

A circular wreath of various botanical illustrations surrounds the central text. The wreath includes green ferns, a red maple leaf, a yellow flower, a purple flower, and several green leaves of different shapes and sizes.

**CharterOak**  
STATE COLLEGE

A Higher Degree of **Online** Learning

# SafeAssign Originality Report Illustrated Guide

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August 8, 2023



# Introduction: Submitting your assignment and viewing the originality report

Dear students,

This is a very short tutorial to show you how to submit your assignment and how to view SafeAssign originality report.



# What is SafeAssign?

- According to Blackboard, SafeAssign is primarily a “plagiarism prevention tool.”
- It checks your paper for similarities with other materials submitted in the same college you are attending, other colleges where students submitted their papers, online publications, and anything published on the internet.
- In case you use excessive quotations or paraphrasing, it is an opportunity for you and your instructor to discuss the option to revise and resubmit to make sure you are using correct attributions and citations.

For more information, check the following source:

<https://www.blackboard.com/teaching-learning/learning-management/safe-assign>

# Some Key facts

- “Blackboard doesn't claim ownership of submitted papers.”
- “The Originality Report does not state whether a phrase that matches a source is properly referenced. Your instructor must read the report and determine if you used proper citations.”
- [Source: https://help.blackboard.com/SafeAssign/Student/Get\\_Started](https://help.blackboard.com/SafeAssign/Student/Get_Started)

# Submit Assignments Folder



**Submit Assignments** 

This folder contains descriptions, guidelines and submission links for this week's assignments.

To submit your assignment, go to the weekly “Submit Assignments” Folder

# Student View: Submitting the Assignment

## Submit Assignments ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾



### [The Second Draft of the Research Paper](#)



**Click on the link to submit the assignment**

Dear students,

You are going to post your second draft of the research paper by Wednesday night by clicking on the second draft of the research paper. This draft is not going to be graded by your professor. Your professor grades your week 5 first draft and your week 7 final draft.

The purpose of submitting your draft in week 6 is to help you access the SafeAssign originality report to determine how original your submission is, including your use of research materials such as quotations and references.

Use the same research paper template available in week 5 and 7.

Check the following Blackboard link for help with interpreting SafeAssign scores:

<https://www.blackboard.com/resources/interpreting-safeassign-score>

# Preview Upload Assignment Before you Submit

## Preview Upload Assignment: The Second Draft of the Research Paper

*You are previewing the assignment - your submission will not be saved.*

### INSTRUCTIONS

Dear students,

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### SUBMISSION

[Create Submission](#)

[Upload Files](#)

[Add Comments](#)

### ASSIGNMENT INFORMATION



**Due Date**

Wednesday, August 9, 2023 11:59:00 PM EDT



**Points Possible**

0



By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the [Blackboard Privacy Policy](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

# Preview Upload Assignment Before you Submit: Browse for your assignment and read agreement to submit to SafeAssign

## Preview Upload Assignment: The Second Draft of the Research Paper

*You are previewing the assignment - your submission will not be saved.*

### INSTRUCTIONS

Dear students,

You are going to post your second draft of the research paper by Wednesday night by clicking on the second draft of the research paper. This draft is not going to be graded by your professor. Your professor grades your week 5 first draft and your week 7 final draft.

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Use the same research paper template available in week 5 and 7.

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### SUBMISSION

[Create Submission](#)

[Upload Files](#)

Attach Files

Browse Local Files

Browse Course Files

Browse Cloud Service

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.

### ASSIGNMENT INFORMATION



Due Date

Wednesday, August 9, 2023 11:59:00 PM EDT



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By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the [Blackboard Privacy Policy](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

**Browse for your assignment in your  
computer to attach it. Then, scroll down to  
submit.**

**Read the assignment  
information and the  
agreement to submit to  
SafeAssign.**



# Select “Upload Files”

## SUBMISSION

[Create Submission](#)

[Upload Files](#)



[Add Comments](#)

# Select "Upload Files" and click on "Browse Local Files"

## SUBMISSION



The screenshot shows the 'SUBMISSION' section of a SafeAssign interface. At the top, there is a link for 'Create Submission'. Below it, the 'Upload Files' section is highlighted with a red arrow pointing left. A dashed box encloses the 'Attach Files' area, which contains three buttons: 'Browse Local Files', 'Browse Course Files', and 'Browse Cloud Service'. A red arrow points to the 'Browse Local Files' button, and a callout bubble above it contains the text 'Select "Upload Files" and click on "Browse Local Files"'. At the bottom of the interface, a note states: 'SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.'

