

STUDENT TUTORIAL:
SAFEASSIGN UNDERSTANDING
A REPORT

WHY WOULD YOU USE THIS FEATURE:

This feature is designed to assess a student paper for the percentage of text that matches text from other sources. The purpose of Safe Assign is to inform students and instructors that portions of the paper have not been properly cited. Safe Assign generates an originality report that specifies the percent value a paper matches other sources. The paper is checked from four different sources: general Internet, ProQuest ABI/Inform database, Institutional database, and Global Reference Database. The Internet compares it to public documents. The ProQuest ABI/Inform database compares your paper to approximately 1100 publications from 1990 to present. The Institutional document archives compare paper to similar papers submitted at UTC. The Global Reference Database compares your paper to those donated by multiple students; these papers cannot be removed from the database. The following tutorial will demonstrate how to interpret a report from SafeAssign after it has been submitted.

HOW TO READ AND INTERPRET A SAFEASSIGN REPORT:

- 1) Access your course within **UTC Online**.
- 2) Locate and access the completed safe assignment. To view the report click on the SafeAssign symbol in the **SA Report** column.




View SafeAssignment

You have already completed this SafeAssignment. Below are your results.

Assignment Information

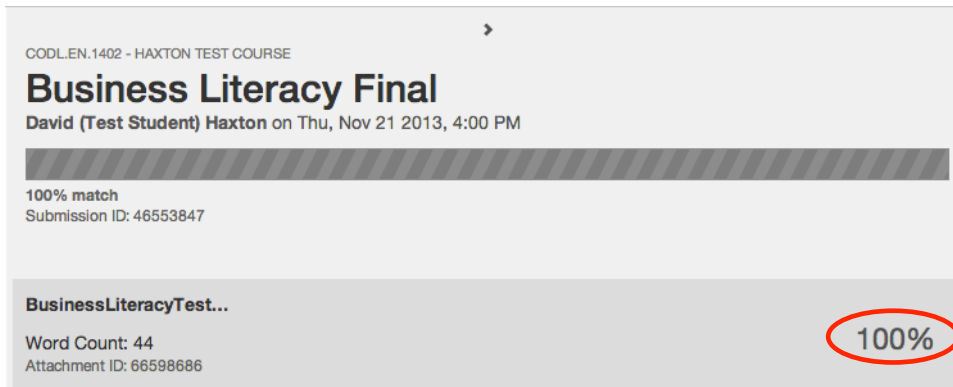
Name	Description
Business Literacy Final	Please complete your take home final and submit it through SafeAssignment.

Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
	David (Test Student) Haxton			100%		Thu, Nov 21, 2013, 04:00 PM

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- 3) SafeAssign Originality reports are divided into three sections: Paper Information, Suspected Sources, and Paper Text.
- 4) The **Paper 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 **Print** the report by selecting the print icon in the top right of the screen.



CODL.EN.1402 - HAXTON TEST COURSE

Business Literacy Final

David (Test Student) Haxton on Thu, Nov 21 2013, 4:00 PM

100% match
Submission ID: 46553847

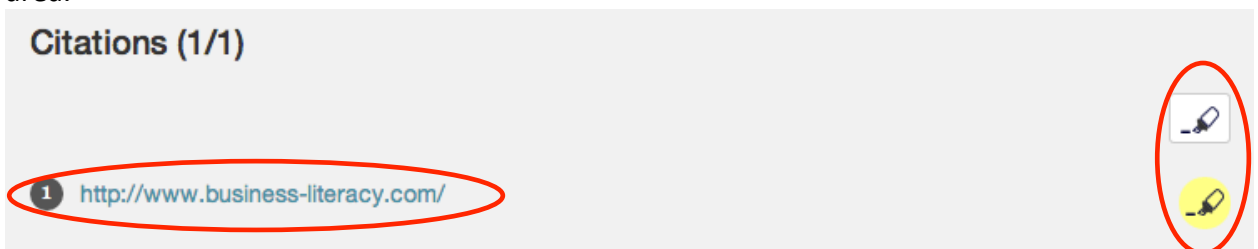
BusinessLiteracyTest...

Word Count: 44
Attachment ID: 66598686

100%



NOTE: It is not good if the percentage is shown is high because that indicates your paper is matched highly with another source, which is plagiarism. You want this percentage to be low unless you have cited the source within your paper.

- 5) The **Citations** section lists the sources where matched text has been found. 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 highlighter next to a source, the text that matches that source will be highlighted in your submission that is located in the Paper Text area. By clicking on Highlight All, you will see all matched text highlighted in the Paper Text area.



Citations (1/1)

1 <http://www.business-literacy.com/>

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- 6) The **Paper Text** section displays your Submission, with all matched text identified. Clicking a matched block of text, such as a specific sentence, will provide a menu showing the source of the matched text, and a percentage identifying the probability that the text was copied from that source. The number next to a highlighted area text corresponds to the source in the Citations section with that same number.

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