What is SafeAssign?
SafeAssign is a reporting tool which helps students and faculty identify content which may not be original in student work. SafeAssign is integrated directly into Blackboard as an assignment option. An assignment submitted as a SafeAssign assignment will be made a permanent part of Ivy Tech’s institutional collection of papers.

How do I use SafeAssign?
There are three steps to using SafeAssign:
1. Create the assignment as a SafeAssign assignment in Blackboard.
2. Students submit work to SafeAssign.
3. Student and faculty review the SafeAssign “originality report”.

How do I create an assignment with SafeAssign?
1. Log in to Blackboard.
2. Go to the Course where you want to create the assignment.
3. Navigate to the Content Area or Folder where you want to create the assignment.
4. Move the cursor over Assessments and select SafeAssignment.
5. Enter the Name of the assignment as you would like it to appear in the Gradebook.
6. Set the Due Date.
7. Enter the Points Possible.
8. Enter any Instructions for the assignment. By default the item is automatically available but you can change the Availability Dates.
9. Now you will need to decide if you want the student to submit the assignment as a draft or a final submission. A draft will not be submitted to the Ivy Tech’s Institutional Database. If it is a final submission, then it will be placed into the database if the box is left unchecked. Students will have the option to submit it to the Global Database for all SafeAssign users when submitting their final report. Both options will allow students and instructors to view the report. The report helps students determine if they have included all original content or if they may need to review their citation of various sources. Check the Draft box IF you are providing this as an opportunity for students to submit their paper as a draft. Leave the Draft box unchecked if this is a final submission.
10. Leave Urgent Checking unchecked.
11. Leave Student Viewable set to Yes. This allows the student to see their originality report. This should ALWAYS be used.
12. If you want to create an announcement, fill in the optional fields for an announcement.
13. When you’re finished with this screen, click Submit.

How do I view the Originality Report?
1. Click Grade Center.
2. Move the cursor over the SafeAssignment column with the box with the !. 📈
3. Click the drop down box. 📂
4. Click Attempt XX/XX/XX.
5. You will now see the student’s file as well as t their SafeAssign Report (SA Report). You’ll also see the Matching percentage. The Matching Percentage is a guide—not an absolute. SafeAssign highlights ALL material located from other sources, whether it is cited properly or not. In general, scores below 15% indicate no plagiarism and no unoriginal content, scores between 15 and 40 percent indicate content that is extensively quoted or potential plagiarized, and over 40% indicates a high degree of quotation or potential plagiarism.

How do I copy a course that includes SafeAssign Assignments?
1. The course should be copied or imported as normal.
2. After copying or importing, click on Course Tools and select SafeAssign.
3. Click Synchronize this course to link those assignments back to the SafeAssign server.
4. Find each SafeAssignment, click edit and submit on each one to make them available to students.

How do I help students submit assignments with SafeAssign?
The Center for Instructional & Online Technology has created a Quick Guide for Students for SafeAssign. Copies of this document can be obtained from Instructional & Online Technology.