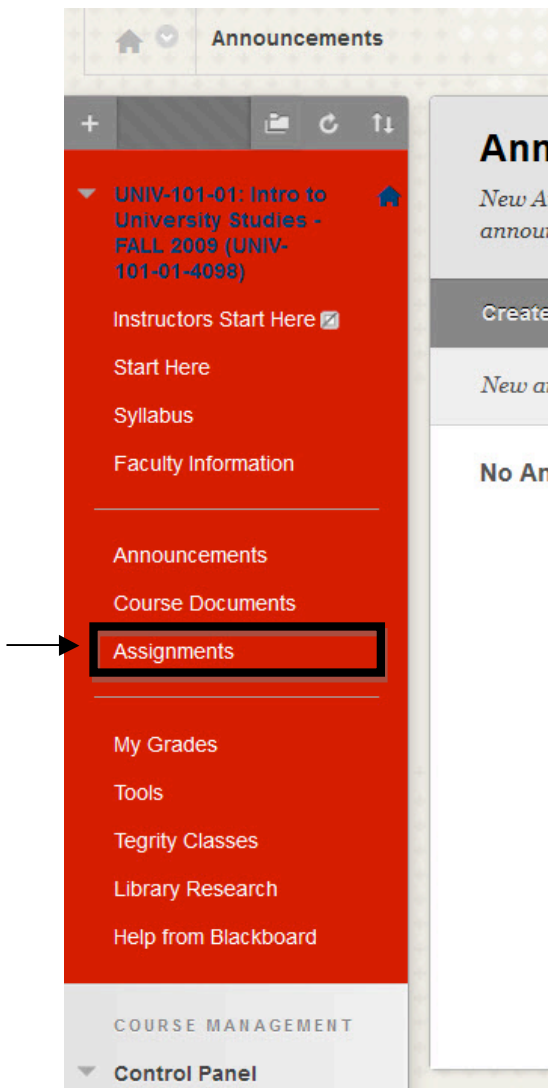


Creating a SafeAssignment

Using the Assignment Feature in Blackboard

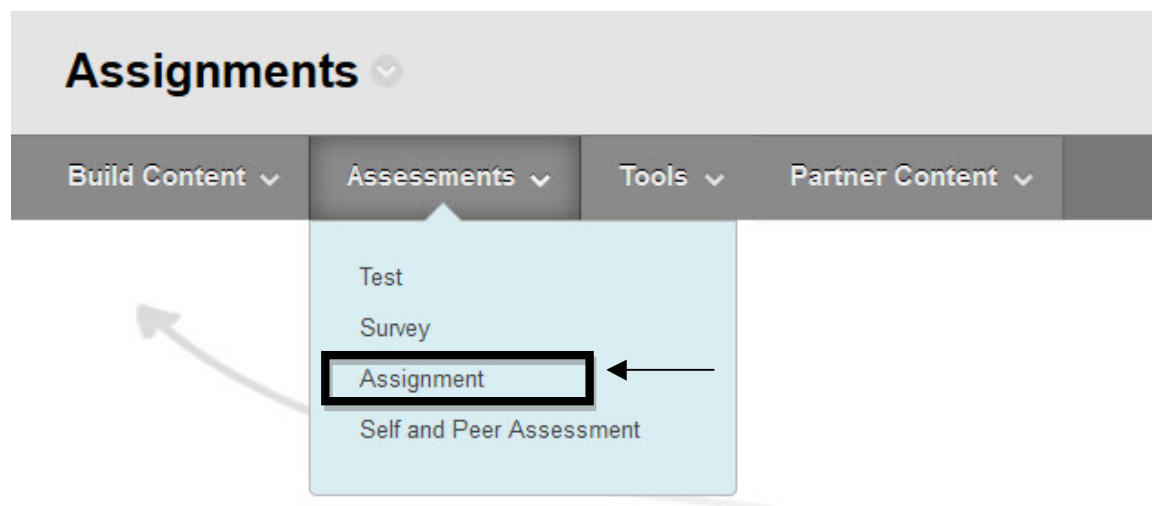
The SafeAssignment feature in Blackboard will help you as an instructor to better organize electronic submissions from students and have those documents checked against resources for unoriginal work. The SafeAssignment feature creates a column in the grade book that holds all submitted work and returned originality reports once the documents are checked.

