Accessing and Interpreting a SafeAssign Report

Once students have submitted to an assignment submission point which has SafeAssign enabled, SafeAssign will produce a SafeAssign Originality Report detailing information about the matches found between a student's submitted paper and existing sources. Both instructors and students can use the report to review assignment submissions for plagiarism potential and create opportunities to identify how to properly attribute sources rather than paraphrase.

The report identifies all matching blocks of text. Instructors and their students need to determine if the matching text is properly referenced.

How to access the SafeAssign originality report

NB: SafeAssign can take time processing the submission and producing the report, especially during peak times.

Step 1. In the Full Grade Centre, locate the assignment that you enabled the SafeAssign Options for. When students have made their submissions, you see the needs grading icon – the exclamation mark.

Step 2. Access the cell’s contextual menu and click the attempt

Step 3. On the Grade Assignment page, a SafeAssign section appears in the grading sidebar. NB: While the report is processing, the following statement appears, “Report in progress”.

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Step 4. When the report is ready to view, a percentage appears in the grading sidebar. Click on the percentage to expand the SafeAssign link.

Step 5. Click on View Originality Report button

Step 6. This will open a new tab showing the interactive SafeAssign originality report
Report Layout

A SafeAssign originality report is divided into three areas:

- Report information
- Citations
- Manuscript text

1. **Report Information**

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.

2. **Citations**

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.

You can click Select Sources and Resubmit to determine which sources to include in the next report. By default, all sources are included. Clear the check box for each source you want to exclude from the results and resubmit. This is useful if a source is a previous work from the same student for the same assignment. You might also exclude...
a source if there is a reason that lengthy sections from the source appear in the paper. Processing the paper again generates a new value for the percent matching without using the excluded sources.

3. **Manuscript text**

The submitted paper appears in the left panel of the report. All matching blocks of text are identified. Each source has a colour specific to the source—up to 30 unique colours for 30 different sources. Text matching a source is highlighted in the source colour 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.