

Faculty Tutorial:

Set Up SafeAssign and Attach it to an Assignment

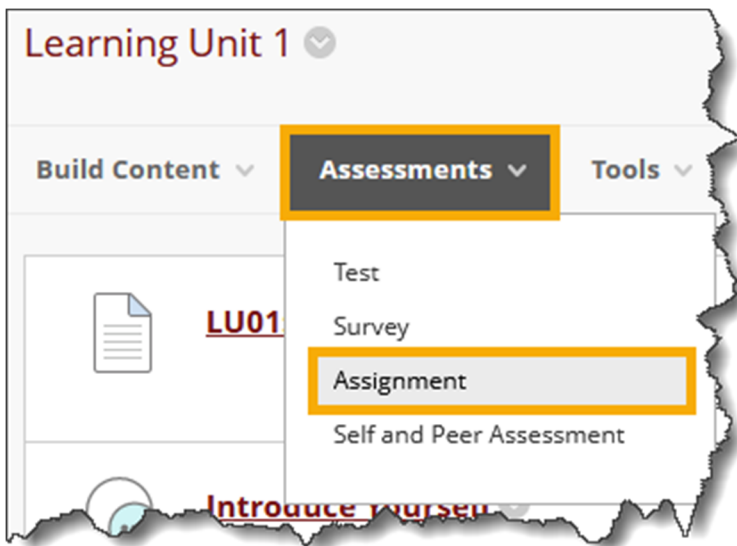
Purpose: To demonstrate to faculty set up SafeAssign and Attach it to an Assignment.

Note: You may either create a new assignment that utilizes SafeAssign, or you may choose to add SafeAssign to an existing assignment.

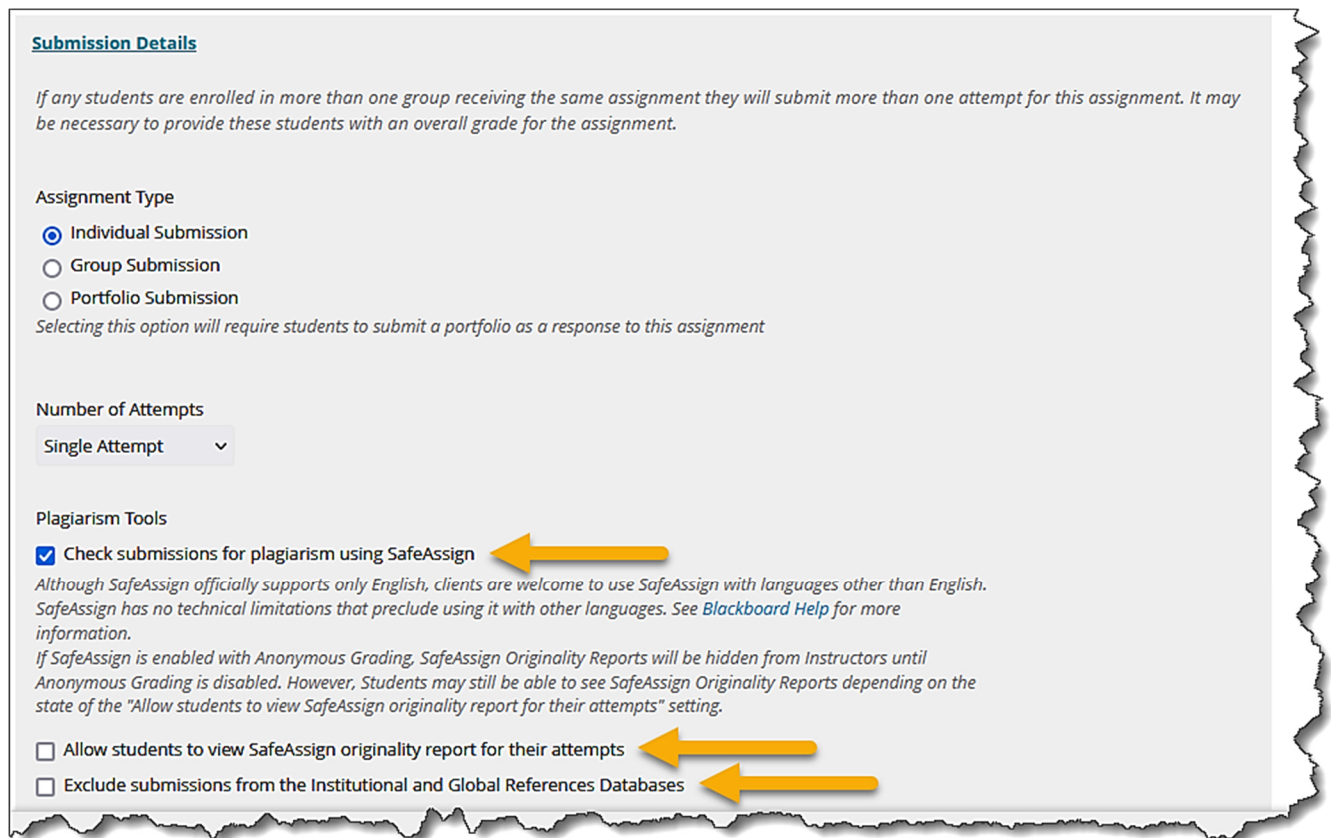
To create a new assignment that utilizes SafeAssign, go to the Learning Units area in MyHills and select a learning unit to add your assignment. Click the **Assessments** drop down menu and click **Assignment.**

