

## Creating Safe Assignments



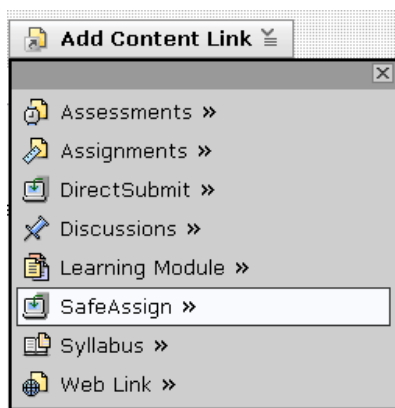
SafeAssign is a plagiarism detection tool that is built right into eLearningBCC. It is fairly easy to set up “Safe Assignments” where students upload their work. Submitted papers are checked against a comprehensive web-based database and are also checked against BCC’s own internal repository (which will grow as more and more faculty utilize the system).

For additional information on SafeAssign visit <http://wiki.safeassign.com>

### Creating a Safe Assignment

*It is important to note you cannot turn an existing assignment into a Safe Assignment – unfortunately if you have existing assignments you must recreate them using this process.*

Make sure you are in the **Build** tab, click on the **Add Content Link** button, and select **SafeAssign**:



Click on **Create SafeAssign** to continue.



When you see the screen below which asks you to create a SafeAssign it’s important to note that you’re not adding individual assignments here. What you are doing is setting up a “folder” into which you’ll add your assignments. So, when you see the following screen which asks you for a title, think about a generic title for your class assignments:

#### Create SafeAssign

\* Title:

Open in a new browser window

**Configure!**

**Cancel**

\* Required field

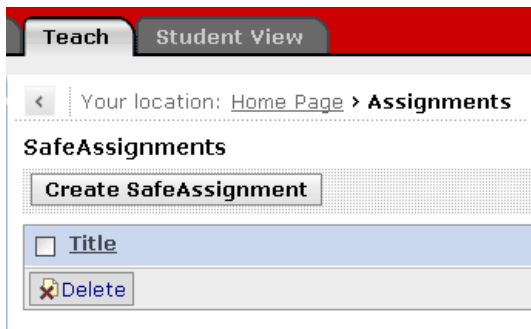
You can ignore the “open in a new browser window” checkbox. It doesn’t make any sense to open a new window here since this is really just a “folder” that students will click on.

Once you click **Configure!** an icon will appear on your homepage (or wherever you decided to add your SafeAssign) that will look like this:



[Assignments](#) ⌵

Once you've created your "folder" where you'll put your individual assignments you need to click on the **Teach** tab – **you cannot add assignments in the Build view!** Click on the Safe Assign icon to begin creating individual assignments. When you see this screen, click on **Create SafeAssignment**.



Now you can add an individual assignment:

The screenshot shows the 'Create SafeAssignment' form. It includes a 'Title' field with the text 'Homework 1 - due Sept 10' and a 'Description' text area with the text 'Please upload your homework as a .doc or .rtf file by Sept 10th at noon. See the course schedule for specific information regarding this assignment.' Below this is a 'Due Date' section with a date field set to '9/3/2007' and a time field set to '8:00 AM'. There is a 'Draft' section with radio buttons for 'Yes' (selected) and 'No'. A 'Student viewable' section has radio buttons for 'Yes' (selected) and 'No'. An 'Urgent checking' section has radio buttons for 'Yes' and 'No' (selected). At the bottom are 'Save' and 'Cancel' buttons.

There is no way to specify a cut-off date or "late" date. The only thing you can indicate is when the assignment will begin accepting submissions. So, it's recommended that you indicate in the title or in the description when the assignment is due.

The **Draft** feature allows students to submit their papers multiple times in order to do their own "self-checking." Students can see the results of their submissions and so will know very clearly whether or not they're using plagiarized materials.

\* Required field

Once you click **Save** you'll be taken back out to this screen which will show you a list of the individual assignments you have created:

< Your location: [Home Page](#) > **Assignments**

✔ A new assignment was created

**SafeAssignments**

Create SafeAssignment

<input type="checkbox"/> Title	Due Date	Edit
<input type="checkbox"/> ✔ Homework 1 - due Sept 10	Sep 03 2007 08:00:00 EDT	

Delete

To access the **SafeAssignment Dropbox** to see submitted papers and obtain the results of the plagiarism check click on the title of the assignment.

### SafeAssignment Dropbox

View by: Homework 1 - due Sept 10

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All submissions for assignment Homework 1 - due Sept 10. Due date: Sep 03 2007 08:00:00 EDT

<input type="checkbox"/> Assigned to	Status	Text	Matching	SA Report	File	Submitted
<input type="checkbox"/> Demo Student	Processed		0%			Jul 23 2007 10:37:06 EDT

Delete Download All

As you can see, I am an exceptional student and have no matches! 😊 To view the report, click on the checkmark icon. To download/view the file click on the paperclip icon. Remember that if you have allowed the draft feature students can resubmit their paper (so again, that's where the cut-off date and time that you specify in the title or text of the assignment will be helpful so that students don't keep resubmitting after the deadline).