To create a SafeAssignment, login to Blackboard and choose the course in which you want to work.



Choose the content area where you would like to have the Assignment link visible for the students to access and submit work.

Once you have entered the content area you wish to add the SafeAssignment, click on the “Assessments” button located at the top of the page. Then move to “Assignment” on the list (as shown below.)



Once you have clicked “Assignment,” you will see the following screen.

A screenshot of the 'Create Assignment' form. The form 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.' and two buttons: 'Cancel' and 'Submit'. The form is divided into sections. The first section is '1. Assignment Information'. It contains a 'Name and Color' field with the text 'Assignment - Chapter 1' and a color selector set to 'Black'. Below this is an 'Instructions' field with a rich text editor. The editor has a toolbar with various formatting options. The text in the instructions field reads: 'Please take the poems from Chapter 1 in your textbook and explain the significance of the word, "God." Then provide your reasoning and corresponding materials to support your case.' At the bottom of the form, there is a 'Path' field with the text 'p' and a 'Words' counter showing '29'.

This is the beginning of the Assignment form. Give the assignment a name and in the text box you see any instructions you have for the students to complete the assignment.

ASSIGNMENT FILES

Attach File

Browse My Computer

Browse Content Collection

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

You can attach any files that may assist the student in completing the assignment by using the “Browse My Computer” button shown here above the Due Date. Next, you can add the due date for the assignment. That date will appear in the “My Grades” area as a reminder for students.

GRADING

✦ Points Possible

Associated Rubrics

Add Rubric ▼

Name Type Date Last Edited Show Rubric to Students

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

In the Grading section of the form you will be able to assign points possible and attach a rubric for grading (with rubrics created in the Rubrics tool in Course Tools), then you see three new areas. Those areas are Submission Details, Grading Options, and Display of Grades.

GRADING

✱ Points Possible

Associated Rubrics

Add Rubric

Name

Type

Date Last Edited

Show Rubric to Students

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. It may be necessary to provide these students with an overall grade for the 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

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 may 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

☐ Exclude submissions from the Institutional and Global References Databases

With Submission Details expanded you can select individual or group submission and the number of attempts that students have to submit their work. Just below the number of attempts you will see the section to enable Plagiarism Checking.

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 may 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

☐ Exclude submissions from the Institutional and Global References Databases

If you wish to enable the SafeAssign tools you must check the box to the left of "Check submissions for plagiarism using SafeAssign".

Student Viewable reports: If you want the students to be able to see the Originality Report, check the box to the left of "Allow students to view the SafeAssign Originality report for their attempts."

If you want to create a **Draft version** that is not saved to the institutional database check the box next to "Exclude submissions from the institutional and Global References Databases."

When you create SafeAssignments as Draft or Final submissions, please use "Draft" and "Final" in the Assignment name at the top of the form so that it is easy for all to see which is Draft and which is Final when submitting documents.

The next two areas in the Grading section are Grading Options and Display of Grades. These sections are explained in detail in the Assignment Document.

The screen below shows how the completed assignment entry looks from the instructors view within the control panel.



To see the course from the student perspective, move to the top right of the screen. Then click "Edit Mode" to "OFF." That will show you the student view of your course.



From this view, if the student clicks on Assignments in the navigation area, that will display the list of materials (not shown) in that section as well as the assignment you posted as seen in the screen below.

The screenshot shows the Blackboard interface for a course. The top navigation bar includes links like 'System Admin', 'My UofL', 'Delphi Center', 'Content Collection', 'Courses & Catalog', 'Online Learners', 'UofL Libraries', and 'Help'. The 'Assignments' section is active, showing a list of assignments. The left sidebar has a red 'Assignments' link highlighted with an arrow. The main content area shows a list of assignments, with 'Draft - Assignment Chapter 1' circled in black. Below it are 'Assignment 1 Description' and 'Journal 1'.

To complete the SafeAssignment the students will click on the link (circled above). Once the students have completed and submitted their work, you as the instructor will then retrieve and grade the submissions by accessing the grade book from the Control Panel > Course Tools Area (the grey panel under the student navigation).

