This handout contains the exact same information as the corresponding Blackboard Learn Assignments and Assessments videos which are available at http://www.youtube.com/playlist?list=PL7056BD464C2B8BF9

Adding a SafeAssignment to Blackboard Learn

☐ Step-by-step

✓ To get started, locate a content area page in a course. For this tutorial, click on the Course Content page.
✓ Locate and hover over the Assessments tab. A menu will appear, then click on the SafeAssignment link.

✓ The Add SafeAssignment page appears. First, click the Name field to give the SafeAssignment a name. For this tutorial, the text “Assignment 1” is used.

1. Enter Information

✓ Next, click the Points Possible field to assign an amount of points the assignment is worth. For this tutorial, “100” is used.

✓ Click the Instructions field to provide the description and details for the assignment. SafeAssignments do not currently allow files to be attached to provide instruction.
✓ **Click Yes** for the **Make the assessment available** option. Optionally, **clicking** the **Track Number of Views** option will statistically track when users click the SafeAssignment link.

Make the assessment available  ☐ Yes  ☐ No

Track Number of Views

✓ Optionally, **clicking** the checkboxes for the **Availability Dates** option, allows the SafeAssignment link to be displayed after and displayed until certain dates/times.

Availabilty Dates

✓ An important option, “Draft”, allows students to submit a draft of their assignment and see a report, but will not add their paper to the global database (thus they won’t see 100% matching (or completely plagiarized) when they actually submit it).

Draft

✓ **Clicking** the **Urgent Checking** option speeds up the process in which the report is delivered in the queue of submissions.

Urgent Checking

✓ **Clicking Yes** for the **Student Viewable** option allows students to the view the report after they submit their assignment.

Student Viewable  ☐ Yes  ☐ No

✓ Optionally, **clicking Yes to Create** an announcement, will allow an announcement to appear on the course’s **Announcement** page that notify users that the SafeAssignment is available.
✓ Once finished, **click** the **Submit** button.
✓ The SafeAssignment now appears on the **Course Content** page.

Assignment 1

>> View/Complete