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Using SafeAssign in the Connecticut Community College System

SafeAssign is a software tool that is incorporated into the Blackboard Vista course management system. SafeAssign is used to identify possible instances of student plagiarism in submitted papers. This documentation provides instructors in our system with information about how the tool is used by both instructors and students, and (very importantly!) explains the reasons for some *specific constraints on how it should be used by faculty within the Connecticut Community Colleges*. Please read and follow the instructions in this document carefully.

Contents

About SafeAssign

Note: Some information in this section is from the *Blackboard SafeAssign PowerLinks Instructor Manual* (© 2007, Blackboard, Inc.).

SafeAssign Overview

SafeAssign compares submitted student papers against a set of academic papers to identify areas of overlap between the submitted assignment and existing works, and then generates an "originality report" which provides details about any matches found. SafeAssign can be used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrasing or (in some cases) using the exact words of another author without correct attribution. SafeAssign is effective as both a deterrent and an educational tool.

SafeAssign provides instructors with two alternative tools that allow them to submit student papers into the system for plagiarism checking:

- **SafeAssignments**, which enables students to submit their papers *directly* into the SafeAssign system to be checked for originality. *There is integration between SafeAssignments and Blackboard Vista's Grade Book.*

- **Direct Submit,** with which instructors can submit student papers (one at a time, or in bulk) in order to check for originality, without students doing the submissions using a SafeAssignment. *There is NO integration between SafeAssign Direct Submit and Blackboard Vista's Grade Book.*

How SafeAssign Works

Plagiarism is the use, or use without proper citation, of someone else's published work or unpublished material, either printed or electronic. It is not unusual for students to plagiarize inadvertently if they fail to distinguish between their own ideas and those of others, or simply fail to properly cite another person's work. ***It is important for both faculty and students to understand that a SafeAssign originality report does not distinguish between purposeful and accidental plagiarism.***

SafeAssign uses a unique text matching algorithm capable of detecting both exact and inexact matches in text between a submitted paper and source material in several different databases. SafeAssignments and papers submitted via Direct Submit will be compared against the following database sources:

- **Internet** – A 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 (exclusive access);

- **Global Reference Database** - Contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism. Blackboard's Global Reference Database is a separate database where students voluntarily donate copies of their papers to help prevent plagiarism. It is separate from each institution's internal "institutional database", where all papers are stored by each corresponding institution. Students who submit papers to the Global Reference database do so voluntarily and agree not to remove papers 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.

- o Note: Because faculty in the Connecticut Community Colleges are being instructed to create SafeAssignments so that submissions are in "draft" mode only, students in our system will not be given the option of submitting their papers into the Global Reference Database. However, Connecticut Community College student papers will be compared against those submitted from students at other institutions that are in SafeAssign's Global Reference Database.

Important Note:

At most institutions that use SafeAssign, student papers would also be checked against what is referred to as an **"Institutional Database"**, which is a document archive containing all papers submitted to SafeAssign by users in within a specific institution. **However, this document instructs faculty in how to use SafeAssign in such a way that student papers in the Connecticut Community Colleges will NOT be submitted into our system's institutional database, so this particular archive will not be relevant to our system.** For more information, please refer to the appendix entitled *Constraints on the Use of SafeAssign in the Connecticut Community College System.*

Telling Your Students about SafeAssign

Can Students "Opt Out" of Using SafeAssign?

No. Instructors have a legitimate academic interest in ensuring that their students have not--knowingly or unknowingly--plagiarized the work of others. Therefore, faculty may choose to require students to submit their papers in electronic form so they may be checked for possible plagiarism through SafeAssign or other plagiarism-checking tools or methods. Students may not "opt out" of having their papers checked for plagiarism with SafeAssign.

The SafeAssign Release Statement

Every SafeAssignment includes text that informs students that their paper will be compared to other sources through SafeAssign. The specific text of the Release Statement is entered by the Blackboard System Administrator at the System Office. This release statement can be seen by instructors if they view their SafeAssignments in the Student View tab.

SafeAssign "How-To" Documentation for Students

Faculty in the Connecticut Community College system who wish to use SafeAssign must provide their students with information about the tool, and provide them with information about how to use SafeAssign. **Information for students on how to use SafeAssign can be found at http://www.commnet.edu/academics/blackboard/student/index.asp**

SafeAssign Information for Your Syllabus

The text shown below may be copied and modified by any faculty member. We recommend that you include it in your course Syllabus, in a section on academic integrity that also tells students where to find their college's local policies on academic integrity and plagiarism, information about what plagiarism is and how to correctly attribute and cite the work of others. One excellent online resource to which faculty can direct their students is http://www.plagiarism.org/.

