitted.
- **Urgent Checking:** Sets papers to high priority in the queue. (No word on how much faster they are checked).
- **Optional Announcement:** Click "Yes" to create an announcement about the SafeAssignment. Enter a subject and message for the announcement; you can use html tags here, too.

The Student View



SafeAssignment #1

I understand that my instructor has selected to have this assignment checked against several databases for original content. Furthermore, I understand that SafeAssign will create an originality report for my instructor which shows how my paper compares against documents available on the Internet, in many print journals, as well as a database of other papers submitted by VCCS students. I understand that my paper will be added to this institutional database for comparison of future papers against my work. I also understand that if I select Upload to Global Database below, I am agreeing to have my paper stored in a Global Database of work so that future work of all students using the SafeAssign system can be compared against my work. I understand that once I grant the right for this paper to be added to the SafeAssign Global Database that I may not retract that right. Once a paper is submitted to the database it cannot be retrieved from the database. I maintain ownership of the original intellectual property created, but this document must remain a part of the SafeAssign Global Database. I understand that submitting my paper to the Global Database is completely voluntary. Please submit your paper. Remember it'll be checked!
>> [View/Complete](#)

The VCCS requires the above paragraph for every Safe Assignment. Your instructions

for the assignment come right after the paragraph, sometimes making it hard for your students to find the instructions. In the above example, “Please submit your paper. Remember it’ll be checked!” were my instructions.

On the next screen:

Global Reference Database

Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. To learn more about the Global Reference Database click [here](#).

I agree to submit my paper to the Global Reference Database

Students select the option of having their paper submitted to the SafeAssign database for use in comparing future papers from other students. Students are forced to do this.

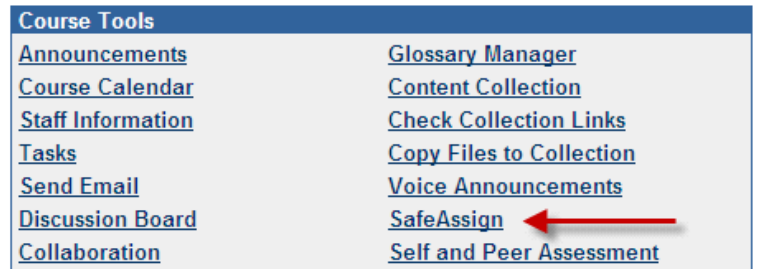
File Formats

SafeAssign currently only supports these file formats.

- Microsoft Word (.doc, .docx)
- Plain Text (.txt)
- Rich Text Format (.rtf)
- Adobe Acrobat (.pdf)
- Web Pages (.html)

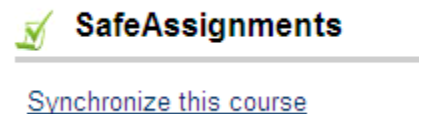
SafeAssign options

From the Control Panel:



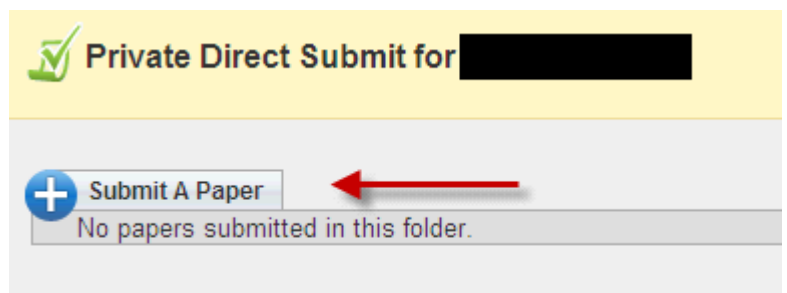
Synchronizing Your Course

Synchronize your course at the beginning of each semester, especially if it’s a course that you’re copying over from a previous semester. Occasionally throughout the semester click ‘Synchronize this course’ again.



