



جامعة قطر
QATAR UNIVERSITY

مركز التميز في التعليم و التعلم

Center for Excellence in Teaching and Learning (CETL)

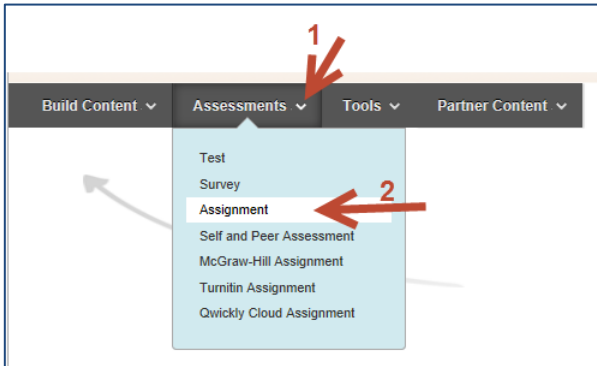
Blackboard
learn⁺

Creating an Assignment with SafeAssign

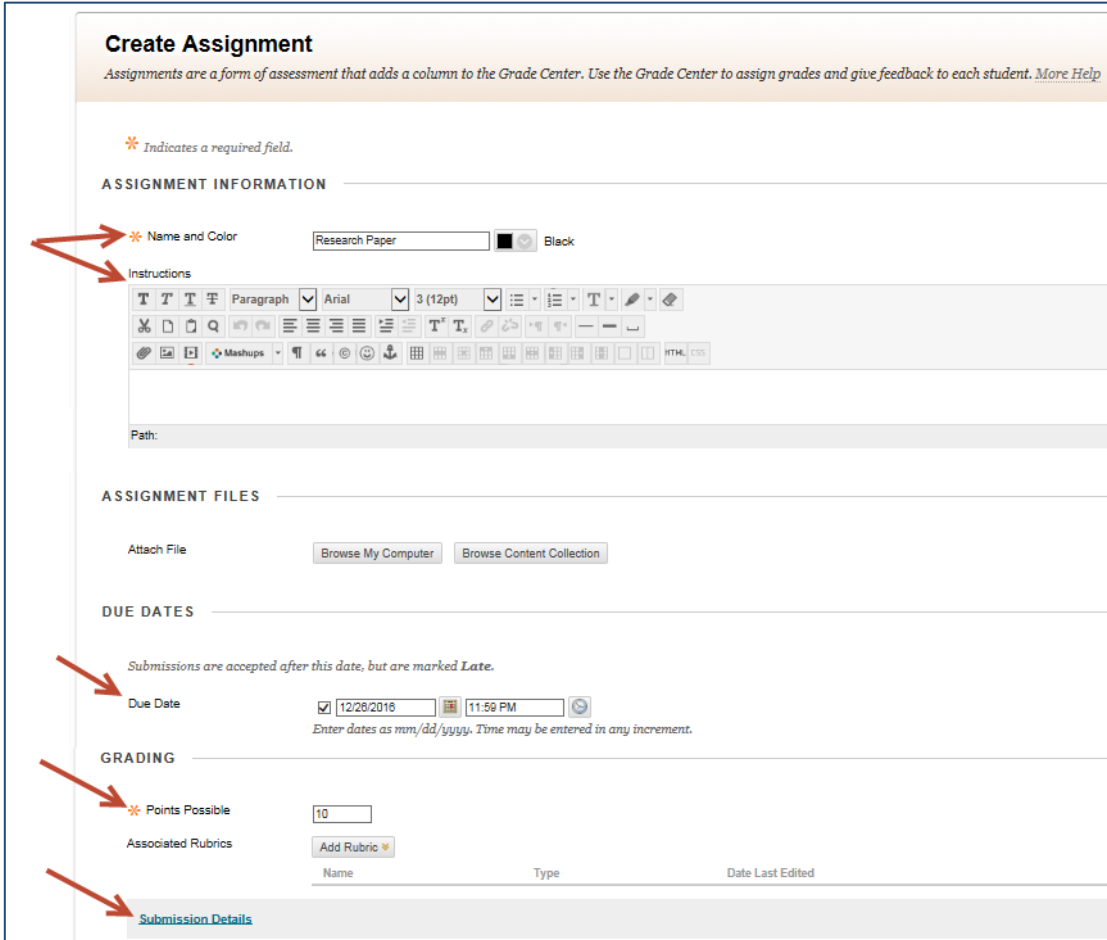
Creating an assignment with SafeAssign

SafeAssign is now integrated with Blackboard Assignments and can be enabled by checking a box whenever you create an Assignment. An assignment can be created in any content area of your Blackboard Course. Here are the steps to create an Assignment and enabling SafeAssign:

- 1- In your Blackboard course, and from the **left menu**, click on the content area where you wish to create the assignment. For example “**Assignments**”
- 2- Under the **Assessments** drop down menu, click on the **Assignment** link



- 3- In the “**Create Assignment**” page, fill in the necessary information of the assignment such as **Name, Instructions, Due Date, Points possible**, etc.

A screenshot of the 'Create Assignment' page in Blackboard. The page has a title 'Create Assignment' and a subtitle 'Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. More Help'. Below the subtitle is a note: '* Indicates a required field.' The page is divided into sections: 'ASSIGNMENT INFORMATION', 'ASSIGNMENT FILES', 'DUE DATES', and 'GRADING'. In the 'ASSIGNMENT INFORMATION' section, there is a 'Name and Color' field with 'Research Paper' entered and a color selector set to 'Black'. Below this is an 'Instructions' field with a rich text editor. In the 'DUE DATES' section, there is a 'Due Date' field with a date of '12/28/2018' and a time of '11:59 PM'. In the 'GRADING' section, there is a 'Points Possible' field with '10' entered. At the bottom, there is a 'Submission Details' section with a table for 'Associated Rubrics' with columns for 'Name', 'Type', and 'Date Last Edited'. Red arrows point to the 'Name and Color', 'Due Date', 'Points Possible', and 'Submission Details' sections.

- 4- Under the “**Grading**” section, click on “**Submission Details**” link to expand its options
- 5- In the “**Plagiarism Tools**” section, check the box next to “**Check submissions for plagiarism using SafeAssign**”

[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.

Assignment Type

Individual Submission

Group Submission

Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

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 from Institutional Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" option.

Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

- 6- Optionally, select one or both options:
 - a. Allow Students to view the SafeAssign originality reports on their submissions
 - b. Exclude submissions (*see explanation below*)
- 7- Set “Availability” options and click “**submit**” to complete the assignment creation

Exclude Submissions (Draft Assignment):

Instructors have the option to **Exclude Submissions** when creating an Assignment with SafeAssign enabled. This allows instructors to create assignments that do not include any student submissions in the Institutional or Global Reference Databases and it allows students to “check their work” against SafeAssign sources prior to submitting a final version without subsequent revised drafts being flagged as matching their previous “draft” submissions.

If the **Exclude Submissions option is not selected**, all student submissions are final and will be stored in the Institutional Database.

Resources:

- [Use SafeAssign in Assignments](#)
- [SafeAssign Originality Report](#)
- [DirectSubmit](#)
- [safeAssign FAQs](#)
- [Video Tutorial: Use SafeAssign in Assignments](#)