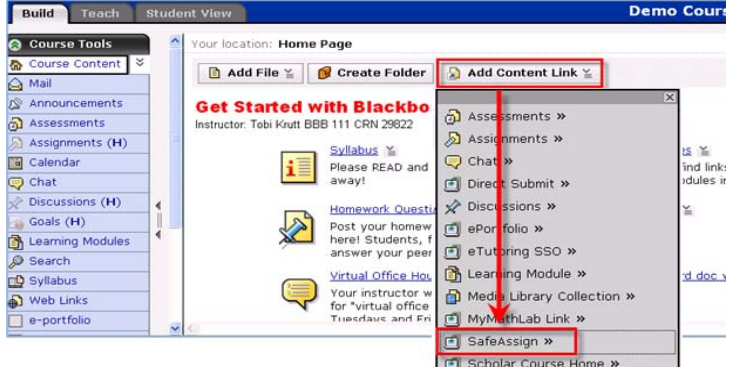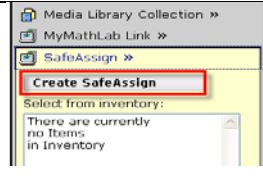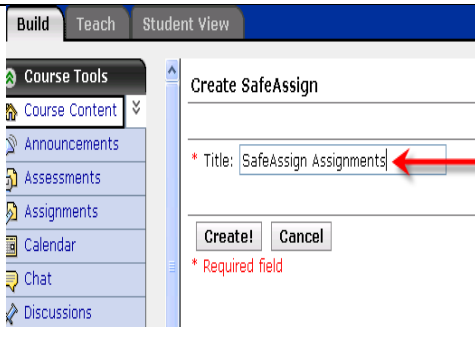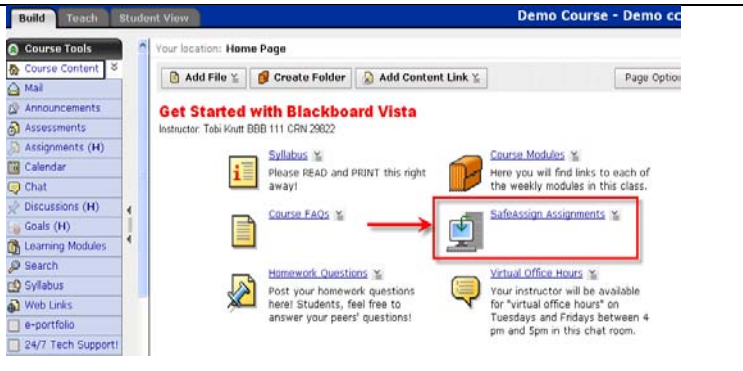**Recommended text to include in your Syllabus:**

This course may require students to use the **SafeAssign** plagiarism-checking tool that is built into Blackboard. This tool can help both instructors and students to ensure that -- intentionally or inadvertently—students have not plagiarized the original work of others.

SafeAssign works by having students (or instructors) submit papers in electronic form (i.e. as a file in formats available from any word-processing or text-editing program, such as .doc, .txt, or .rtf). SafeAssign then checks the text in the paper for matches against sources in several different databases, and produces an "originality report" for each submitted paper. Depending upon how your instructor has decided to use SafeAssign in this course, students may or may not be given the opportunity to review the originality reports for their own papers. The instructor can review the originality report generated for each student's paper to determine if any text that is shown to match with some other original source has been correctly cited in the paper. Your instructor will provide you with specific instructions on how you will use SafeAssign to submit papers in this course.

Blackboard's privacy policies affirm that intellectual property rights reside with the student who authors the paper, and that Blackboard does not claim any ownership rights on the content submitted to SafeAssign.

As a general rule, students should not include personally identifying information (i.e., name, address, telephone) in the body of their paper, to ensure that this information is not inadvertently disclosed.

Creating a Link to the SafeAssign Tool on your Home Page

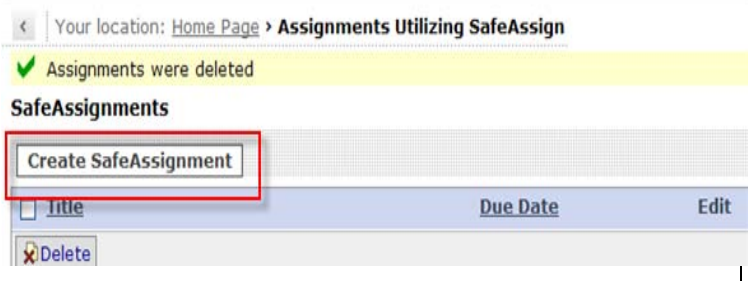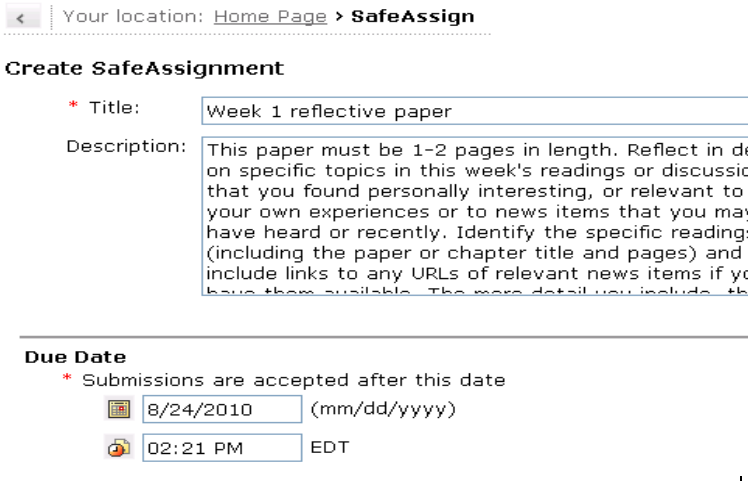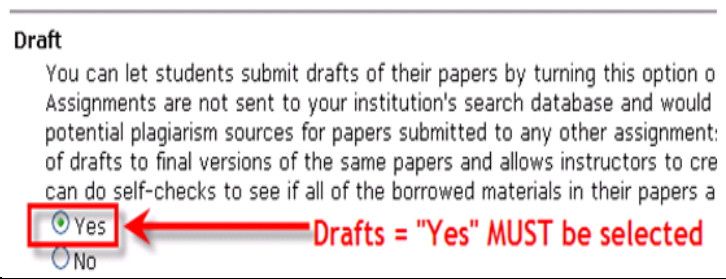|	
To begin the process, we'll first create a SafeAssign icon on our home page. **Students will click on this icon in order to find ALL of your SafeAssignments, and to submit them.** From the **Build tab** on the course home page select **Add Content Link.** From the list of items select **SafeAssign**.	
Select **Create SafeAssign**.	
Give the new SafeAssign icon a name-- we strongly recommend naming the icon "SafeAssign Assignments". Select **Create!** This will be the name of the icon that shows on the home page.	NOTE: This link is NOT a link to a specific assignment; it is the link that students will click to access ALL SafeAssign Assignments. We STRONGLY recommend that you name this link using the text shown here.
The new link will now appear on your home page. Students will click this link to access ALL SafeAssignments that you create in the steps which follow.	
You have now successfully added a link that will enable your students to access all of your SafeAssignments.	This single SafeAssign tool link will enable your students to access multiple SafeAssignments. The next section of the document will show you how to create individual SafeAssignments.

