SAFEASSIGN

SafeAssign compares submitted assignments against a database of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign can be used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool.

CREATE A SAFEASSIGN

You can now use SafeAssign plagiarism checking for any of your assignments:

1. Once in a content area, click on **Assessments** and on the dropdown select **Assignment**

Title: Enter a title for the SafeAssignment.
Description: Enter instructions for completing the SafeAssignment.
Due Date: Enter a due date and time. Submissions are accepted after this date, but instructors will see which assignments were submitted on time and which were submitted late.
Grading: Enter the number of points possible.

2. On the Grading step expand **Submission Details**
3. Select **Check submissions for plagiarism using SafeAssign**
4. Optionally, select one or both options:
    a. Allow students to view the SafeAssign originality reports on their submissions.
    b. Exclude all student submissions for this assignment from the institutional or global reference databases. *This allows students to validate their paper without submitting it to the institutional database. Useful as an instructive tool to help students learn how to attribute papers properly. (This is considered "Draft setting", it allows for resubmissions).*
5. Complete the Create Assignment page
Availability Dates: Use these controls to set the date range when Students can interact with the SafeAssignment. It is possible to set only a Start date or only an End date.
Display of Grades: Use these settings to determine how the grade will be displayed. Show to students in "My Grades" will display the grade earned to the student.

6. Click **Submit** to save changes
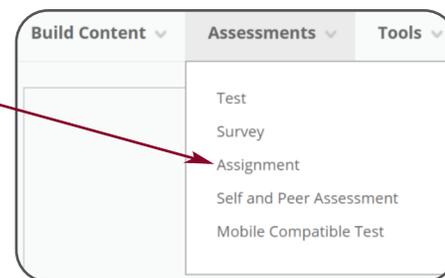
DIRECT SUBMIT

1. Click on the **Course Tools** area from the **Control Panel** and select **SafeAssign**
2. Click on **Direct Submit**
3. Click on **Submit a Paper** button   **Submit Paper**
4. Select your upload selection
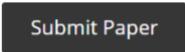
Submit as Draft: A SafeAssign report will be generated however the paper will not be added to the institutional database and will not be used to check other papers.

Skip Plagiarism Checking: Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an Instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.

5. Upload your file or Copy/Paste Document
6. Click **Submit**

Build Content ∨ | **Assessments** ∨ | **Tools** ∨
Test
Survey
Assignment
Self and Peer Assessment
Mobile Compatible Test

Course Management

▾ **Control Panel**
▸ Files
▾ **Course Tools**
Achievements
Announcements
Blogs
Cengage Learning MindLinks¿
Contacts
Content Market Tools
Course Calendar
Date Management
Discussion Board
Glossary
Goal Performance
Goals
Journals
McGraw-Hill Higher Education
Mobile Compatible Test List
Pearson's MyLab & Mastering
Qwickly Attendance
Rubrics
SafeAssign
Self and Peer Assessment
Send Email