

## SafeAssignment

Select:  Go



SafeAssignments appear in courses as a new content type and can be added to any course content area. SafeAssignments function like the existing Assignment content type with the added layer of a plagiarism detection check once papers are submitted.

**Note:** SafeAssignments are different from Assignments and there is no connection between the content types. It is not possible to make an existing Assignment a Safe Assignment without starting from the beginning. Like regular Assignments, however, Safe Assignments are integrated with the Gradebook in the Blackboard.

### 1 Enter Information

**Name:** Enter the [name](#) of the SafeAssignment. This will be visible to the student as a link to your learning unit. Most Learning Units are used to group class material by schedule or by topic.

**Points Possible:** Enter the points possible for the SafeAssignment. This value will be shared with the Gradebook Item created for the Safe Assignment.

**Instructions:** Enter instructions for completing the SafeAssignment.

**Important Note:** If students are submitting papers to the SafeAssignment that include images, please inform them that the images must not exceed 2MB or the submission may fail.

**Available:** Select Yes to make this SafeAssignments available to students.

**Available Dates:** The date the SafeAssignment will be available can be selected here.

**Display After:** Select the date and time when this SafeAssignment will become available to students. This field is optional; the Instructor may control availability through the Make the link available option without setting specific dates.

**BPPCC Recommendation:** Please do not select 12:00 am or 12:00pm. This has been a large source of confusion for many students and faculty. Using 11:55 or 12:05 in place of 12:00 seems to eliminate most of the confusion.

**Display Until:** Select the date and time the SafeAssignment will be made unavailable to Students. This field may be left blank.

**BPPCC Recommendation:** Please do not select 12:00 am or 12:00pm. This has been a large source of confusion for many students and faculty. Using 11:55 or 12:05 in place of 12:00 seems to eliminate most of the confusion.

**Draft:** Allows Students to validate their paper without submitting it to the institutional database. Useful as an instructive tool to help Students learn how to attribute papers properly.

**Student Viewable:** Determines whether or not Students can see the report generated when their papers are submitted.

**Urgent Checking:** Sets papers to a high priority in the queue.

## ② Optional Announcement

**Create:** Select Yes to create an Announcement about the SafeAssignment.

**Subject:** Enter a subject for the Announcement.

**Message:** Enter a message for the Announcement.

**Acceptable file formats:** .zip, .doc, .txt, .pdf, .rtf, and .html

**NOTE:** SafeAssignment does not accept .docx (This is the format that the new Microsoft Office 2007 uses.) files at this time.

### SafeAssignment on the Web

<http://wiki.safeassign.com/display/SAFE/Home>

### Directly upload papers with Direct Submit

<http://wiki.safeassign.com/display/SAFE/Direct+Submit+-+Directly+Upload+Papers+%28in+BbLS+-+Enterprise%29>

### Interpret Reports

<http://wiki.safeassign.com/display/SAFE/Interpret+Reports>

### Downloadable and printable manual

[http://wiki.safeassign.com/download/attachments/5463/safe\\_assign\\_building\\_block\\_instructor.pdf?version=1](http://wiki.safeassign.com/download/attachments/5463/safe_assign_building_block_instructor.pdf?version=1)

### FAQs

<http://wiki.safeassign.com/display/SAFE/Instructor+FAQs>