

Quick Student Guide to Using SafeAssign with LEARN@PolyU(理學網)

Developed by The Working Group on Promoting Students' Academic Integrity at PolyU

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Quick Student Guide to Using SafeAssign with LEARN@PolyU(理學網)

SafeAssign is an online plagiarism detection tool available in LEARN@PolyU(理學網), the University's online Blackboard learning management system. Your instructor may require you to make a submission through SafeAssign to check for potential or suspected plagiarism. To use SafeAssign for course assignments, you do NOT have to register for a SafeAssign account.

This Quick Student Guide covers the following three aspects:

- A. Submitting work to SafeAssignment in LEARN@PolyU(理學網) pp. 3-4
- B. Reviewing SafeAssignment submissions and SafeAssign
Originality Reports (SA Reports) pp. 5-6
- C. Understanding SA Reports and revising work accordingly pp. 7-9

For more detailed information on using SafeAssign in LEARN@PolyU(理學網), contact ITS Blackboard Support at 2766 5900, or <http://www.polyu.edu.hk/hots>.

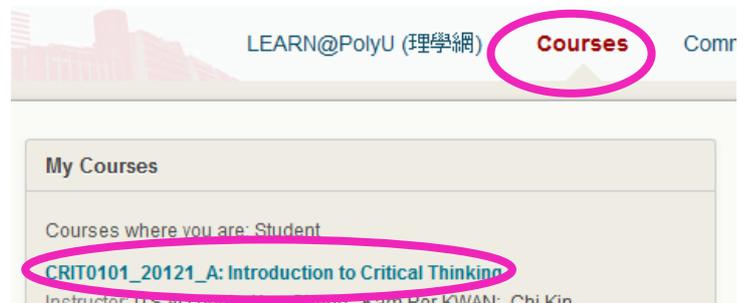
A. Submitting work to SafeAssignment in LEARN@PolyU(理學網)

If you are required to submit an assignment to SafeAssign for checking, a specific SafeAssignment link for that assignment will be set up for you. To submit an assignment via this link, follow the steps below.

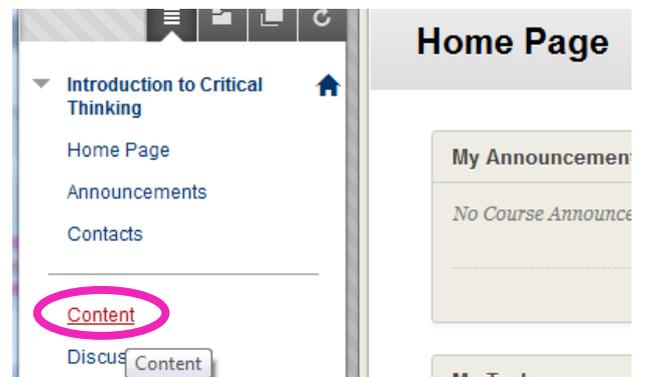
Note: Make sure that you have the assignment file on your computer.

Step 1 Log in to **LEARN@PolyU(理學網)** (<http://learn.polyu.edu.hk>) using your NetID and password.

Step 2 On the *Courses* tab, select the course to which you would like to submit a SafeAssignment (e.g. CRIT0101_20121_A: Introduction to Critical Thinking).



Step 3 On the left hand menu, click **Content** or **Assessments**, where the assignment is located.



Step 4 If you see the SafeAssign logo next to the assignment name, that means your submission will go through SafeAssign for checking.

To make a submission, click **View/Complete**.



Assignment 1

Compare and contrast individualism and collectivism.

Note: References your sources properly using MLA style.

>> [View/Complete](#)

Step 5 On the *Upload SafeAssignment* page, fill in the details as appropriate.

1. Comments (optional)

Enter any comments or remarks in the box, if you have any.

Your Files

Comments

- Click **Choose File** to locate the file (on your computer or USB) to be submitted.

File To Attach

Note:

Supported file types:

- MS Word® (DOC and DOCX)
- HTML
- Plain text (TXT)
- Rich Text Format (RFT)
- Portable Document Format (PDF)
- Zip files (ZIP)

3. Global Reference Database (optional)

Check the box if you agree to submit your work to the Global Reference Database which will allow submissions from other institutions to be checked against your work.

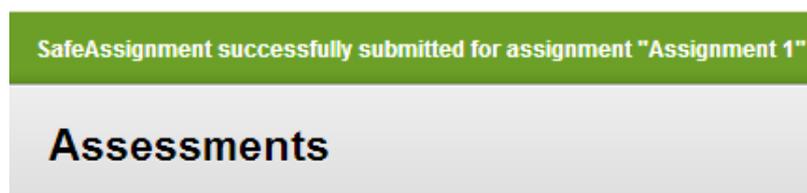
3. Global Reference Database

Submitting to the SafeAssign Global Reference Database allows you to protect the originality of your work across all institutions. For more information on the Global Reference Database click [here](#).

agree to submit my paper to the Global Reference Database

Step 7 Click **Submit** to submit the assignment.

A prompt on the top will notify you upon your successful submission.



