Submitting an Assignment to SafeAssign

Student Support
eLearning

Blackboard Learn

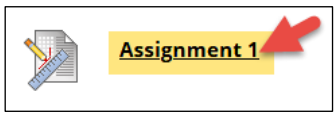
SafeAssign is a service that instructors add to assignments to discourage plagiarism and create opportunities to help you identify how to properly attribute sources. Before you submit an assignment that uses SafeAssign, please review these helpful tips:

- Plan on submitting your assignment using a PC and web browser. Assignments submitted through the Blackboard app are *not* accepted by SafeAssign.
- Prepare your file in a supported format, such as .docx, .pdf, .pptx, or .html. Links to shared Google Docs are *not* scanned by SafeAssign.

Submission Process

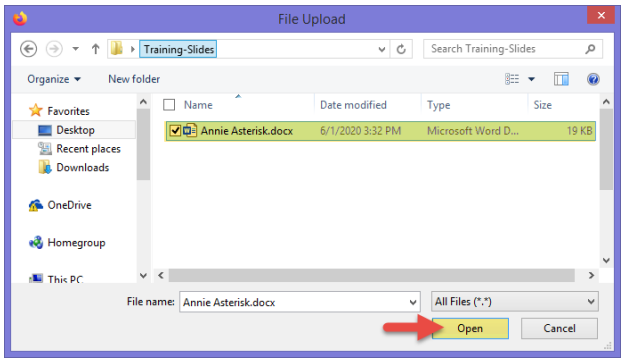
The submission process is similar to sending an e-mail with an attached file. A copy of the file is automatically sent to SafeAssign for evaluation.

1. In the course, navigate to the location where the assignment is posted. Click the link to the assignment.

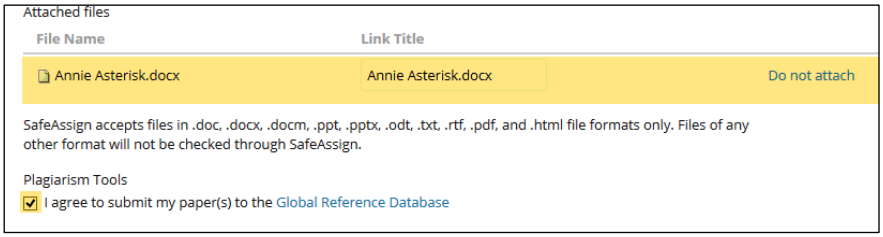


2. You will be taken to the **UPLOAD ASSIGNMENT** page. Review the assignment information. Scroll down to the **ASSIGNMENT SUBMISSION** section. Click the **BROWSE MY COMPUTER** button.

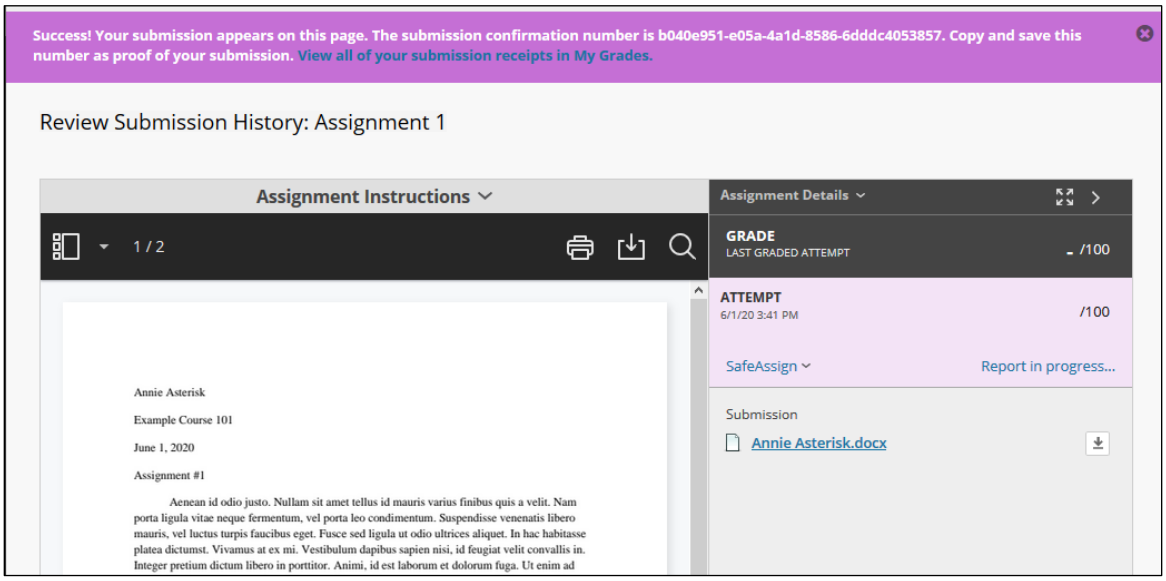
3. A **FILE UPLOAD** dialogue box will appear. In this box, browse through the files on your computer or storage media and select your assignment file. Click **OPEN** to attach the file.



