WHY WOULD YOU USE THIS FEATURE:
SafeAssign is text-matching software that is installed into Blackboard. The software is designed to check paper submissions against other submitted papers, the Web, and a number of published journal, newspaper, and magazine articles (Proquest/ABI Inform). The SafeAssign tool can be used to educate students on proper citation and attribution.

Once a paper has been processed, SafeAssign provides a score in the form of a percentage. This percentage represents the “amount” of the paper that matches existing sources. Because quotes and properly references text may be included in this percentage, a thorough review of the paper is encouraged before taking any action. The report also provides a link to the suspected matching source. It is the responsibility of the instructor to interpret the report and determine if plagiarism has occurred. This tutorial will show you how to create a Safe Assignment.

HOW TO CREATE A SAFEASSIGNMENT:
1. Access your course within Blackboard.
2. Click the content area in which you wish to add the Safe Assignment.
3. Hover your mouse over Assessments to open the drop-down menu then select SafeAssignment.
INSTRUCTOR TUTORIAL: SAFEASSIGNMENT CREATE

4. Enter a **Name** for the Safe Assignment and provide points possible. Also type **Instructions** in the text box. Students will read the instructions once they open the assignment and then a section is provided for them to upload the file.

![Image of Enter Information section]

5. **Check the box** next to **Make the Assignment Available** otherwise students will not have access to the assignment.

   ![Make the assessment available](image)

6. **Set any date/time restrictions** for when the assignment will become available/unavailable (optional).

   ![Availability Dates](image)

7. If you **click** the box next to **Draft**, student papers will **NOT** be added to the institutional database of papers.

8. If you **click** the box next to **Urgent Checking**, papers **WILL** be set to high priority.

9. If you **click Yes next to Student Viewable**, students **WILL** be able to see the report generated by SafeAssignment.
10. You may also add an announcement to inform students that the SafeAssignment has been posted. To do this, click Yes next to Create and then type a Subject and Message in the text box.

11. Click Submit.