



## SafeAssign: Submitting a SafeAssignment in Learning@Griffith

**SafeAssign** is a tool within Learning@Griffith that enables you to submit electronic versions of your assignments via the internet, and generate a text-matching report. Griffith University is introducing text-matching software into the assignment submission process in order to achieve the following:

- Allowing students to check their assignments to ensure correct referencing of quotes and ideas, and thus develop skills in correct academic writing;
- Allowing academic staff to better identify students who may need further assistance with their academic writing skills and in developing their own ideas in written assignments.

### How SafeAssign works

SafeAssign takes the assignments you submit, and checks for text matches against the following sources:

- **Internet**
- **ProQuest ABI/Inform database**
- **Institutional document archives** containing all papers submitted to SafeAssign by staff and students at Griffith University
- **Global Reference Database**, a database shared across all the institutions that use SafeAssign who have chosen to give their students this option. Each student decides whether they wish to submit each assignment to the Global Reference Database – a check box is available at final submission time.

Choosing to submit a file to the Global Reference Database means your assignment is stored by SafeAssign and used to check for text matches in other assignments submitted by students at other universities and institutions around the world.

After you submit your file, SafeAssign will return a report showing which, if any, text in the submitted document matches text from other documents. You should note that SafeAssign cannot tell you if text that you have quoted in your assignment is correctly cited, or if your reference list is correct. It will simply highlight those sections of text that have been found in other sources, and assign an overall percentage score. The average score will vary depending on the topic of the assignment; for example, in one course the average range might be 10%-30%, and in another course, 20%-40%. (You do not need to aim for a score of 0%.)

You should learn about interpreting this report correctly by referring to the tipsheet "Accessing and Interpreting SafeAssign Reports For Students", which is available online from:  
<http://intranet.griffith.edu.au/blended-learning-support>

## How to submit your assignments

A link for each assignment will be set up in your Learning@Griffith course site. To submit your assignment, click this link, and follow the prompts to attach the file and submit. Tips on preventing technical issues are at the end of this tipsheet – please refer to this information before you submit.

You will also have access to a draft submission point: this allows you to submit your assignment as a draft and generate a text matching report before you submit your final assignment. Note that draft submissions are stored in Learning@Griffith (but not in SafeAssign), and can be viewed by your course convenor.

**Note that if you are submitting your file whilst on campus, or connected using Griffith@Home or VLink VPN, you must be logged into NETCHECK to submit your assignment.**

Your file will need to be one of the following file types:

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

You should include the following information on the front page of your assignment:

- Student Number
- Student Name
- Course Code
- Course Name
- Due Date
- Enrolment (Internal or External)
- Campus
- Tutor
- Convenor

Check with your course convenor for any other formatting requirements.

## Important information about SafeAssign and Endnote

If you are using Endnote to manage citations in your essays, it is important to note that SafeAssign does not support Endnote. When you view or print a document in Word, the field codes for the Endnote citation are properly converted into the expected formatting because you have the Endnote plug-in installed. However, SafeAssign cannot interpret the field codes for the Endnote citation. So when the submitted Word paper is converted into text for processing by SafeAssign the Endnote citation field codes cannot be interpreted - they are treated as plain text. In plain text, the field codes look like {ADDIN EN.CITE ... } with all the citation information inside the curly brackets.

Students using Endnote should save the final version of their assignment for submission without the field codes. To do this, go to the Tools menu and select Endnote X1-> Remove field codes. We recommend that you keep a backup copy of your file with the field codes included, as once you have removed the field codes, you cannot reconnect them.

## Submitting your Assignment

1. Log into Learning@Griffith using your student ID (s-number) and password.
2. Navigate to the course where you need to submit your assignment.

3. Your course convenor or tutor will advise you where in the course the link to submit your assignments is located. Navigate to this location. If you cannot find the link, please contact your course convenor.
4. Click the **View/Complete** link which appears under the name of the assignment that you are submitting. Links to both draft and final submission points will be available.

5. Use the **Browse** button to locate and attach the file you want to submit.
6. You may leave messages to your course convenor or tutor in the Comments section.

7. If you are submitting a final assignment, and also want to submit your assignment to the Global Reference Database, check the box at step 3. (See page 1 of this guide for more information on the Global Reference Database).
8. Click **Submit**.

Upload SafeAssignment

By submitting this paper, you agree: (1) to the Terms of Use at [SafeAssign Terms of Use](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

**1 Assignment Information**

**Name** SafeAssignment 2

**Instructions** Individual Research Report due Monday, 25 February at 10am (3500 words)

**2 Your Files**

**Comments**

**File To Attach** C:\Documents and Settings\s2599 Browse...

**NOTE:** SafeAssign accepts files in Microsoft Word (doc)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP.

**3 Global Reference Database**

Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. To learn more about the Global Reference Database click [here](#).

I agree to submit my paper to the Global Reference Database

**4 Submit**

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

Cancel Submit

9. You will see a confirmation message that your assignment has submitted successfully. Click the **OK** button.

Griffith UNIVERSITY

Griffith Portal > Learning@Griffith

Logged in: Urszula Kosal | Logout

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SafeAssignment Submitted

SafeAssignment is successfully submitted.

OK

You can then return to the assignment submission screen, and verify that your assignment was attached successfully. We recommend you open the file and look it over, and if you notice any problems, contact your course convenor. This is also where you will go to access your SafeAssign text matching report - this report can take anywhere from a few minutes to 24 hours to be generated.

## Tips on successful file submission

If you are working on campus or using Griffith@Home or logged into Griffith via VPN (VLink), please confirm that you are logged into NetCheck. It is best to do this before you begin. If you encounter an error during submission that is related to the internet connection, open a new browser window and visit: <http://www.griffith.edu.au/netcheck>

If the screen indicates that you are not logged in to NetCheck, login now. A file in the process of being submitted in another window should then be processed successfully.

To minimise the risk of problems with your file submission:

- Ensure that your file/s work correctly before you attempt to submit. Open your files and check everything looks OK before you begin.
- Make sure your computer is attaching the file extension to the filename, and that the file extension is correct (.doc, .pdf).
- If you are using Endnote, save your file without the field codes.
- Consider whether your home internet connection is fast enough to submit the assignment for you. For example, if you have dialup Internet at home, and an assignment file larger than 1MB, you should try to use a computer with a faster Internet connection, to minimise issues with timeouts.
- Make sure you are using a supported browser. Internet Explorer, Netscape, Firefox and Safari are best. (If you are using a non-standard browser, we cannot guarantee that the assignment submission tool will function correctly.)

## Help and Support

If you experience any technical difficulties:

- Notify your course convenor. Even if they are unable to assist they should be made aware of any issues that may affect the submission of your assignment.
- For urgent queries, you can contact InfoServices by phone: Brisbane +61 (07) 373 55 555 or Gold Coast +61 (07) 555 25 555. You should let the staff on the phone know that you are having trouble with assignment submission via SafeAssign in Learning@Griffith. InfoServices can escalate your query to appropriate higher level support if necessary.

## More Information

Information about SafeAssign is available online at <http://intranet.griffith.edu.au/blended-learning-support>