



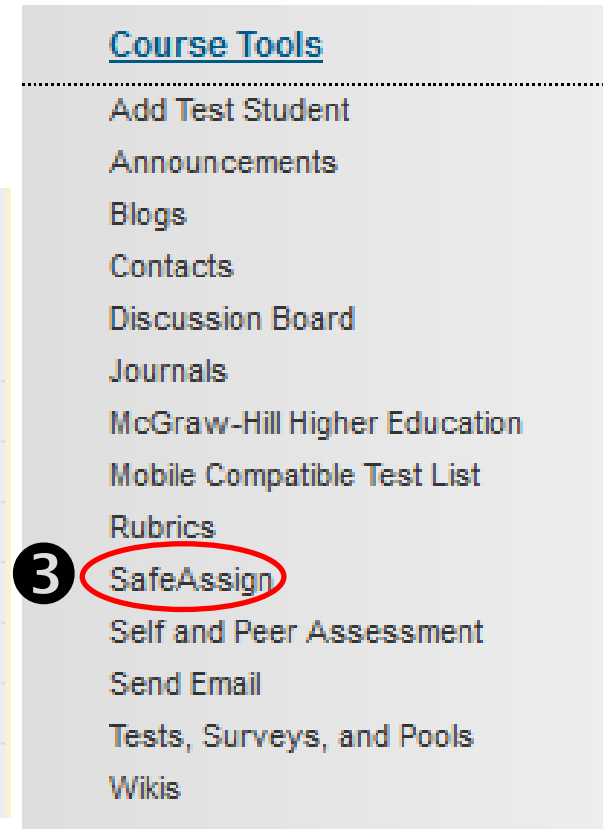
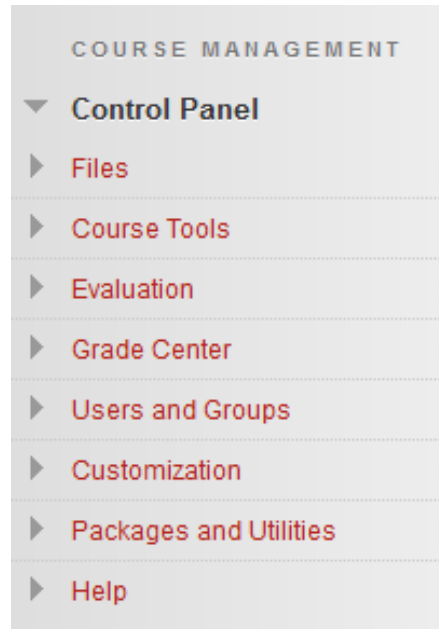
Preventing plagiarism at Ottawa University

What is SafeAssign?

- SafeAssign is a content comparison tool in Blackboard designed to find content “matches” between student work and existing texts.
- This tool helps educators prevent plagiarism by comparing content in student documents to documents in four other sources:
 - Internet
 - ProQuest ABI/Inform database
 - Institutional document archives
 - Global Reference Database

Finding SafeAssign:

1. Go to Control Panel at the bottom of the course menu.
2. Select Course Tools.
3. Select Safe Assign.



Two options:

SafeAssign Items

- Provides a list of assignments that are built so as to run the student-submitted document(s) through SafeAssign. *This feature is new as of August 1, 2014 and is not yet in wide use.*

DirectSubmit

- Used when you want to process a document through SafeAssign manually. **This is the focus of this documentation.**