Creating a SafeAssignment

- **Once the SafeAssign tool link has been added to your course Home Page, you are ready to create your SafeAssignments.** You will create separate assignments for each paper/project you want your students to submit in your course which you would like to have checked for originality.
- **As explained earlier in this document, instructors in the Connecticut Community College system should only create SafeAssignments in a way that permits students to submit "Draft" (not "Final") versions of papers.** Ensuring that papers are submitted in "draft mode" prevents student papers from being added to our system's "institutional database", which could enable faculty to view *Personally Identifiable Information (PII)* from a student who is enrolled at a CT Community College *other* than the one where their course is being taught.

Acceptable File Formats for SafeAssignment Student Submissions

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

From the **Teach** tab select the SafeAssign icon from the course home page.	
Click the **Create SafeAssignment** button. **Note:** *If you clicked the icon from the Build tab instead of the Teach tab, you'll see the error message at right.*	

Select **Create SafeAssignment.** Note: You cannot convert existing Assignments created with Blackboard Vista's Assignment tool into SafeAssignments. They need to be developed from the beginning using SafeAssign.	Your location: Home Page › **Assignments Utilizing SafeAssign** ✔ Assignments were deleted **SafeAssignments** **Create SafeAssignment** ☐ **Title** **Due Date** **Edit** ✗ Delete

Give the SafeAssignment a meaningful **Title.** (Note: We strongly recommend that you develop a *consistent naming convention* for your SafeAssignments.)
 	
Enter a detailed **Description**, with clearly written instructions for the students.
 	
Select a **Due Date** and **Time**.
	Your location: Home Page › **SafeAssign**
	
	Create SafeAssignment
	
	* Title: Week 1 reflective paper
	
	Description: This paper must be 1-2 pages in length. Reflect in de on specific topics in this week's readings or discussio that you found personally interesting, or relevant to your own experiences or to news items that you may have heard or recently. Identify the specific readings (including the paper or chapter title and pages) and include links to any URLs of relevant news items if yo have them available. The more detail you include, the
	
	Due Date
	  * Submissions are accepted after this date
	  📅 8/24/2010 (mm/dd/yyyy)
	  🕐 02:21 PM EDT

Instructors in the Connecticut Community College system <u>must</u> select ⊙ Yes **for the option that has students submit "Draft" version of their papers.**	**Draft** You can let students submit drafts of their papers by turning this option o Assignments are not sent to your institution's search database and would potential plagiarism sources for papers submitted to any other assignment of drafts to final versions of the same papers and allows instructors to cre can do self-checks to see if all of the borrowed materials in their papers a ⊙ Yes ← **Drafts = "Yes" MUST be selected** ○ No *As explained earlier in this document, using the "Draft" option prevents CT Community College student papers from populating our system's "institutional database."*
About "Draft" SafeAssignments	**Draft SafeAssignments** only allow a student to submit once (same as "Final" papers). SafeAssignments submitted as Drafts are checked against the same comparison resources as final papers. The only differences between the Draft and Final SafeAssignments are: • Draft SafeAssignments are not added to the institutional database. • Draft SafeAssignment submissions do not present students with the option to contribute their paper to SafeAssgin's Global Reference Database.
But what if an instructor wants students to submit a draft AND a final version of their paper?	It should be noted that students will be unaware of whether a SafeAssignment has been created as either a "draft" or "final" mode, so instructors can name the assignment whatever they wish. In other words, just because a paper will be submitted in "draft" mode doesn't mean that an instructor can't treat the

T. Krutt, R. DeWitt,– last rev. 11/3/10   8

	submission as if it is a "final" paper.
	Instructors can, if they wish, create *two* versions of a SafeAssignment and name one "draft" and one "final". That way the student can submit two different versions of their paper. However, when setting up the assignments, the instructor should select "Yes" as the for "draft" mode submissions for both assignments.
Select whether you want the SafeAssign originality report for this assignment to be **viewable to the student** who is submitting the assignment.	**Student viewable** Click Yes to let students view SafeAssignment reports on their papers sub will not let students see reports or papers of other students anyway. ⦿ Yes ← It is up to each instructor whether they want their ○ No students to be able to view the Originality Report.
Select whether you want the paper to be **urgently checked** or not. (This just speeds up the checking process.)	**Urgent checking** Specify if the papers submitted to the Assignment should be processed urgently or not. ○ Yes ⦿ No
Finally, select whether you want the SafeAssignment to be **gradable**. Making the assignment gradable will automatically create a column in Grade Book.	**Grading** ⦿ Numeric grade: Out of 25 ○ Alphanumeric grade (*Hint: As shown above, use a "Numeric" grade if you're planning on referencing the related grade column in a Grade Book formula.*)
Click the **Save** button.	Save Cancel
You will see a confirmation that a new assignment has been created.	‹ Your location: Home Page › SafeAssign ✔ A new assignment was created **SafeAssignments** Create SafeAssignment ☐ Title Due Date Edit ☐ ✓ Week 1 reflective paper Tue, Aug 24 2010, 2:43 PM ✎ Delete