### What do students see?

When students access the assignment they'll be presented with a list of available assignments and any papers that they have submitted.

d Teach **Student View**

< Your location: [Home Page](#) > **Assignments**

**Safe Assignments**

**Available Assignments** **Submitted Papers**

**Available Assignments**

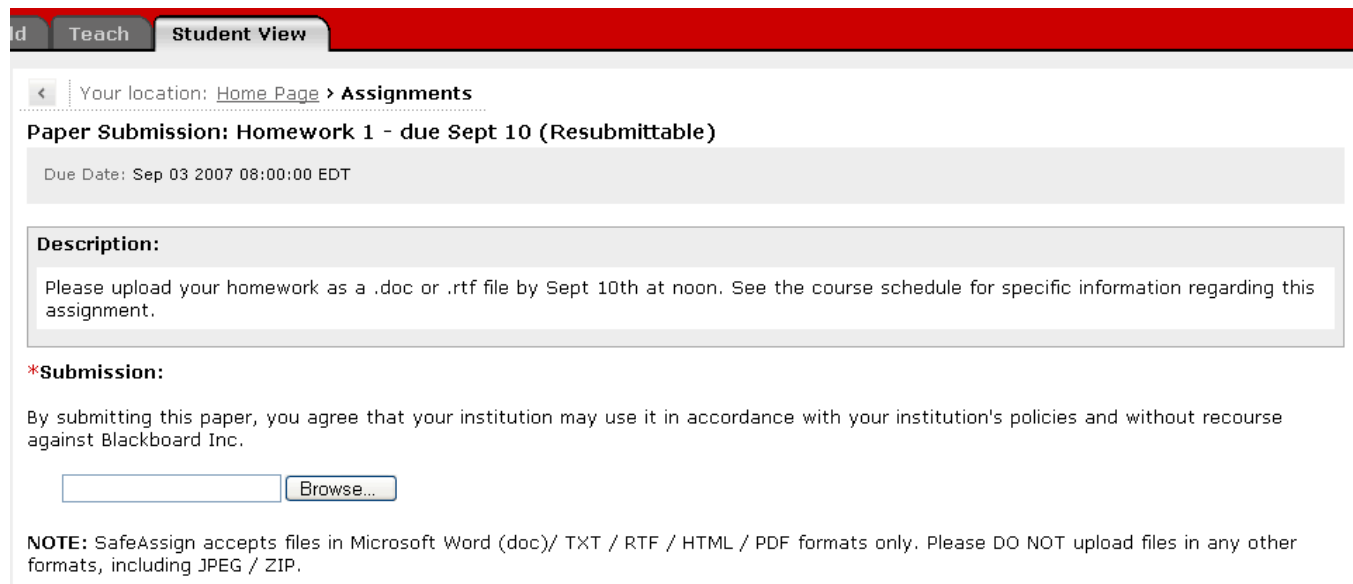
[Homework 1 - due Sept 10](#)  
 Due Date: Sep 03 2007 08:00:00 EDT  
 Description: Please upload your homework as a .doc or .rtf file by Sept 10th at noon. See the course schedule for specific information regarding this assignment.

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**Submitted Papers**

Assignment	Text	Matching	SA Report	File	Submitted
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When they click on the assignment name they'll be able to submit their assignment by following the instructions:



The screenshot shows a Blackboard interface with a red header bar containing 'id', 'Teach', and 'Student View' tabs. Below the header, a breadcrumb trail reads '< Your location: Home Page > Assignments'. The main heading is 'Paper Submission: Homework 1 - due Sept 10 (Resubmittable)'. A grey box indicates the due date: 'Due Date: Sep 03 2007 08:00:00 EDT'. A 'Description:' box contains the text: 'Please upload your homework as a .doc or .rtf file by Sept 10th at noon. See the course schedule for specific information regarding this assignment.' Below this is a '\*Submission:' section with a disclaimer: 'By submitting this paper, you agree that your institution may use it in accordance with your institution's policies and without recourse against Blackboard Inc.' A file upload area consists of an empty text box and a 'Browse...' button. A 'NOTE:' at the bottom states: 'SafeAssign accepts files in Microsoft Word (doc)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP.'

As you can see, SafeAssign will only allow students to upload certain file types. For those of you who have struggled with students sending your Word Perfect or Microsoft Works files you'll notice that the system won't accept them – so that means you should have no problems accessing them!

Of course, this does mean that students have to understand how to save in a file format that is accessible. There are tutorials on the [BCC wiki](#) that explain to students how to save as RTF or to save as DOC files from the latest version of Microsoft Office. You may want to direct your students to these tutorials as part of your course:

[http://dl.bristol.mass.edu/wiki/index.php/Tutorials#Word Processing Tips and Tricks](http://dl.bristol.mass.edu/wiki/index.php/Tutorials#Word_Processing_Tips_and_Tricks)