SafeAssign is now integrated with Blackboard Assignments. A SafeAssign assignment is created directly under Assignments instead of a separate button.

1. To create a SafeAssign assignment, go to a content area, select Assessments > Assignment.

2. In the Create Assignment page, enter the info required under Assignment Information. If there is an attachment associated with this assignment, attach it under Assignment Files. If you wish to put a due date for this assignment enter that under Due Dates.
3. Under **Grading** type in Points Possible. Click **Submission Details** to expand it.

4. With Submission Details expanded, select **Check submissions for plagiarism using SafeAssign.**
a. If you want students to be able to see the SafeAssign report, select Allow students to view SafeAssign originality report for their attempts.

b. If this is a draft assignment select Exclude submissions from the Institutional and Global References Database.

5. Expand Grade Options and Display of Grades, fill in any info pertaining to your SafeAssign assignment and click Submit.
### Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback, and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

- Enable Anonymous Grading
  - Student names are hidden during the grading process.

- Enable Delegated Grading
  - Delegate grading responsibilities to one or more additional graders.

### Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

- **Primary:**
  - **Score:**
  - **Secondary:**
  - **None:**

  *(displayed in Grade Center only)*

- Include in Grade Center grading calculations
  - Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

- Show to students in My Grades

- Show Statistics (average and median) for this item to Students in My Grades

### Availability

- Make the Assignment Available
  - This assignment cannot be made available until it is assigned to an individual or group of students.

- Limit Availability
  - **Display After**
    - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
  - **Display Until**
    - Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Track Number of Views

Click *Submit* to finish. Click *Cancel* to quit without saving changes.