The Instructor View: Reviewing Originality Reports and Grading SafeAssignments

Once a paper has been processed, an *originality report* is returned for each submitted paper, which details the percentage of the paper that matches existing sources. The report also shows the suspected sources of each section of the submitted paper that returns a match. Instructors can remove matching sources from the report (for example, matches that were correctly cited in the paper) and re-process it again. This can be useful if the paper is a continuation of a previously submitted work by the same student. Mousing over the text that's highlighted in the originality report, or clicking on it, will display the matching text from the *original* source (which may be in a SafeAssign database or on the Internet.)

Each paper submitted to SafeAssign has its own unique ID. On the originality report, 0% is no matches and 100% indicates that the whole paper is a match. **Remember, SafeAssign identifies *all* matching blocks of text, so instructors must look at the details of the text that was found to be matching, and check the original paper's citations and attributions.**
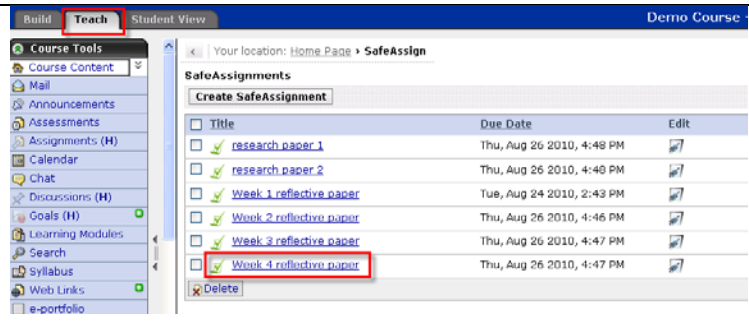
Interpreting SafeAssign Scores