[Create Submission](#)

[Upload Files](#)

Attach Files

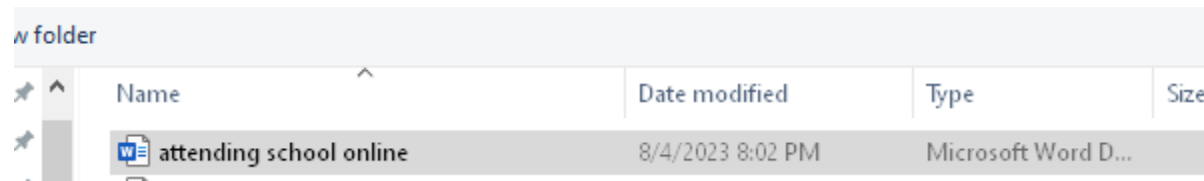
Browse Local Files

Browse Course Files


Browse Cloud Service

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.

# Locate the file to attach



A screenshot of a file explorer window titled "w folder". The window displays a table of files with the following columns: Name, Date modified, Type, and Size. The table contains one row of data, which is highlighted in grey. The file name is "attending school online", the date modified is "8/4/2023 8:02 PM", and the type is "Microsoft Word D...".

Name	Date modified	Type	Size
 attending school online	8/4/2023 8:02 PM	Microsoft Word D...	

Once you locate the file name, click on  
“open” to attach it.



Once the file is attached, scroll down to submit.

Attach Files

Attached files

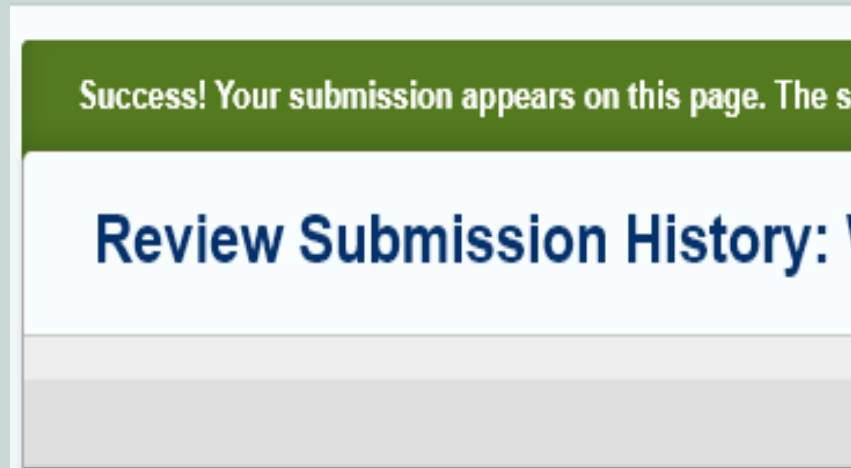
File Name	Link Title	
 attending school online.docx	attending school online.docx	<a href="#">Do not attach</a>

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.

The file is attached. Scroll down to submit.

Make sure you click on "Submit"

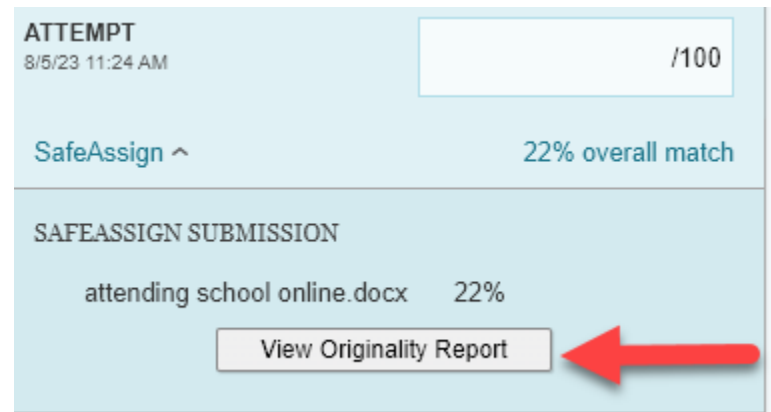
Once you submit your assignment, you are going to see a notification about the “Success” of the submission and will also receive a confirmation email.



