Blackboard Learn: HOW TO CREATE A SAFEASSIGNMENT

SafeAssign is Blackboard's anti-plagiarism tool, which also protects the originality of student's work.

1. To create a new SafeAssignment, login to Blackboard then enter the appropriate course.
2. Turn Edit Mode **ON** by clicking once on it.
3. Open the content area to add the assignment to. Point to **Create Assessment**, then select **SafeAssignment**.
4. Enter a **Name** for the SafeAssignment and enter the maximum **Points Possible**.
5. Optionally, enter any **Instructions** and highlight when the assessment will be available. For a future date, edit the A**vailability Dates**.
6. To allow students to validate their paper once without submitting it, check the **Drafts** option. (If using this option you *must* create another SafeAssignment so the students may submit their final work.)
7. **Urgent Checking** sets papers to a high priority in the queue for report creation, but is not necessary.
8. With **Student Viewable** set to **yes**, students can see the report generated when their papers are submitted.
9. An optional **course announcement** may be generated by choosing **Yes** and entering a **Subject** and **Message**.
10. Ensure students are aware that filenames should not contain the following characters: #, %,), (, &, spaces, $, and @.
11. Click the **Submit** button when done.

*The SafeAssignment has now been added and is highlighted with a green logo to the left of the name. To edit this assignment, use the drop-down menu and select **Edit**.*

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