

Safe Assignment: A Brief Orientation

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Safe Assignment represents the current method the university uses to check for plagiarism by employing an online database that checks a student's submitted paper against website material and student papers that have been archived. Creating and using safe assignments are quite easy as is using Blackboard, the University's online course management system.

Before proceeding with this orientation, you should have:

1. a Blackboard account
2. the classes you are teaching

These two issues are usually handled automatically by the University, but sometimes classes are changed at the last minute. If you do not have a login, Blackboard account, or the right classes listed in your Blackboard account, please email leo.schouest@ucr.edu with your name and courses you are teaching. He'll take care of it.

If you have any further questions about Safe Assignments, Blackboard, or how to integrate computers into your curriculum, please contact me at lashv@ucr.edu, and we can set up an appointment.

Creating Safe Assignments

Step 1:
Click on Control Panel

Step 2:
Click on Assignments (or whatever folder you have designated for your assignments)

Step 3:
Create a Safe Assignment: run your cursor over the menu box (by the red star), scroll down, select SafeAssignment. You must press the Go button.

Step 4:
Set Parameters for your Safe Assignment: Give assignment name, points, availability, etc. Hit submit at the bottom of screen.

Checking Safe Assignments

Step 1:
Click on SafeAssign:
 This is the link to CHECK safe assignments, not create them.

Step 2:
Synchronize Course:
 Click on this link. Submitted papers are then checked on the database. You must tell the program to synchronize.

Step 3:
Click on any SA Report for Suspected Assignments:
 This link opens a new window with a copy of the paper with suspected parts highlighted. Note that Safe Assignment does not differentiate with quotations. Anything above 10-15% should be checked.

Student ID	Student Name	Text	File	Matching	SA Report	Submitted	
860822				28%	SA Report	Fri Jul 25 15:34:51 PDT 2008	Clear Attempt
860854				-			
860857				3%	SA Report	Mon Jul 28 16:04:25 PDT 2008	Clear Attempt
860852				4%	SA Report	Fri Jul 25 12:20:21 PDT 2008	Clear Attempt
860847				4%	SA Report	Tue Jul 29 10:18:29 PDT 2008	Clear Attempt
860848				4%	SA Report	Thu Jul 31 07:27:06 PDT 2008	Clear Attempt
860857				1%	SA Report	Fri Jul 25 10:36:51 PDT 2008	Clear Attempt
860854				2%	SA Report	Sat Jul 26 09:40:00 PDT 2008	Clear Attempt

Step 4:
Click on any SA Report for Suspected Assignments:
 This area shows what text was "appropriated" and where it came from. Note that you cannot input a grade for the paper here!

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.rushlimbaugh.com/home/daily/site_061207/content/01125108.guest.html
- http://blogs.cars.com/kickingtires/2006/10/plugin_hybrid.html
- <http://onenanoblog.com/2007/03/27/prius-outdoes-hummer-in-environmental-damage/>
- <http://www.hybridcars.com/forums/regarding-prius-outdoes-t1360.html>
- <http://www.insurancejournal.com/comments/7a-news/national/2008/01/15/86444.htm&c=92272>
- <http://ife.gaiam.com/gaiam/aid/7HR00139.html>

Re-process the paper without the selected sources

Grading Safe Assignments

Step 1: Click Grade Center:
If you use the gradebook on Blackboard, you can input Safe Assignment grades along with any other kind of grade—here.

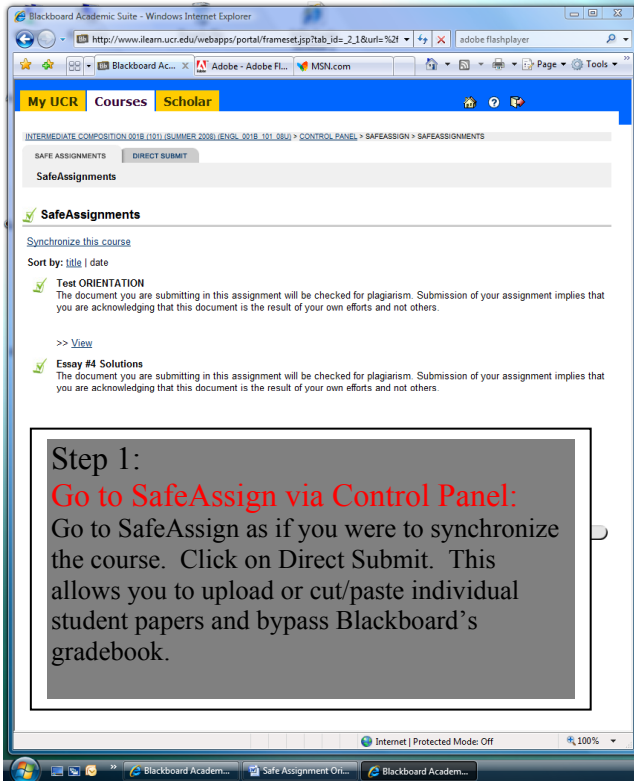
Step 2: Modify or Input Grades:
The green ! sign indicates a Safe Assignment that needs grading. You can input a grade or check for plagiarism from here as well (by individual student).