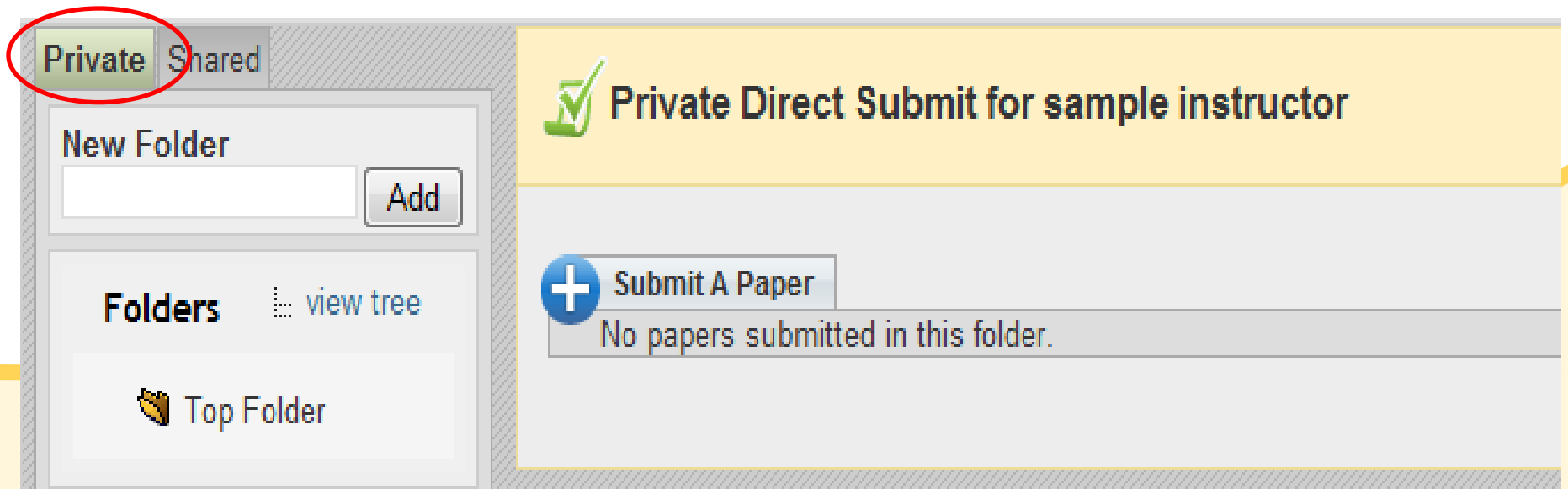
SafeAssign

SafeAssign Items

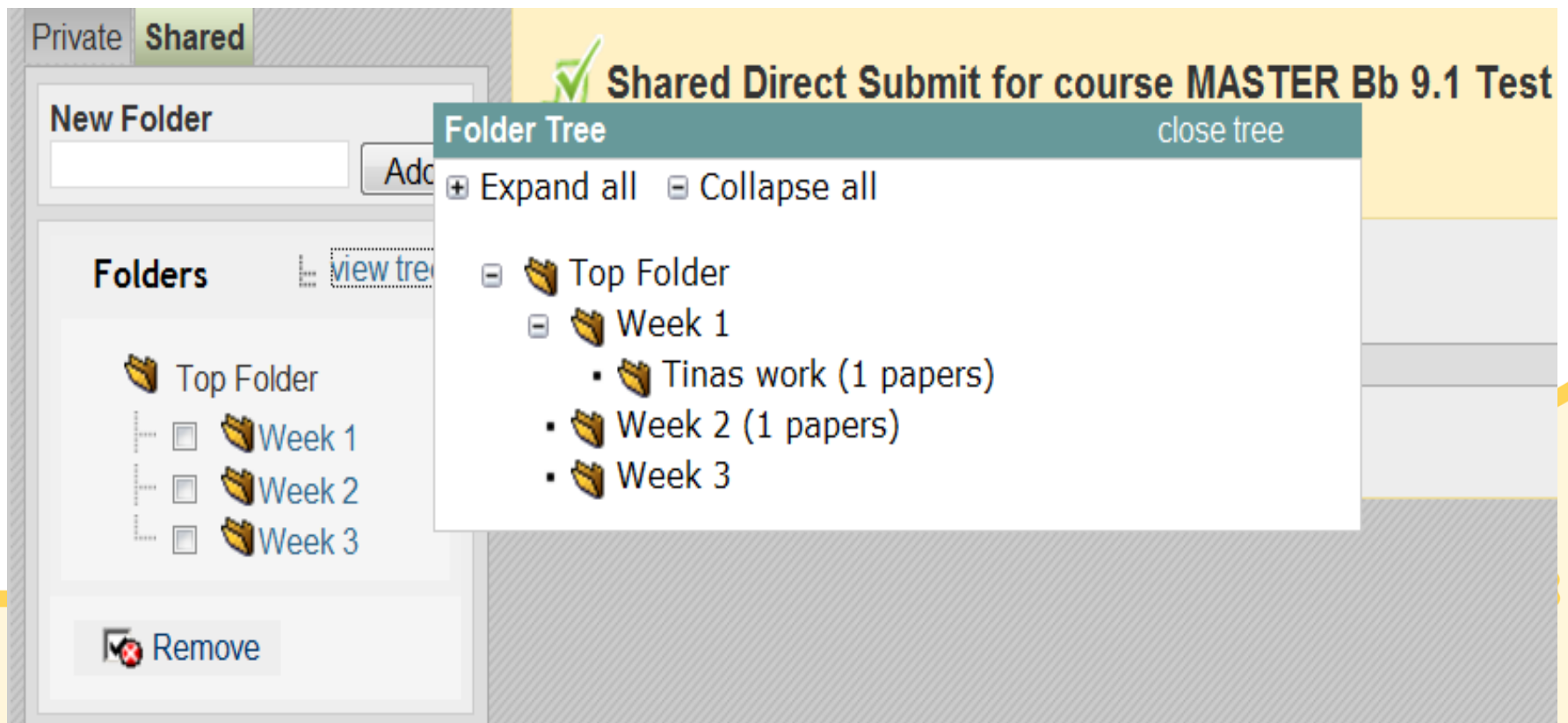
DirectSubmit

DirectSubmit

- Private (personal) folder for you to view only.
This folder follows you through every course in Blackboard in which you are an instructor.
- Shared folder
Allows other instructors or teaching assistants in the course to see the results.

