

Direct Submit

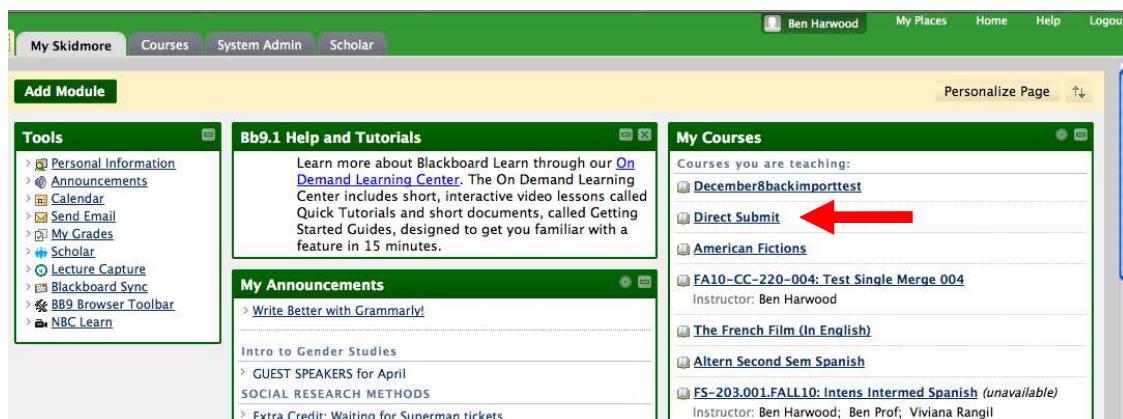
Direct Submit (DS) compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. It can be used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. DS lets faculty submit papers one at a time or several at once by including them in a .ZIP file. Papers with over 5,000 phrases or that are more than 10 MB in size cannot be submitted.

- Login to Blackboard at <http://learn.skidmore.edu> with Skidmore credentials.



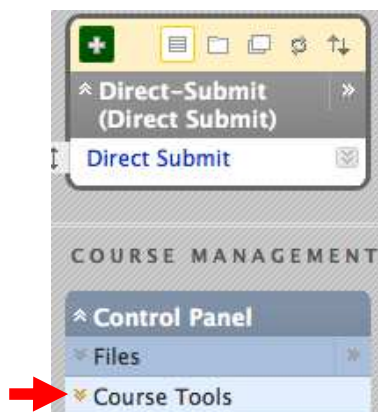
The image shows the Blackboard login page. At the top left is the Blackboard logo. Below it, the text "Have an account?" is followed by the instruction "Please enter your credentials and click the Login button below." There are two input fields: "Username:" with the text "bharwood" and "Password:" with masked characters. Below the password field is a link "Forgot Your Password?". At the bottom is a green "Login" button.

- Under **My Courses**, locate and click on the '*Direct Submit*' course link.



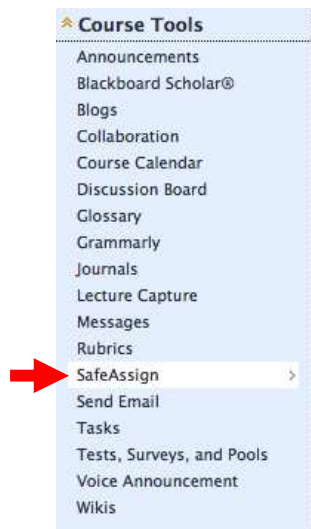
The image shows the Blackboard "My Courses" page. The top navigation bar includes "My Skidmore", "Courses", "System Admin", and "Scholar". The "My Courses" section is titled "Courses you are teaching:" and lists several courses. A red arrow points to the "Direct Submit" course link. Other courses listed include "December8backimporttest", "American Fictions", "FA10-CC-220-004: Test Single Merge 004", "The French Film (In English)", "Altern Second Sem Spanish", and "FS-203.001.FALL10: Intens Intermed Spanish (unavailable)".

- On the left side of the screen under Course Management/Control Panel, click on **Course Tools** to expand the menu

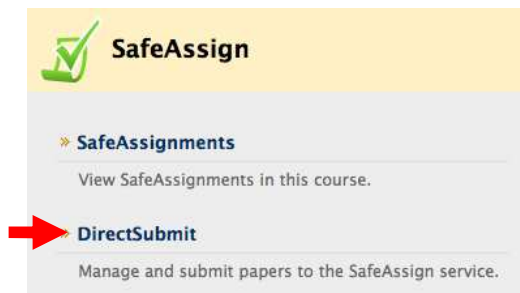


The image shows the "Course Management" section of the Blackboard interface. It features a "Control Panel" with several expandable menus. A red arrow points to the "Course Tools" menu, which is currently collapsed. Above the "Control Panel" is a "Direct-Submit (Direct Submit)" menu, also with a red arrow pointing to it.

