

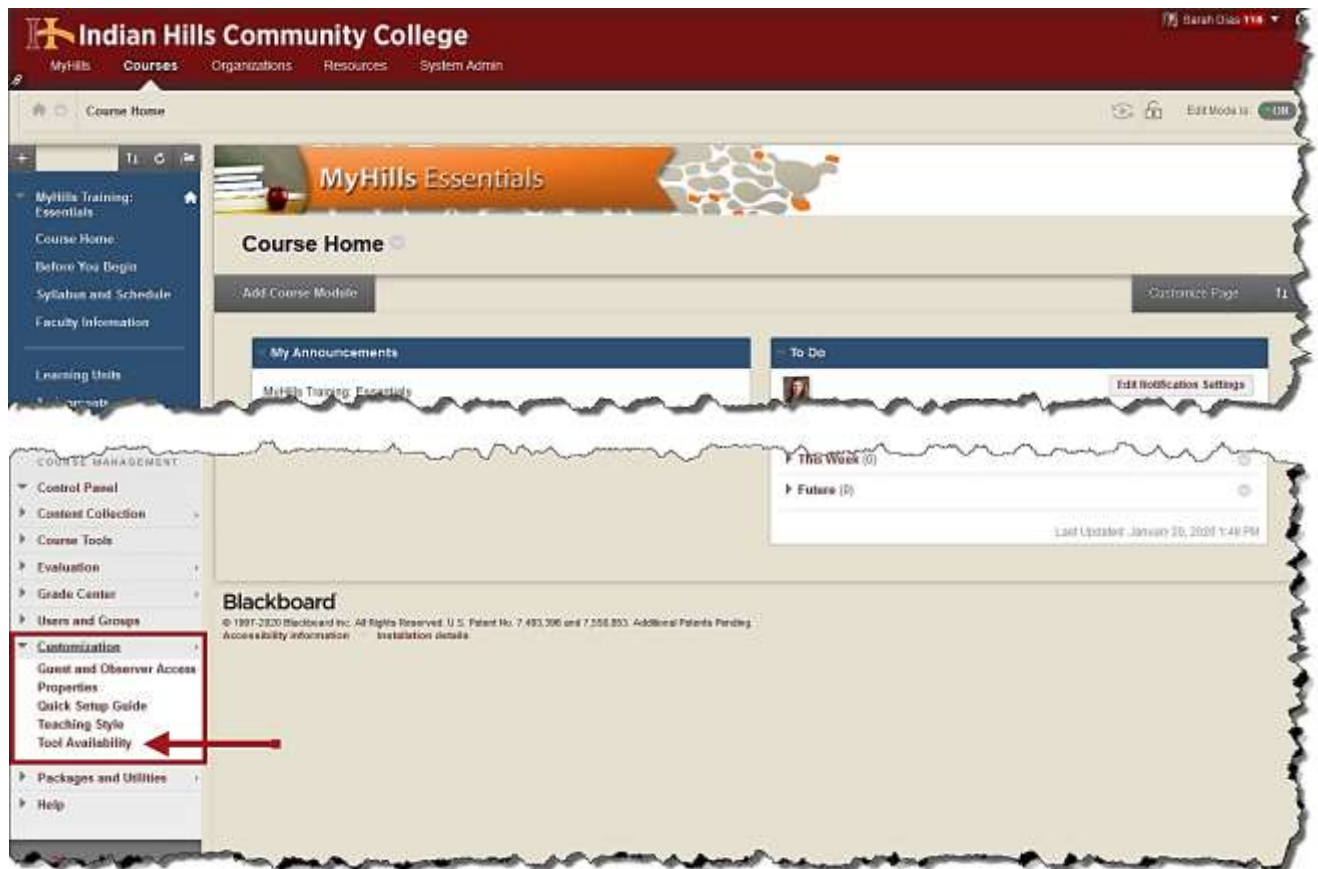
Faculty Tutorial:

