WHY WOULD YOU USE THIS FEATURE:
SafeAssign is text-matching software that is installed as a part of the Blackboard system. The software is designed to check paper submissions against other submitted papers, the Web, and a number of published journals, newspapers, and magazine articles (Proquest/ABI Inform).

The SafeAssign tool can be used to educate students on proper citation and attribution. Once a paper has been processed, SafeAssign provides a score in the form of a percentage. This percentage represents the “amount” of the paper that matches existing sources. Because quotes and properly referenced text may be included in this percentage, a thorough review of the paper is encouraged before taking any action. The report also provides a link to the suspected matching source. It is the responsibility of the instructor to interpret the report and determine if plagiarism has occurred.

HOW TO READ AND UNDERSTAND A SAFEASSIGN REPORT:
1. SafeAssign reports are divided into three sections: Student Information, Suspected Sources, and Paper Text.
2. The Student Information section lists the author, or student that has submitted the paper. The name of the SafeAssignment is listed. It also lists the title of the paper and when it was submitted. This section also shows the percentage of matching that has been found. You may also download the file and the report.

3. The Suspected Sources section lists the sources where matched text has been found. Click a matched block of text will provide the source of the matched text, and a percentage identifying the probability that the text was copied from that source. You have the option of clicking on the link to be directed to the original source. There is also the Highlighting option. If you click on the Highlighting option next to the source, the text that matches that source will be highlighted in the student submission that is located in the Paper Text area. By click Highlight All, you will see all matched text highlighted in the Paper Text area.

Another option is to exclude some sources and process the paper again. This may be helpful if one of the sources is a previous work from the same student. In this case, check the box next to the source you would like to exclude, and click the Re-process button. The paper will be re-processed without the checked sources. You may also print the report here.
4. The **Paper Text** section displays the Student’s Submission without identifying any suspected sources.
5. General guidelines to consider when looking at the percentage of match are as follows:

- **Scores below 15%** - These papers typically include some quotes and a few common phrases or blocks of text that match other sources. These papers shouldn’t require any further analysis, as there is little evidence of possible plagiarism.

- **Scores between 15%-40%** - These papers include extensive quoted and paraphrased material or they may include plagiarism. These papers should be reviewed by faculty to determine if the matching content is properly attributed.

- **Scores over 40%** - These papers present a high probability that the text was copied from other sources. These papers should definitely be reviewed for plagiarism.