This handout contains the exact same information as the corresponding Blackboard Learn Assignments and Assessments videos which are available at http://www.youtube.com/playlist?list=PL7056BD464C2B8BF9

### Viewing SafeAssign Reports in Blackboard Learn

#### Step-by-step

- **To get started grading work of students who have submitted via Safe Assign**, locate the grey, “Course Management menu”. Next, locate and click on the **Grade Center** link, then click on the **Full Grade Center** link.

- For this tutorial, we will use the “Assignment 1” SafeAssignment that was created in the previous handout, “A03-AddingaSafeAssignmenttoBlackboardLearn”.

- On the **Full Grade Center** page, hover over the cell of the student who turned in the SafeAssignment. A submission is indicated by a green, exclamation symbol. Now, click the option button that appears to right of the symbol. A menu will then drop down, and click on the **Attempt** link.

- The **Modify Grade** page appears. In section 2, “Student’s Work”, the first option allows the text of the paper to be viewed by clicking the text document icon that is to the right of student’s name. Second, the actual file of the paper can be viewed by clicking the green, downward pointing arrow icon. Third, the percentage of text that matches the global SafeAssign database is displayed, meaning the text in the paper appears in other sources. Lastly, clicking the **SA Report** icon allows the SafeAssign generated report to be viewed, which details the sources that the paper’s text matched.
2. **Student’s Work**

✔ **Click** on the **SA Report** to view the SafeAssign generated report. The report popup shows the matching graphic, links to saving the reports, printing it, and emailing a link to it. Next, the “Suspected Sources” are displayed, which can take the instructor to webpages that contain the matching text. Lastly, below the suspected sources is the “Paper’s Text”. **Hovering** over any of the listed sources will then highlight the text that each source contains.

**WARNING**: SafeAssign may sometimes confuse common phrases, properly cited quotes and lines for manuscripts/articles as plagiarism, thus it’s best to check the text and make sure the matching is actually pointing to non-cited work. If you do believe plagiarism has occurred, please consult University policy.

- For section 3, “Modify Grade”, input the score you believe the paper has earned. To do this, **click the Grade field and type** in the score.
3. **Modify Grade**

Points Possible: 100.0

Grade: 95

- For section 4, “Feedback to Student”, **click** in the Comments field to leave plain text feedback. Also, you can **click** the Browse button to attach files for additional feedback to students.

4. **Feedback to Student**

- **Once finished, click** the **Submit** button.
- The score will appear in the **Full Grade Center** column, instead of the exclamation symbol that was there before.