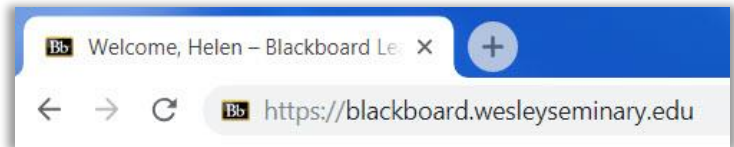


Creating an Assignment with SafeAssign

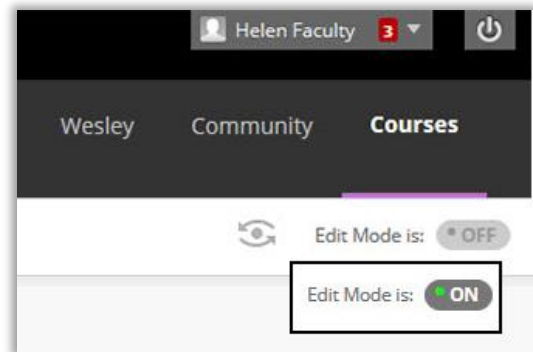
1. Navigate to Blackboard then enter your wts in front of your username and password as normal.
blackboard.wesleyseminary.edu



2. Enter your course.

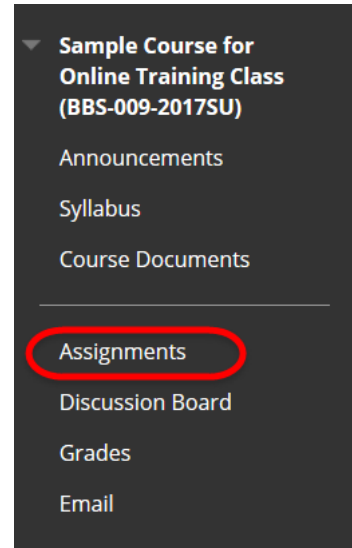


3. Make sure Edit Mode is On.

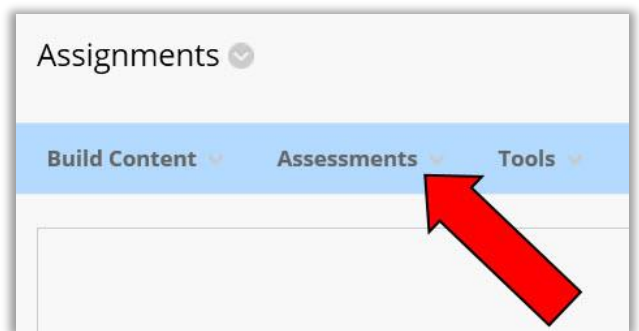


4. Click once on **Assignments** in the Course Menu on the left.

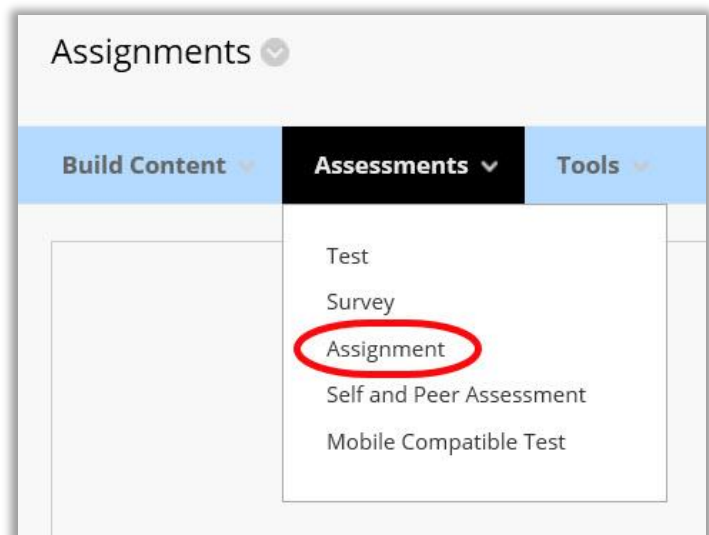
If you do not see Assignments, you can create a course menu item for it using these instructions.



5. Hold your mouse over **Assessments** and click **Assignment**

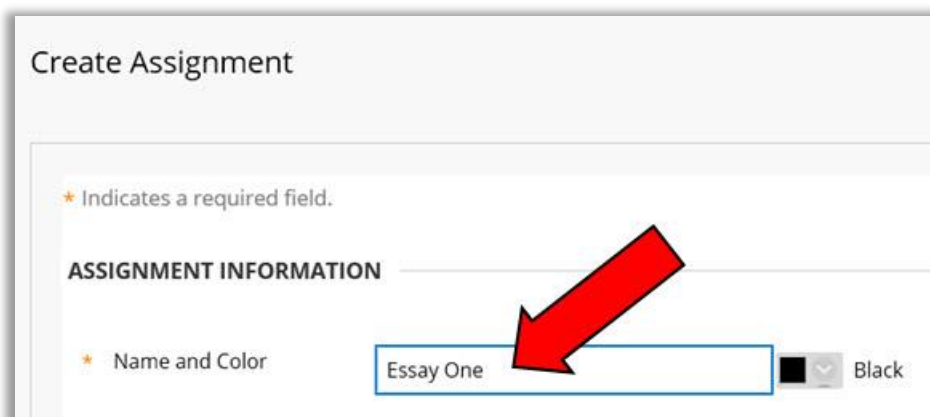


6. Then click **Assignment**.



-
7. Under Assignment Information, type in the title of the assignment.

This is what students will see, and will be the assignment heading in the grade center.



Create Assignment

* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color Black

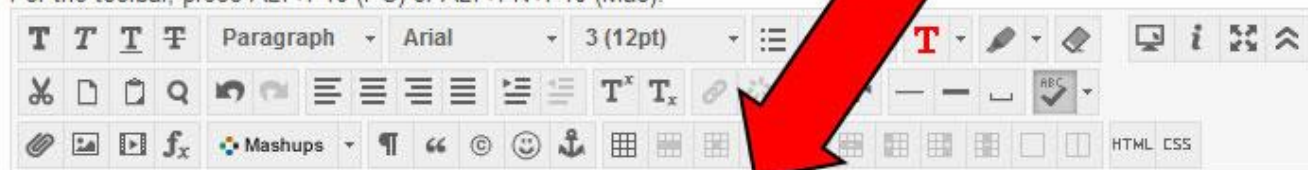
-
8. In the box under Instructions, type in your instructions for students. It is advised that you put logistical instructions here. You also have the option to attach files which may contain detailed assignment instructions or questions.

ASSIGNMENT INFORMATION

* Name and Color Black

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Rich text editor toolbar with icons for text formatting, paragraph alignment, and file attachment. A red arrow points to the 'Attach Files' icon.

Please submit your essay here as a Word document only. All papers must use 12 pt font, New Times Roman or Calibri, and double-spaced. Please see attached PDF for assignment details.

Path: p » span

Words:31

-
9. Attach any necessary files from your computer or the course files.

ASSIGNMENT FILES



Attach Files **Browse My Computer** Browse Content Collection

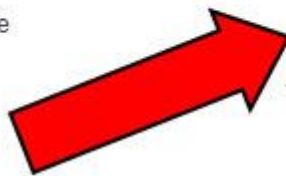
10. Under Due Dates, you can set a due date for the assignment. The date you set will automatically display on the student Blackboard calendars.

First, check the box next to **Due Date**. Next, you can either type in the date, or use the calendar icon to select a date. If you enter a date, you must enter a time. You can type it in, or use the clock icon.

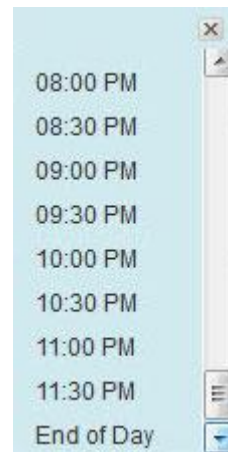
DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



11. Under Grading, type in the maximum points possible for the assignment. This must be a numerical value of what constitutes the best possible grade a student can achieve on this assignment.