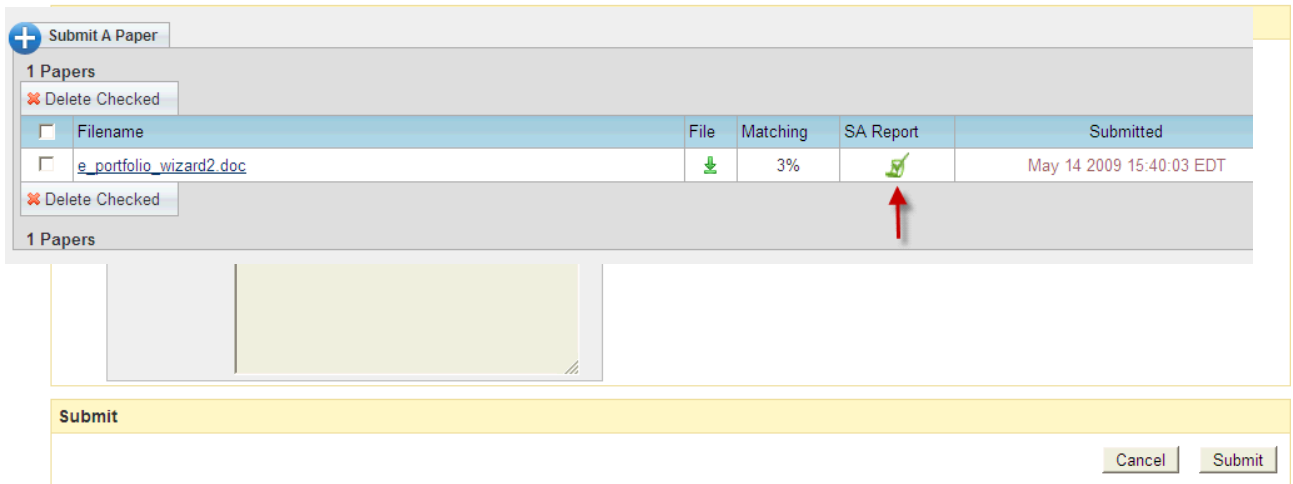
Direct Submit

Direct Submit allows you to submit any paper that you have to SafeAssign to have a plagiarism check performed.



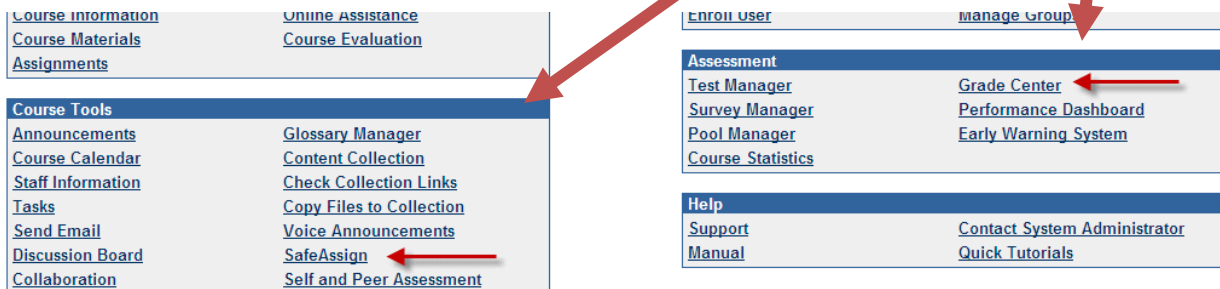
Choose the file you wish to submit, or copy/paste the text from the paper. Then choose 'Submit'.

Afterwards you will be able to check the report for the paper.








Viewing Students' Reports

You can view the students' reports through either the SafeAssign **OR** the Grade Center in the Control Panel.



If you choose SafeAssign click on 'View' for the assignment that you want to view and then click on the report link for the particular student you want to view.

 **SafeAssignment #1**
 I understand that my instructor has s
 instructor which shows how my pape
 my paper will be added to this institu
 stored in a Global Database of work
 the SafeAssign Global Database tha
 created, but this document must ren
 Please submit your paper. Remembe
 >> [View](#) 

Text	File	Matching	SA Report
-	-	-	-
-	-	-	-
		1%	
-	-	-	-

If you choose to go through the Grade Center, first scroll to the column for the particular assignment. Then find the cell for the particular student. Bring the options down and choose 'Grade Details' and then finally choose 'View Attempt'. From here click the report link.

Is copying musi	SafeAssignmer
-	-
-	-
-	!
0.00	<ul style="list-style-type: none"> > Grade Details > Exempt Grade

Attempts

Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
May 14, 2009 3:51:16 PM (Needs Grading)	May 14, 2009 3:51:16 PM	!			View Attempt Modify Attempt

Grade History

Once you've opened up the report there are three sections. The first is 'Paper Information'; this area gives you the author's name, date it was submitted, and percentage that is possibly plagiarized.

Text	File	Matching	SA Report
		1%	

The second area is 'Suspected Sources', this area gives you information about possible sources of the plagiarized material. When you hover over a source it'll highlight the text from the source in the paper. If you click the magnifying glass you can keep this highlighting turned on. Finally, the third area is 'Paper Text', this area contains the text in the student's paper.

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

http://www.ksde.org/Portals/0/Assessments/KAMM_Exam_Man_09_Sect1_2_TestCoord_V3.pdf (Click icon to maintain highlighting)

Re-process the paper without the selected sources

Additional Resources:

SafeAssign Website <http://www.safeassign.com/>