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
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/