GRADE CENTER Section:

Once you have created a SafeAssignment within your course, it automatically generates a column for that assignment in the Grade Center to store the submissions completed by the students in your class.

The screenshot shows the 'Course Management' panel in Blackboard. At the top, there are links for 'Help from Blackboard' and 'Send Email'. Below these, the 'COURSE MANAGEMENT' section is expanded, showing a list of links: 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The 'Grade Center' link is circled in black, and an arrow points to it from the right.

In the Course Management panel (shown to the left), you may enter the Grade Center by clicking the arrows shown circled pointing to the right.

Items within the Grade Center are initially listed in the order in which they were added. I have changed the order of the items in the Grade Center image to ensure clarification. The assignment added is listed as the first item.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column

Create Calculated Column

Manage

Reports

Filter

Work Offline

Move To Top

Email

Sort Columns By:

Layout Position

Order:

Ascending

Grade Information Bar

Last Saved February 24, 2015 3:11 PM

Last Name	First Name	Draft - Assignm	ANTH-204-Exam	SA Example	Biology 104 Lai	Biology 104 Lai	Biology 104 Lai	Biology 104 Lai	Biology 104 Da	Biology Databa
<input type="checkbox"/> Harman	Dylan	84.00	--	--	--	--	--	--	--	--
<input type="checkbox"/> Leake	Anabel	50.00	--	--	--	--	--	--	--	--
<input type="checkbox"/> Smith	Lars Test Student S	--	--	--	--	--	--	--	--	--
<input type="checkbox"/> Student	Test	--	--	--	--	--	--	--	--	--
<input type="checkbox"/> Student	Test	--	--	--	--	--	--	--	--	--
<input type="checkbox"/> Student	Test	--	--	--	--	--	--	--	--	--
<input type="checkbox"/> Student	Test	--	--	--	--	--	--	--	--	--
<input type="checkbox"/> Thompson	Maxmillan	88.00	--	--	--	--	--	--	--	--
<input type="checkbox"/> Tomes	Alan Test Student S	--	--	--	--	--	--	--	--	--
<input type="checkbox"/> Yates	Angela	--	--	--	--	--	--	--	--	--

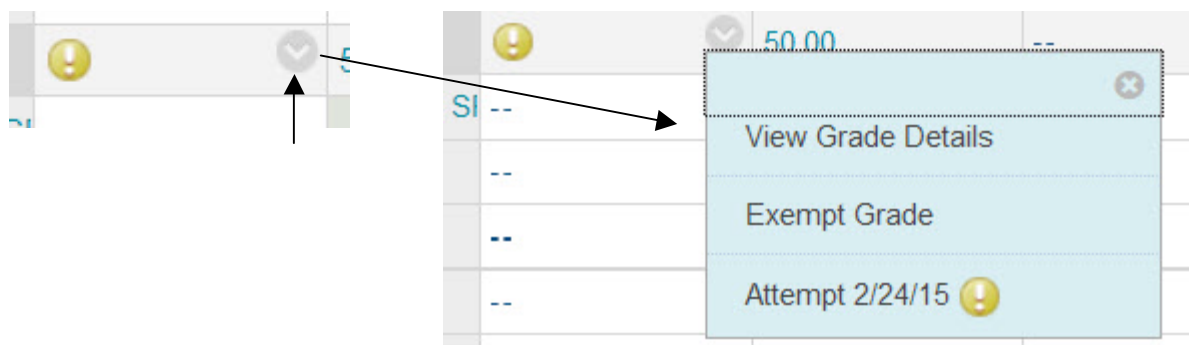
Selected Rows: 0


Move To Top

Email

Icon Legend

When students have completed the assignment and submitted their work, you will see an exclamation point in the assignment column. This means there is an item to be graded. To grade individual students one at a time, all you will need to do is move to the right side of the column with the exclamation point and click on the chevron (drop-down menu) and choose "View Grade Details" to see the student's work, the SA Report, and to comment and grade the work.



If you see this icon  in the Grade Center for a student, this means the student has saved work but is not ready to submit it for grading.

After you click “View Grade Details” you will see the screen below. To be able to see the SA report, file and matching percentage for the student you will click “View User Activity” button on the right side of the screen.

