Creating a SafeAssignment
Using the Assignment Feature in Blackboard

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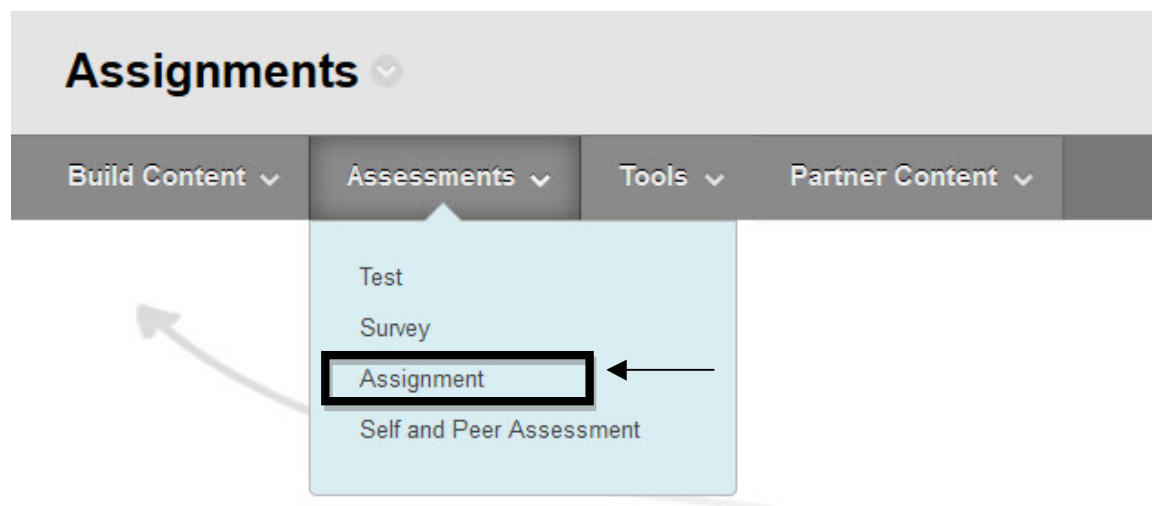
The SafeAssignment feature in Blackboard will help you as an instructor to better organize electronic submissions from students and have those documents checked against resources for unoriginal work. The SafeAssignment feature creates a column in the grade book that holds all submitted work and returned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

To create a SafeAssignment, login to Blackboard and choose the course in which you want to work.
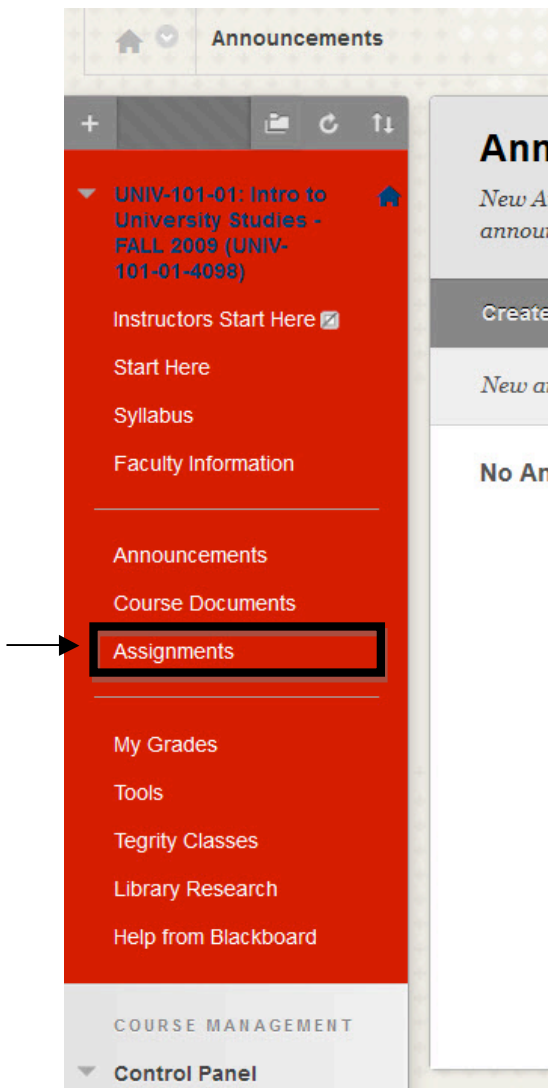
Choose the content area where you would like to have the Assignment link visible for the students to access and submit work.