Once you submit, the originality report is instantly generated

The screenshot displays an 'Assignment Details' interface. At the top, there is a dark header with the text 'Assignment Details' and a dropdown arrow, along with a full-screen icon and a right-pointing arrow. Below this, the 'GRADE' section is highlighted in dark grey, showing 'LAST GRADED ATTEMPT' and a score of '- /100' with a pencil icon. The 'ATTEMPT' section is highlighted in light blue, showing the date '8/5/23 11:24 AM' and a score of '/100'. Below the attempt section, the 'SafeAssign' logo is visible with a dropdown arrow, and a '22% overall match' result is shown. The 'SUBMISSION' section is highlighted in light grey, showing a document icon, the filename 'attending\_school online.docx', and a download icon.

To view the originality report, click on “View Originality Report”



ATTEMPT  
8/5/23 11:24 AM

/100

SafeAssign ^ 22% overall match

SAFEASSIGN SUBMISSION

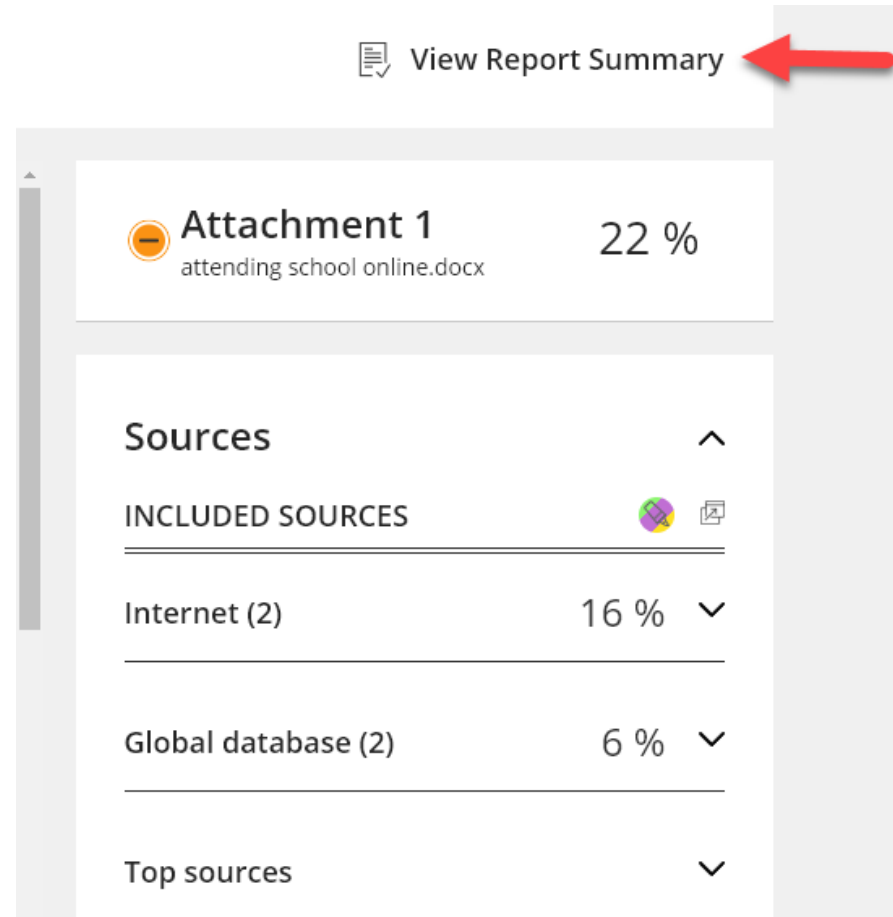
attending school online.docx 22%

[View Originality Report](#)

A red arrow points to the 'View Originality Report' button.



