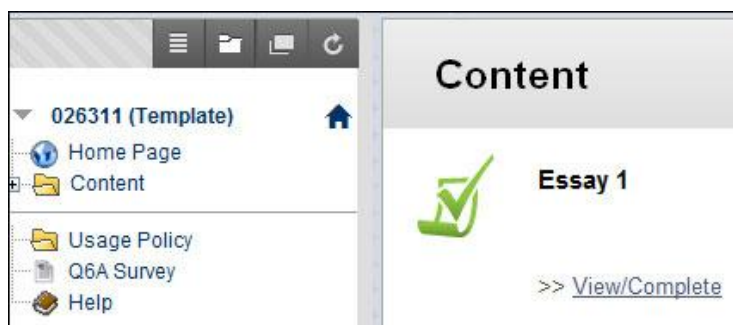


Submitting a SafeAssign Assignment

These instructions have been adapted from the official Blackboard help site at <http://bit.ly/11TDiQB>

You can only submit a SafeAssignment once. If you would like to edit, delete, or resubmit a SafeAssignment, contact your lecturer and request that they clear your first submission.

1. Select the link where the SafeAssignment is located and click View/Complete



2. On the Upload SafeAssignment page, type in a comment if you wish, and browse to select a file to attach as your submission.
3. Optionally, select the Global Reference Database check box to upload your paper to the 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.”

4. Click Submit.

Note: After you submit SafeAssignments, there is a delay between the upload and the availability of the SafeAssign report. Results are normally available within 10-15 minutes but it can take several hours during busy periods.

Viewing your SafeAssign Submissions

1. Select the link where the SafeAssignment is located and click View/Complete. Here you will find:
 - Assignment Information: This section displays the name of the SafeAssignment and its description.
 - Submitted Work: This section provides link to the following:
 1. Text: Select this option to view your paper and comments.
 2. File: Select this option to download the submission.
 3. Matching: The percentage listed is the percentage of your paper that matches other sources. Read the full report to determine if the matching is properly attributed.
 4. SA Report: Select this option to view the full SafeAssign report.
 - View Grade: This section lists the grade given by your instructor.
 - Instructor's Feedback: This section lists any feedback, and provides links to open or download any files attached by your instructor.

Interpreting a SafeAssign Report

Information source: The official Blackboard help site at <http://bit.ly/11TDjQB>

The SafeAssign Report provides detailed information about the matches found between your submitted paper and existing sources. The SafeAssign Report identifies all matching blocks of text. It is your and your lecturer's responsibility to investigate whether the matching text is properly referenced or not.

(1) Return to the View SafeAssignment page.

(2) On the View SafeAssignment page, click the green check mark link under SA Report. The SA Report provides extensive information to help you determine whether you are appropriately citing your works. This page includes:

Paper Information: This section lists data about the paper, such as the author, percent matching, and when it was submitted. This section also includes options for downloading the report, emailing the report, or viewing a printable version. The printable version is the most effective view of the report for those users that rely on assistive technologies to access Blackboard Learn.

Suspected Sources: This section lists the original sources that match sections of the submitted paper.

- To display the original work, click on the source title.
- To display the related phrase within your paper, click the magnifying glass.

Paper Text: This section shows the submitted paper. All matching blocks of text are identified and numbered. Click a phrase to display the Source Comparison Window which provides a direct comparison between your paper's phrase and the source document it matches.