How to Submit Written Assignments with SafeAssign

To submit a paper to SafeAssign, please follow the steps described below:

1. Login to Blackboard and go to the corresponding course page.

2. Click on the menu button (e.g. Assignments, or Course Documents) where the assignments are located.

3. Click on the SafeAssignment you wish to submit.

4. You will then see the Upload Assignment page. The Upload Assignment page includes the following fields:

   **Name**: Displays the title of the SafeAssignment.
   **Assignment Information**: Displays the instructions and details for the SafeAssignment.
   **Assignment Submission**: Browse my computer to locate a file to upload as a SafeAssignment.
   **Add Comments**: You may enter any comments for the instructor to see regarding the SafeAssignment.

5. To attach your assignment for submission click on the Browse My Computer button.

Note: SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats.
6. Browse to the location your assignment is saved and once found, attach by clicking on the assignment and then clicking **Open**.

![](image1)

7. At the bottom of the page, click **Submit**, to submit the assignment.

![](image2)

**How to View a SafeAssign Report**

1. To access your assignment and view the **SafeAssign Originality Report**, go to the page of the course which you submitted the assignment for. Click on the **My Grades** button.

![](image3)

2. Click on the assignment which contains the **SafeAssign** report that you wish to view.

![](image4)
3. You may view the SafeAssign Originality Report and feedback from the instructor by clicking the View Originality Report button.

Note: This report takes time to process and will not be available immediately following the submission of your assignment.

4. On the SafeAssign Originality Report page you will see a table showing the plagiarism score of your paper. This score comes from comparing the submitted assignment against a set of sources to identify areas of overlap between the submitted assignment and existing works.
5. Beneath this score there is a list showing all the citations of possible plagiarism that were found in your submission. These citations will be numbered and color coated that you may then view directly in your submission.

6. In the SafeAssign Originality Report, your submission will be shown and each citation will have a more detailed explanation as to why it was found to be possible plagiarism.

Interpreting SafeAssign Originality Reports

Sentence Matching Scores
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, score of 90% means that there is 90% probability that these two sentences are the same and about 10% probability that they are similar by chance (not because of plagiarism).
Overall Matching Score

Overall matching score is basically an average of all sentence scores, weighted by a) the length of the sentence; b) the "commonness" of the sentence (calculated based on the average typical frequency of usage of the words from the sentence). This score does not have a simple statistical definition. It is just very highly correlated with a) the probability that there is some text matching other documents in the paper; b) the amount of matching text in the document. Please note that matching (highlighted) text should not be considered plagiarism by default. In general, this score should be treated as a warning indicator. We strongly recommend reviewing all reports with high Overall Matching Scores. For analysis of matching scores, the following interpretation scale should be used:

1. **Scores below 15%** — usually papers with such scores contain some quotes and few "typical" phrases that match other documents. In most cases, they do not require any further analysis, and there is no evidence of plagiarism in the report.

2. **Scores between 15% and 40%** — papers with such scores can contain plagiarism or can have just too much quoted material. We usually recommend reviewing the reports with such scores before making any judgments about the papers.

3. **Scores over 40%** — with such scores, there is almost 100% probability that the papers contains some text copied from elsewhere and even if this text is properly cited, such amount of cited material is considered excessive in most cases. Therefore, such scores give a clear warning to instructors. However, there are a few cases when such scores can be given to authentic papers; for example, when the paper was legitimately published online before it was sent for processing (instructors have just to "Delete" the source pointing to the legitimate copy), or when the same student has already submitted this paper or a similar paper to another class (it is not plagiarism but such practice is not allowed in some institutions).

To see a sample report, go to this page:
http://wiki.safeassign.com/display/SAFE/Interpret+Reports