Getting Started with SafeAssign

SafeAssign is a plagiarism detection and prevention tool which is included with Blackboard. Instructors can create SafeAssignments, which allow students to upload papers that 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 within a course site. Typically, SafeAssign is enabled by default, however in the event that it cannot be located in the Evaluate drop-down menu, follow these steps:

1. Under the expanded Control Panel menu, click on Customization and then Tool Availability.

2. In the Tool Availability window, scroll down to the SafeAssign entry and check the first box. Directly below this is an entry called SafeAssignment. Ensure that the last check box is checked in this row as well.

3. Once these boxes have been checked, click on the Submit button at the bottom of the page.
Adding a SafeAssign Assignment

1. From any course content area, set Edit Mode to ON by clicking on the button in the upper right-hand corner of the screen.

2. Hover over the Evaluate menu and click Create SafeAssignment.

3. The Add SafeAssignment screen appears. Enter a value for the required fields, Name, and Points Possible.

   NOTE: 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** for assessment availability.

6. If desired, check **Track Number of Views**.

7. **Availability Dates** can also be selected if this is desired.

8. For **Draft**, select **Yes** or **No**. Draft assignments are checked for plagiarism against existing entries but are not permanently added to the SafeAssign database. This is useful if more than one copy of the assignment is to be submitted.

9. For **Student Viewable**, select **Yes** or **No**. This setting determines whether the student will be able to view the report generated from the submitted document.

10. For **Urgent Checking** select **Yes** or **No**. Selecting **Yes** for urgent checking will expedite the reporting process for the specific SafeAssignment.

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

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

13. Depending on availability and date restrictions, students will now be able to access the tool from the content area in which it was added. (An example SafeAssignment as it appears to students is shown below.)

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**Assignments**

**SafeAssignment**

SafeAssign is a plagiarism detection tool which will check uploaded submissions against external databases, the web and an internal collection of submitted items.

>> [View/Complete](#)