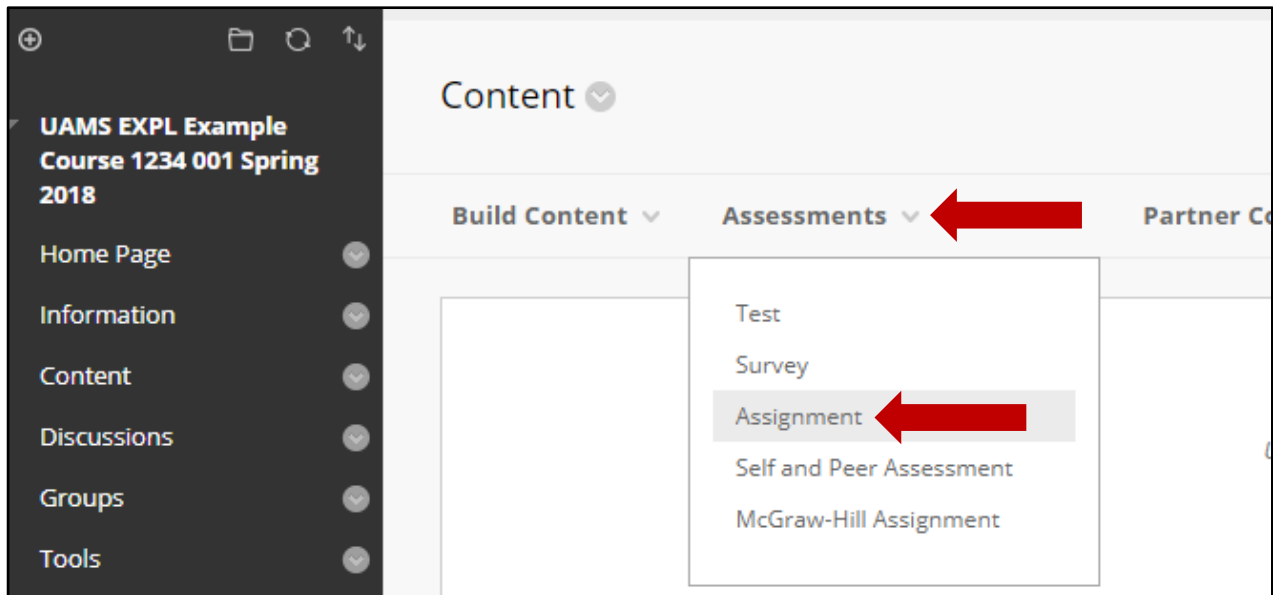


Setting Up a SafeAssign Assignment

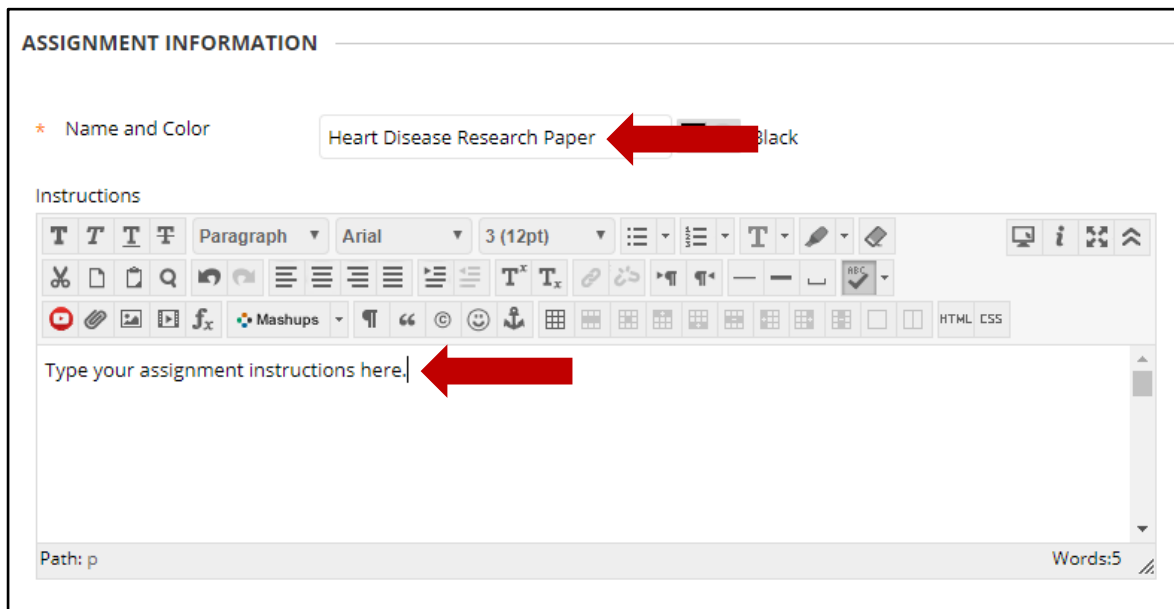
1. Make sure the **Edit Mode** is **ON**.