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 typically 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.
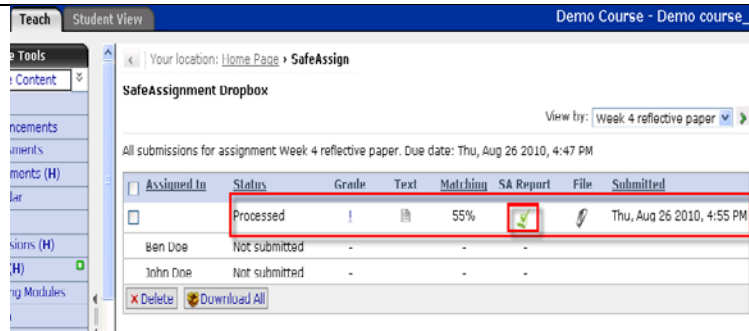
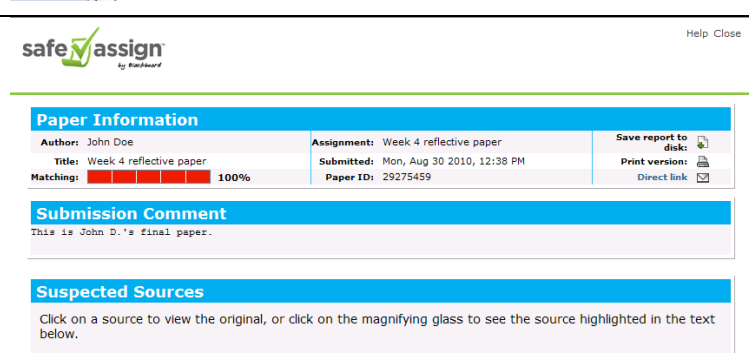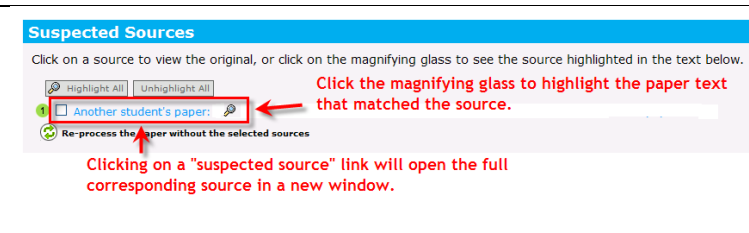|	
From the **Teach Tab**, click the SafeAssign link icon on the Home Page. You will see the list of SafeAssignments that have been created. Click the SafeAssignment you want to review for submissions and resulting reports.	
You will see the submission status of the assignment for each student. If an assignment has been submitted and processed, it will show up as shown on the boxed line at right. Click the **green check mark** to view the originality report for that student's paper.	
The originality report for that submitted paper displays.	
Clicking on each individual suspected source link will open the full corresponding source paper in a new window, or click the magnifying glass to see just the text that matched the source.	
The numbers shown in the **"Suspected Sources"** section match the numbers shown below in the **"Paper Text"** section. *Highlighted text indicates the portions of the submitted paper that match the source.*	
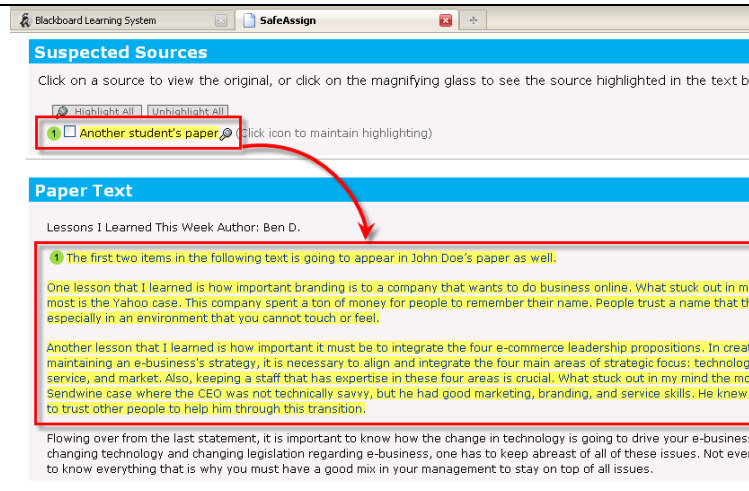
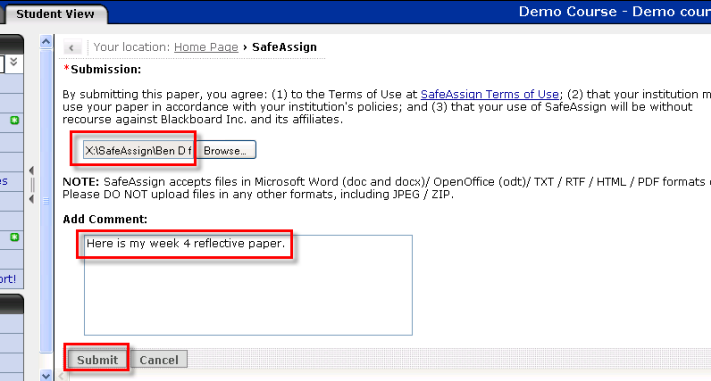|	
Click on any matching sentence in the paper and you can view a "source comparison" window that will display the URL of the matching source document, the percentage of similarity, as well as a direct comparison with the text within that sentence in the submitted paper.	**Paper Text** ⓘ Lessons Learned from the Readings Author: John D. The first two items in the following text are from Ben Doe's paper: One lesson that I learned is how important branding is to a company that wants to do business online. What stuck out in my mind the most is the Yahoo case. This company spent a ton of money for people to remember their name. People trust a name that they recognize, especially in an environment that you cannot touch or feel. Another lesson that I learned is how important it must be to integrate the four e-commerce leadership propositions. In URL: /view-paper-display.do?paperId=26883692 Matching:100% Uploaded Manuscript: Another lesson that I learned is how important it must be to integrate the four e-commerce leadership propositions Internet Source: Another lesson that I learned is how important it must be to integrate the four e-commerce leadership propositions It's important to understand the tax laws that apply to sales via the Internet; the laws very significantly from state to state.
If an instructor determines that a suspected source has been properly cited in the paper, the checkbox in front of the source can be clicked and the the paper can be re-processed without that source.	**Suspected Sources** Click on a source to view the original, or click on the magn below. 🔍 Highlight All Unhighlight All 1 ☑ Another student's paper: 🔄 Re-process the paper without the selected sources
By returning to the SafeAssignment dropbox the instructor will be able to grade the assignment by clicking the hyperlink that looks like an exclamation point under the grade column.	**SafeAssignment Dropbox** View by: Week 4 reflective paper ⯈ All submissions for assignment Week 4 reflective paper. Due date: Thu, Aug 26 2010, 4:47 PM | ☐ Assigned to	Status	Grade	Text	Matching	SA Report	File	Submitted
☐	Processed	1	📄	55%	✓	📎	Thu, Aug 26 2010, 4:55 PM
Ben Doe	Not submitted	-		-		-	
John Doe	Not submitted	-		-		-		 ✕ Delete 📥 Download All
After reviewing the originality report, the instructor can then grade the assignment, add a comment (if desired), and also attach a feedback file. Typically, the feedback file would be the student's paper with the instructor's comments added into it.	Build **Teach** Student View 📂 Course Tools 🏠 Course Content ✉ Mail 📢 Announcements 📋 Assessments 📝 Assignments (H) 📅 Calendar 💬 Chat ✏ Discussions (H) 🎯 Goals (H) 📚 Learning Modules 🔍 Search 📖 Syllabus 🔗 Web Links ☐ e-portfolio ◁ Your location: Home Page › SafeAssign **Grade Paper** Grade: 22 out of 25 Comments: Nice work! Feedback File: X:\SafeAssign\Ben D f Browse… Submit Cancel
The instructor will then see the assigned grade displayed for that student's SafeAssignment submission. The grade will also appear in the column for the SafeAssignment in the instructor's Grade Book.	◁ Your location: Home Page › SafeAssign ✓ Grade was modified **SafeAssignment Dropbox** View by: Week 4 reflective paper ⯈ All submissions for assignment Week 4 reflective paper. Due date: Thu, Aug 26 2010, 4:47 PM | ☐ Assigned to	Status	Grade	Text	Matching	SA Report	File	Submitted
☐	Processed	22	📄	55%	✓	📎	Thu, Aug 26 2010, 4:55 PM
Ben Doe	Not submitted	-		-		-	
John Doe	Not submitted	-		-		-		 ✕ Delete 📥 Download All
Once the paper has been graded, students will see their grade displayed in the "Submitted Papers" section.	**Submitted Papers** 	Assignment	Grade	Text	Matching	SA Report	File	Submitted
Week 4 reflective paper	22	📄	100%	✓	📎	Mon, Aug 30 2010, 12:38 PM	
Students can also view their grades in SafeAssign using the **MyGrades** tool.	Week 1 reflective paper: Week 2 reflective paper: Week 3 reflective paper: Week 4 reflective paper: 22 (out of 25)
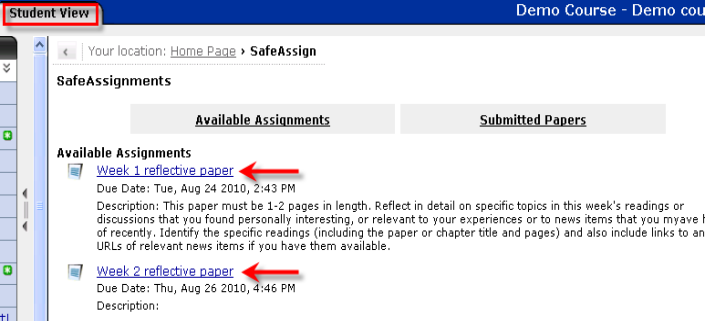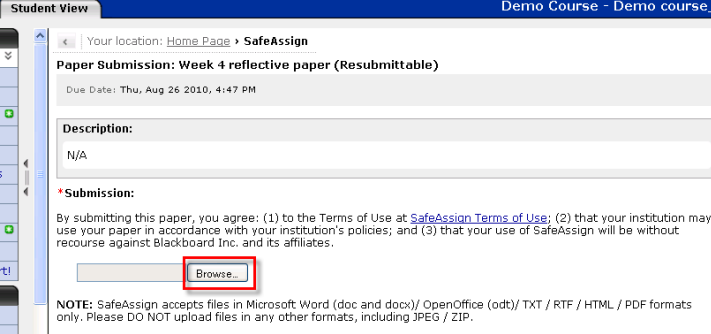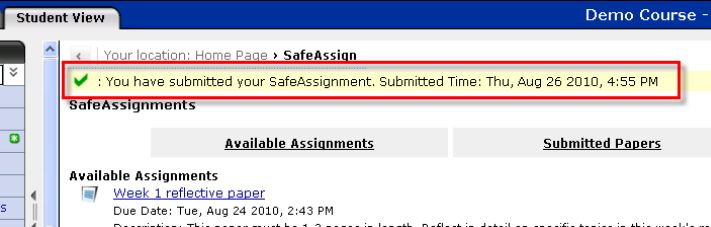
The Student View: Student Submissions of SafeAssignments

Hint: Faculty can experiment with how students will submit papers through SafeAssign, and check their grades, by working in the **Student View** tab.

How Students Submit a SafeAssignment

From the course home page, students will see the SafeAssign tool link icon that you created.	
After selecting the icon, students will see the list of assignments that you have created with SafeAssign.	
Once students select an assignment, they will be brought to a page with important information for them to review. They will be able to use the **Browse** button to find and upload the paper on their PC, which needs checked by SafeAssign.	
Once students have browsed to the location of the file to be uploaded, they have the option of entering a comment for their instructor. They can then click the **Submit** button.	
A confirmation of submission will display. The review of the document in SafeAssign usually will take a several minutes.	

Once the paper has been graded, students will see their grade displayed in the "Submitted Papers" section.	**Submitted Papers** Assignment — Grade — Text — Matching — SA Report — File — Submitted Week 4 reflective paper — 22 — 📄 — 100% — ✓ — 📎 — Mon, Aug 30 2010, 12:38 PM
The student will also see their grade in the **MyGrades** tool.	Week 1 reflective paper: Week 2 reflective paper: Week 3 reflective paper: Week 4 reflective paper: 22 (out of 25)

What Students See If the Instructor Enabled a Student View of Originality Report

Note: Students will only see an originality report for the SafeAssignment if the instructor enabled this property when the assignment was created. When the paper has been evaluated it will come back with a green check mark in the SA Report column in the "Submitted Papers" section.	**Student View** — Demo Course - Demo course_ Your location: Home Page › SafeAssign Description: Week 4 reflective paper Due Date: Thu, Aug 26 2010, 4:47 PM Description: Week 3 reflective paper Due Date: Thu, Aug 26 2010, 4:47 PM Description: research paper 1 Due Date: Thu, Aug 26 2010, 4:48 PM Description: research paper 2 Due Date: Thu, Aug 26 2010, 4:48 PM Description: **Submitted Papers** Assignment — Grade — Text — Matching — SA Report — File — Submitted Week 4 reflective paper — N/A — 📄 — 55% — ✓ — 📎 — Thu, Aug 26 2010, 4:55 PM
Clicking the green check mark will bring up the SafeAssign originality report for review. In the example at right, the student can see that there was a "matching index" of 55% of some of the text in this paper, and the suspect source is "another student's paper". (This could mean, for example, that a match was found in SafeAssign's global reference database of papers that students at other institutions have submitted for comparison purposes.)	Blackboard Learning System — SafeAssign Help Close **safe✓assign** by Blackboard **Paper Information** Author: No Name — Assignment: Week 4 reflective paper — Print version: 🖨 Title: Week 4 reflective paper — Submitted: Thu, Aug 26 2010, 4:55 PM — Direct link: ✉ Matching: 55% — Paper ID: 29240101 **Submission Comment** Here is my week 4 reflective 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 — Unhighlight All 1 ☐ Another student's paper 🔍 **Paper Text** Lessons I Learned This Week Author: Ben D. *Note that the "other student" will never be identified in the student version of the originality report.*
Clicking on a suspected source link will open the full corresponding source paper in a new window.	**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 — Unhighlight All 1 ☐ Another student's paper: 🔍 ← Click the magnifying glass to highlight the paper text that matched the source. 🔄 Re-process the paper without the selected sources Clicking on a "suspected source" link will open the full corresponding source in a new window.

