

Blackboard: SafeAssign for Students

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In this document, you will learn:

1. What is SafeAssign?
2. How to submit an assignment
3. How to check an assignment after it's been graded

What is SafeAssign?

SafeAssign is a plagiarism detection tool in Blackboard. Students' submissions are checked against several databases of source material.

These databases include:

1. The Internet.
2. Proquest/ABI Inform, a database of articles from the '90s to today, updated weekly.
3. Institutional database, containing all papers submitted through SafeAssign by users at Stony Brook.
4. Global Reference Database, to which students can voluntarily submit their work. All submissions to this database will be included in future plagiarism checks.

The following file types can be submitted to SafeAssign:

- .doc and .docx – Microsoft Word
- .odt – OpenOffice.org Writer
- .pdf – Adobe PDF
- .txt – Plain text
- .rtf – Rich text
- .htm or .html – Web page

To submit an assignment:

1. In your course, go to the content area where the assignment is located via the **course menu**.
2. Click on the **View/Complete** link below the Assignment.



Exercise 1


NOTE: If you are using Safari, make sure it's set to **always accept cookies** before submitting your assignment. **NOTE:** Do not type your assignment into the Comments box. Attach it as a file.


>> [View/Complete](#)

3. Fill out the form to submit your assignment.
 - a. Enter any **comments** in the box provided (optional).
 - b. Click **Browse** to attach your assignment. Do not use any special characters (@, #, &, etc.) in your file name, only letters and numbers (Example: Assignment1.doc).
 - c. If you check the box next to **I agree to submit my paper to the Global Reference Database**, you are volunteering to submit your paper to this database. After your paper is submitted, it will be included in future plagiarism checks for every institution using SafeAssign. More information about the Global Reference Database may be found at <http://wiki.safeassign.com/display/SAFE/Student+FAQs>
 - d. Click **Submit**.

4. You will receive a confirmation when your assignment has been submitted. Click **OK**.

SafeAssignment successfully submitted for assignment "Exercise 1" ✕

 **Assignments**

 **Exercise 1**
 NOTE: If you are using Safari, make sure it's set to **always accept cookies** before submitting your assignment. NOTE: Do not type your assignment into the Comments box. Attach it as a file.

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>> [View/Complete](#)


5. To check if your assignment was submitted, go to **My Grades** via **Course Tools**. If there is an exclamation point (!) where your grade should be, that means the assignment has been accepted and your instructor needs to grade it.

To check your grade:

1. Click on the **Tools** link in the Course Menu.






2. Select .
3. Your grade will appear as a link. Click it to review any comments your professor may have left for you. If you see a Green Exclamation point this means that it has not been graded yet.

Item Name	Details	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments
History of Supervision	Details	Jan 18, 2013 2:31 PM			100	
Weighted Total	Details			-		
Total	Details			10.00	10	
Test 1	Details			-	0	
Exercise 1	Details	Jan 23, 2013 2:07 PM	Jan 23, 2013 2:09 PM	10.00	10	
Final Paper	Details			-	100	

4. To review your original submission, click either the **Text** or **File** icon. To view SafeAssign's report, which details all instances of potential plagiarism, click the **SA Report** icon.

Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
106536692	Pippi Longstocking			0%		Wed, Jan 23, 2013, 02:07 PM

5. To view your professor's feedback, scroll down to **Instructor's Feedback**. If they left comments for you, they'll appear in the **Comments** box. If they attached a file for you, it will appear as a link.
6. Click **OK** when finished.