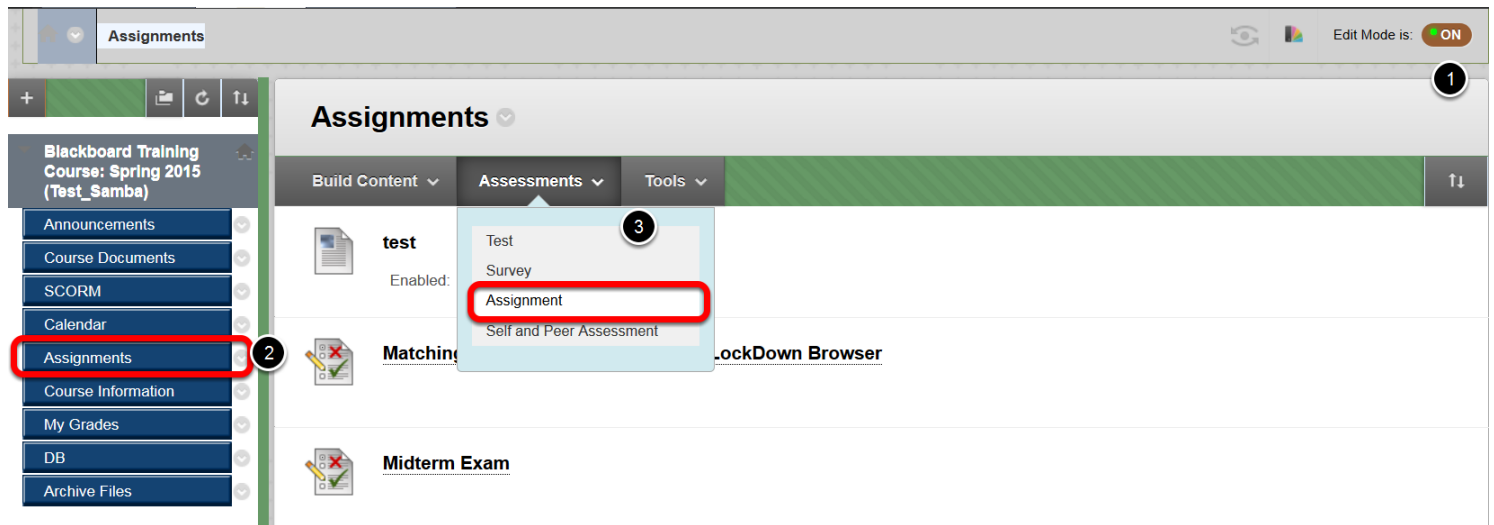


Blackboard - Using SafeAssign

SafeAssign is now integrated into regular Blackboard Learn assignments. With the integration between SafeAssign and regular assignments, almost all of the regular assignment features are available with the SafeAssign service.

1. Choose any content area in your course, point to Assessments on the action bar and select Assignment



1. Make sure edit mode is turned on,
2. Select any content area in your course where you want the safeAssignment do be deployed
3. Point to Assessments and select Assignment

2. Create Assignment Options

* Indicates a required field.

Cancel

Submit

ASSIGNMENT INFORMATION

* Name and Color

1



Black

Instructions

Rich text editor toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, list, link, unlink, and other tools. Below the toolbar is a large text area for entering instructions, marked with a circled '2'. At the bottom of the text area, it shows 'Path: p' and 'Words: 0'.

ASSIGNMENT FILES

Attach File

3

Browse My Computer

Browse Course

DUE DATES

Submissions are accepted after this date, but are marked **Late**.

Due Date

4

Date selection interface with a calendar icon, a time selection icon, and a play icon.

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

1. Enter a **Name** for the assignment (students click this name in the course area to access the assignment).
2. Enter instructions for completing the Assignment in the **Instructions** box.
3. Optionally, in the **Assignment Files** section, attach a file using Browse My Computer or Browse Course.
4. Select a Due Date. If a student submits an assignment after the due date, the submission is identified as late.

3. Setup SafeAssign

GRADING

* Points Possible **1**

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type **2** Individual Submission
 Group Submission

Number of Attempts **3**

Plagiarism Tools **4** Check submissions for plagiarism using SafeAssign
SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.

5 Allow students to view SafeAssign originality report for their attempts

6 Exclude submissions from the Institutional and Global References Databases

1. Type **Points Possible**.
2. Under **Submission Details**, select the **Assignment Type**, either Individual or Group Submission
3. Allow single, multiple, or unlimited attempts.
4. **Plagiarism Tools**, select Check submissions for plagiarism using SafeAssign.
5. Allow students to view the SafeAssign originality reports on their submissions.
6. Exclude all student submissions for this assignment from the institutional or global reference databases. (*This option when selected will check the document for plagiarism without adding the document to the UTHSC's and global databases that safeassign uses to check papers from plagiarism*).

4. Availability

AVAILABILITY

1 Make the Assignment Available

This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

2 Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3 Track Number of Views

4

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel

Submit

1. Select the **Make the assignment Available** box to make the assignment available to students.
2. Limit Availability, select the **Display After** and **Display Until** check boxes to enable the date and time selections.
4. Optionally, select the check box to **Track Number of Views**.
5. Click **Submit** to create the assignment.