4. If you are successful, you will see the selected file listed under **ATTACHED FILES**. If you see a checkbox underneath this area, click it to agree to submitting your paper to SafeAssign's database.



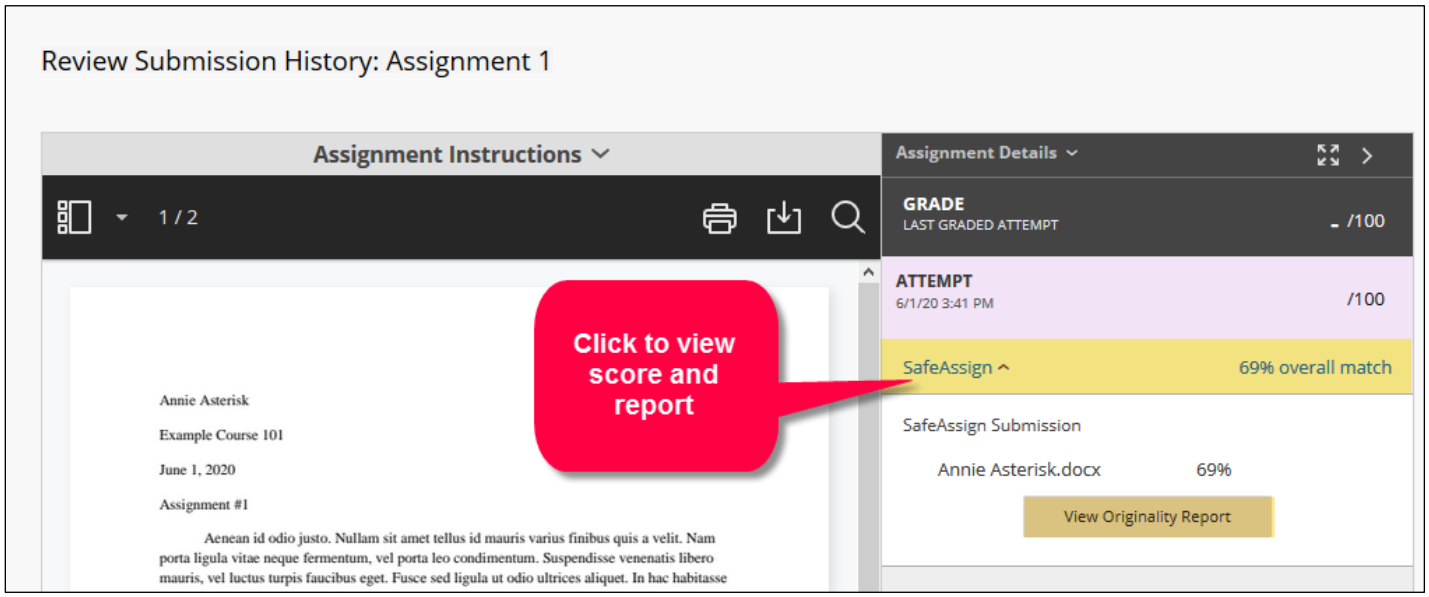
5. Scroll to the bottom of the page and click the **SUBMIT** button to complete the assignment. If you are successful in submitting your assignment, you will be taken to a **REVIEW SUBMISSION HISTORY** page. Here, you will see a confirmation message and a preview of the file you submitted.



