

## Safe Assign: Creating a SafeAssignment in Learning@Griffith

**SafeAssign** is a course tool within Learning@Griffith that enables electronic submission of assignments combined with a text matching report. SafeAssign has two types of functionality:

- SafeAssignment
- Direct Submit

**SafeAssignment** appears as a content item in Learning@Griffith that allows students to submit their assignments electronically, and then produces text matching report.

**Direct Submit** is a feature available to Instructors and Teaching Team, allowing upload of documents via Learning@Griffith and generation of text matching reports without participation of students.

**SafeAssign Report** is a text matching report.

**Global Reference Database** is a database shared across all the institutions that use SafeAssign who have chosen to give their students this option. Each student decides whether to submit their paper to the Global Reference Database or not.

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SafeAssignments appear in courses as a new content type and can be added to any course content area. SafeAssignments function like the existing Assignment content type with the added layer of a text matching check once papers are submitted.

**Note** that SafeAssignments are different from the regular "Assignment" content type, and it is not possible to convert an existing Assignment to a SafeAssignment. Like regular Assignments, however, SafeAssignments are integrated with the Gradebook within Learning@Griffith.

SafeAssign checks all submitted papers against the following databases:

- **Internet** - comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly (exclusive access)
- **Institutional document archives** containing all papers submitted to SafeAssign by users in their respective institutions
- **Global Reference Database** containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism.

## Creating a SafeAssignment

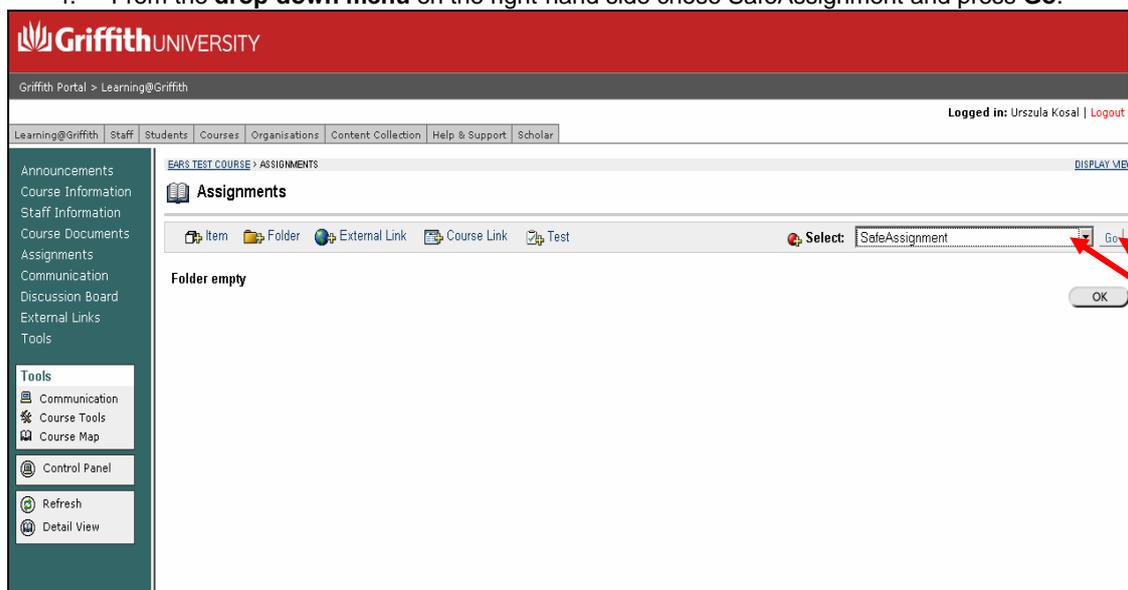
1. Log into Learning@Griffith using your staff ID (s number) and password.
2. Navigate to the course where you would like the SafeAssignment to appear.