# You can view the report summary on your right-hand side



The screenshot shows a user interface for viewing a report summary. At the top right, there is a link labeled "View Report Summary" with a document icon, which is highlighted by a red arrow. Below this, the main content area is divided into sections. The first section is titled "Attachment 1" and shows a file named "attending school online.docx" with a 22% value. Below this is a section titled "Sources" with an expandable arrow. Under "Sources", there is a sub-section "INCLUDED SOURCES" with a globe icon and a document icon. This section is further divided into three categories: "Internet (2)" with 16%, "Global database (2)" with 6%, and "Top sources".

View Report Summary

Attachment 1 22 %  
attending school online.docx

Sources ^

INCLUDED SOURCES

Internet (2) 16 % v


Global database (2) 6 % v

Top sources v

# Scroll down to view the rest of the report on your right-hand side

SafeAssign Originality Report


## Report Summary

 Medium risk

These papers include extensive quoted or paraphrased material and may include plagiarism. You might want to review to determine if the matching content is properly attributed.









Overall Text Similarity	
Average Match	Highest Match
22 %	22 %
	attending school online.docx

Originality Reports (1)

 Attachment 1	22 %
attending school online.docx	

The example of the paper that was submitted includes only one direct quotation from Bartley and Golek and a reference to another author Carol Dweck, which were correctly attributed and referenced, and two references cited at the end. Do not be alarmed because of the language used in SafeAssign. Your instructor will let you know about any concerns with your submission. You also have the opportunity to revise your paper before it is graded and shorten the quotation if your instructor allows multiple attempts.

# Scroll down to view the rest of the report summary on your right-hand side

Sources		^	
INCLUDED SOURCES			
<hr/>			
Internet (2)	16 %	^	
<hr/>			
①	bartleby		
②	phoenix		
<hr/>			
Global database (2)	6 %	^	
<hr/>			
④	Student paper		
③	Student paper		
<hr/>			

These sources listed by SafeAssign were not used in the sample paper submitted to SafeAssign. SafeAssign finds “probable” matches where the quotation and references have been used.

# In this example, what was highlighted was a quotation and common similar expressions

dates; I do not have to worry about missing work to make money to support myself. Time management is one of the important factors that concern not only the student, but also working adults; ① Bartley and Golek (2004) reported that "The idea of online training becomes valuable to the business world as well as trainers also face situations with adult learners who may experience similar constraints, especially those of time and geographical distance." Attending school online saves me money. Since I started taking

# SafeAssign has also highlighted the sources

## References


Bartley, S. (2) J., & Golek, J. H. (2004). (2) Evaluating the cost effectiveness of online and face-to-face instruction. *Journal of Educational Technology & Society*, 7 (4), 167-175. (3)

<http://www.jstor.org/stable/jeductechsoci.7.4.167>

Dweck, C. (2016). (4) What having a "growth mindset" actually means.

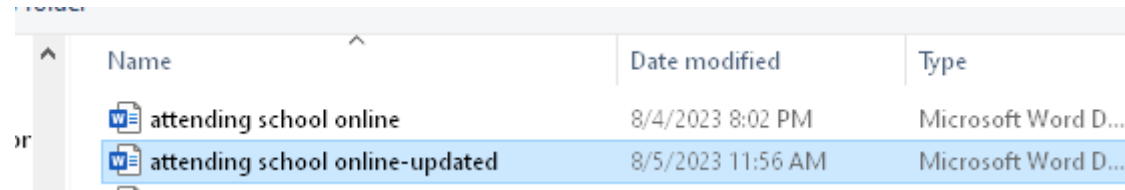
(4) *Harvard business review*, 13 (2), 2-5.

# Multiple attempts to improve the SafeAssign Originality Report

Assignment Type	Individual Submission
Number of Attempts	Multiple attempts ▾
Maximum Attempts	2 
Score attempts using	Last Graded Attempt ▾
Plagiarism Tools	<input checked="" type="checkbox"/> Check submissions for plagiarism using SafeAssign <input checked="" type="checkbox"/> Allow students to view SafeAssign originality report for their attempts <input type="checkbox"/> Exclude submissions from the Institutional and Global References Databases

For example, In IDS 101, you are allowed two attempts to submit your draft in week 6. After you submit the second draft of the research paper and view the SafeAssign originality report, you can resubmit a second time after you revise your draft to improve the originality report.