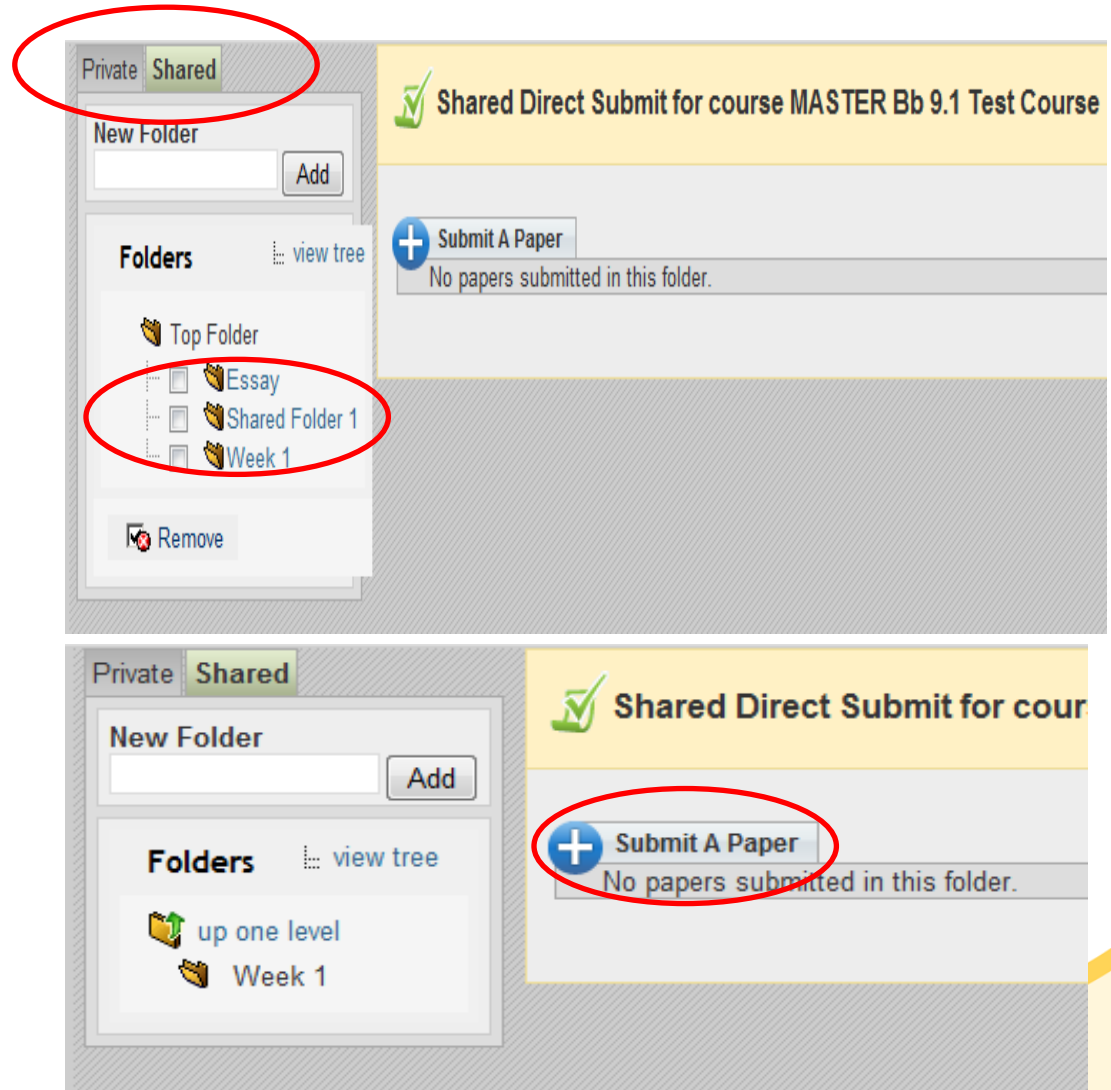


You can create folders to organize the documents you have submitted for checking. For example, you could create a folder for each course you teach, for certain students, for each term, etc. You can also view all of your folders by clicking on “View Tree”. This opens a small window listing every folder.

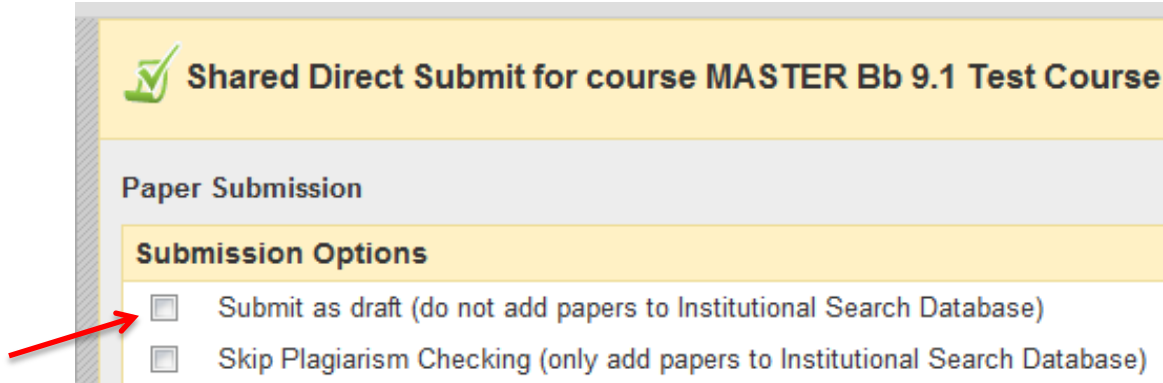


How to submit a document to be checked:

1. Select Private or Shared
2. Select the folder you want the results to be stored in.
3. Select “Submit a Paper”



Two Submissions Options:



✓ Shared Direct Submit for course MASTER Bb 9.1 Test Course

Paper Submission

Submission Options

☐ Submit as draft (do not add papers to Institutional Search Database)

☐ Skip Plagiarism Checking (only add papers to Institutional Search Database)

1. **Submit as draft.**

This option checks the paper for matches with existing text. *It does not add the document to our institutional database.* **THIS IS THE OPTION YOU WILL USE MOST OF THE TIME.**


2. **Skip plagiarism check.**

Use this option only to add a document to the Institutional Search Database. In so doing, you make it available to be checked against by future submissions to SafeAssign. This is useful if you want to upload files to ensure that current students are not re-using earlier work or the work of a friend. Be aware that if you choose this option then later run the same document through SafeAssign, the report will show the document as 100% non-original content.

NEITHER OPTION IS REQUIRED.

File Upload

- Choose Upload File or Copy/Paste Document
- Click Submit

 **Private Direct Submit for Ottawa University Admin**

Paper Submission

Submission Options

☐ Submit as draft (do not add papers to Institutional Search Database)

☐ Skip Plagiarism Checking (only add papers to Institutional Search Database)

File Upload

☒ **Upload File**

*File To Attach

Browse...