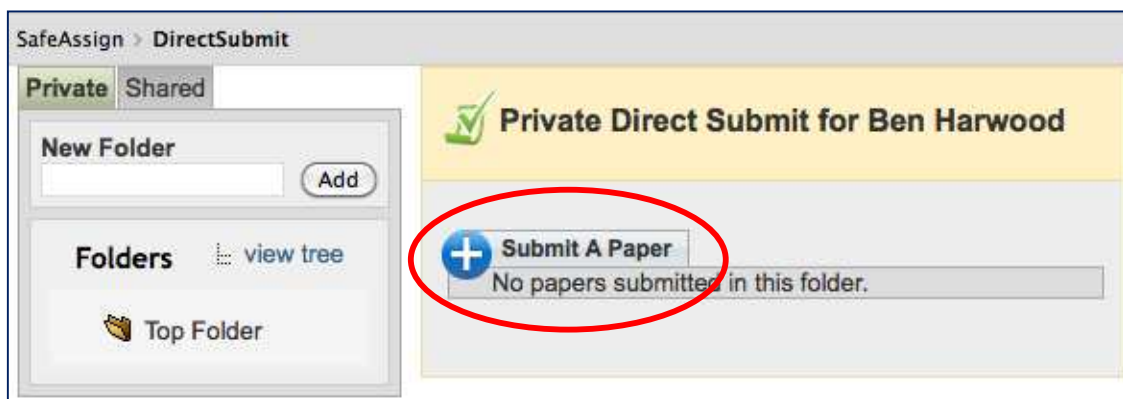
- Click on **SafeAssign**.



- Click on Direct Submit



- Click on **+ Submit a Paper**.



- Select **Submit as draft**. Check **Upload File** and attach file OR **Copy/Paste Document** to paste in a title and text.

Note: **Submit as draft** is the recommended setting. It compares the document with records in the Safe Assign database. It will not add the document to any database. However, leaving the **Submit as draft** option *un-checked* performs plagiarism checking and also adds the document to Skidmore's Safe Assign Search database. These documents are only available for searches by Skidmore faculty. Blackboard does not make them available to anyone outside Skidmore.

- Refresh the browser or reload the course page in order to see the updated status with the Safe Assign report.

Note: Be patient. It may take 5 minutes or longer to obtain the report depending on the size of document and server-side processing at Blackboard.

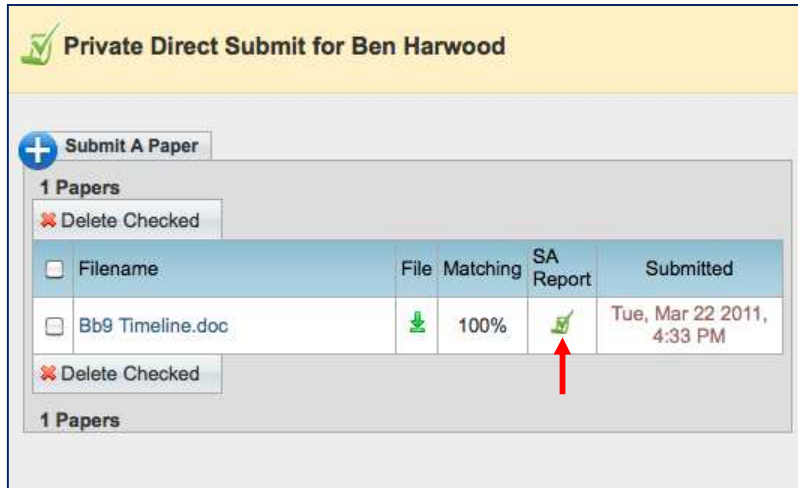
- Make note of the matching score. Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

-Scores below 15 percent: These papers typical include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.

-Scores between 15 percent and 40 percent: These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.

-Scores over 40 percent: There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.

- Click on the green check mark in the SA Report column to view the report.



The SA Report includes three parts:

-Paper information – information about the document and the matching score of overlap with existing sources.

-Suspected Sources – URL of the source. Hover your mouse over a link to highlight matching information in the document with the suspected source.



-Paper Text – the text of the document

safe assign by Blackboard Help Close

Paper Information

| | | |
|-----------------------------------|---------------------------------------------|-----------------------|
| Owner: Ben Harwood | Folder: Top Folder | Print version: |
| Filename: Bb9 Timeline.doc | Submitted: Tue, Mar 22 2011, 4:33 PM | Direct link: |
| Matching: 100% | Paper ID: 34552986 | |

Suspected Sources

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

Highlight All Unhighlight All

- 1 <http://wiki.uky.edu/blackboard/Media/Bb%209%20Upgrade%20GRCC.pdf>
- 2 <http://uctl.canterbury.ac.nz/moodle/timeline>

Re-process the paper without the selected sources

Paper Text

From: 1 <http://www.grcc.edu/bbupgrade>

Phase 1 Prepare for Testing and Initial End User Communication

Phase 2 Functionality and Usability Testing

Phase 3 Integration and Enterprise testing

Phase 4 Testing and Verification review

Phase 5 Finalize training and support materials

Phase 6 Launch/Production

2 Information to schools / departments; visits to discuss needs and explain support programme.

Moodle system working for orientation purposes.

Orientation and specialist workshops, consultations, online and practical assistance for migrations of Semester 2 and Summer courses.

Blackboard server no longer available

StudentNet server no longer available to students.

The sample report above displays a 100% match with two online sources. Hovering the mouse over each source reveals two color-coded identical matches with two different sources and the text of the submitted paper.