Safe Assign Originality Report: A Guide For Faculty

What is the SafeAssign Originality Report?

SafeAssign scans submitted drafts in Blackboard for matching blocks of text from existing sources from the internet, library databases, and other students at Concordia or other institutions. A report is created, called the originality report, that lists each matching source found, so students can check their writing and fix mistakes before submitting their final assignments.

SafeAssign requires student submissions under 10 MB in size and one of the following file formats: DOCX, DOC, PPT, PPTX, PDF, TXT, ODT, RTF, HTML, or HTM.

If you want to use inline grading with SafeAssign, require students to use the formats: DOC, DOCX, or PDF.

How to Open the SafeAssign Originality Report

1. On the grade assignment page, If the report is ready, on the right panel, click on the link "X% overall match", then click on "view originality report".
2. Your report will be online and open in a new tab in your browser.

Image source: https://help.blackboard.com/SafeAssign/Instructor/Grade

How to Use the SafeAssign Originality Report

1. Review the Access Report Summary (linked at the top right of the report window). Students should have a **low overall risk** as well as a **low percent match for each highlighted section.**
2. **Check the overall risk** (Low, Medium, or High). An overall low risk does not indicate proper citation or paraphrasing, but simply a high likelihood the writing is original. Further investigation is required.
3. **Skim through the student text** in the left-hand panel. Click on highlighted sections more than 3-5 words in length. If the text is a high match (over 40%), check for (1) an in-text citation and reference for the original source listed on the right, (2) a correct paraphrase of the source, or (3) for quotation marks (if appropriate).

1This section includes an intext citation (CBS News 2009), but is an incorrect paraphrase of the website.

Things to remember

- matching blocks of text can occur coincidently. Short phrase matches (3-5 words in a row) can usually be ignored, even if marked high match by SafeAssign
- Students should have a **low overall risk** as well as a **low percent match for each highlighted section.**
- **You may see a match to a source the student did not cite.** If the student provided a reference for the text highlighted, check the source the student cited carefully. If that source is a website, this website may have plagiarized the "original source" listed in the originality report without the student being aware of the original source. If this is the case, engage the student in a discussion about source credibility.