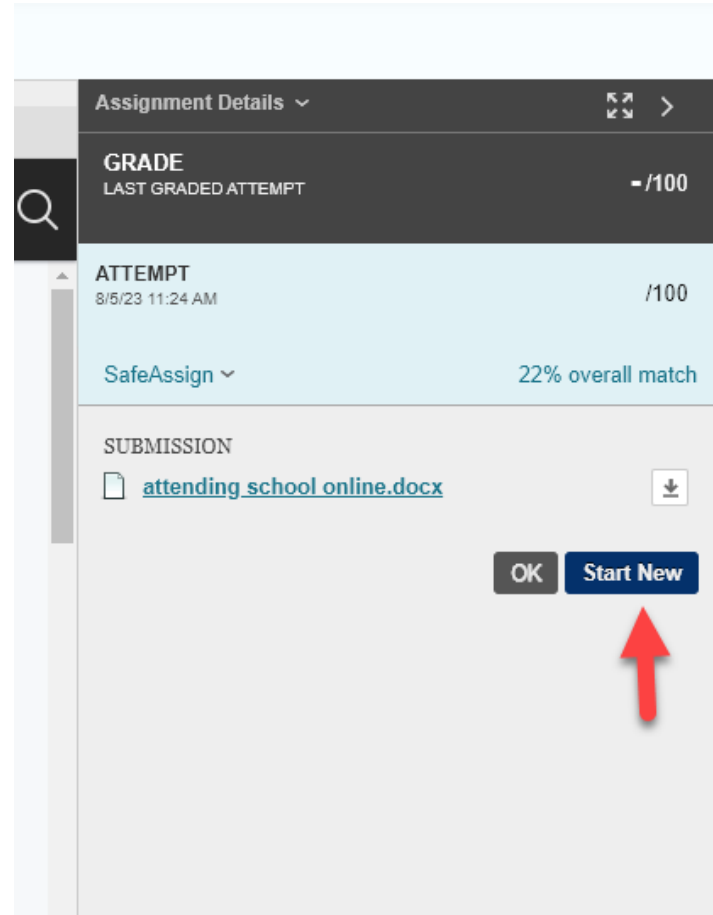
# Submitting a revised draft after viewing the originality report



A screenshot of a file explorer window showing a list of files. The window has a light gray header with the word "FILES" partially visible. Below the header is a table with three columns: "Name", "Date modified", and "Type". The table contains two rows of data. The first row is "attending school online" with a date of "8/4/2023 8:02 PM" and type "Microsoft Word D...". The second row is "attending school online-updated" with a date of "8/5/2023 11:56 AM" and type "Microsoft Word D...". The second row is highlighted with a blue background. To the left of the table is a vertical scrollbar and a small portion of a file icon.

Name	Date modified	Type
attending school online	8/4/2023 8:02 PM	Microsoft Word D...
attending school online-updated	8/5/2023 11:56 AM	Microsoft Word D...

# Starting a new attempt





# After submitting, the student receives a notification to confirm the submission.

Success! Your submission appears on this page. The submission confirmation number is 3b4f477b767b44358e8fb5e5a1c7b9d5. Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

## Review Submission History: Week 1 Assignment

Assignment Instructions ▾

Assignment Details ▾

GRADE

# Sometimes, it takes a few seconds to generate the originality report


The screenshot shows a user interface for assignment details. At the top, there is a dark grey header with the text "Assignment Details" and a dropdown arrow, along with a full-screen icon and a right-pointing arrow. Below this, a dark grey section displays "GRADE" and "LAST GRADED ATTEMPT" with a score of "- /100". A light blue section below shows "ATTEMPT 2" with a dropdown arrow, the date and time "8/5/23 11:59 AM", and a score of "/100". At the bottom of this section, it says "SafeAssign" with a dropdown arrow and "Report in progress..."



# This is the newer originality report

Assignment Details ▾

**GRADE**  
LAST GRADED ATTEMPT

**ATTEMPT 2** ▾   
8/5/23 11:59 AM

SafeAssign ▾  19% overall match

**SUBMISSION**  
 [attending\\_school\\_online-updated.docx](#) 


# Click on SafeAssign to View the Originality Report

The screenshot displays a user interface for a submission. At the top, it shows 'ATTEMPT 2' with a date and time of '8/5/23 11:59 AM' and a score of '/100'. Below this, the 'SafeAssign' logo is visible with a '19% overall match' percentage. The main section is titled 'SAFEASSIGN SUBMISSION' and lists the file 'attending school online-updated.docx' with a '19%' match. A button labeled 'View Originality Report' is positioned below the file name, and a red arrow points to it from the right. At the bottom, under the 'SUBMISSION' heading, the file name 'attending school online-updated.docx' is listed with a download icon.

