



# SafeAssign

for Florida State University



## Quickstart Guide

Version 02.15.13 ODL/rg

**SafeAssign** is a tool within Blackboard used to prevent plagiarism between students. It uses a text-matching algorithm to detect exact and similar concurrence between a paper and source material. The papers that students submit through SafeAssign are compared against those in several comprehensive databases, including:

1. **The Internet:** documents accessible to the public through the Internet.
2. **Proquest/ABI Inform:** a database of 2.6 million articles from the '90s to today containing over 1,100 publication titles that are updated weekly.
3. **Institutional database:** a database which contains all papers submitted through SafeAssign by FSU users.
4. **Global Reference Database:** a database of papers voluntarily submitted by students from over 2,200 organizations that use Blackboard to prevent cross-institutional plagiarism.

Source: Blackboard Instructor Manual

### File types accepted by SafeAssign:

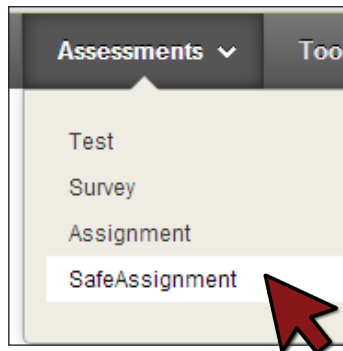
- doc** and **docx** – Microsoft Word
- odt** – OpenOffice.org Writer
- pdf** – Adobe PDF
- txt** – Plain text
- rtf** – Rich text
- htm** or **html** – Web page
- zip** – Multiple files in any format above



For more information contact:  
**Blackboard User Support**  
 Office of Distance Learning  
 E-mail: [help@campus.fsu.edu](mailto:help@campus.fsu.edu)  
 Phone: (850) 644-8004

### Getting Started

1. Log into Blackboard (Bb) at [campus.fsu.edu](http://campus.fsu.edu).
2. Select the *Courses* tab then the particular course intended to be used with SafeAssign.



3. Go to a content area.
4. Within *Assessments*, select *SafeAssignment*.
5. Provide a *Name*, the *Points Possible*, and any additional information.

1. Enter Information

\* Name

\* Points Possible

Instructions

Make the assessment available  Yes  No

Track Number of Views

Availability Dates  Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Draft

Urgent Checking

Student Viewable  Yes  No

Student Viewable  Yes  No

**Submit**

Click Submit to proceed. Click Cancel to quit.

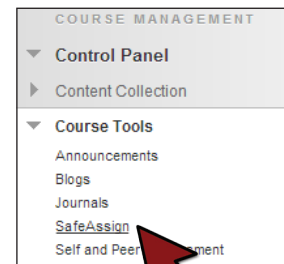
6. Select *Submit*.



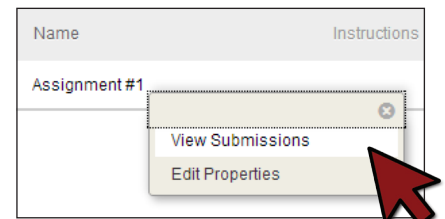
A SafeAssign assignment is differentiated by the **SafeAssign** icon.

### Viewing

1. Select *SafeAssign* within Course Tools.



2. Select *SafeAssignments*.
3. Move the cursor over the desired SafeAssignment, select the options icon, and select *View Submissions*.



### Grading

1. Go to the Full Grade Center.
2. Find the SafeAssignment column and select the cell for the student.
3. Enter a grade.

Please visit the **Blackboard Support Tab** for additional support articles and tutorials.