Grade Details

User: **Anabel Leake (stu_laleak01)** Column: **Draft - Assignment Chapter 1 (Assignment)**

Current Grade: Needs Grading (0 out of 0 points) Exempt
 Grade based on Last Graded Attempt
 Due: None
 Calculated Grade
[View Attempts](#)

Attempts | Manual Override | Column Details | Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Feb 24, 2015 3:11:18 PM	Feb 24, 2015 3:11:18 PM (Needs Grading)	0			Grade Attempt Exempt Ignore Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as ignored (ignored attempts are not counted against the maximum number of attempts).

[Allow Additional Attempt](#)

[Grade Attempt](#) [Clear Attempt](#)
[Ignore Attempt](#) [Edit Grade](#)

To grade this document click “Grade Attempt” and you will see the screen below.

Viewing 1 of 1 gradable items

Anabel Leake (Attempt 1 of 1)

Use Bloom's Taxonomy to Align Assessments

Level:	Verb	Examples of Appropriate Assessments
Remembering: can the student recall or remember the information?	Recall Recognize Identify	Objective test items such as fill-in-the-blank, matching, labeling, or multiple-choice questions that require students to: <ul style="list-style-type: none"> recall or recognize terms, facts, and concepts
Understanding: can the student explain ideas or concepts?	Interpret Exemplify Classify Summarize	Activities such as papers, exams, problem sets, class discussions, or concept maps that require students to: <ul style="list-style-type: none"> summarize readings, films, or speeches

Assignment Details

GRADE
LAST GRADED ATTEMPT /0

ATTEMPT
2/24/15 3:11 PM /0

[SafeAssign ^](#) 100% overall match

SAFEASSIGN SUBMISSION [Click to view/hide content](#)

Blooms Taxonomy Handout.d 100%
ocx

[View Originality Report](#)

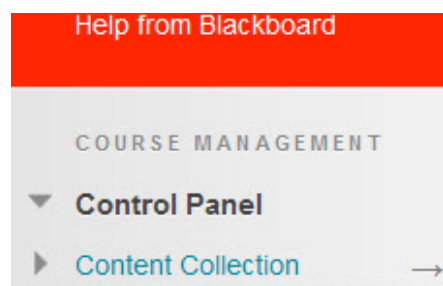
FEEDBACK TO LEARNER

[Cancel](#) [Save Draft](#) [Submit](#)

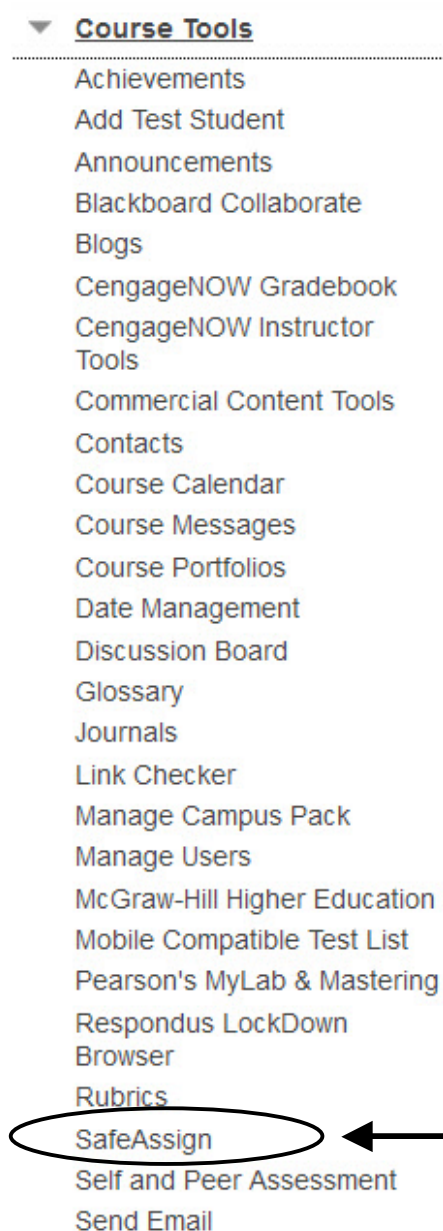
If you look at the left you will see an image of the submission. On the right in the Grading pane, if you click SafeAssign, it will expand to allow you to view the report for this submission. Also on the right side under the area where the report can be accessed is the section to add direct feedback to the learner. It also contains an attachment area if you would like to send the item back to the student with corrections on the actual assignment.

