BENEFITS OF USING SAFEASSIGN

Why should I use SafeAssign?

Because your students know you are using an anti-plagiarism tool, they may be deterred from cheating. You can also use SafeAssign as a teaching tool to show your students how to properly document sources in their papers.

Do I have to use SafeAssign?

No. Like all the other tools available through Blackboard, you can choose whether or not to use SafeAssign.

Will SafeAssign catch all plagiarism?

No. Even though it checks papers against a large number of databases and other sources, not every resource is included in a database.

How does SafeAssign teach students about plagiarism?

Using the "Submit as Draft" option when setting up a SafeAssignment, you can let students see what parts of their papers show up as plagiarized.

SAFEASSIGN DATABASES

Can students opt out of using SafeAssign?

It is up to you as the instructor. Since Moody does not claim ownership of the paper, there would be no intellectual property reasons for the student to opt out.

What databases are papers checked against?

Refer to the ITS help sheet "SafeAssign Overview.*"*

What is the Institutional Database?

The Institutional Database is the archive of papers submitted by Moody students. Moody's Institutional Database is stored in the central SafeAssign server and kept separate from the databases of other schools. Papers are automatically added to this database upon submission to be checked against other papers submitted by other Moody students. The Institutional Database is completely separate from the Global Reference Database, which extends across institutions and to which students must volunteer their papers.

What is the Global Reference Database?

The Global Reference Database contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism. It is separate from Moody's Institutional Database.

Is there a biblical/theological database that SafeAssign checks against?

We don't believe that there is a specific biblical/theological database that SafeAssign checks against, but we are checking with Blackboard to be certain.

INTELLECTUAL PROPERTY RIGHTS

Who owns the intellectual property rights for each submitted paper?

Neither Blackboard nor Moody claim any ownership rights on the content submitted to SafeAssign.

Does Blackboard claim ownership on the content submitted to the Global Reference Database?

No, Blackboard is only authorized to store copies of student papers that were volunteered and use them for plagiarism prevention purposes.

Can a student remove a paper from the Institutional Database or Global Reference Database?

Students submit their papers to the database voluntarily and agree not to remove papers in the future.

ORIGINALITY REPORTS

What is an Originality Report?

The Originality Report is generated after a student's paper is checked against the databases on the SafeAssign server. It provides an analysis of what is shown to be matching content in the paper.

How long does it take to generate Originality Reports?

Reports are not generated instantaneously; it normally takes a few minutes to receive a report. Depending on the length of the paper and the number of papers being sent to the database, it may take longer.

What does an Originality Report look like?

Refer to the SafeAssign *instructor manual* link available at *its.moody.edu*.

How do I translate an Originality Report?

Refer to the SafeAssign *instructor manual* link available at *its.moody.edu*.

If content is matching, does that mean that a student intended to plagiarize?

Not necessarily. But, in the Internet culture, student assumptions about plagiarism aren't the same as they were pre-Internet. If you find matching content, it provides you a "teachable moment" with the student to explain proper methods of attribution.

Do my students receive the Originality Report?

That depends on how you have set up the assignment; you have the option to allow your students to receive a copy of the Originality Report.

CREATING AND SUBMITTING SAFEASSIGNMENTS

How do I set up a SafeAssignment?

You can add it to any regular Blackboard assignment. The settings are in the "Grading" section when creating the assignment. Under section 4, "Grading," "Plagiarism Tools" is listed inside "Submission Details."

What file formats can be submitted to SafeAssign?

You can submit the following file types to SafeAssign: Word (.doc or .docx), plain text (.txt), rich text format (.rtf), .pdf, and .html formats. In addition, supported file types can be compressed to a .zip file for Direct Submit.

What is the difference between Direct Submit and a Student Submission?

A Student Submission comes when you create a SafeAssignment where students submit their papers via a link that puts the papers into the Grade Center. A Direct Submit does not go through a SafeAssignment or the Grade Center. You as the instructor manually upload a paper to the SafeAssign server. You might do this if you suspect plagiarism in a paper and want to verify your suspicions.

MISCELLANEOUS

Will the tool be offered in multiple languages?

SafeAssign can generate Originality Reports for papers written in all alphabet-based languages with left-to-right writing. The user interface is currently only available in English.

If I use SafeAssign for one assignment, does it mean I must use SafeAssign on every assignment?

No. You have complete control over which assignments use SafeAssign.

Are students required to submit papers to the Global Reference Database by either Blackboard or Moody?

All papers are submitted to the Global Reference Database voluntarily. Instructors can still use the service effectively, even when students choose not to submit their papers to the Global Reference Database.