Set Up SafeAssign and Attach it to an Assignment

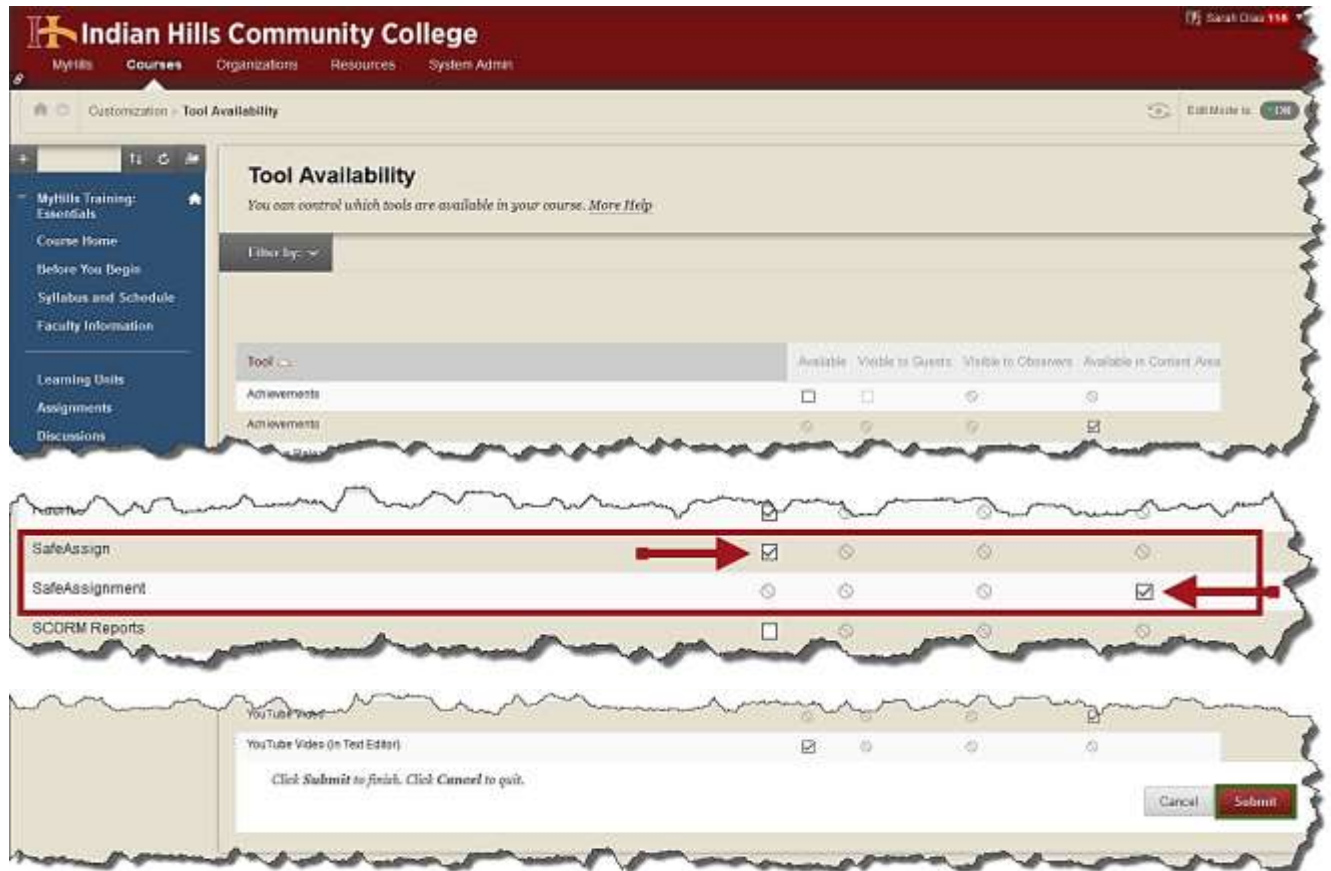
Purpose: To demonstrate to faculty set up SafeAssign and Attach it to an assignment in that class.

Note: Since we are pilot testing the SafeAssign tool right now, you will need to activate it in your course prior to it being able to be attached to an assignment.

After accessing your course in MyHills, select “**Customization**” in the gray “Course Management” menu and click “**Tool Availability.**”

