
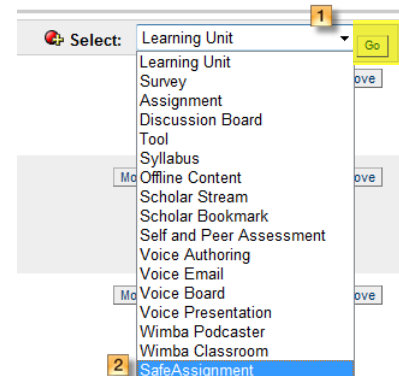


## How do I set-up a Safe Assignment


**Note:** student submissions using Safe Assign generates a report viewable in the Grade Center

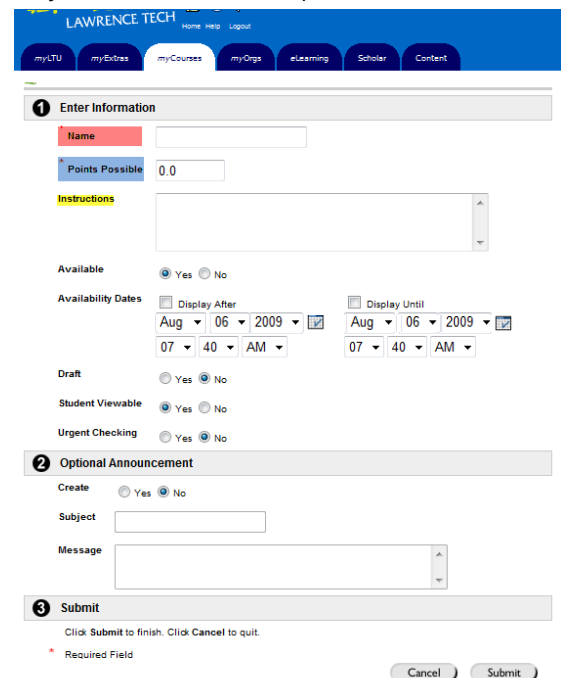
### Accessing SafeAssignment

- Log in to your Blackboard course and select **Control Panel** from the left-hand side menu
- Select **Assignments** located in the **Content Area**
- Click the down arrow next to the **Select** box (top right-hand corner). **1**
- Select **Safe Assignment** from the drop-down list **2**
- Click 



### Creating the SafeAssignment Project

- **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
- Selecting **No** for **Draft** will make the paper **final** and include the paper in the database.
  - To allow students a **“dry run”** - set up **another** SafeAssignment project (e.g., **Draft1**) and select **Yes** to exclude this paper in the database.
- Student Viewable: select **Yes** to enable students to view the Safe Assignment reports.
- **Urgent Checking**: option to speed up paper checking time (approximately 2-5 minutes depending on *SafeAssignment worldwide queue*)
- **Create an Announcement: Yes, No**
- Click **Submit**; click **OK** on the confirmation screen
- **SafeAssignments** are identified by the green checkmark 

A screenshot of the Blackboard 'Enter Information' form for creating a SafeAssignment project. The form is titled 'LAWRENCE TECH' and has a navigation bar with links for myLTU, myExtras, myCourses, myOrgs, eLearning, Scholar, and Content. The form is divided into three sections: 1. Enter Information, 2. Optional Announcement, and 3. Submit. In the 'Enter Information' section, there are fields for Name, Points Possible (set to 0.0), and Instructions. There are also radio buttons for Available (Yes/No), Draft (Yes/No), Student Viewable (Yes/No), and Urgent Checking (Yes/No). In the 'Optional Announcement' section, there are radio buttons for Create (Yes/No), a Subject field, and a Message field. In the 'Submit' section, there are instructions to click 'Submit to finish' and 'Cancel to quit', and a 'Required Field' indicator. At the bottom right, there are 'Cancel' and 'Submit' buttons.

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

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