

## Enable SafeAssign

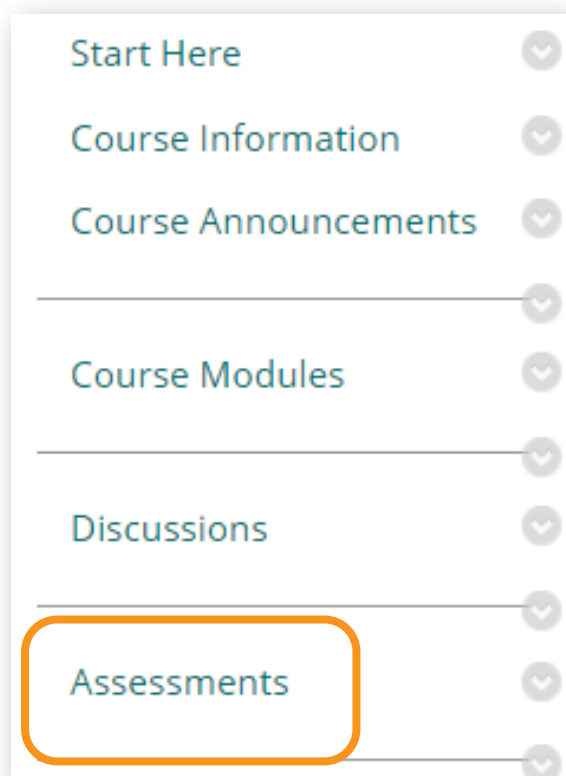
SafeAssign tool compares submitted assignments to a several educational resources such as:

- Global Reference Database: Contains over 15 million papers volunteered by students.
- Institutional document archives: Contains all papers submitted to SafeAssign by users in their respective institutions.
- Internet: SafeAssign searches across the broader internet for matching text using an internal search service.
- ProQuest ABI/Inform Journal Database: More than 3,000 publication titles, 4.5 million documents, and over 200 topical categories.

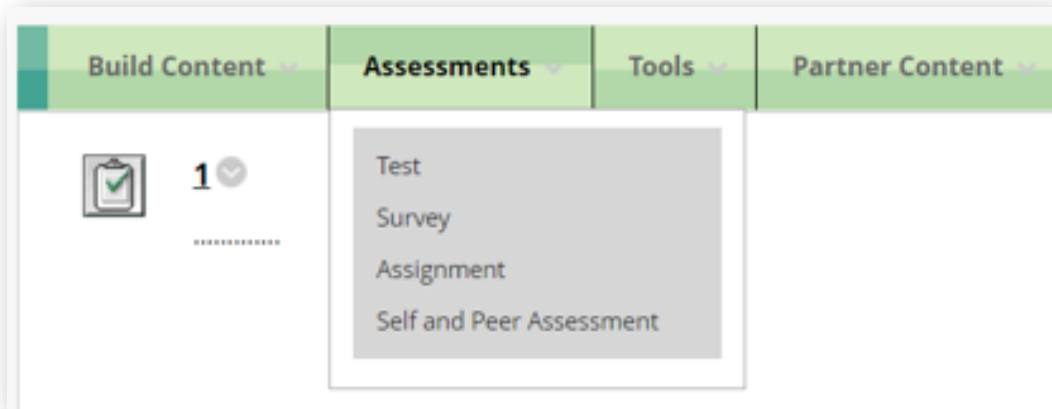
It is worth noting that SafeAssign supports several languages, including Arabic and English.

**To enable SafeAssign, please follow these steps:**

- 1 From the main menu, choose **Assessments**.



- 2 If the assignment already exists, click the Options button and choose **Edit**. Or create a new assignment from the toolbar and click on **Assessments**, then choose the **assignment**, and complete the data required to create the assignment.



- 3 Click on **Submission Details**, and from **Plagiarism Tools** select **Check submissions for plagiarism using SafeAssign**, and if you want to display the SafeAssign report on the students' page, select **Allow students to view SafeAssign originality report for their attempts**.

A screenshot of the 'Submission Details' form. The title 'Submission Details' is at the top left, with an orange arrow pointing to it. Below the title is a note: 'If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.' The form has several sections: 'Assignment Type' with radio buttons for 'Individual Submission' (selected) and 'Group Submission'; 'Number of Attempts' with a dropdown menu set to 'Single Attempt'; and 'Plagiarism Tools' (highlighted with an orange box). Under 'Plagiarism Tools', there are three checkboxes: 'Check submissions for plagiarism using SafeAssign' (checked, with an orange arrow pointing to it), 'Allow students to view SafeAssign originality report for their attempts' (checked, with an orange arrow pointing to it), and 'Exclude submissions from the Institutional and Global References Databases' (unchecked). There is also explanatory text about SafeAssign's language support and originality reports.

- 4 Complete the rest of the settings as you do when creating assignments, then click the **Submit**.
- 5 The assignment will be created with the SafeAssign tool enabled, and the assignment will appear to students with other assignments.

Note: SafeAssign only supports file types that are convertible to plain text such as (PowerPoint-PDF-Word), and SafeAssign also accepts ZIP files and processes files that match any of these file types.