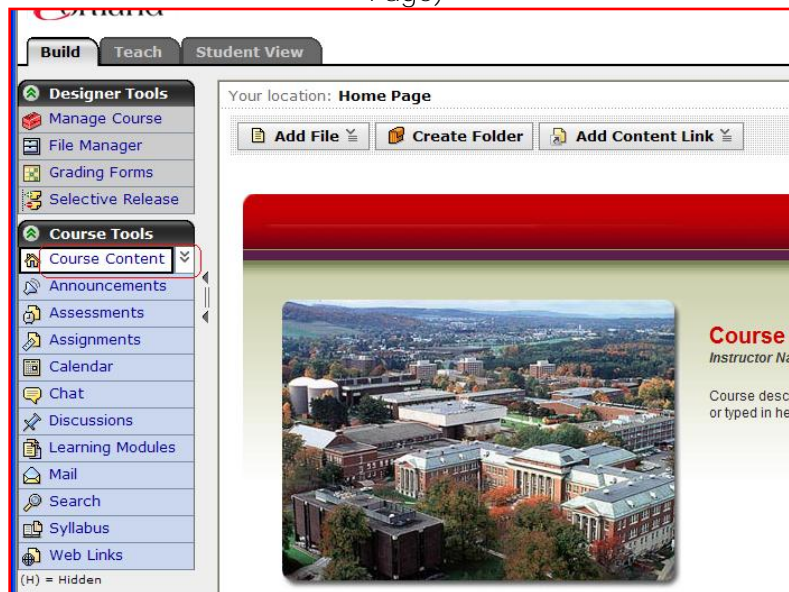


eLearning – SafeAssign - Assignments

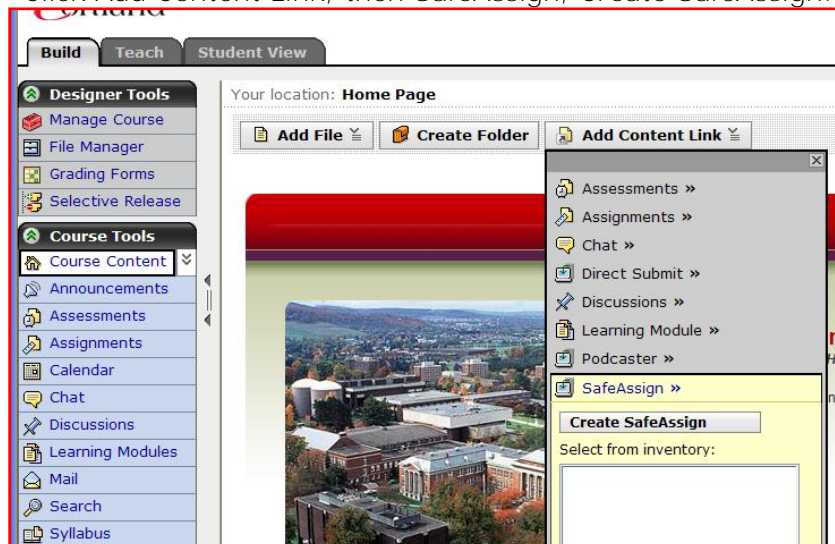
“**SafeAssign™** is a plagiarism prevention service, offered by Blackboard to its Blackboard Learning System Enterprise, Vista Enterprise and CE Enterprise clients. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content.”

Blackboard Inc. (2007) *SafeAssign Wiki*. Retrieved October 31, 2008, from SafeAssign by BlackBoard Web site: <http://wiki.safeassign.com/display/SAFE/About+SafeAssign>

To add a SafeAssignment to your eLearning room, log into myRedDragon and go to your classroom. Make sure you are in the Build Tab and on the Course Content screen (Home Page)



Click Add Content Link, then SafeAssign, Create SafeAssign:



Set Title to the SafeAssignment and click on Configure!

eLearning – SafeAssign - Assignments



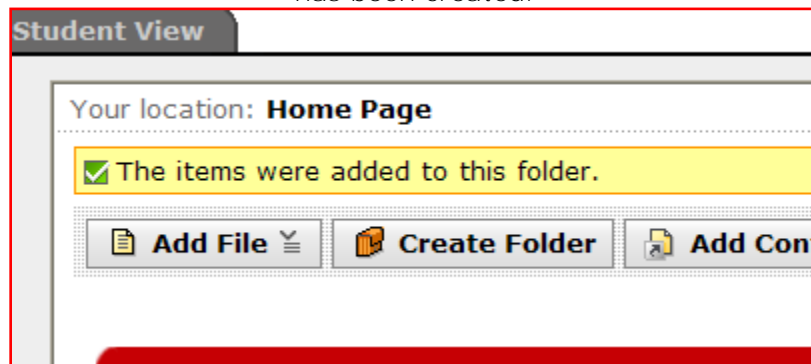
Create SafeAssign

* Title:

Configure! **Cancel**

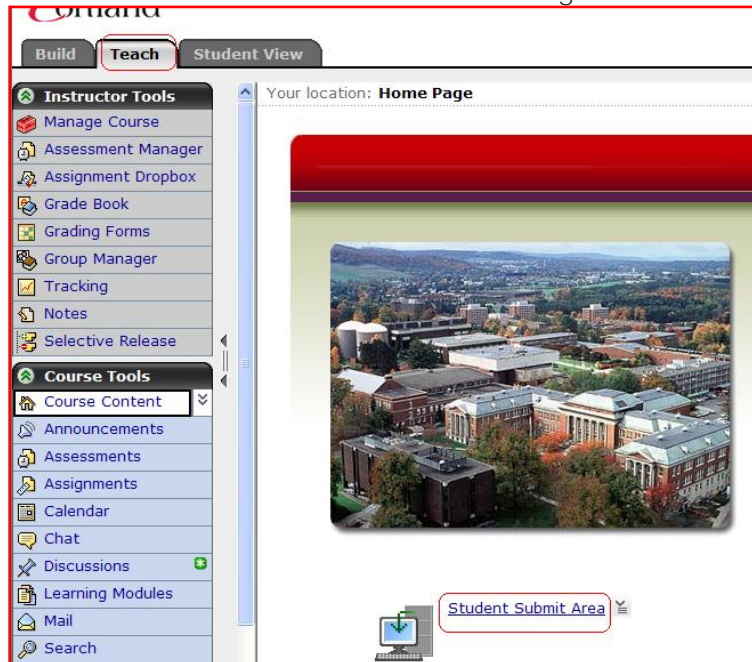
* Required field

You will be returned to the Home Page and receive confirmation that the SafeAssign area has been created:



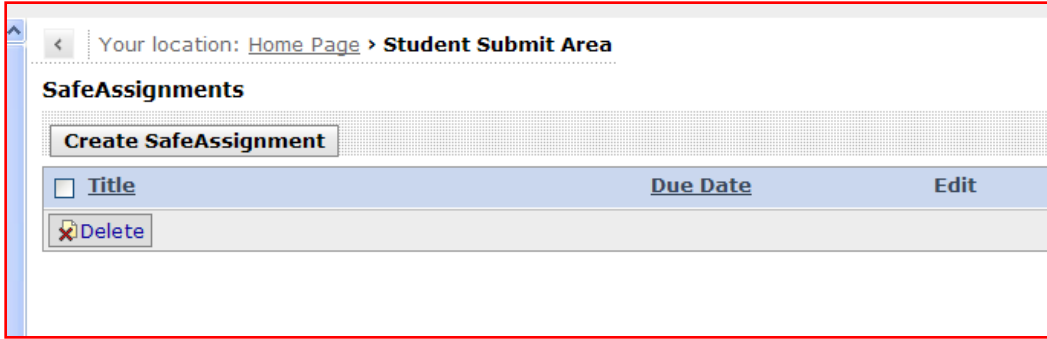
Once the SafeAssignment Content Link has been added, follow these steps to build the SafeAssignment details:

In the Teach Tab click on the Safe Assignment Link:



If this is the first time using SafeAssign then there will be no assignments listed and you will click on Create SafeAssignment:

eLearning – SafeAssign - Assignments



Fill out the form using the fields below and click Submit when finished:

The Add SafeAssignment page includes the following fields:

Field	Description
Title	Enter a title for the SafeAssignment.
Text	Enter instructions for completing the SafeAssignment. *
Due Date	Date and time that you will be accepting submissions. (There is currently no expiration date for submissions)
Drafts	Allows Students to validate their paper without submitting it to the institutional database. Useful as an instructive tool to help Students learn how to attribute papers properly. **
Students Viewable	Determines whether or not Students can see the report generated when their papers are submitted.
Urgent Checking	Sets papers to a high priority in the queue.
Grading	Sets type of grade for Gradebook column creation.*
Numeric Grade: Out of	Set SafeAssignment as a percentage, calculated out of the total you designate.*
Alphanumeric Grade	Set SafeAssignment grade as alphanumeric - A-F or 0-10, for example.*

*Gradebook integration IS available with the version of Blackboard that Cortland is using.

Please Note: if students are going to be submitting papers with images they need to be aware that the images must not exceed 2MB or the submission will fail.

**SETTING UP DRAFTS

Instructors can choose to set up SafeAssignments as drafts, which allows students to submit papers without storing them (*otherwise, if they submitted the paper again, it would have a 100% match against itself!*)

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To set up a Draft Assignment - go through the regular SafeAssignment set up and click the Draft option to "Yes". This specific draft SafeAssignment will allow each student to submit once and will check their paper and generate a SafeAssign Report but will not store it in the Institutional Database.

Please Note - You also need to create another SafeAssignment that will be your Final Version. This Final version should have the "Draft" feature set to "No" so that when the students submit, their paper is not only checked for plagiarism, but also stored in the database.

So in summary - to allow for drafts of a SafeAssignment, complete the following steps:

1. **Create a SafeAssignment and set the "Draft" control to "Yes"** - this will be the SafeAssignment students submit to first. Please remember to message as such in your Instructor Instructions.
 2. You can repeat #1 for as many draft versions as you want to allow.
3. **Create another SafeAssignment for your Final Version** and make sure the "Draft" control is set to "No". Again, message this to your students through the title and instructions.

Blackboard Inc. (2007) *SafeAssign Wiki*. Retrieved October 31, 2008, from SafeAssign by BlackBoard Web site: <http://wiki.safeassign.com/display/SAFE/About+SafeAssign>