

Submitting an Assignment to SafeAssign

Blackboard Learn



Online
Learning

SafeAssign is a service that instructors can add to assignments to discourage plagiarism and create opportunities to help students identify how to properly attribute sources. Before you begin the process:

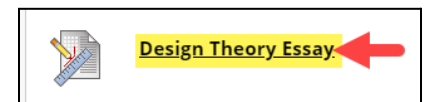


- Plan on submitting your assignment using a PC and web browser. Assignments submitted through the Blackboard app are *not* accepted by SafeAssign.
- Prepare your file in a supported format, such as .docx, .pdf, or .pptx. Links to shared Google Docs are *not* accepted by SafeAssign. If you have a Google Doc, export it to a .docx format.
- Set your browser to allow third-party cookies. This allows SafeAssign to receive a copy of your submitted document and display a preview of the document in Blackboard.

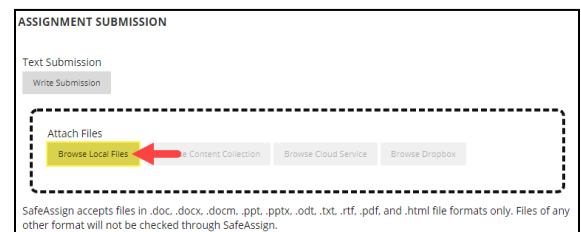
Submission Process

The submission process is similar to sending an email with an attached file. A copy of the file is automatically sent to SafeAssign for evaluation.

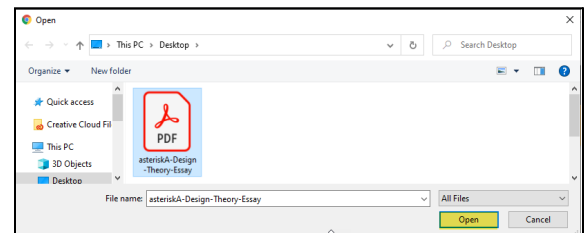
1. In the course, navigate to the location where the assignment is posted. Click the link to the assignment.



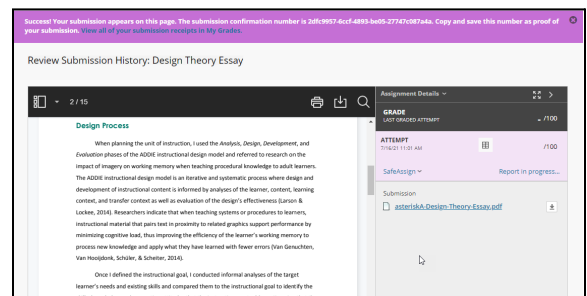
2. You will be taken to the **UPLOAD ASSIGNMENT** page. Review the assignment information. Scroll down to the **ASSIGNMENT SUBMISSION** section. Click the **BROWSE MY COMPUTER** button.



3. In the **FILE UPLOAD** dialogue box that appears, select your assignment file. Click **OPEN** to attach the file. If you are successful, you will see the selected file listed under **ATTACHED FILES**.



4. Scroll to the bottom of the page and click the **SUBMIT** button to complete the assignment. If you are successful in submitting your assignment, you will be taken to a **REVIEW SUBMISSION HISTORY** page.
5. Review your *My Grades* area in the course to verify that your assignment submission is logged in the course's Grade Center.



Viewing SafeAssign Results

A document sent to SafeAssign for evaluation will typically return results in less than 30 minutes. However, at midterm or end of the semester, processing may take up to 24 hours due to high volume of submissions.

Originality Score and Report

If the instructor permits students to view SafeAssign results, you will see a SafeAssign matching score when reviewing your submission history and grade feedback. Click on the **SafeAssign** link in the Grade panel. Then, click on the **View Originality Report** button. A marked up copy of the document's text will appear in a new window.

The image shows two screenshots from a Blackboard LMS interface. The top screenshot is titled "Review Submission History: Design Theory Essay". It displays a document titled "Design Process" on the left and a right-hand panel with "Assignment Details". In the "GRADE" section, it shows "LAST GRADED ATTEMPT" with a score of "/100". Below this, the "ATTEMPT" section shows a submission from 7/16/21 at 11:01 AM with a score of "/100". A yellow box highlights the "SafeAssign" link, which shows an "8% overall match". Below this, a "SafeAssign Submission" section lists the file "asteriskA-Design-Theory-Essay.pdf" with an 8% match. A red arrow points to a yellow "View Originality Report" button. The bottom screenshot is titled "SafeAssign Originality Report". It shows a document with highlighted text and a right-hand panel. The "Attachment 1" section shows a green checkmark and an 8% match for the file "asteriskA-Design-Theory-Essa...". Below this, the "Sources" section lists "INCLUDED SOURCES". Under "Internet (6)", it shows two sources: "1 russnash" and "6 dreilley", each with a match icon.

Review Submission History: Design Theory Essay

Assignment Details

GRADE
LAST GRADED ATTEMPT /100

ATTEMPT
7/16/21 11:01 AM /100

SafeAssign ^ 8% overall match

SafeAssign Submission

asteriskA-Design-Theory-Essay.pdf 8%

View Originality Report

Blackboard

SafeAssign Originality Report

* Example Course 2 • Design Theory Essay • Submitted on Fri, Jul 16, 2021, 11:01 AM

View Originality Report - Old Design

View Report Summary

Attachment 1
asteriskA-Design-Theory-Essa... 8%

Sources

INCLUDED SOURCES

Internet (6) 6%

1 russnash

6 dreilley

Score Meanings

- **< 15%:** Paper may contain common phrases matching other sources.
- **Between 15-40%:** Paper may use quoted material too much. Revision is recommended.
- **> 40%:** Paper contains a substantial amount of text matching other sources. Revision is recommended.