Viewing SafeAssign Reports in Blackboard Learn

**Step-by-step**

- To get started grading work of students who have submitted via Safe Assign, locate the 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. Click on the attempt link.
✓ The Modify Grade page appears. Locate Student’s Work to view the reports.

✓ View the text of the paper by clicking the text document icon that is to the right of student’s name.

✓ View the actual file of the paper by clicking the green, downward pointing arrow icon.

✓ View the SafeAssign generated report by clicking on the SA Report icon, which details the sources that the paper’s text matched.

Note the SA Report or SafeAssign generated report 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. Highlighting over any of the listed sources will then highlight the text that might contain WARNING: SafeAssign may sometimes confuse common phrases, properly cited quotes and lines for manuscripts/articles as plagiarism, thus it is 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 policies.
✓ Input the score you believe the paper has earned. To do this, **click** the **Grade** field and **type** in the score.

**MODIFY GRADE**

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>10.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td></td>
</tr>
</tbody>
</table>

**FEEDBACK TO STUDENT**

**Comments**

**Path:** p

**File To Attach**

[Choose File] No file chosen

✓ Once finished, **click** the **Submit** button.