# With 19% average match, SafeAssign identifies the paper as “Medium Risk”

SafeAssign Originality Report

## Report Summary


 Medium risk

These papers include extensive quoted or paraphrased material and may include plagiarism. You might want to review to determine if the matching content is properly attributed.

Overall Text Similarity

Average Match	Highest Match
19 %	19 % attending school online-update...

Originality Reports (1)

 Attachment 1 attending school online-updated.docx	19 %
--	------

The listed sources in the report summary were not used or even consulted. SafeAssign generates a probable matches!

The screenshot displays a report summary for 'Attachment 1' (attending school online-up...). The total percentage of matches is 19%. The sources are categorized as follows:

- Internet (3): 10%**
  - 2 matches from 'cedtech' (green icon)
  - 3 matches from 'phoenix' (cyan icon)
  - 1 match from 'merlot' (yellow icon)
- Global database (3): 9%**
  - 4 matches from 'Student paper' (blue icon)
  - 5 matches from 'Student paper' (purple icon)

Each source entry includes a circular icon with a number, the source name, a colored pencil icon, a document icon, and a circle with a slash icon.

# The numbered sources in the report summary are not highlighted in the text of the paper.

Attending College Online  
Student  
Charter Oak State College  
IDS 101: Cornerstone Seminar  
Professor August 3, 2023

I have been asked to share my experience with attending school on-line and talk about my motivation or any challenges I have faced. Like many traditional students, I attended college in-person for a few semesters and stuck to a schedule that required me to use transportation and sit in class a few times a week. When I had the chance to switch to online instruction, I got to experience attending school online, and, since then, I have decided to continue my college education online since it provides me with a flexible schedule, saves me money, and provides me with an online community. Attending school online provides me with a flexible schedule. Can it get better than having the opportunity to log in anytime that is convenient to me and do my work? All I need is a reliable internet connection, a very functional computer, and a quiet space to do my work at my pace and my leisure. I have realized that I do not have to be confined to a physical location/classroom or a set time to achieve my goal, which is completing my education and graduating. The other flexibility in my schedule is that even if I do not feel well, I get to enjoy access to the course materials and study at my pace as long as I am participating and meeting the due dates; I do not have to worry about missing work to make money to support myself. Time management is one of the important factors that concern not only the student, but also working adults; Bartley and Golek (2004) discussed the hardships that adult students face, particularly those who have to do with time and distance. Attending school online saves me money. Since I started taking classes online, I have been spending less money on gas and on car maintenance. I don't have to eat out at lunch or dinner. I have realized that attending school online has made me aware of how to better handle my finances. I have started saving and I have realized that I get to use that money that I save on eating out to do my weekly shopping and paying my bills. Attending school online has enabled me to use what Carol Dweck