The numbers shown in "Suspected Sources" match the numbers shown below in the "Paper Text" section.

Highlighted text indicates the portions of the submitted paper that match the source.

Click on any matching sentence in the paper and a "source comparison" window will display the URL of the matching source document, the percentage of similarity, as well as a direct comparison with the text within that sentence in the submitted paper.

Using Direct Submit

Direct Submit enables instructors to upload one or more submitted papers directly into SafeAssign, rather than having students submit their papers individually and directly via a SafeAssignment. **However, it is strongly recommended that instructors use SafeAssignments (which enables students to submit their own papers), rather than Direct Submit, to collect submissions whenever possible. Since SafeAssign's Direct Submit option is NOT integrated with Blackboard Vista's Grade Book, the grading process is more cumbersome.**

- Direct submit allows Instructors to submit papers one at a time or several at once—up to a maximum of 10 MB-- by including them in a .ZIP file. Note that .ZIP packages should contain no more than 100 papers and submitting more than 300 papers in a session is not recommended.
- In addition, papers with over 5000 phrases, and files that are more than 10 MB in size, cannot be submitted.
- The following file types are supported by Direct Submit:
  - Microsoft Word documents (.doc, .docx)
  - Rich Text Format (rtf)
  - Text (.txt)
  - HTML
  - ODT
  - PDF
  - Zip compressed archives (used to upload multiple files in the formats shown in this list)

From the **Build** tab, click the **Add Content Link** and then click **Direct Submit.**	Add Content Link Assessments » Assignments » Chat » Direct Submit » Discussions » ePortfolio » eTutoring SSO » Learning Module » Media Library Collection » SafeAssign » SCORM Module » Syllabus » Web Link »
Click the **Create Direct Submit** button.	Direct Submit » **Create Direct Submit** Select from inventory: There are currently no Items in Inventory
Give the Direct Submit assignment a name.	**Create Direct Submit** * Title: Test Direct Assign Create! Cancel * Required field

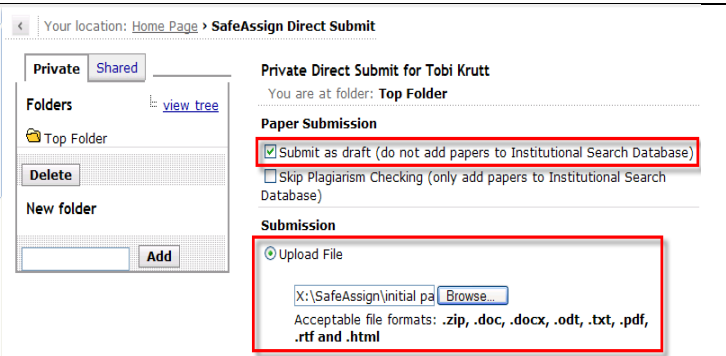|	
Go to the **Teach** tab and click on the link you created.	Your location: <u>Home Page</u> › **SafeAssign Direct Submit** **Private** | Shared **Folders** ⌐ <u>view tree</u> 📁 Top Folder **Private Direct Submit for Tobi Krutt** You are at folder: **Top Folder** **Submit papers**
Using Folders in Direct Submit Direct Submit has two tabs—"**Private**" and "**Shared**", where folders can be created. Any instructor or teaching assistant can view submissions for the course in any of the *Shared* folders. *Private* folders can also be created by individual instructors, and content in these folders are only available to that person. To ensure that papers are viewable within a specific folder, be sure to create the folder first, and then submit papers from inside the folder. Then those papers will display (as shown at right) as being "inside" that folder.	Your location: <u>Home Page</u> › **SafeAssign Direct Submit** **Private** | Shared **Folders** ⌐ <u>view tree</u> 📁 <u>up one level</u> 📁 folder 1 **Delete** **New folder** [_____] **Add** **Private Direct Submit for Tobi Krutt** You are at folder: Top Folder > folder 1 **Submit papers** ☐ Filename File Matching SA Report Submitted ☐ final ppr 1 - to glob ref db.txt 📎 - - Wed, Sep 01 2010, 3:02 PM ☐ final ppr 2 - to glob ref db.txt 📎 - - Wed, Sep 01 2010, 3:02 PM ❌ Delete
It is strongly recommended that student names as well as the assignment name is included as part of the title of uploaded files, in order to make it easy to identify and distinguish between the uploaded and submitted papers.	
<u>**To submit papers via Direct Submit:**</u> Select the type of submission you want: 1. **DO click "Submit as draft"** – we *do not* want to add papers to our system's Institutional Database. 2. **Do NOT click "Skip Plagiarism Checking" checkbox!** (We do NOT want our papers added to the Institutional Database.) 3. **Upload a file** (typically a zip file that contains more than one submitted paper) or copy and paste a document. 4. Select **Submit.**	Your location: <u>Home Page</u> › **SafeAssign Direct Submit** **Private** | Shared **Folders** ⌐ <u>view tree</u> 📁 Top Folder **Delete** **New folder** [_____] **Add** **Private Direct Submit for Tobi Krutt** You are at folder: **Top Folder** **Paper Submission** ☑ Submit as draft (do not add papers to Institutional Search Database) ☐ Skip Plagiarism Checking (only add papers to Institutional Search Database) **Submission** ⦿ Upload File X:\SafeAssign\initial pa [Browse...] Acceptable file formats: **.zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html**
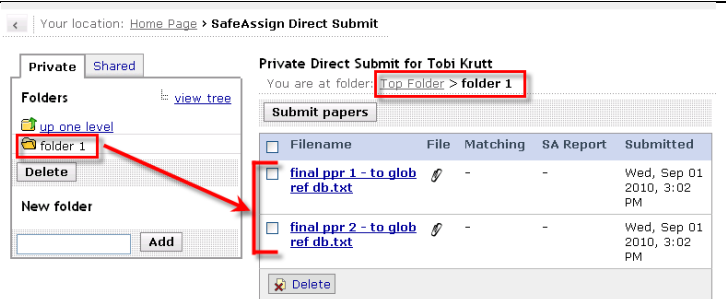
In this example, a zip file containing two separate papers (one from Ben D. and one from John D.) was uploaded. You will see a confirmation that the paper(s) were successfully uploaded. As you can see, each of the individual submitted papers that were included in the uploaded zip file are listed under the "Filename" column.	
Now the papers must actually be **Submitted** to SafeAssign for review and to generate originality reports for each paper. The instructor must click the checkboxes in front of the papers to be submitted, and then click the **Submit** button:	
When the originality reports have been processed, they will appear in the **Matching** and **SA Report** columns.	
Important notes about using Direct Submit	• **Since there is no integration between Direct Submit and Grade Book, instructors cannot grade papers submitted via Direct Submit.** Instructors would need to manually set up grade columns in Grade Book, and then enter grades for each student that way. • **Once papers have been uploaded into Direct Submit, they will continue to display unless they are deleted.** As more papers are uploaded, the list will simply get longer. This is why separate folders are recommended if more than one instructor is managing submitted papers from individual students.