Complete the required fields and add any information you wish to include.

Note: If you would like additional assistance about creating an assignment in MyHills, review the tutorial **“Create an Assignment and Grade an Assignment.”**



Then, in the Grading section, click to expand the “**Submission Details**” area. In the “**Plagiarism Tools**” area, select the box next to “**Check submissions for plagiarism using SafeAssign.**” You may also choose to select the additional boxes to “**Allow students to view SafeAssign originality report for their attempts**” and/or to “**Exclude submissions from the Institutional and Global References Databases.**”



Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts

Single Attempt ▾

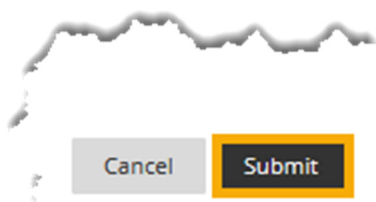
Plagiarism Tools

- Check submissions for plagiarism using SafeAssign
- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions from the Institutional and Global References Databases

Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See [Blackboard Help](#) for more information.

If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.

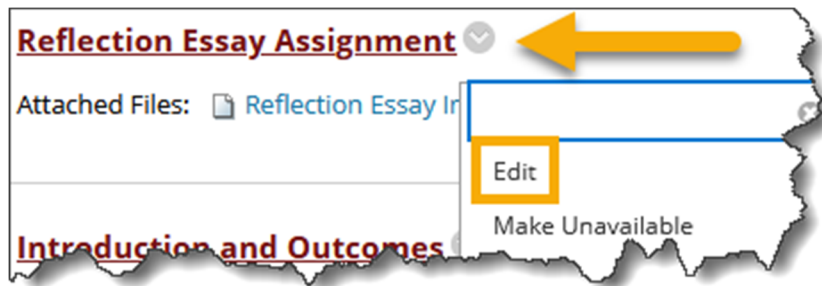
Then, click **Submit**.



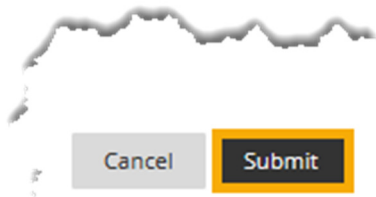
Your assignment will be added to the Learning Unit and is set up to check the assignment using SafeAssign.

To attach SafeAssign to an existing assignment, locate the assignment in the Learning Units area of MyHills, click the gray drop down arrow next to the title, and click “Edit.”

In the Grading section, click to expand the “Submission Details” area. In the “Plagiarism Tools” area, select the box next to “Check submissions for plagiarism using SafeAssign.” You may also choose to select the additional boxes to “Allow students to view SafeAssign originality report for their attempts” and/or to “Exclude submissions from the Institutional and Global References Databases.”



Then, click **Submit**.



Your assignment is now all set up to check the assignment using SafeAssign.

Congratulations! You now you know how to setup an assignment with SafeAssign!

For additional information about using SafeAssign, please go to <https://help.blackboard.com/SafeAssign>.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk