



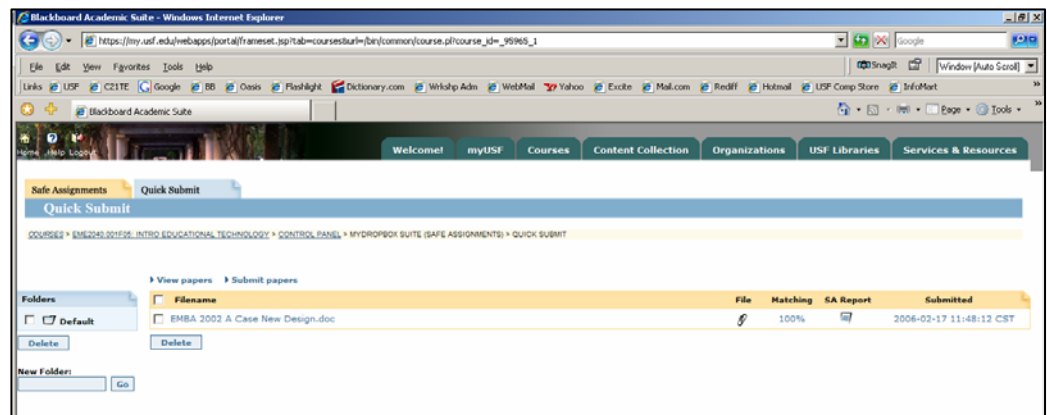
SafeAssignment is an automated plagiarism detection system designed to work in conjunction with myUSF (Blackboard). Every student paper submitted to myUSF via this tool automatically undergoes a search through the Internet and a number of internal and external document databases for signs of plagiarism.

You can scan a document in Safe Assignment by using the Quick Submit option (I) or by creating an actual Safe Assignment in your course (II).

### I. Using the Quick Submit Feature to Check Files for Plagiarism in SafeAssignment:

1. Log in to myUSF at <https://my.usf.edu> using your netID and password.
2. Click the *Courses* tab.
3. Select the *course* in which you would like to check the documents.
4. Click the *Control Panel* link.
5. In the *Course Tools* group, click the *MyDropBox Suite (SafeAssignments)* link.
6. Click the *Quick Submit* tab at the top of the page.
7. If you are using

the Internet Explorer Web browser, it may block this page from showing active content. To allow this page to be viewed, you will need to click the yellow bar that appears at the



8. Then click the *Submit Papers* link on the page.
9. On the *Submit Paper* page, you can choose to submit the paper as a draft (the paper[s] will not be added to the Institutional Search Database) or choose to skip plagiarism checking and only add the paper(s) to the Institutional Search Database. The Institutional Search Database is a repository of papers that Safe Assignment maintains that enable it to determine if content in a paper was plagiarized from an earlier (already submitted) paper.
10. Once you have made the appropriate selections, click the *Browse* button to upload your document(s).
11. You can submit files *individually* or you can use a program such as EasyZip (<http://www.thefreesite.com/easyzip111.htm>) or Windows XP (<http://support.microsoft.com/default.aspx?scid=kb;en-us;306531>) to *zip* several files up and submit them all at once. You can only submit files with the following extensions (types): .zip, .doc, .txt, .pdf, .rtf and .html.
12. You can also copy and paste a document in the text box on this page. If you decide to do this, be sure to select the *Copy/Paste Document* radio button.

13. Finally, click the *Submit* button to submit your paper(s).
14. In 60 minutes to 24 hours (depending on Safe Assignment usage at the time), you can return to this area and click on the *View Papers* link and then the icon under the *SA Report* column on the page to view the matching report from Safe Assignment.

## II: Check Files for Plagiarism in SafeAssignment by Creating a Safe Assignment

- ✦ First, create an assignment in SafeAssignment following the easy steps below.
- ✦ Then choose which of two ways you will have SafeAssignment check your student's documents:
  - You can submit your students' documents to SafeAssignment, or
  - You can have *your students* submit the documents themselves.

### A. Creating a SafeAssignment:

1. Log in to myUSF at <https://my.usf.edu> using your netID and password.
2. Click the *Courses* tab.
3. Select the *course* in which you would like to create a SafeAssignment.
4. Click the *Control Panel* link.
5. In the *Content Areas* group, select the content area (and then the folder, if applicable) in which you would like to create the SafeAssignment.
6. In the *Select* drop-down menu (right side of the *Add* row), choose the *SafeAssignment* option.
7. Click the *Go* button.
8. Fill the form on the *Add Safe Assignment* page. This form will enable you to:
  - a. Add a *Title* to your assignment
  - b. Add the *points possible*
  - c. Add a *text description* of your assignment
  - d. Choose to make the assignment *available* or *unavailable*
  - e. Select dates to *display after* and *until*
  - f. Choose to make this a *draft* assignment
  - g. Allow or prevent students from *viewing* their assignment after submitting it. If you allow students to view the assignment, they will also be able to view the SafeAssignment report on matching content in their assignment
  - h. Allow or prevent students from *resubmitting* assignments. If you allow students to resubmit assignments and view the assignment after submitting (see point g. above), they will be able to view the Safe Assignment report on matching content and then rewrite and resubmit their assignment if required.
  - i. Request *urgent checking* (you will get a SafeAssignment report in approximately 60 minutes with urgent checking)
  - j. Create an *announcement* that will show up on the announcements page when the students access your course in myUSF.
9. Click *Submit*.
10. Your assignments will now be available for students' responses and for your upload of bulk or single documents.

