Create a SafeAssignment in Blackboard

SafeAssign can be accessed from within Blackboard at https://campus.georgetown.edu.

SafeAssign workflow:
1. Create an assignment in Blackboard and enable SafeAssign
2. After students submit their papers:
   - Review the student submissions (in the Bb Grade Center)
   - Review the SafeAssign reports (in the Bb Grade Center)
   - Assign grades to students (in the Bb Grade Center)

Review SafeAssign Submissions, Review SafeAssign Originality Reports, and Assign Grades to Students

Note: When enabling Anonymous Grading and SafeAssign concurrently, plagiarism detection will run after anonymous grading is complete. You may then follow up accordingly.

Log in to Blackboard at https://campus.georgetown.edu using your Georgetown University NetID and NetID Password.

Click on the name of the course in which you want to create a SafeAssignment.
Once inside the course site, click on the **Assignments** button in the course menu (or any other content area where you would like to post the SafeAssignment).

Click on the **Assignments** link, then click on **Assignment** in the drop-down menu.
On the **Create Assignment** page, enter the following:

1. **Assignment Information:**
   - Name and Color
   - Instructions (e.g. paper topic, length, due date and time, etc)

2. **Assignment Files:**
   - Click on **Browse My Computer** to attach a file which includes information about the assignment

3. **Due Dates:**
   - Place a check mark next to **Due Date** and enter the date and time of day when the assignment is due

4. **Grading (THIS IS THE STEP WHERE YOU WILL INCORPORATE THE SAFEASSIGN PLAGIARISM-PREVENTION TOOL INTO THIS ASSIGNMENT):**
   - Enter **Points Possible** as a numerical value
   - Click on **Submission Details** link to reveal **SafeAssign** options
   - **Note on “Number of Attempts”:** If you allow students to submit more than one attempt, each new attempt is recognized as originating from the same student and the same assignment, and is NOT checked against content in previous attempts.
   - Next to **Plagiarism Tools**, place a check mark for **Check submissions for plagiarism using SafeAssign**
   - (Optional): Check “Allow students to view SafeAssign originality report for their attempts (if you want the students to see the SafeAssign report)

   (Optional): **Exclude Submissions** is the “draft” feature of SafeAssign. Instructors have the option to “Exclude Submissions” when creating a Learn Assignment. This option will allow instructors to create Learn Assignments that do not include any student submissions in the Institutional or Global Reference Databases, enabling students to “check their work” against SafeAssign sources prior to submitting a final version without subsequent revised drafts being flagged as matching the previous “draft” submissions. Like other options on Learn Assignments, this option will be point-in-time and editable after assignment creation. If the option were changed at a later date, new submissions would honor the new state of the setting.
5. Availability:

- Place check mark next to Make the Assignment Available (this will make this particular assignment available to the students)
- (Optional): Availability Dates (placing check marks or dates/times will limit the visibility of the assignment)
- (Optional): Track Number of Views (if you would like to track students’ access to this assignment, place a check mark)

6. Submit:

Click on the Submit button to post the SafeAssignment.

After students have submitted their papers, see Review SafeAssign Submissions, Review SafeAssign Originality Reports, and Assign Grades to Students