GRADING

* Points Possible




12. Under grading, click once on **Submission Details**.

GRADING

* Points Possible

Associated Rubrics

Name	Type
Submission Details	
Grading Options	
Display of Grades	



13. **Check** the box next to *Check submissions for plagiarism using SafeAssign* to turn on SafeAssign.

If you would like for students to see the results of their SafeAssign report prior to submitting the assignment to you, check the box next to *Allow students to view SafeAssign originality report for their attempts*.

This option is recommended, in order to allow students to gain the highest educational benefit from this tool.

You may opt to check the third box down which excludes student submissions from the Global and Institutional databases. Having submissions in the databases will allow SafeAssign to check other student papers for plagiarism, which would protect in the instance of cheating within the class, or students cheating from one semester to the next.


Submission Details

Assignment Type Individual Submission
 Group Submission

Number of Attempts

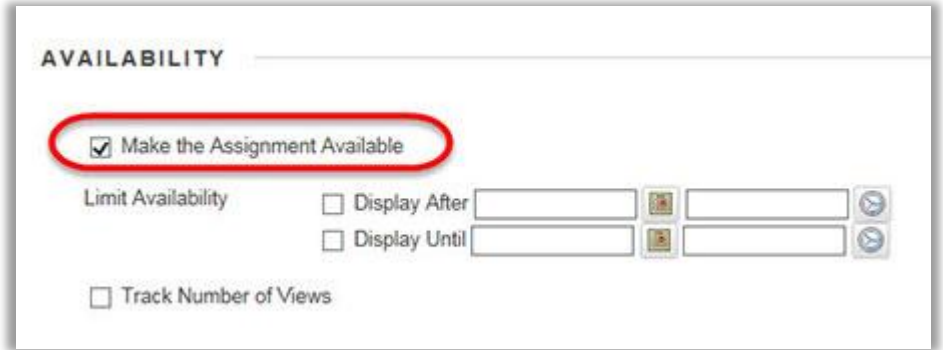
Plagiarism Tools

- 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



14. Check the box next to **Make the Assignment Available** to allow students to see the assignment. If you are not ready for them to see it, leave this box unchecked.

Here you also have the option of adjusting the dates and times that the students can see the assignment.



AVAILABILITY

Make the Assignment Available

Limit Availability Display After

Display Until

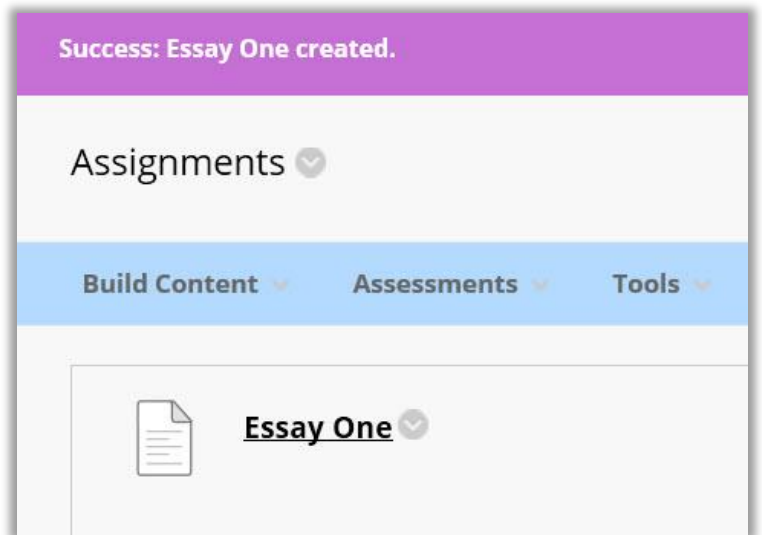
Track Number of Views

15. When you are satisfied with the assignment, click Submit in the lower right corner.



Cancel Submit


16. Upon successful completion of the assignment, a fuchsia success indicator will show at the top of the



Success: Essay One created.

Assignments ▾

Build Content ▾ Assessments ▾ Tools ▾

 **Essay One** ▾

If you have any questions or problems, please contact Educational Technology at edtech@wesleyseminary.edu