

# ELITE

E-LEARNING, INNOVATION,  
AND TEACHING EXCELLENCE



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[What is SafeAssign?](#)

[How to create a SafeAssignment](#)

[Viewing the Originality Report of a SafeAssignment Submission](#)

[Uploading a Paper Using Direct Submit](#)

[Interpreting the Originality Report](#)

[To Learn More about SafeAssign](#)

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What is SafeAssign?

SafeAssign is a plagiarism detection tool that is integrated into the Blackboard learning management system.

SafeAssign uploads the submitted work to the Montgomery College SafeAssign database for comparison against other student papers, as well as academic articles and internet resources, to generate an "Originality Report" that identifies areas of potential plagiarized work or poorly cited content.

SafeAssign is a tool that can guide students to properly cite and paraphrase sources and in turn discourage academic dishonesty.

SafeAssign supports DOCX, DOC, PPT, PPTX, PDF, TXT, ODT, RTF, HTML, and HTM file types. These are document formats that can be converted to plain text. Spreadsheet files are not supported.

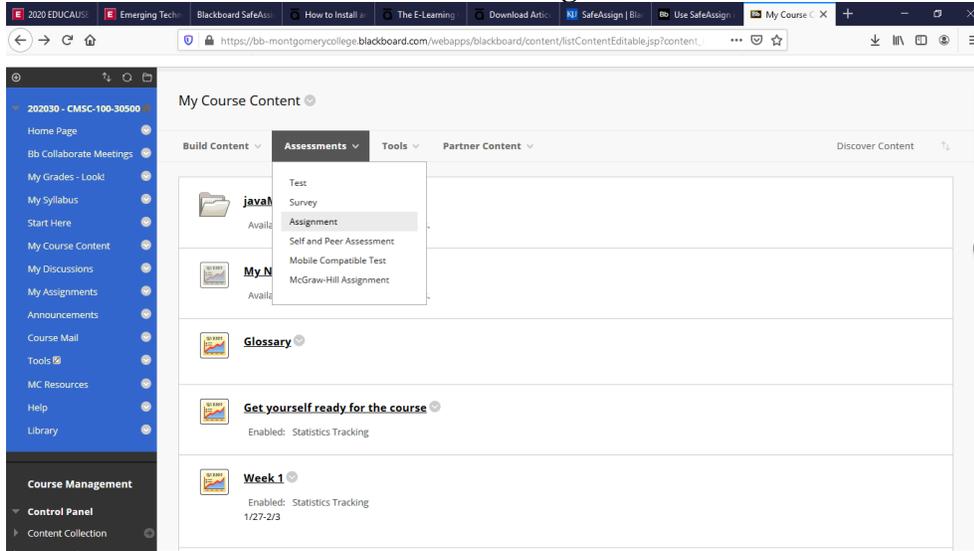
SafeAssign is an option, at the assignment level, that is turned on to automatically check student submissions.

SafeAssign offers the capability to submit individual papers to SafeAssign using the Direct Submit feature.

## Creating a SafeAssignment

1. To create a SafeAssignment, you must create a new assignment.

### Course Content > Assessments > Assignment.



2. The Create Assignment Page includes the following sections:

- a. Assignment Information
- b. Assignment Files
- c. Due Dates
- d. Grading
- e. Availability

3. From the **Grading** section, select **Submission Details**. Select the assignment type and the decide on the number of attempts allowed by a student.

- a. From the **Plagiarism Tools** check the first option: *Check submissions for plagiarism using SafeAssign*

Optionally check the second option to *Allow students to view SafeAssign originality report for their attempts*.

And check the third option *Exclude submissions from the Institutional and Global References Databases* if you plan to resubmit a final draft to SafeAssign.

