

# Blackboard

## Assignments

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### SafeAssign Reporting

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#### *Viewing the Originality Report*

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the **course** that has the **SafeAssign Assignment** that needs to be graded.
4. Click on **Grade Center** on the left hand side.
5. Select **Needs Grading**.
6. Find the student whose report you'd like to view.
7. Click on the **User Attempt**.
8. On the right hand side, you'll see the **SafeAssign percentage**.
9. Click the down arrow to the right of **SafeAssign**, or click on the **percentage**.
10. Select **View Originality Report** and the report will open in a new window.
11. At the top of the page is the **report summary**.
12. Here you can see when the paper was submitted, how much of it matched the **Global Reference Database**, the original file's details, and what citations should be located within the paper.
13. **Citations** could include:
  - a. **Another student's paper** – this could be a student in your class or in the institution. These should be disregarded if the percentage matched is below 15%.
  - b. **An outside website** – many websites have the same information. Make sure to view the student's references and check both websites.
14. In the citations, you have the option to **Select Sources and Resubmit**. Do this if you think that a citation **SafeAssign** found is not relevant to the **Originality Report**. This can be done multiple times.
15. At the top right of the screen, you have the option to **Print** the report.
16. When finished, simply close out of the **Originality Report** and grade the paper in Blackboard.

#### *Interpret SafeAssign Scores*

The overall SafeAssign score indicates the probability that the submitted paper contains matches to existing sources. This score is a warning indicator only. Review papers to see if the matches are properly attributed.

#### **0% - 15% Overall Match**

These papers typically include some quotes and few common phrases or blocks of text that match other documents. Typically, these papers don't require further analysis as there is no evidence of plagiarism.

#### **15% - 40% Overall Match**

These papers include extensive quoted or paraphrased material, or they include plagiarism. Review these papers to determine if the matching text is properly referenced.

#### **40% or Higher Overall Match**

A very high probability exists that text in these papers was copied from other sources. These papers include quoted or paraphrased text in excess, and need to be reviewed for plagiarism.