How to: Create and Grade an Assignment Using SafeAssign

SafeAssign is a Blackboard tool used to review assignment submissions for potential plagiarism and create opportunities to help students identify how to properly attribute sources, making it effective as both a deterrent and an educational tool. SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works.

Create an Assignment

Please use the following steps in order to successfully create an Assignment using SafeAssign:

1. Go to your course link under the “My Courses” module on the My Blackboard page.
2. Once inside your course, select the content area link in which you would like to create the assignment.

3. Once inside the content area, hover over the “Assessment” tab and select “Assignment.”
4. Name the Assignment and add or attach any additional instructions.

5. Scroll down to the Grading section, and allocate the number of points possible to the right of the orange asterisks.
6. Scroll and select the blue “Submission Details” link.

7. In the drop down box, check off the first box that reads, “Check submissions for plagiarism using SafeAssign.”
8. Scroll down and select “Submit.”

9. This assignment will now appear in the designated content area of your Blackboard course.
Grade with SafeAssign

After a SafeAssign report has completed processing, instructors can access the report on the Grade Assignment page. The Grade Assignment page can be opened from the Grade Center or the Needs Grading page.

Grade using Needs Grading

1. On the left side of your course, click on the “Grade Center” link and in the drop down list select “Needs Grading.”

2. The “Grade All” page will display a list of students who have submitted the assignment. In order to view the submission, click on the link of the student’s name under “User Attempt.”
3. Once the submission appears, click on the blue SafeAssign link on the right side panel.

5. The SafeAssign Report screen will provide a report depicting the percentages and sources of plagiarism in the student’s paper.

6. In order to input a grade for the paper, input the number of points in the “attempt” section of the grading panel on the right side of the submission.
Grade using Full Grade Center

The submission can also be graded by clicking on “Full Grade Center” below “Needs Grading” from the Grade Center menu.

1. From the Full Grade Center, go to the SafeAssign column.
2. A yellow exclamation point will coincide in the row with the name of the student who has submitted the assignment.
3. Hover over and click on the grey drop down arrow next to the yellow exclamation point. Next, click on “Attempt” in the blue box that appears. This will bring you to the student’s submission.
Information and Help

The following resources are available to you on how to use SafeAssign.

Blackboard Tutorials

- How to use SafeAssign in Assignments
- How to use SafeAssign Originality Reports
- How to Grade with SafeAssign
- Use DirectSubmit to add papers to the institutional database
- Learn about Language Support in SafeAssign
- SafeAssign Faqs

The Instructional Support Center

A Computer Services Instructional Support Consultant will assist you with the use of SafeAssign. For information, help, and one-on-one assistance, please contact the Instructional Support Center.

- Main Campus: 215-204-0789
- Health Science Campus: 215-707-7702
- Ambler Campus: 267-468-8393