A screenshot of the 'Submission Details' form in Blackboard. The form has a title 'Submission Details' and three sections: 'Assignment Type', 'Number of Attempts', and 'Plagiarism Tools'. Under 'Assignment Type', there are three radio buttons: 'Individual Submission' (selected), 'Group Submission', and 'Portfolio Submission'. Under 'Number of Attempts', there is a dropdown menu with 'Single Attempt' selected. Under 'Plagiarism Tools', there are three checkboxes: 'Check submissions for plagiarism using SafeAssign' (checked), 'Allow students to view SafeAssign originality report for their attempts' (checked), and 'Exclude submissions from the Institutional and Global References Databases' (unchecked).

4. Fill out the rest of the assignment fields as necessary and click Submit to finalize the assignment with SafeAssign.

#### Viewing the Originality Report of a SafeAssignment Submission

1. In the Grade Center, open the submission for which you want to view the Originality Report.
2. In the Assignment Details pane, click the SafeAssign link.
3. Click the View Originality Report button.

#### Uploading a Paper Using DirectSubmit

- DirectSubmit generates SafeAssign reports on papers that have not been uploaded to a SafeAssignment.
  - You can also use DirectSubmit to add papers to the institutional database.
  - You can submit a single paper or submit multiple papers in a single ZIP file.
  - DirectSubmit cannot process files that are larger than 10 MB.
  - Be advised that DirectSubmit is not integrated with the Blackboard Grade Center.
  - When possible, Blackboard advises creating SafeAssignments instead of submitting files through Direct Submit.
1. In the left-hand navigation pane of your course, scroll down to Control Panel.
  2. Click the arrow next to Course Tools to expand the menu.
  3. Click SafeAssign to launch.
  4. Click DirectSubmit in the SafeAssign panel.
    - a. A list of folders and papers may appear. This list includes papers you have already uploaded through DirectSubmit.
    - b. Blackboard recommends that files not be deleted from DirectSubmit because this will delete them from the institutional database.
  5. Create or navigate to the folder to which you want to upload the file (optional), then click Submit Paper.
  6. Select submission options:
    - a. **Submit as Draft:** Generates a SafeAssign report, but does not add the paper to the institutional database.  
Use this option if students will submit drafts of their work prior to final submission. **Skip Plagiarism Checking:** Adds the papers to the institutional database without checking for content copied from other sources.  
Use this option to upload papers from an earlier course to ensure that current students are not reusing work.
  7. Click Upload File and browse for the file. Alternatively, click Copy/Paste Document and add the document title and text in the appropriate text boxes.
  8. Click Submit.
  9. To access the Originality Report for an uploaded submission, click the icon under the SA Report column title.

## Interpreting the Originality Report

1. The “overall match” score indicates the probability that the submitted paper contains matches to existing sources. **This score is a warning indicator only.** Commonly used phrases, direct and indirect quotes, and block quotes may all result in higher match scores, even when properly cited. Conversely, SafeAssign only checks submissions against sources in the MC institutional database and selected external databases, so some instances of plagiarized text may not be flagged by the system. Instructors should carefully review the full Originality Report and the student’s submission before making a determination regarding potential plagiarism.
2. The student’s submission is displayed with matching text highlighted. Click a matching block of text to display information about the original source and the probability that the block or sentence was copied from the source. Highlight the matching text from that source within the student’s submission. Click the hyperlink for additional information about the source.
3. To exclude a source from the analysis, click Select Sources, uncheck any citations sources you want to ignore, and Resubmit to generate a new Originality Report.

### To Learn More about SafeAssign

- ✓ Visit the Blackboard Help website: <https://help.blackboard.com/Learn/Instructor>
- ✓ Attend an ELITE workshop offered online several times per semester. For information about upcoming opportunities or to request a group training session, contact Gloria Barron or go to MyMC to check the list of offerings in MC Learns.
- ✓ Contact us for immediate live support or to schedule a one-on-one consultation. We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 330B of the Mannakee Building or send an email to [Gloria.barron@montgomerycollege.edu](mailto:Gloria.barron@montgomerycollege.edu).