No file selected.

Acceptable File Formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html

☐ **Copy/Paste Document**

* Paper Title

* Paper Text

Submit

Cancel

Submit

After you submit the document this message appears:

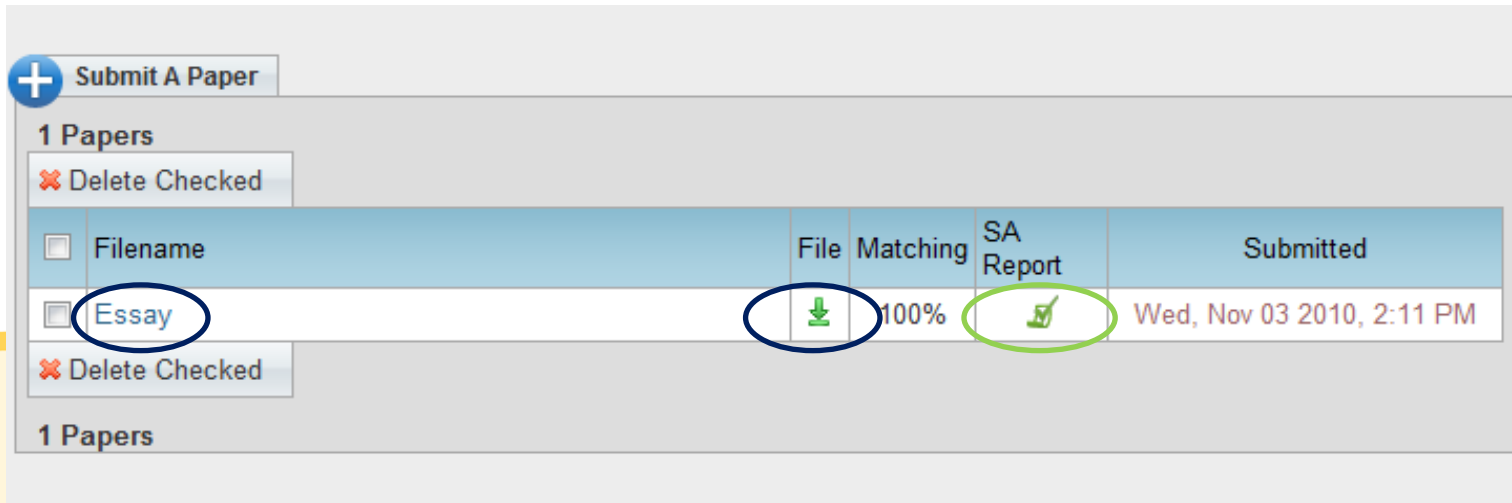
Paper Submission

Please, hold on while your paper is being uploaded...

DO NOT try to close the window and DO NOT press "Reload" or "Back" buttons of your browser until this message disappears, as this may lead to transferred data corruption or loss.

Please note the SafeAssign report can take up to an hour to appear.



- You can look at the **document** by clicking on the title or clicking on the green **down arrow** (see below).
- View the SafeAssign **report** by clicking on the green **check mark** under SA Report (see below).



+ Submit A Paper

1 Papers

✖ Delete Checked

<input type="checkbox"/>	Filename	File	Matching	SA Report	Submitted
<input type="checkbox"/>	Essay		100%		Wed, Nov 03 2010, 2:11 PM

✖ Delete Checked

1 Papers

SafeAssign Originality Report (cont'd on next page)



1 The FIFA World Cup, often simply the World Cup, is an international association football competition contested by the senior men's national teams of the members of Fédération Internationale de Football Association (FIFA), the sport's global governing body.

The championship has been awarded every four years since the inaugural tournament in 1930, except in 1942 and 1946 when it was not held because of the Second World War. 2 The current champions are Spain, who won the 2010 tournament in South Africa. 1 The current format of the tournament involves 32 teams competing for the title at venues within the host nation(s) over a period of about a month;

this phase is often called the World Cup Finals. A qualification phase, which currently takes place over the preceding three years, is used to determine which teams qualify for the tournament together with the host nation(s). The 19 World Cup tournaments have been won by eight different national teams.

