

## **OVERVIEW OF SAFEASSIGN**

### *What is SafeAssign?*

SafeAssign is a tool within Blackboard that encourages students to produce original writing and use proper citation practices. SafeAssign compares your work with previously submitted papers and published works from several databases.

Once a paper is submitted in SafeAssign, an Originality Report is generated that indicates the percentage of the paper that matches existing sources. This overall score can be an indicator that you should review the paper more closely.

The SafeAssign report also shows the suspected source for each section of the paper that returns a match, allowing you to easily investigate whether the text was properly attributed.

## **BENEFITS OF USING SAFEASSIGN**

### *Why might your instructor use SafeAssign?*

If you know your instructor is using a plagiarism-detection tool, you may be deterred from cheating.

Your instructor can also use SafeAssign as a teaching tool to show you how to properly document sources in your papers.

## **SAFEASSIGN DATABASES**

### *What databases are papers checked against?*

Papers are checked against Moody's Institutional Database and the Global Reference Database.

### *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.

### *What is the Global Reference Database?*

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

## **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 Moody claim ownership of papers submitted to our Institutional Database?*

No. Your papers are your intellectual property. Your papers are added to our Institutional Database to cross-check against papers submitted any in Moody course.

*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.

## **ORIGINALITY REPORTS**

*What does an Originality Report look like?*

Refer to the SafeAssign [\*student manual\*](#) link available at [its.moody.edu](http://its.moody.edu).

*How do I translate an Originality Report?*

Refer to the SafeAssign [\*student manual\*](#) link available at [its.moody.edu](http://its.moody.edu).

*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 your paper and the number of papers being sent to the database, it may take longer.

## **SUBMITTING SAFEASSIGNMENTS**

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

When your instructor creates a SafeAssignment in which you submit your paper via a course link, that is a Student Submission.

A Direct Submit does not go through a SafeAssignment. Your instructor manually uploads a paper to the SafeAssign server. Your instructor might do this if plagiarism is suspected.

*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. When creating a PDF file, create it from your computer and not by scanning a paper document.

*How should I name my file?*

It is highly recommended that you name documents submitted to SafeAssign using only alphanumeric characters, the period, the underscore, and the hyphen.

Using space/blank characters, quotation marks, diacritical marks, the pound sign, percent sign and any other special characters should be avoided when naming documents for SafeAssignments.

*Can I opt out of using SafeAssign?*

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

*Can I directly submit a draft assignment to check for plagiarism without having it submitted to the SafeAssign server?*

This is up to your instructor. When submitted as a draft, the paper is not submitted into Moody's Institutional Database.

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

You submit your papers to the database voluntarily and agree not to remove papers in the future.

*Am I forced to submit papers to the Global Reference Database either by Blackboard or Moody?*

All papers are submitted to the Global Reference Database voluntarily.

## **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.