Submitting SafeAssign without an Assignment

SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing work. If you do not run an assignment through SafeAssign, but are worried a student has plagiarized the assignment, you can use DirectSubmit to determine the authenticity of the work.

Using DirectSubmit with SafeAssign

1. Navigate to https://blackboard.towson.edu.

2. Login with your Towson University **Net ID** and **Password**.

3. Enter the **course** with the assignment you want to use DirectSubmit to check for plagiarism.

4. Click on the **Grade Center** on the left hand column, then **Full Grade Center**.

5. Find the **Assignment** within the grade center.

6. Select the **drop-down arrow** to the right of the assignment.

7. In the **drop-down menu**, select the option that has the **date** of when the document was submitted.

8. On the **Grade Assignment Screen**, find the **Submission** subheading within the **Assignment Details** menu.

9. Select the **drop-down arrow** to the right of the assignment submission.

10. Select **Download Original File** from the drop-down menu to download the students' submission to your computer.

11. Under **Course Management** select **Course Tools** and then select **SafeAssign**

12. Click **DirectSubmit.**

13. On the top right corner, select **Submit Paper.**

14. Select your preferred **Submission Options**.

    a. **Submit as Draft:** SafeAssign reports for this document will be generated, but the paper will not be added to the institutional database and are not used to check other papers.

    b. **Skip Plagiarism Checking:** This will add the paper to the institutional database without checking for content copied from other sources. This option is beneficial for ensuring that current students are not reusing work.

15. Beneath **File Upload**, select Choose File. Browse your computer for the student submission you downloaded.

16. Click **Submit** to run the SafeAssign report.

Viewing the SafeAssign Originality Report

17. Once the report loads (reports can take up to 10 minutes), select the **green, checked document icon** in the **SA Report** column to open the SafeAssign report, which will open in a new window.

18. At the top of the page is the **report summary**.

19. 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.

20. **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 10%.

     b. **An outside website** – many websites have the same information. Make sure to view the student's references and check both websites.

21. 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.

22. At the top right of the screen, you have the option to **Print** the report.

23. 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.