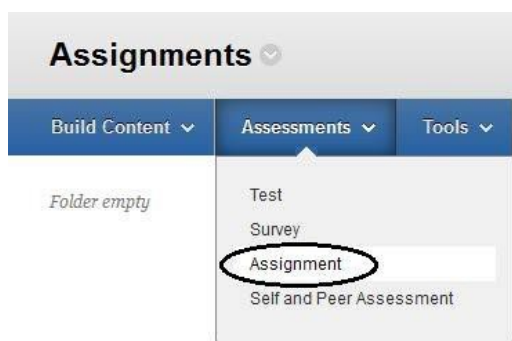


## Creating SafeAssign Assignments

SafeAssign assignments can be created in any content area (for example: Assignments, Course Documents or External Links). SafeAssign Assignments can now be created for ANY Assignment by following the same steps for Assignment creation and then choosing the SafeAssign option.

1. Select the content area where you want the students to submit the assignment
2. (e.g. "Assignments" or "Course Documents"). Place your mouse over the blue Create Assessment button and select Assignment.



3. Fill in the name of the assignment and use the instructions area to provide more details about the assignment. If necessary, you can also attach a file associated with the assignment.
4. You can also set a specific due date. Note the ability to receive items late, but they will be marked as "Late". Make sure to place a check in the box next to the date if you choose this option.
5. In the grading area, enter the total points possible for the assignment.
6. The **Submission Details** area has replaced the Availability area, and this is where you may choose to make your assignment a SafeAssign assignment by checking the box.

**Submission Details**

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt.*

Assignment Type  
☒ Individual Submission  
☐ Group Submission

Number of Attempts  
 Single Attempt

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. You will be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view originality reports" option.*  
☐ Allow students to view SafeAssign originality report for their attempts  
☐ Exclude submissions from the Institutional and Global References Databases

7. After checking the SafeAssign box, you will have the options to Allow students to view originality reports as well as Excluding submissions from Global Databases.
8. **Grading Options** allows you to enable different grading preferences.

Grading Options

*You can choose to hide student names from submission attempts during grading, and notes to students. Users with the ability to reconcile grades may review all the*

☐ Enable Anonymous Grading  
*Student names are hidden during the grading process.*

☐ Enable Delegated Grading  
*Delegate grading responsibilities to one or more additional grader.*

9. **Display of Grades** also allows further control of what and how students view their grades as well as how they are entered.

Display of Grades

*Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades.*

Display grade as      Primary      and      Secondary

Score      None

(displayed in Grade Center only)

☒ Include in Grade Center grading calculations  
*Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.*

☒ Show to students in My Grades

☐ Show Statistics (average and median) for this item to Students in My Grades

10. Click the blue **submit** button when you are finished creating the assignment.