



HLC Accreditation Evidence Document

Title: SafeAssign

Office of Origin: Information Technologies

Description: The landing page for SafeAssign, a service built into UNM Learn which helps track academic dishonesty and encourages students to “properly integrate secondary sources” into their submitted work.

Date: 2018

Learn Support

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SafeAssign

UNM Learn comes with a fully-integrated anti-plagiarism tool that can be used to discourage cheating. SafeAssign also offers the opportunity to teach students how to effectively integrate secondary sources. SafeAssign can be enabled from the same screens that you use to build and edit your assignments. Take a moment to watch the SafeAssign video below. (If you have problems watching it, it is posted here: https://youtu.be/Qld2Xza_95k )



How to enable SafeAssign in Your Assignments:

1. On the **Create Assignment** page, expand **Submission Details**.
2. Select **"Check submissions for plagiarism using SafeAssign."**
3. Optionally, select one or both options:
 - Allow students to view the SafeAssign originality reports on their submissions.
 - Exclude all student submissions for this assignment from the institutional or global reference databases.
4. Complete the **Create Assignment** page.
5. Click **Submit**.

About "Exclude all student submissions..."

SafeAssign handles multiple attempts by not checking attempts from a specific student to a specific assignment against previous attempts from the same student to the same assignment. This is done to keep matches by the same student and paper from appearing in Originality Reports (i.e. it would not be helpful for the system to report that the student just plagiarized her- or him- self!)

If you want students to be able to check their drafts for originality, the easiest thing to do is create a separate assignment for the pre-work and select "Exclude Submissions."

If you really need this functionality in one single assignment, the work-around is to select "Exclude Submissions" during the draft phase, then edit the assignment to UNSELECT "Exclude Submissions" once it is time for students to turn in their final version.

A Couple of Caveats

- *For group assignments, only the person who actually submits the work will be able to view the Originality Report (except the instructor, of course).
- *Text (.txt) files are read and parsed correctly, but do not display in SafeAssign. The only option is to Download.
- *For assignments set to use Anonymous grading, instructors cannot view the Originality Reports (there is no link) until the grading timeframe has passed.

Supported File Types

SafeAssign only supports file types that are convertible to plain text: DOCX, DOC, PPT, PPTX, PDF, TXT, ODT, RTF, HTML, and HTM. SafeAssign also accepts ZIP files and processes files that match any of these file types. *Note: Spreadsheet files are not supported.*

SafeAssign counts and displays the total number of attachments in a submission, as well as the number of attachments processed by SafeAssign. SafeAssign only processes and creates originality reports for attachments that match the supported file types. For unsupported file types, the SafeAssign originality report omits a matching score.

How to Access the Reports

SafeAssign Originality Reports are accessed through the assignment grading screen. To get there, go to **Needs Grading** or the **Full Grade Center**. Click to choose a student's **Attempt**. Click **SafeAssign** to expand that panel, then click **"View Originality Report."**

Want to know more? [See the SafeAssign Originality Report.](#) 

About Academic Integrity

The Dean of Students Office has posted helpful resources for UNM Faculty to use in "creating an atmosphere which promotes academic integrity among students." See:

<http://rights.unm.edu/expectations/academic-integrity.html>

On a related note, Best Practices for SafeAssign recommend that instructors include an item in their syllabi letting students know the tool will be used.