The screenshot shows the Griffith University Learning@Griffith portal. The user is logged in as Urszula Kosal. The page features a navigation menu with options like 'Learning@Griffith', 'Staff', 'Students', 'Courses', 'Organisations', 'Content Collection', and 'Help & Support'. The main content area is divided into several sections: 'Tools' (Announcements, Calendar, Tasks, View Grades, Send Email, User Directory, Address Book, Personal Information), 'www75 stage Announcements' (environment is experimental, latest tools updated, regular accounts use central authentication, system admin accounts use local passwords), 'My Announcements' (no system or course announcements in the last 7 days), 'Learning@Griffith Blog' (Win an iPod Shuffle, Students accessing Learning@Griffith from Commonuse computers, ADAPT Workshops for Academic Staff, Where is my Semester 2 course content?, Other updates and bug fixes), 'My Courses' (Courses you are teaching: Ears Test Course), 'My Organizations' (You are not currently participating in any organizations), and 'Learning@Griffith Newsletter - Latest Issue' (Issue 27, February-March 2007 - Special Learning@Griffith Enhancement Project Issue). A red arrow points to the 'Ears Test Course' link in the 'My Courses' section.

3. Select the page within the course site you would like to add the course readings to via the Control Panel; or alternatively, click on *Edit View* while on the selected page.

The screenshot shows the Griffith University Learning@Griffith portal course site. The user is logged in as Urszula Kosal. The page features a navigation menu with options like 'Learning@Griffith', 'Staff', 'Students', 'Courses', 'Organisations', 'Content Collection', and 'Help & Support'. The main content area is divided into several sections: 'Announcements', 'Course Information', 'Staff Information', 'Course Documents', 'Assignments', 'Communication', 'Discussion Board', 'External Links', and 'Tools'. The 'Assignments' section is currently empty, showing 'Folder empty'. A red arrow points to the 'EDIT VIEW' link in the top right corner.

4. From the **drop-down menu** on the right-hand side chose SafeAssignment and press **Go**.



5. The Add SafeAssignment page will appear. Fill in the information required, using the table below for reference.

Field	Description
<b>Title</b>	Enter a title for the SafeAssignment.
<b>Points Possible</b>	Enter the points possible for the SafeAssignment. This value will be shared with the Gradebook, as a column will be created for the Safe Assignment.
<b>Text</b>	Enter instructions for completing the SafeAssignment.
<b>Available</b>	Select whether or not the SafeAssignment should be visible to Students.
<b>Availability Dates</b>	Use these controls to set the date range when Students can interact with the SafeAssignment. It is possible to set only a Start date or only an End date.
<b>Drafts</b>	Setting up a Draft allows Students to validate their assignment without submitting it to the institutional database. This is useful as an instructive tool, to help students learn how to cite their work correctly.
<b>Students Viewable</b>	Determines whether or not Students can see the report generated when their papers are submitted.
<b>Urgent Checking</b>	Sets papers to a high priority in the queue.
<b>Optional Announcement -Create</b>	Select Yes to create an Announcement about the SafeAssignment.
<b>-Subject</b>	Enter a subject for the Announcement.
<b>-Message</b>	Enter a message for the Announcement.

To create a final (i.e. not a draft) SafeAssignment, use the following settings as a guide:

EARSTEST COURSE > ADD SAFEASSIGNMENT

### Add SafeAssignment

**1 Enter Information**

Name  ←

Points Possible  ←

Instructions

Available  Yes  No

Availability Dates  
 Display After  Display Until  
Feb 06 2008 07 55 AM

Draft  Yes  No ←

Student Viewable  Yes  No ←

Urgent Checking  Yes  No

**2 Optional Announcement**

Create  Yes  No

Subject

Message

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Required Field

←

6. When the confirmation page appears, click OK.

Griffith UNIVERSITY

Griffith Portal > Learning@Griffith

Learning@Griffith | Staff | Students | Courses | Organizations | Content Collection | Help & Support | Scholar

Logged in: Urszula Kosal | Logout

EARSTEST COURSE > ADD SAFEASSIGNMENT

### SafeAssignment Added

SafeAssignment successfully added.