2. Hover your mouse over **Assessments** to reveal the drop down menu, then click **Assignment**.

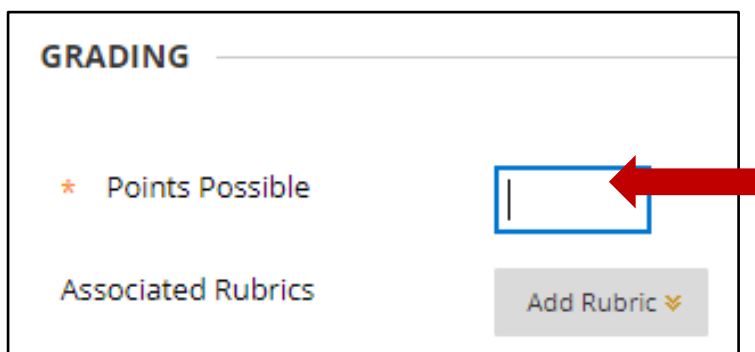


3. Give the assignment a **Name** and **Instructions**.



Setting Up a SafeAssign Assignment

4. Scroll down to the **Grading** section and assign your **Points Possible**.

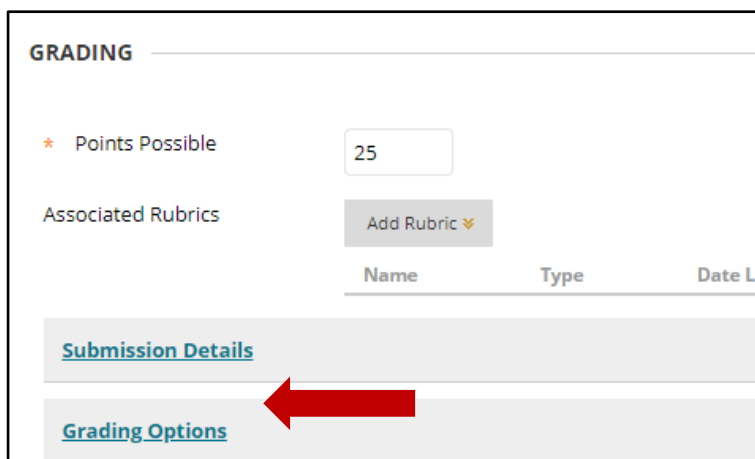


GRADING

* Points Possible

Associated Rubrics Add Rubric ▾

5. Click **Submission Details** to reveal more options.



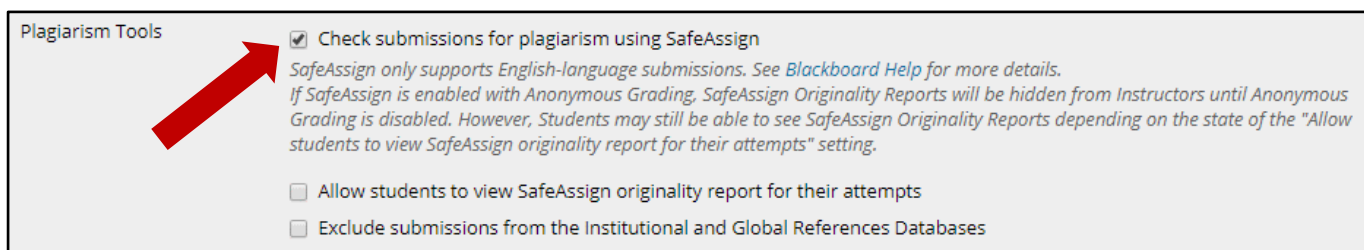
GRADING

* Points Possible

Associated Rubrics Add Rubric ▾

Name	Type	Date L
Submission Details		
Grading Options		

6. Next to Plagiarism Tools, make sure to check the option **Check submissions for plagiarism using SafeAssign**.



Plagiarism Tools

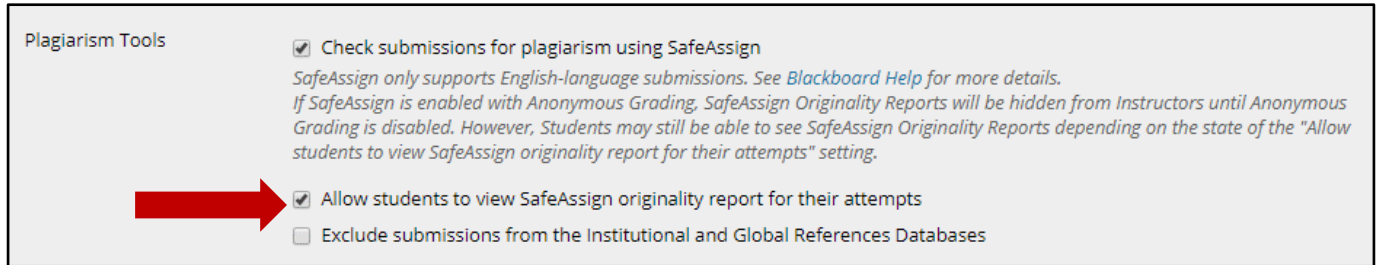
Check submissions for plagiarism using SafeAssign
*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.
 If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, 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.*

Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

Setting Up a SafeAssign Assignment

7. If you would like your students to have access to the originality report, you can check **Allow students to view SafeAssign originality report for their attempts**.



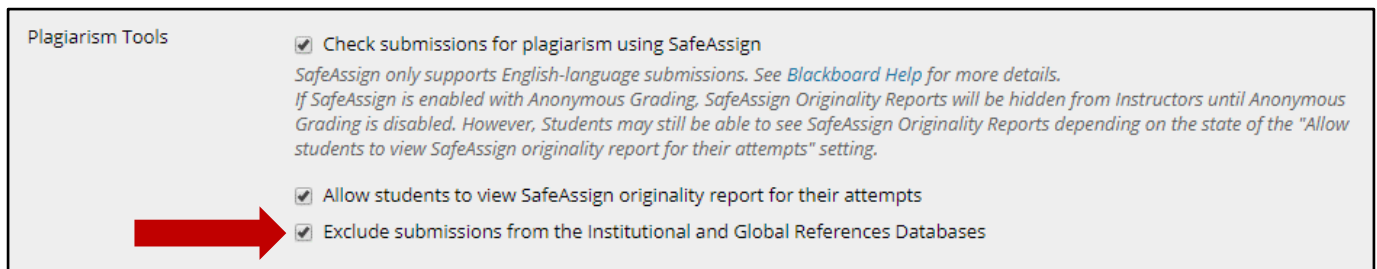
Plagiarism Tools

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Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

8. If you are letting your students submit drafts to SafeAssign, you will want to check **Exclude Submissions**. This will keep drafts from being added to the SafeAssign database. When you are ready for students to submit the final copy you will **uncheck** Exclude submissions and allow students to submit a second attempt.



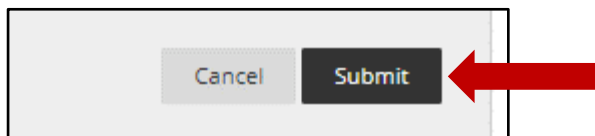
Plagiarism Tools

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Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

9. When you are done configuring the remainder of your assignment, click **Submit** at the bottom of the page.



Cancel Submit