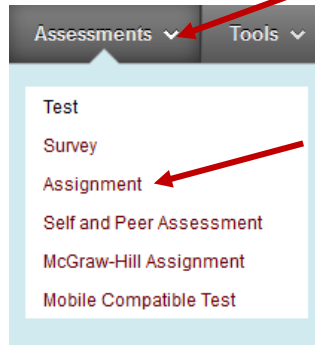


# Creating a SafeAssign Assignment

SafeAssign is basically used to identify plagiarism and comparison against previous papers. When creating a SafeAssign Assignment, a grade column will automatically be created in the Grade Center.

To create a SafeAssign Assignment, do the following:

1. In the appropriate unit in the **Content Area**, click **Assessments** and **Assignment**.



2. Fill in **Name** and **Assignment instructions**.

A screenshot of the 'Create Assignment' form. The title is 'Create Assignment' with a subtitle: 'Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign'. Below the title is a note: '\* Indicates a required field.' The section is titled 'ASSIGNMENT INFORMATION'. There is a field for 'Name and Color' with the text 'Test2Assignment' and a color selection button set to 'Black'. Below this is the 'Instructions' section, which includes a rich text editor toolbar and the text: 'Please submit a paper on comparing/contrasting the historical significance of'. Two red arrows point to the 'Name and Color' field and the text editor area.

3. Under **Assignment Files**, you can Attach File by clicking on Browse My Computer/Browse Course.

A screenshot of the 'ASSIGNMENT FILES' section. It features an 'Attach File' label and two buttons: 'Browse My Computer' and 'Browse Course'. Two red arrows point to these two buttons.

4. Fill in **Due Dates**.

A screenshot of the 'DUE DATES' section. It includes a subtitle: 'Submissions are accepted after this date, but are marked late.' There is a 'Due Date' field with a checked checkbox, a date input field containing '12/07/2015', a time input field containing '11:59 PM', and a calendar icon. Below the input fields is the instruction: 'Enter dates as mm/dd/yyyy. Time may be entered'. Two red arrows point to the date and time input fields.

# Creating a SafeAssign Assignment

5. Under **Grading**, fill in the data:

i. Fill in **Points Possible**.

**GRADING**

\* Points Possible

Associated Rubrics

ii. Under **Submission Details** for **Assignment Type**, choose one of the following:

- Individual Submission (Default)** allows all Students to view/submit assignment.
- Group Submission** allows only specific Students in the group to view/submit the assignment.

**Submission Details**

*If any students are enrolled in more than one group receive credit for this assignment. It may be necessary to provide these details.*

Assignment Type  Individual Submission  Group Submission

iii. Under **Submission Details** for **Number of Attempts**, leave as default **“Single Attempt”** unless choosing **Exclude submission**.

Number of Attempts

iv. Under **Submission Details**, choose **Plagiarism Tools**:

- Check submissions for plagiarism using SafeAssign** submissions if desired. This allows the feature to be used as a learning tool to aid the student in recognizing plagiarism and correcting it.
- Check **Allow students to view SafeAssign originality report for their attempts**.

**Plagiarism Tools**

Check submissions for plagiarism using SafeAssign  
*SafeAssign only supports English-language submissions. See Blackboard Help for more details.  
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students will still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.*

Allow students to view SafeAssign originality report for their attempts



## Creating a SafeAssign Assignment

- c. Check **Exclude submissions** if desired. This allows the following:
- Change **Number of Attempts** to **Multiple** attempts for Students' submitting their **pre-final draft**.
  - Enter the **Maximum Attempts** in the text box.
  - **Will not submit the paper to the database**, so subsequent comparisons are not 100%.

Exclude submissions from the Institutional and Global References Databases

- v. Click **Grading Options** to Enable one of the following:
- a. **Enable Anonymous Grading** allows you to hide the Student names during grading process.
  - b. **Enable Delegated Grading** allows grading responsibilities to one/more additional grader (s).

### Grading Options

You can choose to hide student names from submission attempts and delegate grading to multiple graders. Each grader provides separate grades and may review all the grades given to a submission and reconcile grades using their reconciling abilities.

Enable Anonymous Grading

Student names are hidden during the grading process.

Enable Delegated Grading

Delegate grading responsibilities to one or more additional grader.

- vi. Click on **Display of Grades** link and Uncheck **Included in Grade Center grading calculations** if desired. This allows the attempts not to appear in the Grade Center **Total** column only.

**Note:** Once the draft work is completed, you will need to remove the check mark from **Exclude submissions** and check include in **Grade Center grading calculations** for the **final version without draft** to appear in the database and Total column.

### Display of Grades

Include in Grade Center grading calculations

Scores on anonymously graded assignments will not appear in the Grade Center Total column.

- vii. Create announcement, if desired.



# Creating a SafeAssign Assignment

6. To **Make the Assignment Available** to Students do the following:

**AVAILABILITY**

**Make the Assignment Available**  
*This assignment cannot be made available until it is assigned to an individual or group of students.*

Limit Availability

**Display After** 12/07/2015 11:59 PM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

**Display Until** 12/30/2015 11:59 PM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

**Track Number of Views**

a. Click **Submit**

**Note:** as an Instructor, if you click on your courses view/complete of this assignment; it will bring you back to unit as no papers are yet submitted.

**For more information about SafeAssign go to:**

- **Checking SafeAssign Assignments:**  
[http://video.wallace.edu/bb/help\\_tools/Instructor\\_Helps/040\\_Evaluation%20Tools/Checking\\_a\\_SafeAssign\\_Assignment.pdf](http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Checking_a_SafeAssign_Assignment.pdf)
- **Grading SafeAssign Assignments:**  
[http://video.wallace.edu/bb/help\\_tools/Instructor\\_Helps/040\\_Evaluation%20Tools/Grading\\_SafeAssign\\_Assignment.pdf](http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Grading_SafeAssign_Assignment.pdf)
- **SafeAssign FAQ:**  
[https://help.blackboard.com/en-us/Learn/Building\\_Blocks/SafeAssign/Instructor/000\\_SafeAssign\\_Instructor\\_Basics\\_2014\\_04/Frequently\\_Asked\\_Questions](https://help.blackboard.com/en-us/Learn/Building_Blocks/SafeAssign/Instructor/000_SafeAssign_Instructor_Basics_2014_04/Frequently_Asked_Questions)