Step 3 (optional): Check Safe Assignment from Gradebook:
Give the student a grade (Override grade button) or check their assignment and make notes (View Attempt button).

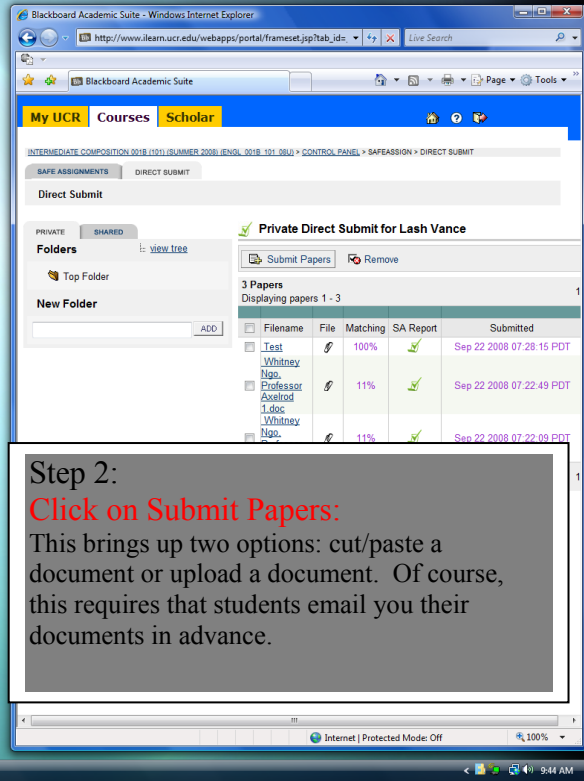
Step 4 (optional): Check Safe Assignment from Gradebook:
This screen should look familiar. It's the same type of interface to receive a SA Report on the student's paper. If you have not done so already, you can click it to see the safe-assignment report .

Direct Submit

(for those who do not use Blackboard's Gradebook)

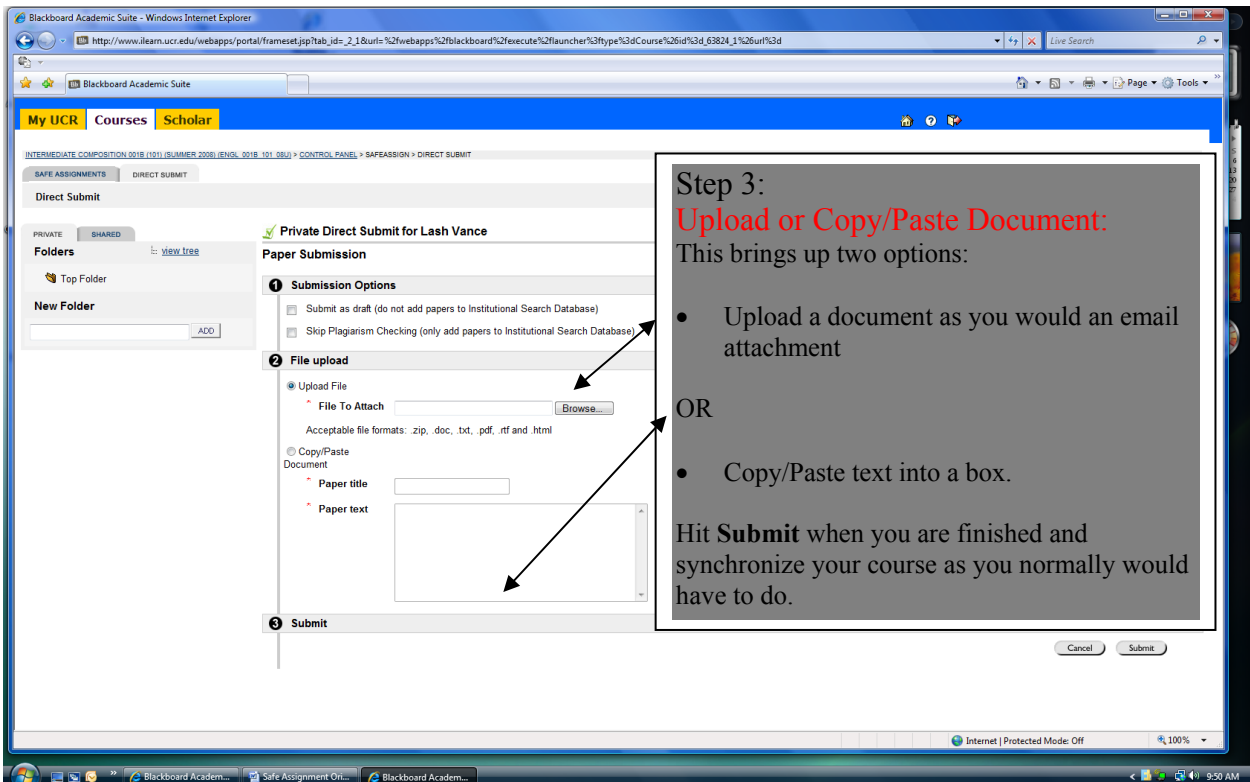


Step 1:
Go to SafeAssign via Control Panel:
 Go to SafeAssign as if you were to synchronize the course. Click on Direct Submit. This allows you to upload or cut/paste individual student papers and bypass Blackboard's gradebook.



