Access SafeAssign Report

When a SafeAssign Report has finished processing, you can access it on the Grade Assignment page. Access the Grade Assignment page from the Grade Center or the Needs Grading page.

In the Grade Center, locate the assignment that you enabled the SafeAssign options for. When students have made their submissions, you see the needs grading icon—the exclamation mark. Access the cell's contextual menu and click the attempt.

On the Grade Assignment page, a SafeAssign section appears in the grading sidebar. While the report is processing, the following statement appears: **Report in progress**. When the report is ready to view, a percentage appears in the grading sidebar. Expand the SafeAssign link and click View Originality Report to view the results in a new window.
Layout of SafeAssign Report

A SafeAssign originality report is divided into three areas:

- **Report information** – appears on right panel of the report. When you reduce the width of the viewing area, this information appears at the top. It gives you data about the paper such as the author, percent of matching text, word count, and when it was submitted.
- **Citations** – The sources that include text that matched the submitted paper's text are listed in the right panel of the report.
- **Manuscript text** – The submitted paper appears in the left panel of the report. All matching blocks of text are identified. Each source has a color specific to the source – up to 30 unique colors for 30 different sources.

Interpreting SafeAssign Originality Report

Sentence matching scores represent the percentage probability that two phrases have the same meaning. For example, a score of 90 percent means that there is a 90 percent probability that these two phrases are the same. There is a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source—whether appropriately attributed or not.

The overall SafeAssign score indicates the probability that the submitted paper contains matches to existing sources. **This score is a warning indicator only. Review papers to see if the matches are properly attributed.**

- **Scores below 15 percent**: These papers typically include some quotes and few common phrases or blocks of text that match other documents. Typically, these papers do not require further analysis as there is no evidence of plagiarism.
• **Scores between 15 percent and 40 percent:** These papers include extensive quoted or paraphrased material, or they include plagiarism. Review these papers to determine if the matching text is properly referenced.

• **Scores over 40 percent:** A very high probability exists that text in these papers was copied from other sources. These papers include quoted or paraphrased text in excess, and need to be reviewed for plagiarism.