Review SafeAssign Submissions, Review SafeAssign Originality Reports, and Assign Grades to Students

SafeAssign can be accessed from within Blackboard at https://campus.georgetown.edu.

SafeAssign workflow:
1. Create an assignment in Blackboard and enable SafeAssign
2. After students submit their papers:
   - Review the student submissions (in the Bb Grade Center)
   - Review the SafeAssign reports (in the Bb Grade Center)
   - Assign grades to students (in the Bb Grade Center)

Note: When enabling Anonymous Grading and SafeAssign concurrently, plagiarism detection will run after anonymous grading is complete. You may then follow up accordingly.

Log in to Blackboard at https://campus.georgetown.edu using your Georgetown University NetID and NetID Password.

Click on the name of the course where the students have posted their SafeAssign submissions.
Once inside the course site, click on **Grade Center** then **Full Grade Center** (in the Control Panel)

OR you can click on **Needs Grading** and view the assignments requiring grading.
REVIEW STUDENT’S SUBMISSION

In the Grade Center, navigate to the SafeAssign assignment by scrolling down or to the right:

- In the appropriate column, you will see the Needs Grading sign (circle with an exclamation mark) for students who have submitted their papers
- Mouse over the cell and click on the chevron on the right side
- In the drop down, click on the Attempt mm/dd/yy
On the Grade Assignment: Assignment Name page, you will see the student's paper displayed in the center (either within the page or ready to be downloaded). After reading and reviewing the paper, click on SafeAssign in the right column of the page.

On SafeAssign Originality Report page you will see the following three items:

- Report information (e.g. submission ID, student name, word count, match percentage, etc): Report information appears in the right panel of the report. When you reduce the width
of the viewing area, this information appears at the top. You can view data about the paper, such as the author, percent of matching text, word count, and when it was submitted. If students have included multiple attachments, they appear with the report information. You also have an option for viewing a printable version. This printable version is the most effective view of the report for users who rely on assistive technology to access Blackboard Learn. At the top of the page, click Print to view the printable version. Download the PDF to email to others.

- **Citations (e.g. sources found, etc):** The sources that include text that matches the submitted paper's text are listed in the right panel of the report. You can expand the section to select sources, exclude them from the review, and process the paper again.

- **Manuscript/Paper text:** The submitted paper appears in the left panel of the report. All matching blocks of text are identified. Each source has a color specific to the source—up to 30 unique colors for 30 different sources. Text matching a source is highlighted in the source color and identified with a number. In the right panel, you can click Show/Hide All Highlighting to turn source highlighting off and on for all sources at one time. You can turn the highlighting off and on for only one citation. Click Remove or Show Highlighting next to a citation. Click a matching block of text to display information about the original source and the probability that the block or sentence was copied from the source.

Once you have reviewed the student's work and SafeAssign Originality report, you can close the report page and go back to the **Grade Assignment: Assignment Name** page. On the **Assignment Details** page:

- enter a grade for the student next to the word “Attempt”
- enter feedback to the student
- click on the Submit button

Once the Submit button is clicked on, the SafeAssign panel will close (please be patient while the system processes the grade) and the assigned grade will be displayed in the Grade Center.
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