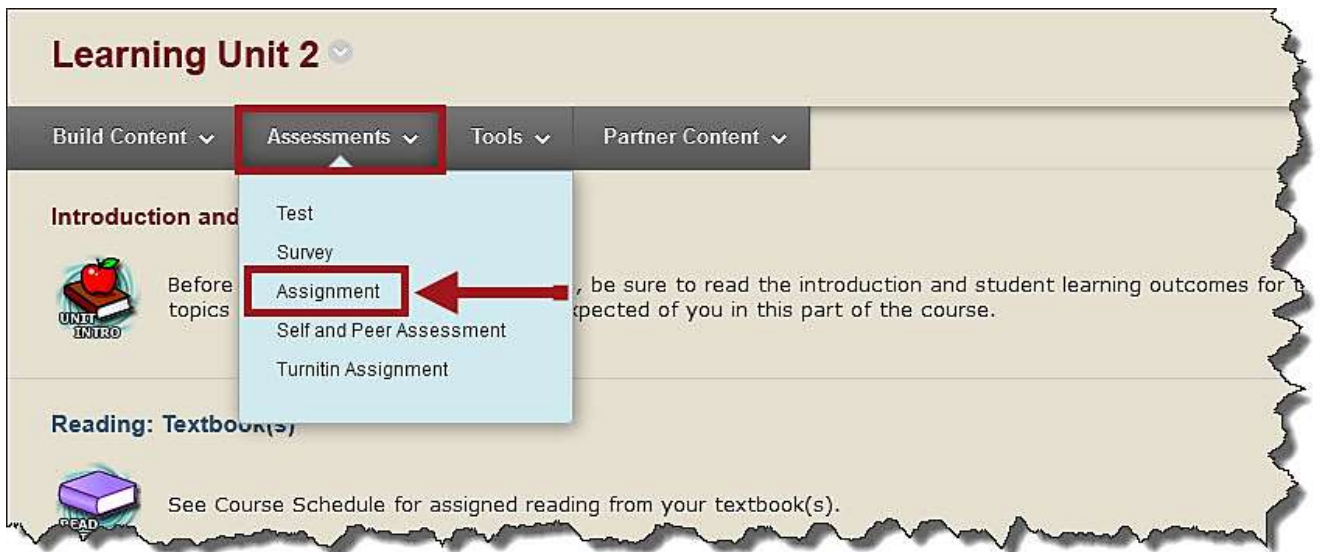


Scroll down to locate “SafeAssign” and “SafeAssignment.” Click the empty checkboxes in both rows, then click “Submit.” *Note: This list is in alphabetical order.*

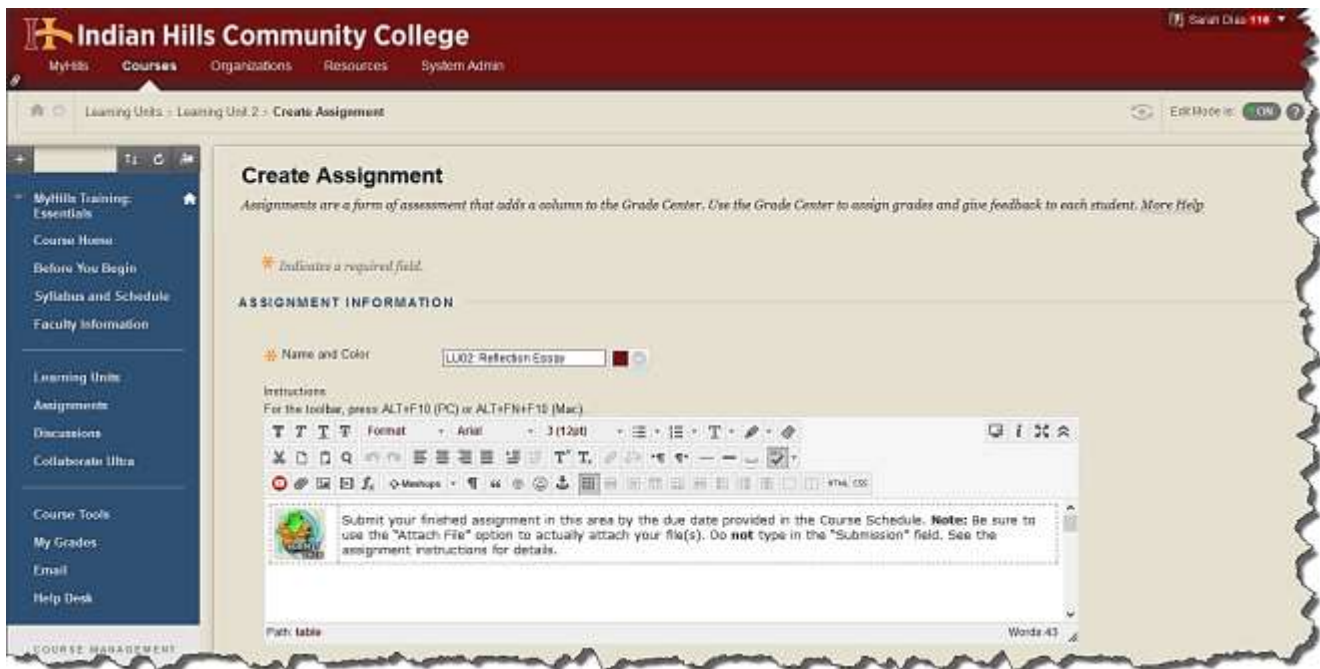


SafeAssign is activated and ready to be attached to an assignment in your course. You may either create a new assignment that utilizes SafeAssign, or you may choose to add SafeAssign to an existing assignment.

