



How to Use Safe Assign

Overview

As a student, your instructor may request that you submit an assignment in Blackboard using Safe Assign. Safe Assign is a tool designed to help you know if you have properly cited papers by flagging text found in other online resources.

Step by Step

1. First you must log in to Blackboard and access your course. Here are the steps a student should use to submit a paper using Safe Assign. You may or may not need all these steps depending on your instructor setup Safe Assign.
2. The next thing you need to do is click on Safe Assign in your course. Click on the “view complete link”. At this point on the “upload Safe Assign” screen, you will see a Safe Assign agreement. You should read this before continuing.
3. To submit an assignment through Safe Assign, it is very similar to using the assignment feature within Blackboard. Click on “browse”, select the assignment you want to submit and click “open”.
 - a. You will see the path in the “file to attach” box. Click “submit” and “okay”.
 - b. Your assignment has now been submitted to Safe Assign.
4. You can view the results of your Safe Assign document by clicking on the Safe Assign icon button.
 - a. Click on the “view complete” link. You will receive a message from Blackboard, stating “you have already completed this Safe Assign document”. Click “okay” to review your results. Click “okay”.
 - b. On the Safe Assign screen, you will see in the “#2 submitted work box” that your assignment has been submitted and that it has formed a report for you.
 - c. There are a few things you can do at this stage, especially if your instructor has set up the assignment, so that you can have a draft copy of the assignment before you submit the real assignment.
 - d. On the “text” button you can review the text that you submitted. A “paper text” box will appear. You can actually download your Safe Assign copy to edit.

- e. You can also view your Safe Assign report by clicking on the Safe Assign icon.
- f. You will see a “suspected source” box.
 - i. As you can see here this document, it was 100% plagiarized.
 - ii. You can get more details on this particular assignment by highlighting and clicking on each paragraph.
 - iii. If you click on #1, it will give you specific details on what you uploaded to Safe Assign and what it found as the Internet source as the resource. As you can see here, this has been completely plagiarized.
- g. After you review this document, you can either go back to the file in Safe Assign to edit the document and fix the plagiarism or you can submit it as is.

This is a quick tutorial of how to use Safe Assign.