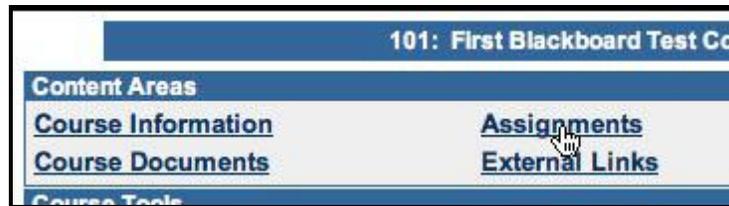


## Creating a SafeAssign Assignment in Blackboard

1. Log in to your Blackboard course and select the course where you wish to add the SafeAssign assignment.
2. SafeAssign assignments are added from the course control panel, so open the Control Panel. In the section “Content Areas”, click the “Assignments” link (or if your assignments are listed under another link, click that link). A list of current course assignments is shown.

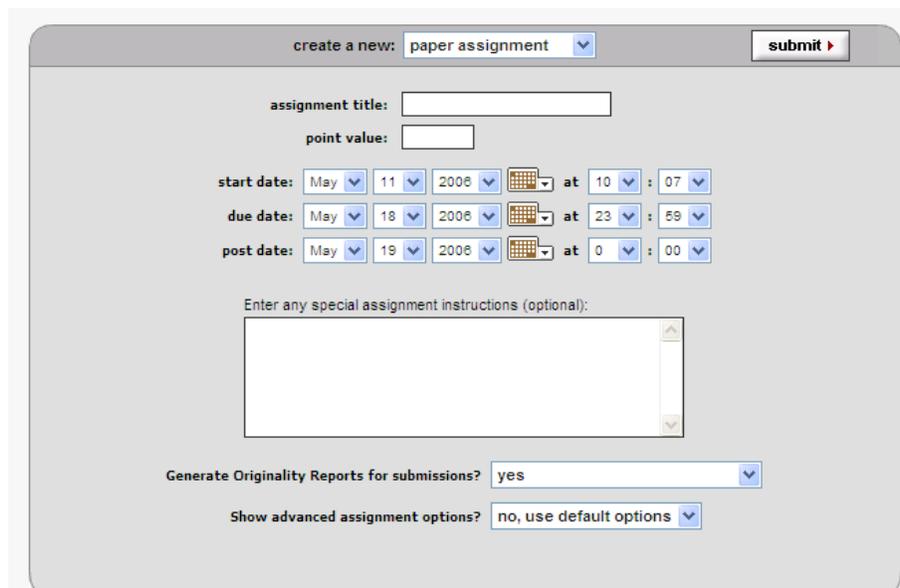


To add a SafeAssign assignment:

3. On the upper right section of the screen, Select “SafeAssign Assignment” using the pulldown menu and click **GO**.



4. This will bring you to the assignment creation page (slightly different than this:

A screenshot of the assignment creation page. At the top, it says "create a new:" followed by a pulldown menu set to "paper assignment" and a "submit" button. Below that are fields for "assignment title:" and "point value:". There are three date pickers: "start date:" (May 11, 2006 at 10:07), "due date:" (May 18, 2006 at 23:59), and "post date:" (May 19, 2006 at 0:00). Below the date pickers is a text area for "Enter any special assignment instructions (optional):". At the bottom, there are two more pulldown menus: "Generate Originality Reports for submissions?" set to "yes" and "Show advanced assignment options?" set to "no, use default options".

5. Enter the following:

- assignment title (required)
- point value for the assignment
- instructions for the assignment (optional)

6. For availability, choose “Yes” to make the assignment “Available.” If you want to delay making the assignment available, you will want to also select “Display After” and “Display Until” days and times under “Availability Dates.”

7. I would recommend selecting “No” for “Draft,” “Student Viewable,” and “Urgent Checking.”

- “Draft” allows students to submit a “draft copy” for your review as well as a “final copy”
- “Student Viewable” allows students to view their Originality Reports for their submissions. *Please note: most faculty Do Not choose to allow students to view their originality reports.* Doing so may expose SafeAssign’s weaknesses, especially its frequent inability to find plagiarism from books or other print materials, so please consider carefully before selecting this option.

8. Click submit to add the SafeAssign assignment to your course.

9. After creating the assignment, go back to the Control Panel for your course. Under Course Tools, click on SafeAssign Assignments. (If not listed, see \*\* below.)

Course Tools	
<a href="#">Announcements</a>	<a href="#">Glossary Manager</a>
<a href="#">Course Calendar</a>	<a href="#">Messages</a>
<a href="#">Staff Information</a>	<a href="#">Manage Chalk Title</a>
<a href="#">Tasks</a>	<a href="#">Link Checker</a>
<a href="#">Send Email</a>	<a href="#">Course Health Check</a>
<a href="#">Discussion Board</a>	<a href="#">Turnitin Assignments</a>
<a href="#">Collaboration</a>	<a href="#">Discussion Grader</a>
<a href="#">Digital Dropbox</a>	

Click “Synchronize this course” in the top left corner of the screen in order to retrieve names of all students enrolled in this course. (Once papers have been submitted, they can be viewed, along with their Originality Reports, from this page SafeAssign page.)

10. Students can now submit electronic copies of their assignments.

\*\*If “SafeAssign” not listed under your “Course Tools,” click on “Manage Tools,” then “Building Block Tool Availability,” then check the SafeAssign tool.