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, go to the [Computer Tutorials](#) page on the Indian Hills Website and review the tutorial [Create 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.”

GRADING

Points Possible: 50

Associated Rubrics: Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
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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

Then, click **Submit**.

Click Submit to finish. Click Cancel to quit without saving changes.

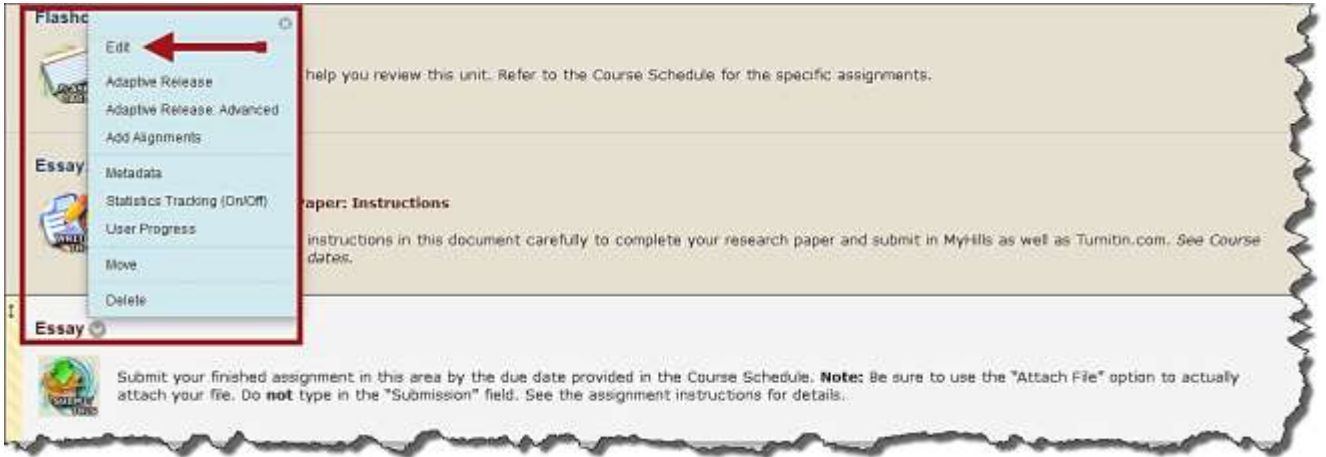
Cancel Submit

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

LU02: Reflection Essay

Submit your finished assignment in this area by the due date provided in the Course Schedule. **Note:** Be sure to use the "Attach File" option to actually attach your file(s). Do **not** type in the "Submission" field. See the assignment instructions for details.

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



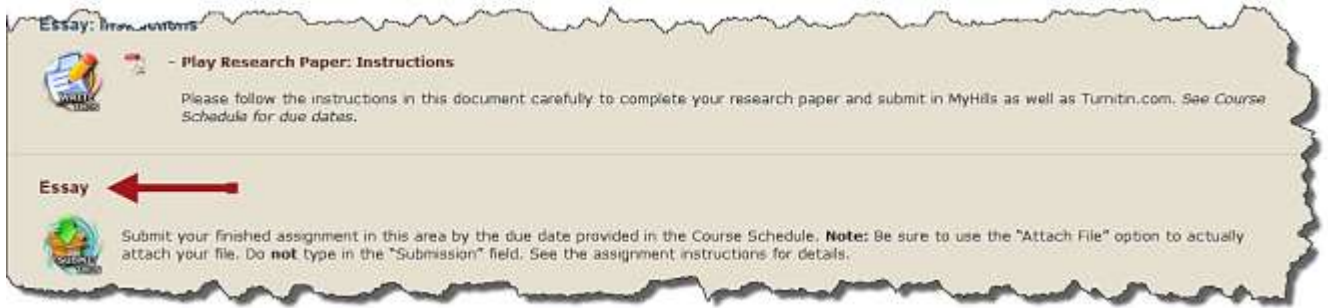
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Then, click **Submit**.



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