It is recommended that you inform students of the use of SafeAssignment in your course syllabus.

## B. Student – SafeAssignment View and Submission

1. A student would go to the new assignment in its respective content area in your course and click the *View/Complete* link below the assignment's description. They will then have the option to submit their assignment document and add some *comments*.
2. Once the student submits the assignment, they have the option to return to it later and see their *results* (if the instructor enables this option – refer step II.A.8.g.). A resubmittable assignment (refer step II.A.8.h.) will also allow the student to submit an updated document with new comments.

## C. Instructor – Adding Documents to a SafeAssignment

If you would like to submit documents yourself to a SafeAssignment for plagiarism detection,

1. Go to the *Control Panel* in your course.
2. In the *Course Tools* group, click the *MyDropBox Suite (SafeAssignments)* link.
3. Click the *Quick Submit* link below the corresponding SafeAssignment to submit files.
4. You can submit files *individually* with comments or you can use a program such as EasyZip (<http://www.thefreesite.com/easyzip111.htm>) or Windows XP (<http://support.microsoft.com/default.aspx?scid=kb;en-us;306531>) to *zip* several files up and submit them all at once.

Note that when you create an Assignment or a SafeAssignment in myUSF, a column is automatically created for that assignment in your grade book. This is a good feature if you use the grade book in myUSF. While creating the Assignment or SafeAssignment you also have the option to assign points to it (refer step II.A.8.b.) and this is then appended to your grade book.

When a student submits a paper to SafeAssignment, the content of the paper is checked against a variety of items on the Internet, electronic document databases, and documents already submitted to SafeAssignment. Material that may not be original is flagged and a matching score is calculated. SafeAssignment returns the matching score, a link/links to the original paper/papers, and a color-coded report.

The screenshot shows a web browser window titled "http://sagw.mydropbox.com - SafeAssignment Report - Microsoft Internet Explorer". The page content includes:

- Report Information:**

Author: Barros, Caicida	Assignment: Unknown	Save report to disk
File Name: 'C21TE_Gill_TheMysteryOfTheSelf-PacedCourse(C)_Case.doc'	Submitted: 08/09/05 12:31:13 CDT	Printable version
Matching: 60%	Paper ID: 101896	Send report link to:
- Matching Sources:**
  - [http://www.tltgroup.org/resources/F\\_Eval\\_Cases/Gill/SampleReport.htm](http://www.tltgroup.org/resources/F_Eval_Cases/Gill/SampleReport.htm)
  - [Author: Quick Submission; Submitted: 07/18/05 09:05:15 CDT; Filename: C21TE\_EMBA\_2002\_A\_Case.doc]
- Re-process the paper ignoring selected sources
- Manuscript Text:**

EMBA 2002 (A)  
1- 001-001  
GRANDON GILL  
The Mystery of the Self-Paced Course ( C )

It was early December 2004 and Dr. Grandon Gill, Associate Professor of Information Systems & Decision Sciences (IS&DS) at the University of South Florida, was once again poring over the final grades of ISM-3292 (see "The Mystery of the Self-Paced Course (A) & (B)" for details on the course). The distribution was substantially different from what he had seen during the summer and considerably improved, in his estimation. As shown in Exhibit 1, Fall 2004 performance exceeded that of the previous two full semesters (Spring 2004 and Fall 2003) in nearly every performance metric except enrollment. These included increased percent of passing, reduced percent of students withdrawing and percent of students getting honor (A and B) grades. These improvements were particularly significant for two reasons. First, the course curve was fixed, and virtually identical assignments were used each semester, making the grading curves directly representative of actual student performance. Second, the Fall 2004 semester had been disrupted by 4 hurricanes of which had passed directly through the Tampa Bay area.

To a great extent, Gill attributed these improvements to changes to the course protocol that he had initiated at the beginning of the semester. These changes, described below, had allowed for better assessment of student performance over the course of the semester and more rapid intervention. What remained were two further questions:

What could be done to further improve the course for the upcoming Spring 2005 semester?

Please note that the matching score is not a direct indication of plagiarized work. Sometimes, the match may simply be from a previous version of the same assignment submitted by the same student for the same class in that semester. Or the material may be documented correctly as a direct quote (in the references section of the document or as a citation). The instructor has to finally evaluate if the student has violated plagiarism guidelines.