SafeAssign™ is a plagiarism prevention service, offered by Blackboard. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and the importance of proper attribution of any borrowed content.

**Submitting a SafeAssignment**

1. Find the SafeAssignment in your course
2. Select View/Complete
3. Add any comments if needed
4. Browse for your submission by clicking on Choose File
5. Agree/Disagree to the Global Reference Database submission
   a. If this option is not seen, the instructor has set this submission as a Draft
6. Click on the Submit button

**SafeAssign for Students**

**Submitting a SafeAssignment**

1. Find the SafeAssignment in your course
2. Select View/Complete
3. Add any comments if needed
4. Browse for your submission by clicking on Choose File
5. Agree/Disagree to the Global Reference Database submission
   a. If this option is not seen, the instructor has set this submission as a Draft
6. Click on the Submit button
View SafeAssign Reports

Please follow the steps from above to access the SafeAssign Report. In the “View SafeAssign Report” page you may have the option to view the “SA Report” if your Instructor has allowed this option. Click on the SafeAssign icon to view a detailed report of your submission.

**Note:** SafeAssign may take several hours to generate the SA Report.

**Print Version** provides an optimized version for printing.

**Direct Link** provides a public URL to this report.

**Suspected Source** links to the full corresponding source.

**Magnifying glass** highlights the Paper Text material that matched to that particular source.

**Matching Index** shows the percentage of the paper that matched outer sources.

**Highlight All** color codes the sources with the submission.

**Re-process** processes the submission again and omits the selected sources.

**Paper Text** is the actual text from the submitted paper.

**Numbers** & **color coded Highlighted Text** corresponds to the respecting Suspected Sources.

**Clicking on a particular Matching Sentence** gives you detailed information concerning the source.