## INCLUDED SOURCES

### Internet (3)

10 % ^

- 2 cedtech
- 3 phoenix
- 1 merlot

### Global database (3)

9 % ^

- 4 Student paper
- 5 Student paper
- 6 Student paper

# Continuation: The numbered sources in the report summary are not highlighted in the text of the paper.

have started saving and I have realized that I get to use that money that I save on eating out to do my weekly shopping and paying my bills. Attending school online has enabled me to use what Carol Dweck (2016) called "growth mindset": "Individuals who believe their talents can be developed (through hard work, good strategies, and input from others) have a growth mindset." Indeed, my attending college online has enabled me to use my online skills to start working online too, which has helped me to use less mileage on my car and save money on maintenance. Attending college online has helped me to find belong to a community of like-minded students. This is the community of students who share similar interests and deal with similar challenges. For the first time I have started enjoying the online discussion forums where I see my peers share their responses about assigned topics; reading other discussion posts and having the opportunity to interact with my peers and my instructor via discussions, including the Q&A forum, have been instrumental in making me feel that I am heard and that I belong to this academic online community. I have talked about the benefits; this reflection would not be complete without mentioning a challenge. The question here is about whether there is one challenge or challenges. It all depends on each individual and how each handles such challenges. Since I am self-reflecting, one of the challenges that I dealt with in the past was how some instructors released the course materials one week at a time and they only thing that gave me solace and kept me going was going back to the syllabus and asking instructors questions about upcoming assignments. This is not a challenge any more since the course I am taking gives me access to all the weeks' materials and assignments. The access to resources that I have now such as academic advising, online tutoring, the online library, and my instructors' contact information and their readiness to respond via email, weekly discussions, and weekly feedback on assignments is refreshing and settling. Another bonus to help with the potential challenge of being "alone" online is that the college has an alumni association that provides support to other students. From my experience, a good online school or class is one that provides you access to the entire course right from the start of the term. This enables me to be better organize my time to enjoy flexibility, to save money on expenses, and to belong to an academic community. There is always a challenge that comes along the way, and when this happens, I know that I can use the resources available to me at my online college.

Word Count: 866      Submitted on: 08/05/23      Submission UUID: 7872efe7-7e2f-7e6d-29ef-343dec088c70      Attachment UUID: 9a7e7d11-3e8f-57a6-acb9-db2752673a77

### SOURCES

**INCLUDED SOURCES**

**Internet (3) 10 %**

- 2 cedtech
- 3 phoenix
- 1 merlot

**Global database (3) 9 %**

- 4 Student paper
- 5 Student paper
- 6 Student paper

**Top sources**



# SafeAssign highlights the references and matches them with probable sources from the internet and the global database.

...rums where I see my peers share their responses about assigned topics; reading other discussion posts and having the opportunity to interact with my peers and my instructor via discussions, including the Q&A forum, have been instrumental in making me feel that I am heard and that I belong to this academic online community. I have talked about the benefits; this reflection would not be complete without mentioning a challenge. The question here is about whether there is one challenge or challenges. It all depends on each individual and how each handles such challenges. Since I am self-reflecting, one of the challenges that I dealt with in the past was how some instructors released the course materials one week at a time and they only thing that gave me solace and kept me going was going back to the syllabus and asking instructors questions about upcoming assignments. This is not a challenge any more since the course I am taking gives me access to all the weeks' materials and assignments. The access to resources that I have now such as academic advising, online tutoring, the online library, and my instructors' contact information and their readiness to respond via email, weekly discussions, and weekly feedback on assignments is refreshing and settling. Another bonus to help with the potential challenge of being "alone" online is that the college has an alumni association that provides support to other students. From my experience, a good online school or class is one that provides you access to the entire course right from the start of the term. This enables me to be better organize my time to enjoy flexibility, to save money on expenses, and to belong to an academic community. There is always a challenge that comes along the way, and when this happens, I know that I can use the resources available to me at my online college.

## References

- Bartley, S. (1) J., & Golek, J. H. (2004). (2) Evaluating the cost effectiveness of online and face-to-face instruction. (3) Journal of Educational Technology & Society, 7 (4), 167-175. (4) <http://www.jstor.org/stable/jeductechsoci.7.4.167>
- Dweck, C. (2016). (5) What having a "growth mindset" actually means. (6) Harvard business review, 13 (2), 2-5.

**SOURCES**

**INCLUDED SOURCES**

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**Internet (3) 10 % ^**

---

(2) cedtech

(3) phoenix

(1) merlot

---

**Global database (3) 9 % ^**

---

(4) Student paper

(5) Student paper

(6) Student paper

# Academic Integrity Policy at COSC

Check Charter Oak State College's [Academic integrity policy at COSC](#)

# References

For more information, check the following sources:

*Blackboard SafeAssign: Interpreting a Score.* (n.d.). Blackboard.

<https://www.blackboard.com/resources/interpreting-safeassign-score>

*Getting Started with SafeAssign.* (n.d.). Blackboard.

[https://help.blackboard.com/SafeAssign/Student/Get\\_Started](https://help.blackboard.com/SafeAssign/Student/Get_Started)

*Plagiarism Prevention Tool—Blackboard SafeAssign.* (n.d.). Blackboard.

<https://www.blackboard.com/teaching-learning/learning-management/safe-assign>