Step 2:
Click on Submit Papers:
 This brings up two options: cut/paste a document or upload a document. Of course, this requires that students email you their documents in advance.

Filename	File	Matching	SA Report	Submitted
Test		100%	✓	Sep 22 2008 07:28:15 PDT
Whitney Ngo, Professor Avalrod 1.doc		11%	✓	Sep 22 2008 07:22:49 PDT
Whitney Ngo		11%	✓	Sep 22 2008 07:22:09 PDT

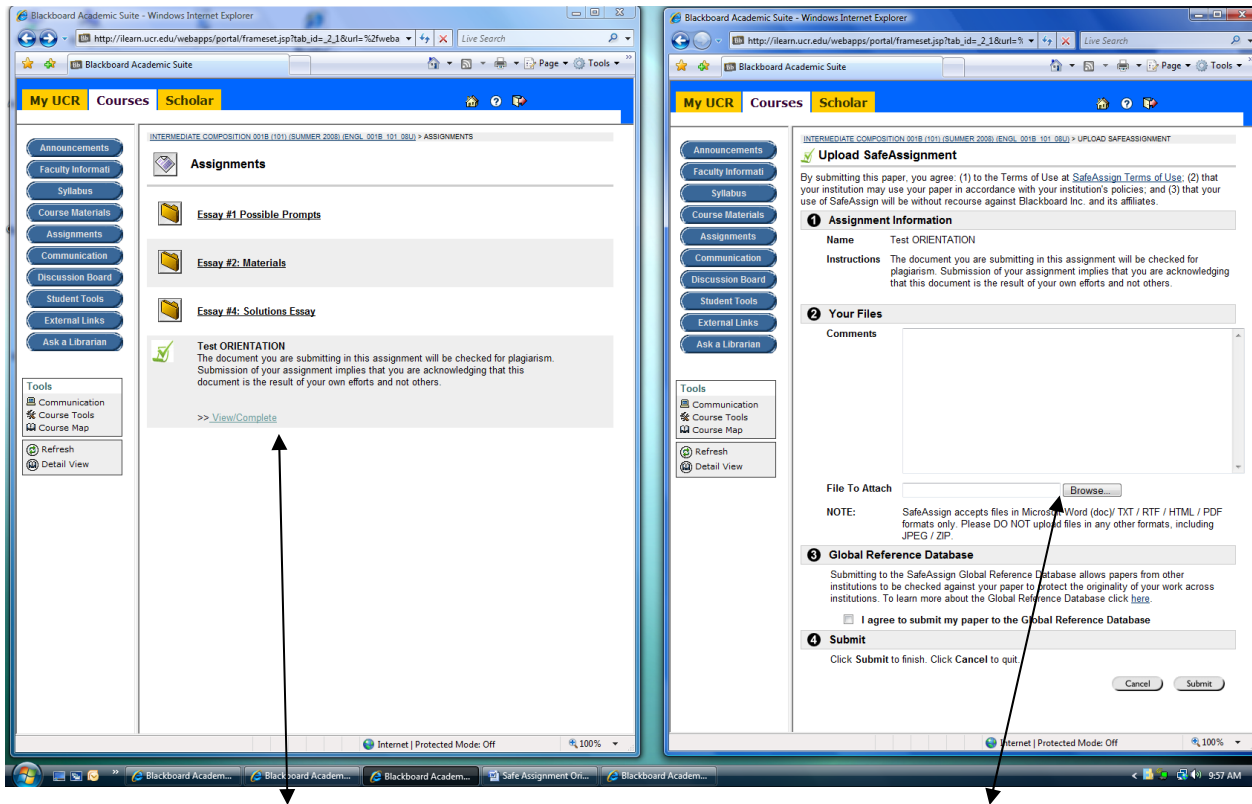


Step 3:
Upload or Copy/Paste Document:
 This brings up two options:

- Upload a document as you would an email attachment
- OR
- Copy/Paste text into a box.

Hit **Submit** when you are finished and synchronize your course as you normally would have to do.

Student View



Step 1:
Students Click on View/Complete:
Once students login to Blackboard and find the assignments page, Safe Assignments show up with a link that indicates "View/Complete." They must click on this.

Step 2:
Students Click on View/Complete:
Once students login to Blackboard and find the assignments page, Safe Assignments show up with a link that indicates "View/Complete." They must click on this and upload the file like they would an email attachment.

Some students have problems with Windows .docx files (the new Microsoft Office extension) because Safe Assignment will not accept these. They must simply save their document as .doc (i.e. save as .doc) in their Word Office program.