

# SETTING UP SAFEASSIGN DROPBOXES IN LEARNJCU

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## Overview

SafeAssign Drop boxes can be created to deter plagiarism and to help students identify how to properly attribute sources of materials.

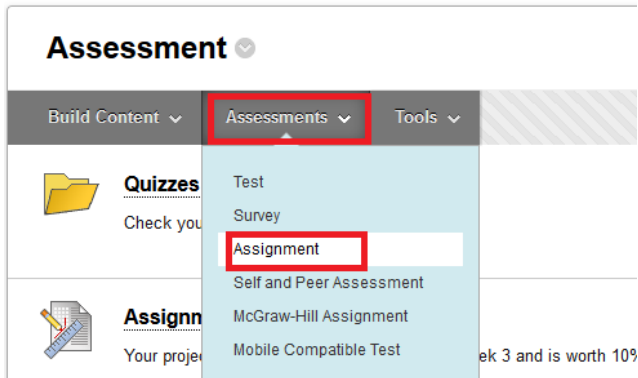
SafeAssign compares assignment submissions and is based on a unique text matching algorithm capable of detecting exact and inexact matching between a paper and source material.

Submissions are compared against several databases:

- Internet: Comprehensive index of documents available for public access on the internet.
- ProQuest ABI/Inform database: More than 1,100 publication titles and about 2.6 million articles from 1990 to present time, updated weekly (exclusive access).
- Institutional document archives: Contains all papers submitted to SafeAssign by users in their respective institutions.
- Global Reference Database: Contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institution plagiarism.

### Setting up a SafeAssign Dropbox

- In the Assessment content item within the LearnJCU subject site, choose Assignment from the Assessments menu.



### Assignment Information

In the **Assignment Information** area click in the **Name** and **Colour** text box and type in the name of the assignment drop box and change the colour if required.

### Assignment Files

In the **Assignment Files** area use the **Browse my Computer** or **Browse Subject** button to attach any files to the assignment drop box.

### Due Dates

In the **Due Dates** area, check and enter the due date of the assignment if required. This will notify students on their LearnJCU Welcome Page **To Do** module.

### Grading

In the **Grading** area type in points possible and attach associated rubrics.

### Submission Details

- In the **Submission Details**, check next to **Individual** or **Group Submission** for required **Assignment Type**.
- Use the drop down menu next to **Number of Attempts** to select whether the drop box is to allow one or more attempts as required.

Sometimes a draft and a final drop box is required. If so, two separate drop boxes need to be created. Following are the standard settings for a **DRAFT** and a **FINAL** drop box.

For a **DRAFT** assignment drop box use the following settings:

- Allow multiple attempts (number can be chosen)
- Check submissions for plagiarism
- Allow students to view Safe Assign originality report for their attempts
- **Exclude submissions from the Institutional and Global References Database.**
- Drop box name should clearly identify whether it is for a **DRAFT** or **FINAL** submission.

## Setting up a SafeAssign Dropbox in LearnJCU

**Submission Details**

*If any students are enrolled in more than one group receiving the same assignment, they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type  
 Individual Submission  
 Group Submission

Number of Attempts **Multiple Attempts**

Maximum Attempts

Score attempts using

Plagiarism Tools  
 Check submissions for plagiarism using SafeAssign  
SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.  
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.  
 Allow students to view SafeAssign originality report for their attempts  
 Exclude submissions from the Institutional and Global References Databases

For a **FINAL** assignment drop box use the following settings:

- Number of attempts: **Single attempt**
- **Check submissions for plagiarism**
- Allow students to view Safe Assign originality report for their attempts (Optional)
- Drop box name should clearly identify whether it is for a **DRAFT** or **FINAL** submission.

**Submission Details**

*If any students are enrolled in more than one group receiving the same assignment, they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type  
 Individual Submission  
 Group Submission

Number of Attempts **Single Attempt**

Plagiarism Tools  
 Check submissions for plagiarism using SafeAssign  
SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.  
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.  
 Allow students to view SafeAssign originality report for their attempts  
 Exclude submissions from the Institutional and Global References Databases

## Setting up a SafeAssign Dropbox in LearnJCU

### Display of Grades

- Click on **Display of Grades** to set up the display and availability of grades to students.
- Uncheck **Show to Students in My Grades** if students are not to access their grade for this drop box via **My Grades** as yet.

### Availability

- **Make Assignment available** – check this box to make the drop box available to students.
- **Limit Availability** - If the drop box is to be available for a limited time only, check the **Display After** AND **Display Until** options and fill in required dates. Make sure the **Make the Assignment Available** box is checked so the drop box shows to the students during the dates required.
- **Check Track Number of Views** if required.

#### AVAILABILITY

Make the Assignment Available  
*This assignment cannot be made available until it is assigned to an individual or group of students.*

Limit Availability  Display After 24/02/2015 09:00  
*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

Display Until 27/02/2015 17:00  
*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

Track Number of Views

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel Submit

- Click **Submit**

A green **Success** bar will show and the Drop Box will appear in the content area. Depending on the settings it will either be available to students, or show that it is unavailable and when it will be made available to students.

Success: Assignment One created.

### Assessment

Build Content ▾ Assessments ▾ Tools ▾



Assignment One

Further resources are available in the **HELP** tab in LearnJCU.