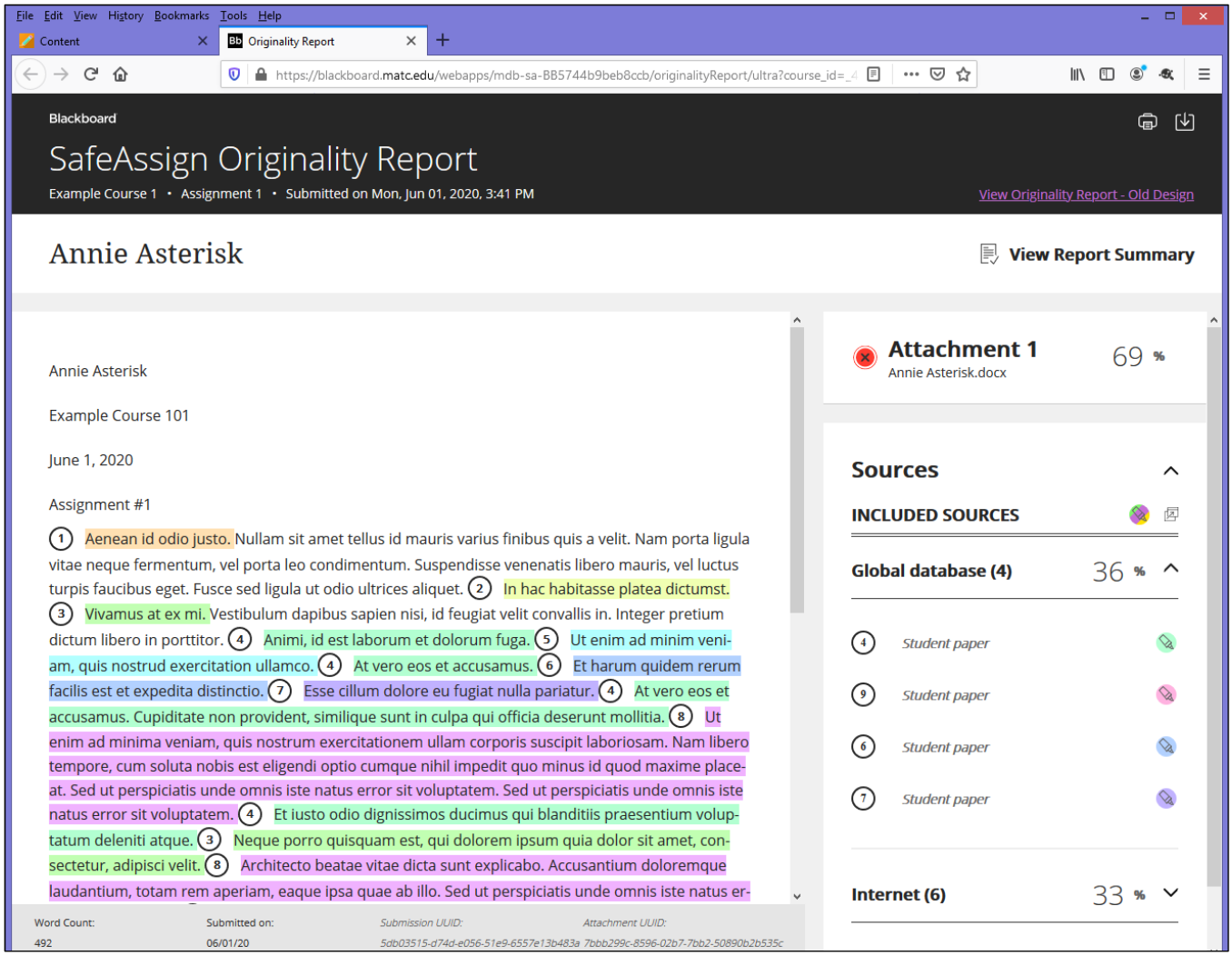
6. As a best practice, always review your My Grades area in the course to verify that your assignment submission is logged in the course's Grade Center.

Viewing SafeAssign Results

A document sent to SafeAssign for evaluation will typically return results in less than 30 minutes. However, at midterm or end of the semester, processing may take up to 24 hours due to high volume of submissions. If the instructor permits students to view SafeAssign results, you will see a SafeAssign matching score when reviewing your assignment history through My Grades. Click on the SafeAssign link in the attempt history to view your SafeAssign originality score and report.



Score Meanings

- **< 15%**: Paper may contain common phrases matching other sources.
- **Between 15-40%:** Paper may use quoted material too much. Revision is recommended.
- **> 40%:** Paper contains substantial amount of text matching other sources. Revision is recommended.

To view what text matched other sources, click on the ***SafeAssign*** link. Then, click on the ***View Originality Report*** button. A marked-up copy of the document's text will appear in a new window.