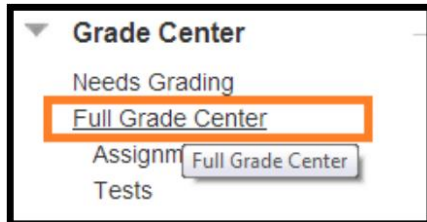# Reviewing SafeAssign Assignments in Blackboard

Step 1: Go to the Control Panel at the bottom left of the page.
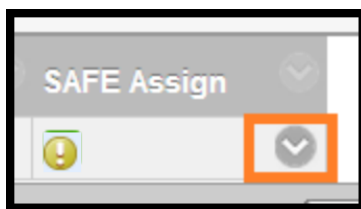
Step 2: Click on Grade Center.

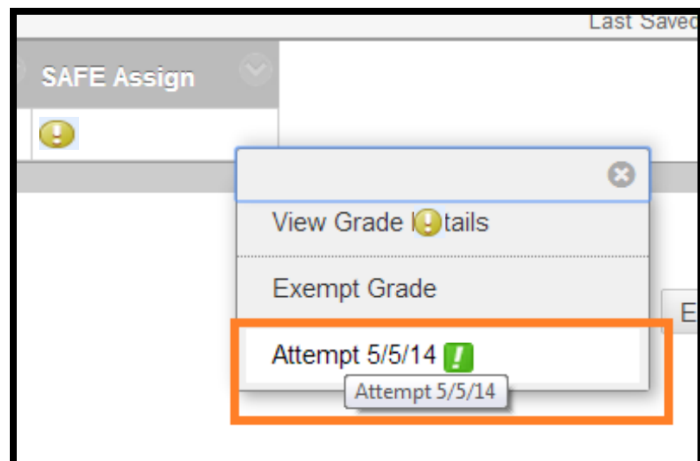Step 3: Click on Full Grade Center.

Step 4: Locate the SafeAssign Assignment column in the Grade Center (below is just an example). For each SafeAssignment your students have submitted, you will see a green exclamation mark icon.

To view the attempt, place your cursor in the table cell with the green exclamation point. When your cursor is in the cell, a gray drop down arrow will appear.

Step 5: Click on the gray drop down arrow and it will bring up a menu. Select the attempt you want to grade (in the example below, you would select "Attempt 5/5/14").
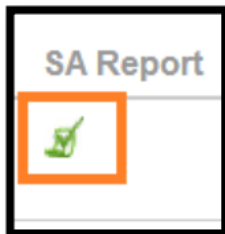
Step 6: A new screen will load where you can click on the attached file to view the student's assignment submission. Below is just an example: the first white text icon is a text-only version of the student's paper.

2. Student's Work

Student ID	Name	Text	File	Matching	SA Report	Submitted	
800-00-0070	Bb Student	📄	⬇	100%	✔	Mon, May 05, 2014, 10:50 AM	Clear Attempt

The second green arrow icon is to download the student's original file.
The third green check mark icon is the SafeAssign report.

Step 7: To view the SafeAssign Originality Report, click on the green check mark icon (a new page will open up where you can see the report. The next page will guide you on how to read that report).

SA Report

Step 8: Once you have reviewed the assignment, go back to the Blackboard screen and enter in a score. Click the blue Submit button when you are finished entering in feedback.

Interpreting the SafeAssign Originality Report

Print version is a text-only formatted version that is accessible and optimized for printing

This is an annotated example of a report provided by SafeAssign in Blackboard.

safe✓assign by Blackboard

Help   Print

Matching index shows the percentage of the paper that matched other sources

Un-highlighted text indicates original text by the student (author). Highlighted text indicates it corresponds with another source(s) which are indicated in the right side of the screen under **Citations**.

A number indicates which suspected source this text matched with the sources listed in the right side of the screen under **Citations**.

Click on the magnifying glass to remove highlighting once you checked the source

Click on each source to see the full corresponding source

Use the Re-submit button after removing a highlighted sources to get another report

Click on a particular matching sentence (or paragraph) to view the source completion window. It shows the URL of the matching source document, the percentage of similarity and a direct comparison of each sentence.

Sentence matching scores are the percentage probability that two sentences have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two sentences are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two sentences 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 typical include some quotes and few common phrases or blocks of text that match other documents. Even these papers should have further analysis, as there is still a possibility of plagiarism.

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.