SafeAssignment Batch Save Process:

If you would like to download the entire set of attached files in the SafeAssignment column you can do so by entering the Course Management area (the blue panel below the navigation) and clicking on “SafeAssign” in the Course Tools area.



NOTE: In the SafeAssign area in the Course Tools section you can also see the “Direct Submit” option which will be discussed in a separate document.



Once there you will see the options of “SafeAssign Items” and “Direct Submit” listed on the screen. Click “SafeAssign Items” to continue on with the batch download process.

SafeAssign

SafeAssign Items

View SafeAssign Items in this course.

DirectSubmit

Manage and submit papers to the SafeAssign service.

Once you click “SafeAssign Items” you will see a list of all of the SafeAssignments you have created for this course.

SafeAssign Items

Synchronize this course

Search: Category Any AND Due Date Any 02/25/2015 Go

Category	Item Name	Due Date ▼	Submissions
Assignment	module		0
Assignment	SA Example		1
Assignment	Draft - Assignment Chapter 1		1

Displaying 1 to 3 of 3 Items Show All Edit Paging...

Synchronize this course

“Synchronize this course” is used after performing a course copy or moving an individual SafeAssign Item to another course. This additional step is needed to activate the SafeAssign in the new course.

- From the SafeAssign area under Course Tools on Course Management grey panel, click “Synchronize this course” (shown above) to establish the link between the SafeAssign Items in the new course and the Central SafeAssign servers.

SafeAssign Items			
Synchronize this course			
Search: Category Any AND Due Date Any 02/25/2015 Go			
Category	Item Name	Due Date	Submissions
Assignment	module		0
Assignment	SA Example		1
Assignment	Draft - Assignment Chapter 1		1
Displaying 1 to 3 of 3 items Show All Edit Paging...			

Category	Item Name	Due Date	Submissions
----------	-----------	----------	-------------

You have two options to sort the SafeAssignments:

- By Name: will put the assignments in alphabetical order
- By Due Date: will put the items in descending order – most recent at the top (default)

SafeAssign Items	
Search: Category Any AND Due Date Any 02/25/2015 Go	
Category	Item Name
Assignment	module
Assignment	SA Example
Assignment	Draft - Assignment Chapter 1

Each assignment has a drop-down button (or chevron). To view and download the entire set of assignments click the drop-down button for the assignment in which you would like to work (shown in the box) and then click “View Submissions.”

Category	Item Name
Assignment	module
Assignment	SA Exam
Assignment	Draft - A

View Submissions
Edit Properties

View SafeAssign Submissions

Draft - Assignment Chapter 1 (Draft)

Download All Submissions

Student ID	Name	User Attempt	Average Match	Highest Match	SA Report	Submitted
	Anabel Leake	Anabel Leake	100%	100%		Tue, Feb 24, 2015, 03:11 PM

Displaying 1 to 1 of 1 items Show All Edit Paging...

You will then see a list of your students and the dates the materials have been submitted. At the top of the screen (shown in the box) is a “Download All Submissions” button which will download all the papers submitted into a Zip file.

View SafeAssign Submissions

Draft - Assignment Chapter 1 (Draft)

Download All Submissions

Student ID	Name	User Attempt	Average Match	Highest Match	SA Report	Submitted
	Anabel Leake	Anabel Leake	100%	100%		Tue, Feb 24, 2015, 03:11 PM

Displaying 1 to 1 of 1 items Show All Edit Paging...

Opening Draft - Assignment - Chapter 1 - papers.zip

You have chosen to open:

Draft - Assignment - Chapter 1 - papers.zip

which is: Compressed (zipped) Folder

from: https://safesign.blackboard.com

What should Firefox do with this file?

☐ Open with Windows Explorer (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

This will allow you to save all the students’ submitted papers. To see the individual papers, extract or unzip the zip file. This will create an extracted file with all the submitted papers labeled with the student’s name and the document title and you will be able to click any of the files listed and open that document.