Learn how to use SafeAssign a plagiarism prevention service provided by Blackboard. You can also learn more about SafeAssign at https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Administrator/110_Building_Blo

Creating a SafeAssign Assignment (Instructor)

1. Go to a desired Content Area where you would like to create a SafeAssignment.
2. Click on Assessments.
3. Click on SafeAssignment.

Section 1: Assignment Information - Part 1

Enter the required information for your SafeAssignment.

Enter the "Plus Signs" in the Instructions section first. This is very important and later you will understand why.
Section 1: Assignment Information - Part 2

1. Click Yes to make this SafeAssignment available to students.
2. Click the checkbox to track the number of views.
3. If needed, fill out the "Availability Dates" field to make this SafeAssignment available for a certain timeframe.
4. Not required, if checked the SafeAssignment will still be checked for plagiarism but it will not be indexed in their databases.
5. If checked, SafeAssignments are set to a high priority in the queue.
6. Check Yes, to make the SafeAssignment report available to students.
Section 2: Optional Announcement

You have the option of creating an announcement regarding this Safe Assignment that will appear in the "Announcements" section of your course.

![Optional Announcement](image)

Section 3: Submit

When you are finished, click Submit to proceed or click Cancel to quit.

![Submit](image)

Safe Assignment Created

Once you have submitted the form you will see that your Safe Assignment has been created.

If you need to make any changes to this Safe Assignment, click on the "Option Arrow" next to the title of the Safe Assignment and then click edit.

The notice you see is what will appear to your students. It is there to inform them the process that is about to happen and to inform them that they maintain ownership of their work.

Pay special attention to the plus signs and how I formatted my instructions. This makes your instructions much easier to read.
FINAL STEPS (VERY IMPORTANT)

If you are new to Safe Assign you must follow through with this step.

Before you make your students aware that this assignment is available; you need to complete this assignment yourself using your fake student account.

Then you will grade this fake student as an instructor and view the SafeAssignment report.

Then as your fake student you will attempt to view your grade and the SafeAssignment report.

It is crucial you understand the whole SafeAssignment process before you let your students complete this assignment.

FAKE STUDENT CREDENTIALS

Username: stu_firstname.lastname
Password: 6-digit birthdate