Assessments

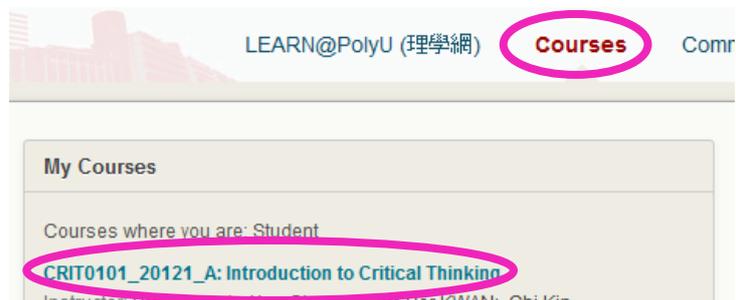


Assignment 1

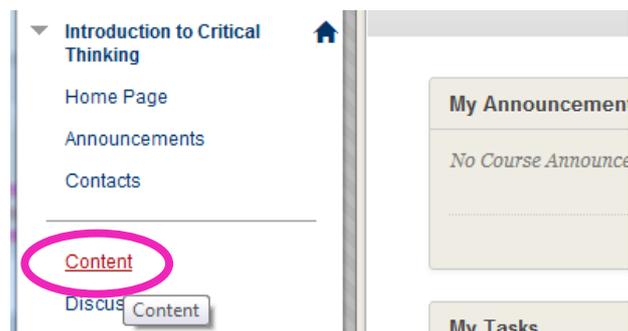
B. Reviewing SafeAssignment submissions and SafeAssign Originality Reports (SA Reports)

To access SafeAssignment submissions and SafeAssign Originality Reports in LEARN@PolyU(理學網), follow the steps below.

Step 1 On the *Courses* tab, click the course that contains the assignments and the SA Reports you wish to view (e.g. CRIT0101_20121_A: Introduction to Critical Thinking).



Step 2 On the left hand menu, click **Content** or **Assessments**, where the assignment is located.



Step 3 To access your submission, click **View/Complete**.



Assignment 1

Compare and contrast individualism and collectivism.

Note: References your sources properly using MLA style.

>> [View/Complete](#)

Step 4 On the *View SafeAssignment* page, you will see the submission details.

Assignment Information

Name	Description
Assignment 1 (Draft)	Compare and contrast individualism and collectivism.

Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
crit0101_20121_a_s	Account GUEST			28%		Mon, Sep 17, 2012, 12:35 PM

View Grade

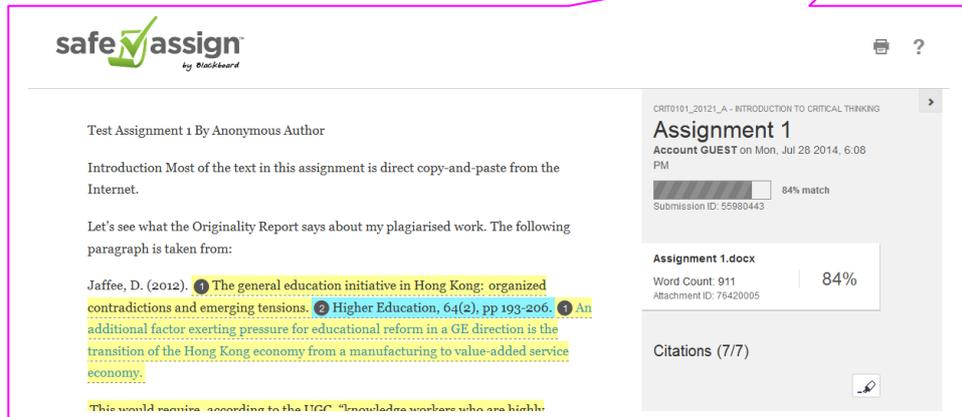
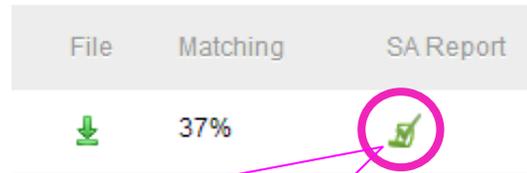
Grade	Points Possible	Weight
	20.0	0.0

Instructor's Feedback

Comments	Currently Attached File
No feedback from instructor	No feedback uploaded

Step 4
Cont'd

1. To view the SA Report, click the *SafeAssign* icon . The SA Report will open in a new window (see Section C to navigate within the SA Report).



2. To download the file in its original format, click the *download* icon  in the *File* column.



C. Understanding SA Reports and revising work accordingly

The annotated SA Report below shows the range of information provided by the report.

Test Assignment 1 By Anonymous

Introduction Most of the text is copied from the Internet.

Let's see what the Originality Report says about my plagiarised work. The following paragraph is taken from:

Jaffee, D. (2012). **1** The general education initiative in Hong Kong: organized contradictions and emerging tensions. **2** Higher Education, 64(2), pp 193-206. **1** An additional factor exerting pressure for educational reform in a GE direction is the transition of the Hong Kong economy from a manufacturing to value-added service economy.

