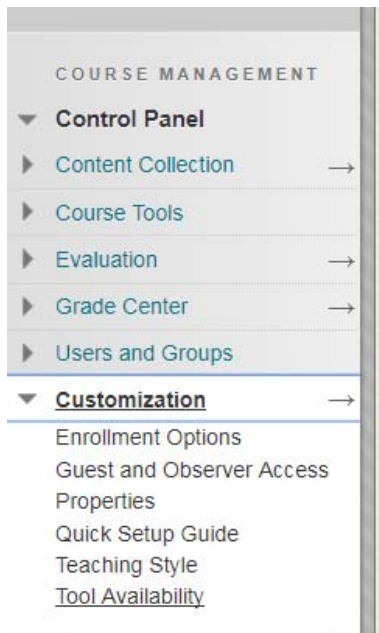


How to Create a Safe Assignment

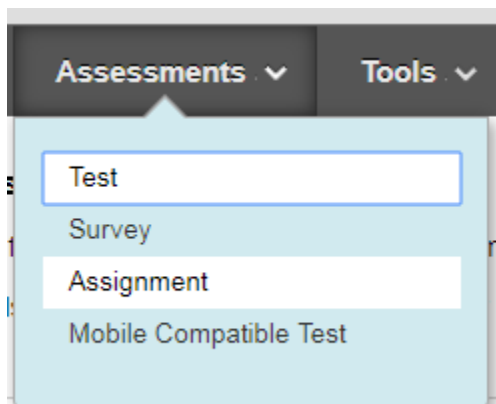
In your course, go to the Course Management section of the menu, open up Customization, and choose Tool Availability.



Scroll down to the "S" section and check the boxes for SafeAssign and SafeAssignment

RUBRIC'S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SafeAssign	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SafeAssignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In your course, where you want your assignment to appear, choose Assessments, and then Assignment.



Fill in the normal details for the assignment (Name, instructions, due date, points possible, etc.)

Under GRADING Details, click on Submission Details

GRADING

* Points Possible

Associated Rubrics ▾

Name	Type
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[Submission Details](#)

If you have added the SafeAssign and SafeAssignment tools you will see new functions here for Plagiarism Tools.

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

- 1) To check this assignment for plagiarism, check the first box: **Check submissions for plagiarism using SafeAssign.**
- 2) To allow students to see the results of their originality reports (recommended), check: **Allow students to view SafeAssign originality reports for their attempts.**
- 3) If this is a draft and you want students to be able to submit this same paper again for plagiarism checking, check: **Exclude submissions from the Institutional and global Reference Databases.**

Note: If you do not “exclude submissions”, this paper will be stored in the Blackboard SafeAssign database for University of Rochester and other papers will be checked against this for originality.

By checking the use of SafeAssign, the following text will automatically be added to your instructions:

By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the [Blackboard Privacy Policy](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

Institution Release Statement

Please note that your submitted paper will be stored in the "cloud." While none of your personal information is automatically transferred with your submission, if your submission itself contains identifiable information, that information will be stored in the "cloud." You have the option to de-identify your paper before submission. Additionally, this "cloud" service is not HIPAA compliant, therefore you should not submit papers that contain any patient information.