Wednesday, 6 February 2008 08:12:24 AM EST

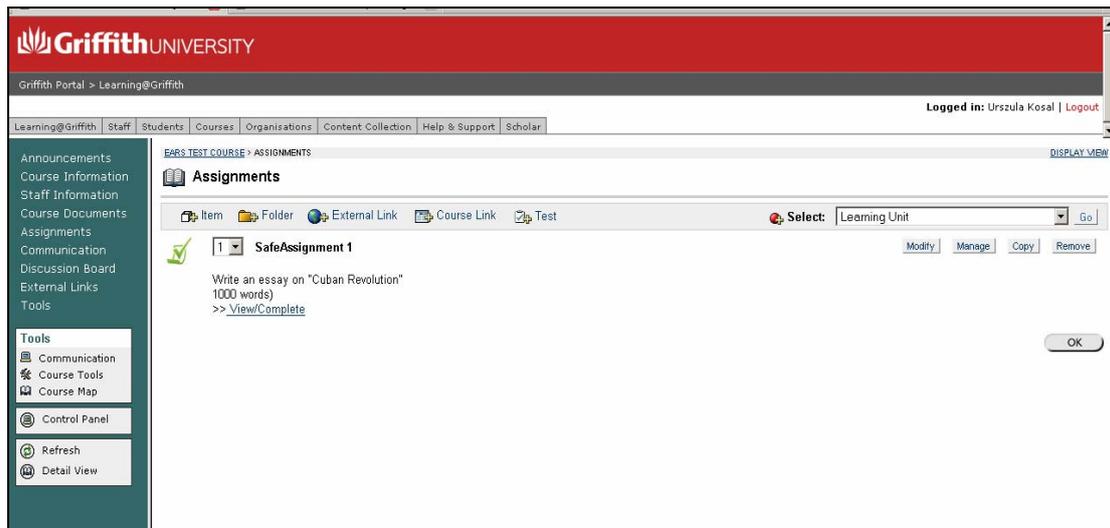
←

Announcements  
Course Information  
Staff Information  
Course Documents  
Assignments  
Communication  
Discussion Board  
External Links  
Tools

Tools  
Communication  
Course Tools  
Course Map

Control Panel  
Refresh  
Detail View

This takes you to the Edit View, showing the newly created SafeAssignment.



The screenshot shows the Griffith University Learning@Griffith portal. The top header features the Griffith University logo and the text 'Griffith UNIVERSITY'. Below the header, the user is logged in as 'Urszula Kosal' with a 'Logout' link. The navigation menu on the left includes 'Announcements', 'Course Information', 'Staff Information', 'Course Documents', 'Assignments', 'Communication', 'Discussion Board', 'External Links', and 'Tools'. The main content area is titled 'Assignments' and shows a list of assignments. The first assignment is 'SafeAssignment 1', which has a green checkmark icon. The description of the assignment is 'Write an essay on "Cuban Revolution" (1000 words)' and there is a link to '>> View/Complete'. The interface also includes a 'Select' dropdown menu set to 'Learning Unit' and buttons for 'Modify', 'Manage', 'Copy', and 'Remove'.

## Assignment Submissions

The following file types can be submitted to SafeAssign:

- Microsoft Word document: .doc
- Rich Text Format: .rtf
- HTML: .htm or .html
- Text: .txt
- PDF .pdf

To access assignments submitted and the SafeAssign Report go **Control Panel**, click **SafeAssign** under Course Tools Panel and click "View" for the Safe Assignment you wish to access. You will be able to see a list of students enrolled in your course, along with information on their submissions. You can also access the submitted file and the SafeAssign report from the Gradebook.

For detailed information on how to access submitted safe assignments and interpret text matching reports, please refer to Accessing and Interpreting SafeAssign Reports: For Staff.