Appendix A: Where to Find More Information on SafeAssign

http://www.safeassign.com/
http://wiki.safeassign.com/display/SAFE/Home

Appendix B: Constraints on the Use of SafeAssign in the CCC System

Normally, when instructors set up SafeAssignments or use the "Direct Submit" option, they can choose to have their students submit papers as "drafts" or as "final" versions. **However, because of the way that Blackboard (and thus SafeAssign, since it is built-in to Blackboard) is implemented in the Connecticut Community Colleges, faculty in our system should ONLY use the "draft" option for papers submitted to SafeAssign.**

The Connecticut Community College system is made up of twelve *separate* institutions, but we license Blackboard Vista (our learning management system, which includes SafeAssign) under a single system-wide license, and thus we have a single "institutional" SafeAssign database for all twelve colleges in our system. If we allowed students to contribute papers to our institutional database, instructors in our system could potentially see *Personally Identifiable Information (PII)* data on SafeAssign originality reports for students who are not enrolled in one of their own courses, or for students who are enrolled at a completely different Connecticut Community College, other than the one where they teach. This circumstance would be a FERPA violation.

The solution is to have faculty who use SafeAssign set up assignments in such a way that all papers (whether submitted by students or by the instructor) are submitted as "DRAFT" papers, not "FINAL" papers, because papers submitted in "draft mode" are *not* added to the institutional database. (This is because SafeAssign was designed with the intention of preventing a 100% plagiarism match of a student's "final" paper against their "draft" version.) By asking our instructors to set up SafeAssignments, or submit using Direct Submit, using "draft" mode only, we eliminate the possibility that Personally Identifiable Information data may inadvertently be made available to an instructor at a college other than the one in which a student is enrolled.

The screenshot below illustrates why faculty in the Connecticut Community Colleges are instructed to enable students submit only "Draft" papers, not "Final" papers to SafeAssign.

As you can see, the instructor's version of this SafeAssign originality report displays *the actual name (John Doe) of the student whose existing paper in the institutional database contained the text that contained a match in the submitted paper.* Keep in mind that "John Doe" may not be enrolled in the same class as the one for which the paper was assigned, and in fact John Doe *may not even be enrolled at the same Connecticut Community College* as the student who submitted the paper. Since the student could very well be enrolled at a completely different college—even

though it would still be within our system--this could constitute a FERPA violation.

Paper Information

Author: No Name		**Assignment:** Week 4 reflective paper	
Title: Week 4 reflective paper		**Submitted:** Thu, Aug 26 2010, 4:55 PM	**Print version:**
Matching: 55%		**Paper ID:** 29240181	**Direct link**

Submission Comment

Here is my week 4 reflective 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] [Unhighlight All]

1 ☐ Another student's paper: Author: John Doe; Submitted: Fri, Mar 19 2010, 4:02 PM; Filename: John D final paper.doc

↻ Re-process the paper without the selected sources

Appendix C: Intellectual Property Rights & Student Papers Submitted to SafeAssign

As long as faculty in the Connecticut Community Colleges follow the instructions in this document that explain how to set up and/or submit student papers to SafeAssign—which specifies that all student papers are submitted as "Drafts" only-- student papers from the Connecticut Community Colleges will not be stored in our institutional database, nor are they ever going to be stored in SafeAssign's Global Reference Database (since students are not given the option to contribute "Draft" papers to the Global Reference Database.)

However, even were student papers to be stored in an institutional database or in the Global Reference Databases, Blackboard's privacy policies affirm that intellectual property rights reside with the student author. As an example, see the quotes from Blackboard's websites:

- *"Blackboard does not claim any ownership rights on the content submitted to SafeAssign."* (http://wiki.safeassign.com/display/SAFE/Instructor+FAQs)
- *"You and your end-users agree that papers submitted by your end-users shall be retained by Blackboard solely for the purpose of checking against other papers submitted by your end-users. Blackboard retains no ownership in the papers."*
- *"You and your end-users agree that any of your end-users' papers that are submitted ("User Content") as part of the Services, is and remains your sole property or the property of such end-user."* http://kb.blackboard.com/display/SAFE/Terms+of+Use;jsessionid=D5E6A9344F6069308A7EB059E8C46516).