This would require, according to the UGC, "knowledge workers who are educated with diverse and adaptable skill sets" (University of Hong Kong). As the economy transitioned away from manufacturing to services, labor force weaknesses may have become increasingly apparent. It remains a growing concern about the international competitiveness of university graduates based on the fact that many global firms hire students that were educated overseas. The following is copied verbatim from Wikipedia on the analysis of Marxism.

3 These inefficiencies manifest themselves as social contradictions in society in the form of class struggle.

Under the capitalist mode of production, this struggle materializes between the minority (the bourgeoisie) who own the means of production, and the vast majority of the population (the proletariat) who produce goods and services. **4** Taking the idea that social change occurs because of the struggle between different classes within society who are under contradiction against each other, the Marxist analysis leads to the conclusion that capitalism oppresses the proletariat, which leads to a proletarian revolution.

Suspected Entry: 99% match

<p>Uploaded - Assignment 1.docx</p> <p>Taking the idea that social change occurs because of the struggle between different classes within society who are under contradiction against each other, the Marxist analysis leads to the conclusion that capitalism oppresses the proletariat, which leads to a proletarian revolution</p>	<p>Source - http://redvinylchair.com/2013/05/19/a...</p> <p>Taking the idea that social change occurs because of the struggle between different classes within society who are under contradiction against each other, the Marxist analysis leads to the conclusion that capitalism oppresses the proletariat, which leads to a proletarian revolution</p>
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Assignment 1
Account GUEST on Mon, Jul 28 2014, 6:08 PM

84% match
Submission ID: 55980443

Assignment 1.docx
Word Count: 911 | **84%**
Attachment ID: 76420005

Citations (7/7)

- <http://www.unf.edu/~djaff...>
- Another student's paper - I...
- <http://en.wikipedia.org/wiki...>
- <http://redvinylchair.com/20...>
- <http://www.ncpeapublicati...>
- <http://cnx.org/content/m34...>
- <http://myweb.polyu.edu.hk/...>

The following Chinese texts are taken directly from Wikipedia and a government press release respectively.

After reading the report, you might need to revise your work accordingly. The purpose of revising your work is to make it better and in particular, plagiarism-free – reducing the matching percentage is not the aim.

The following are some tips on how you can review and revise your work effectively.

Tip 1 When reviewing the matching texts and their sources, check carefully if proper acknowledgements are given to the sources you used.

- ✓ If yes, then you are fine. Remember to include all the sources you used in the bibliography or reference list as well.
- ✗ If no, then cite the sources properly using the referencing style your discipline prefers. Consult your instructor if you do not know which referencing style to use.
- ? If you are not sure if proper acknowledgements are given, or do not know how to reference sources, see Tip 4.

Tip 2 You can use others' words verbatim as direct quotations i.e. embedded quotes with quotation marks or block quotes with indentation; and you still need to cite the sources.

!!! Bear in mind that excessive use of direct quotations is not encouraged as it is not a good writing practice. Using too many quotations makes your work look weak as you are simply patching together others' words without much input of your own.

Tip 3 You can paraphrase or summarise others' words or ideas in your own words, and cite them properly.

You should build your ideas or thoughts upon others' work and express them *in your own words*.

- ① If you do not know how to paraphrase or summarise, see Tip 4.

Tip 4 Seek help and support at PolyU if needed.

Here are some useful support and resources available at PolyU.

Educational Development Centre (EDC)	<p>About Plagiarism and How to Avoid it: Hot Tips for PolyU Students (A booklet)</p> <p>This handy booklet serves as a quick guide to doing plagiarism-free work: http://edc.polyu.edu.hk/PSP/Plagiarism_Booklet.pdf</p>
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Tip 4
Cont'd

PolyU Library	<p>Online Information Literacy Programme</p> <p>Module 4 of this programme provides information on citing sources and using bibliographical software: http://www.lib.polyu.edu.hk/literacy/module2_4/manage0.htm</p> <p>RefWorks (a web-based reference management tool): http://www.lib.polyu.edu.hk/research-support/tools/refworks</p> <p>Publication manuals available in both circulation and reserved collections.</p>
Centre for Independent Language Learning (CILL) [Location: A305]	<p>Information about quoting, summarising, paraphrasing, in-text and end-of-text referencing: http://elc.polyu.edu.hk/CILL/reference.aspx</p> <p>Also read the reference books on the shelf labelled "Writing" and "Study Skills" in CILL for advice and examples.</p> <p>Referencing Machine</p> <p>The Referencing Machine formats references for you: http://elc.polyu.edu.hk/cill/referenceMachine.aspx</p>
English Language Centre (ELC)	<p>Referencing guides to APA, Harvard, IEEE and Vancouver style referencing: http://elc.polyu.edu.hk/Referencing/</p> <p>The guides provide detailed explanations on the mechanics of citations and referencing examples for different types of sources in different referencing styles.</p> <p>Writing Assistance Programme</p> <p>The programme offers individual help with your writing: http://elc.polyu.edu.hk/WAP/</p>