

SafeAssign is a plagiarism detection and prevention tool which is included in the Blackboard course management system. Instructors can create SafeAssign assignments, which allow students to upload papers which are then checked against an institutional database as well as various larger repositories for plagiarized content.

### Enabling SafeAssign

To get started with SafeAssign, it must first be enabled with a course site.

1. Enter the course control panel and click on **manage tools** from the course options box



2. On the Manage Tools screen, click **Building Block Tool Availability**



3. Scroll through the list of building blocks to locate "SafeAssign." If the box across from it is not already checked, check it.



4. After checking the box, scroll to the bottom of the page and click **Submit**.

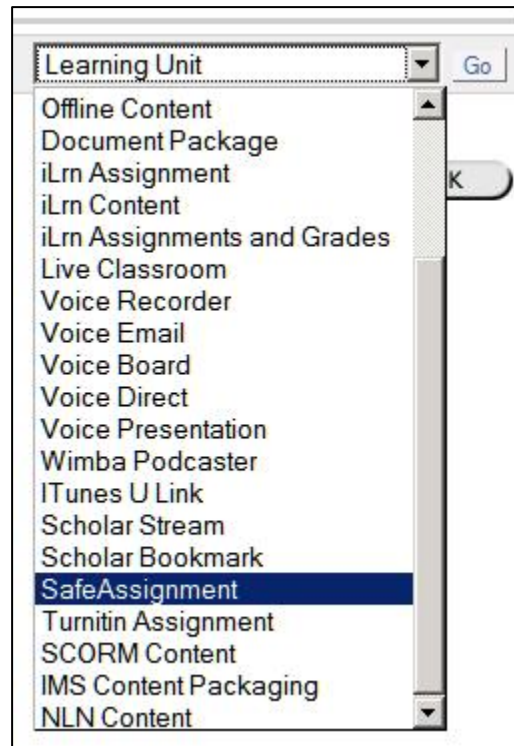
The course shell is now prepared to function with the use of SafeAssign assignments. Similar to any other content items and online assignments, SafeAssign assignments can be added to any course content area, such as "course materials," "course documents" or "syllabus" or "assignments."

## Adding a SafeAssign Assignment

1. From any course content area, via the control panel or edit view, locate the content bar:



2. Pull down the menu on the right; click on **SafeAssignment** and click **Go**.



3. The **Add SafeAssignment** screen appears next. Enter a value for the required fields, **Name** and **Points Possible**. A column in the course grade center is automatically created as a result of this action.
4. If desired, enter information in the **Instructions** field.
5. Select **yes** or **no** to set availability of the assignment.

6. If desired, **select display** after and/or **display until** values.

### Add SafeAssignment

#### 1 Enter Information



\* Name

\* Points Possible

Instructions

Available  Yes  No

Availability Dates  Display After  Display Until

<input type="text" value="Jul"/> <input type="text" value="11"/> <input type="text" value="2008"/> 	<input type="text" value="Jul"/> <input type="text" value="11"/> <input type="text" value="2008"/> 
<input type="text" value="01"/> <input type="text" value="40"/> <input type="text" value="PM"/>	<input type="text" value="01"/> <input type="text" value="40"/> <input type="text" value="PM"/>

Draft  Yes  No

Student Viewable  Yes  No

Urgent Checking  Yes  No

7. For **Draft** select **yes** or **no**. Draft Assignments are checked for plagiarism against existing entries but are not permanently added to the tool's databases.
8. For **Student Viewable** select **yes** or **no**. This setting determines whether the submitter (the student) will be able to view the report generated from the submitted document.
9. For **Urgent Checking** select **yes** or **no**. Selecting **yes** for urgent checking will expedite the reporting process for the specific SafeAssignment.
10. Scroll down to continue setup of the SafeAssignment.

11. If desired, select **yes** to create an **optional announcement**. If selected, enter a **subject** and **message** content for the announcement.

### 2 Optional Announcement

Create  Yes  No

Subject

Message

### 3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

12. Click **submit** to complete the process.