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.

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.

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.

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.

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.

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.

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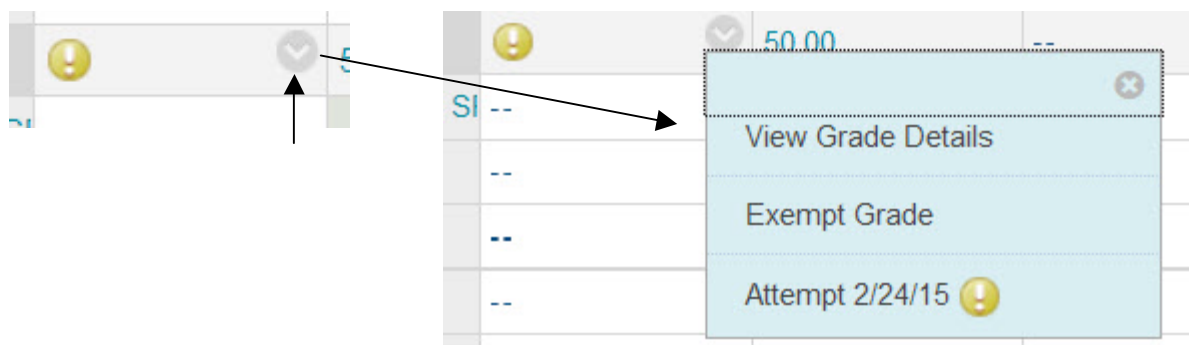
If you see this icon in the Grade Center for a student, this means the student has saved work but is not ready to submit it for grading.

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.

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

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.
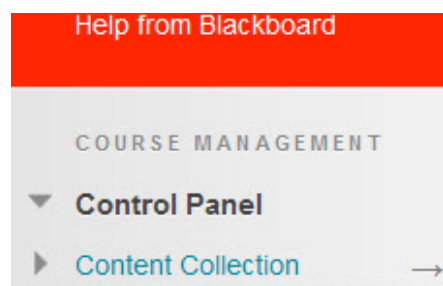
> **NOTE:** In the SafeAssign area in the Course Tools section you can also see the "Direct Submit" option which will be discussed in a separate document.
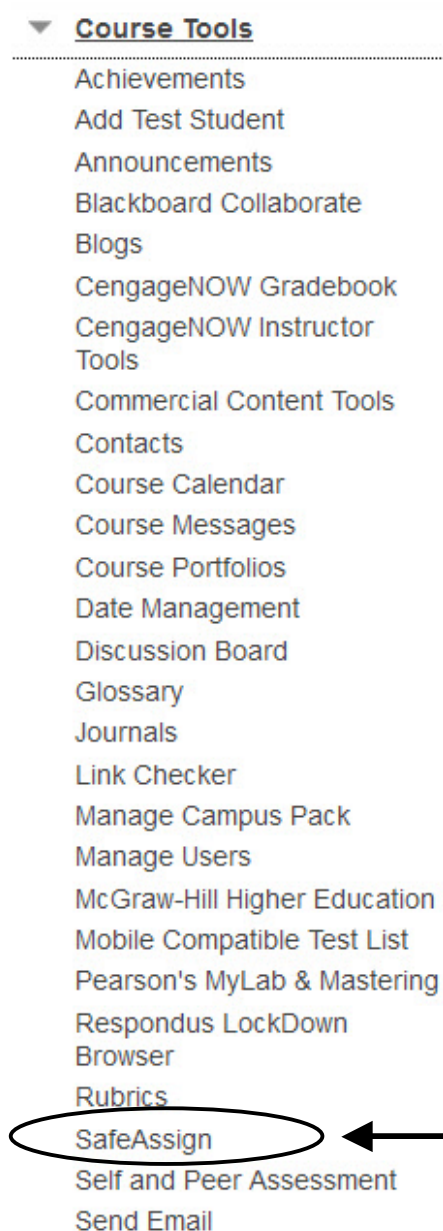
Once there you will see the options of "SafeAssign Items" and "Direct Submit" listed on the screen. Click "SafeAssign Items" to continue on with the batch download process.

Once you click "SafeAssign Items" you will see a list of all of the SafeAssignments you have created for 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.

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You have two options to sort the SafeAssignments:
  - o By Name: will put the assignments in alphabetical order
  - o By Due Date: will put the items in descending order – most recent at the top (default)

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."

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.

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.