Brazil have won five times, and they are the only team to have played in every tournament. The other World Cup winners are Italy, with four titles; 2 West Germany, with three titles; 1 Argentina and inaugural winners Uruguay, with two titles each; and England, France, and Spain, with one title each. 3 The World Cup is among the world's most widely viewed sporting events;

1 an estimated 715.1 million people watched the final match of the 2006 FIFA World Cup held in Germany.[1]

COM204 - GLOBAL SPORTS MEDIA

Week 3 Assignment

Sarah Johnson on Tue, May 13 2014, 11:35 AM

100% highest match
Submission ID: 505bfea9-017d-424e-8a0b-b659018a9103

Submission_Text.html

Word Count: 233
Attachment ID: 74627985

100%

Citations (3/5)

✓ Select Sources & Resubmit

1 <http://www.youtube.com...>

2 <http://www.livescoresadf...>

3 <http://www.termpaperwa...>

<https://tabulaa.com/vitae...>

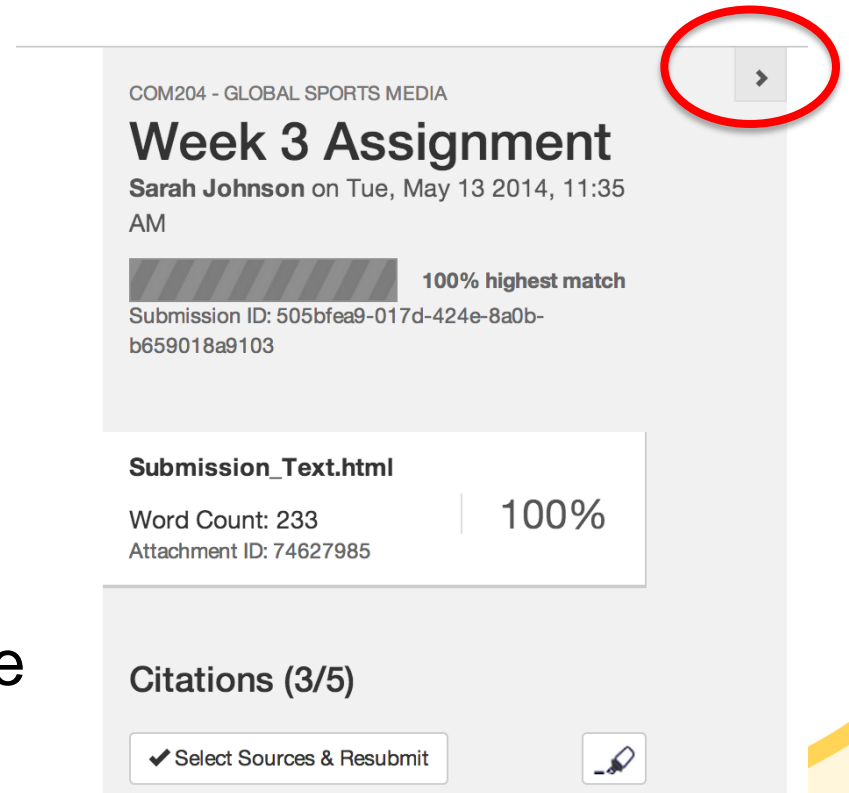
<http://en.wikipedia.org/wi...>

SafeAssign Originality Report (cont'd.)

The SafeAssign originality report has three sections:

- Report information
- Citations
- Manuscript text

If you need more room for viewing the text, you can collapse the right panel with the right-pointing arrow. The highlighting colors remain in the expanded view.



COM204 - GLOBAL SPORTS MEDIA

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Please view this 1-minute video for information regarding how to use the Originality Report:

<https://www.youtube.com/watch?v=s2m4ARtxohA&t=2m34s>

Resources

- Myers Library:
 - <http://ottawa.libguides.com/plagiarism>
 - <http://ottawa.libguides.com/content.php?pid=378123&sid=3101029>
- Blackboard's SafeAssign support page:
 - http://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/025_Use_SafeAssign/DirectSubmit
- 24/7 Technical Support:
 - OU Help: www.ottawa.edu/ouhelp