Once a SafeAssignment is submitted by a student (or an instructor using Direct Submit), it is checked against various Internet and institutional databases for possible plagiarism. When SafeAssign completes the checking process, a SafeAssign (SA) Originality Report is generated providing the results.

**Accessing SafeAssign Reports**

1. Enter the course where the SafeAssignment resides.

2. In the Control Panel, expand Course Tools and click on SafeAssign.

**NOTE:** If SafeAssign does not exist in Course Tools, please see question 1 in the FAQ section of this tutorial.

3. Click on SafeAssignments

4. Next to the title of the SafeAssignment in question, click on the Action Menu and select View Submissions.
To view a given student’s SA Report, click on the green check mark icon under SA Report for the student in question.

**Viewing/Interpreting the Report**

**Paper Information**

- **Author:** Sam Student
- **Title:** sample SA.docx
- **Matching:** 22%

**Suspected Sources**

- Click on a suspected source's link to visit the source in question.
- Click the magnifying glass to highlight the text in the paper that matches this source.
- If sources have been selected for filtering, click the Re-process button (see section below for more information).

**Paper Text**

1. The memory of World War I had a decisive influence on the formation of German nationalism. In the wake of National Socialism, analyzing popular German films and other forms of transnational discourse that despite the significant postwar nation-building efforts, the government of the Weimar Republic also endeavored to utilize memories of war experiences in order to undermine nationalism and to contemplate an alternative, transnational framework for collective identity. Focusing on two films — Leo Lasko’s pseudo-documentary Weltkrieg (1927/28) and Richard Oswald’s fictional Dr. Bessels Verwandlung (1927) — the article examines the ways they presented the war as an inevitable outcome of nationalism, implying that rationalism and subjectivity, the fundamental concepts of the Enlightenment, can be obtained only through an alternative, non-nationalist perception of collective identity. The contemporary reactions to these films show that these ideas, although repressed and forgotten after January 1933, were not exceptional to German bourgeois society in the Weimar period.
Filtering Matched Sources
Once a paper has been processed, suspected sources can be filtered from the SA Report.

1. Enter the SafeAssign Report by using the method outlined above.
2. Check the source(s) to be filtered under the Suspected Sources section.

3. With the desired source(s) checked, click on the link entitled Re-process the paper without the selected sources.

4. Once clicked, a screen will appear indicating that the paper is being reprocessed. Depending on the size of the paper being processed and the volume of requests at that time, the reprocessed report will typically be available within 20 minutes.

Frequently Asked Questions
Q1. I do not see SafeAssign in the course tools area of the Control Panel. Can this be enabled?

A1. Yes. To enable SafeAssign within a course, expand the Customization group in the Control Panel and select Tool Availability. Now, find the entry that says SafeAssign and ensure that the first box is checked. Also in this menu, ensure that the box for SafeAssignment is checked. When finished, click Submit at the bottom.