

Sharing SafeAssign Reports

1. Open up SafeAssign in Blackboard. Click on the SafeAssign file that you would like to share. You'll see that in the upper right hand corner you can click the download icon and the report will open up in a new page.

The screenshot shows the Blackboard interface for a SafeAssign Originality Report. At the top, it says "SafeAssign Originality Report" and "ROOT • Submitted on Thu, Feb 28, 2019, 9:39 AM". There is a "Download Originality Report" button in the top right. The main content area is titled "ERIN Kitchell" and includes a "View Report Summary" link. Below this, there is a section for "STUDY 1 INSTRUMENT" dated "02-16-2018" with an "Introduction" section. The introduction text states: "Thank you for participating in this study. This research is being conducted by Grazia Xiong and Nate Waddoups at the Darla Moore School of Business. We are interested in how managers make important business judgments. Your participation in this study is voluntary, and your responses are anonymous and confidential. This study should take you approximately 10 minutes to complete, although you may take as much time as you feel necessary. On the last screen of this study, you will be provided with a survey code. Please type the survey code into the Amazon Mechanical Turk system in order to be paid \$1.00 (plus a likely \$0.50 bonus) for your participation in this study. Should you have any questions about this study, please contact Grazia Xiong at grazia.xiong@grad.moore.sc.edu. Please click the arrow to continue if you wish to participate. You may NOT use a mobile device to complete this study." To the right of the introduction, there is a table showing "Attachment 1" with a score of "66 %". Below this, there is a "Sources" section with "INCLUDED SOURCES" and a list of sources: "Institutional database (1)" with a score of "65 %" and "Global database (1)" with a score of "1 %".

2. The report that shows up now has a grid at the bottom where it compares each match that was found in the SafeAssign report. Right click on your screen and select that you want to print the file.

The screenshot shows the "Source Matches (23)" section of the report. It features a grid with two columns: "Student paper" and "Original source". The first match is circled with a "1" and labeled "My paper" with a score of "92%". The "Student paper" column contains the text: "Your participation in this study is voluntary, and your responses are anonymous and confidential." The "Original source" column contains the text: "Your participation in this study is voluntary, and your responses are anonymous".

3. When the computer opens the print preview screen, click on the print destination drop down and select "save as a PDF". This option saves the PDF version to your computer so you can download the file and share it with our office.

The screenshot shows the print preview screen for the SafeAssign report. It features a "Print" dialog box with a "Destination" dropdown menu set to "Save as PDF". The dialog also shows "Pages" set to "All", "Layout" set to "Portrait", and "More settings" expanded. The background shows the report content, including the "Total Number of Reports" (1), "Attachment 1" (66%), "Institutional database (1)" (65%), and "Global database (1)" (1%). The "Student paper" match is circled with a "2". The "Print" dialog also shows a "Total Score" of "High risk 66 %" and an "Average Word Count" of "1,211" for the highest match, "JWX-Instrument1.docx". The "Word Count" for this match is "1,211" and the "Score" is "65 %".