
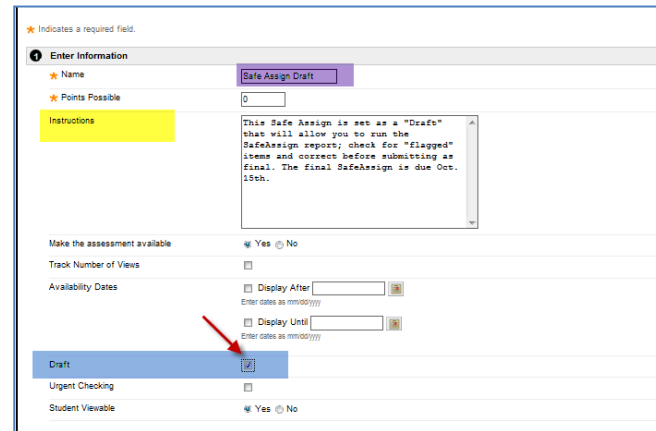


SAFE ASSIGNMENT

Create a SafeAssignment Project

- Log in to your Blackboard course and select the area for the SafeAssignment (this example uses *Assignments*)
- Click the chevron to the right of **Create Assessment** and select (click) **SafeAssignment** (This example creates a *Draft SafeAssignment* allowing students to “dry run” submission and a *Final SafeAssignment*)
- **Name**: type in a name for the assignment (do not use symbols in the name)
- Enter the number of **Points Possible**
- Type instructions for the student in the **Instructions** box
- Make the assignment “**Available**” - choose **Yes/No**
 - **Availability dates** – **Display after, Display Until** to make the assignment available for specific timeframe
- This assignment is the draft; click the check box to the right of **Draft** (leave **Draft unchecked** for the **Final SafeAssignment project** - type in the **points**)
- **Student Viewable**: select **Yes** to enable students to view the Safe Assignment generated reports.
- **Urgent Checking**: option to speed up paper checking time (approximately 2-5 minutes depending on *SafeAssignment worldwide queue*)
- Click **Submit** -- **SafeAssignments** are identified by a green checkmark 



* Indicates a required field.

Enter Information

Name

Points Possible

Instructions

This Safe Assign is set as a "Draft" that will allow you to run the SafeAssign report; check for "flagged" items and correct before submitting as final. The final SafeAssign is due Oct. 15th.

Make the assessment available Yes No

Track Number of Views

Availability Dates

Display After
Enter dates as mm/dd/yyyy

Display Until
Enter dates as mm/dd/yyyy

Draft

Urgent Checking

Student Viewable Yes No

SAFE ASSIGNMENT



Synchronize SafeAssignment

You will need to **synchronize** your course if the course contains *imported* or *copied* SafeAssignments. Why? The imported/copied SafeAssignments lose their connection to the SafeAssignment app in the destination course. By synchronizing the course, you are reconnecting so that it works properly. If you do not synchronize, students will receive errors when trying to submit their SafeAssignments.

- Select **Course Tools** from the **Control Panel** area
- Select (click) **SafeAssign**
- Select (click) **SafeAssignments**
- Click “**Synchronize this course**” button located at the top right of the screen
- Click **OK**

Note: Safe Assign checks text only. It does not check graphics, numbers, symbols, or pictures.

SafeAssignment information website: <http://www.mydropbox.com/>