

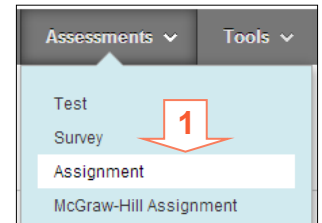
## **BLACKBOARD ASSIGNMENT GUIDE**

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## I. ADDING REGULAR OR SAFEASSIGN ASSIGNMENT

Assignments allow Instructors to create coursework and manage the grades and feedback for each Student separately.

- Click **Assignment** in the course Menu
- On the Action Bar, point to **Assessment** then Select **Assignment [1]**
- Type a **Name** and **instructions [2]**
- Optionally, attach a file using **Browse My Computer** or **Browse Course [3]**
- Select a **Due Date [4]**, Due dates are used to organize and assign gradable items to grading periods in the Grade Center
- Type **Points Possible [5]**
- **Assignment Type:** Select **Individual Submission** to send the assignment to all students or select **Group submission** for group assignment [6]
- Select the option for **Number of Attempts [7]** (*Multiple Attempts allow students to submit work for an Assignment more than once and receive comments and a grade for each submission.*)
- **Plagiarism Tools [8]:**
  - Select **Check submissions for plagiarism using SafeAssign** to enable plagiarism detection through SafeAssign
  - Select **Allow students to view SafeAssign originality report for their attempts** if desired
  - For draft submission of assignment (ex. Progress report), select **Exclude submissions from the Institutional and Global References Databases**. This is to have students submit papers for checking against SafeAssign sources, but not include the student papers in the Institutional Database. This way when a student re-submits a (presumably) revised version of the paper, SafeAssign does not flag the paper as matching against the previous "draft" submission.
  - *For more information on using SafeAssign, see the online guide [use SafeAssign](#)*



**ASSIGNMENT INFORMATION**

Name and Color  Black

Instructions

Path: p Words: 0

**ASSIGNMENT FILES**

Attach File

**DUE DATES**

Submissions are accepted after  but are marked Late.

Due Date

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

**GRADING**

Points Possible

Associated Rubrics

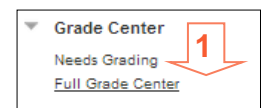
Name	Type	Date Last Edited	Show Rubric to Students
<p><b>Submission Details</b></p> <p><i>If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt this assignment. It may be necessary to provide these students with an overall grade for the assignment.</i></p> <p>Assignment Type  <input checked="" type="radio"/> Individual Submission  <input type="radio"/> Group Submission</p> <p>Number of Attempts <input type="text" value="Single Attempt"/></p> <p>Plagiarism Tools  <input checked="" type="checkbox"/> Check submissions for plagiarism using SafeAssign  <small>SafeAssign only supports English-language submissions. See Blackboard Help for more details.</small>  <small>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.</small>  <input checked="" type="checkbox"/> Allow students to view SafeAssign originality report for their attempts  <input type="checkbox"/> Exclude submissions from the Institutional and Global References Databases</p>			

- Select **Make the Assignment Available** [9]
- Use the **Display After** and **Display Until** date and time fields to limit the availability of the Assignment [10]
- Click **Submit**

## II. VIEW AND GRADE REGULAR OR SAFEASSIGN ASSIGNMENT

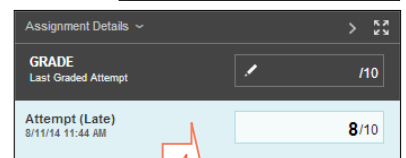
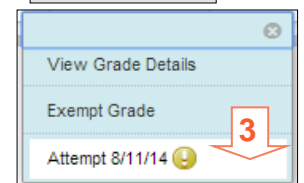
### To access the Grade Center:

- In the Control Panel, expand the **Grade Center** section and Select **Full Grade Center** [1].



### To grade a single assignment attempt:

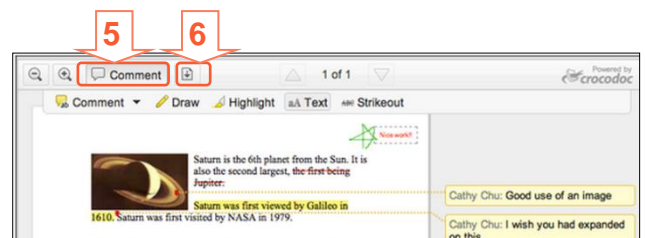
- Locate the cell for a student's assignment containing an exclamation mark [2]
- Move the mouse pointer over the cell to Click the **Action Link** [2]
- Select **Attempt** [3]. The Grade Assignment page appears.
- Enter the grade in the **Attempt** box then click **Submit** [4]
- To grade



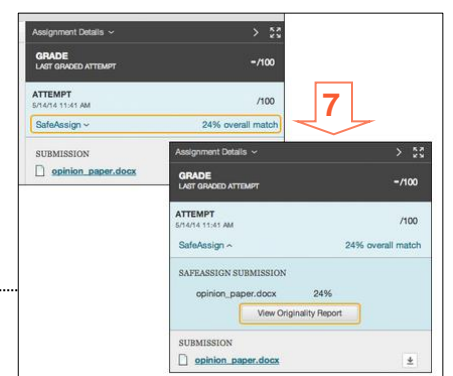
### To add comments on the assignment file:

Files that have been uploaded and converted for display in the inline viewer can be annotated directly within the browser.

- Click **Comment** in the inline viewer toolbar to expand the annotation tools. Select an annotation tool and comment, edit, highlight and draw in the document. Right-click on an annotation to remove it [5]
- You and your student can download the annotated file by clicking on the download button [6]
- Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF)



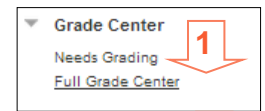
### To view SafeAssign Originality report:



- Expand the SafeAssign link and click **View Originality Report** to view the results in a new window [7]

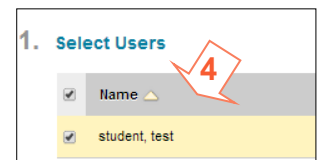
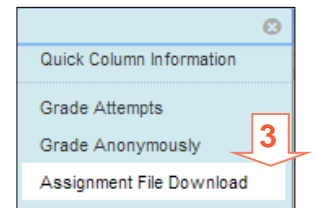
### III. DOWNLOAD ALL ASSIGNMENT SUBMISSIONS

- In the Control Panel, expand the **Grade Center** and select **Full Grade Center** [1]
- In the Grade Center, locate the column for the assignment you want to download (ex. HW#1) [2]



Last Name	First Name	Username	Last Access	Coursework	Exam1	Exam2	Final	Total	Weighted Total	HW#1
student	test	bb_std	August 11, 2014	--	10.00	20.00	--	30.00	--	!

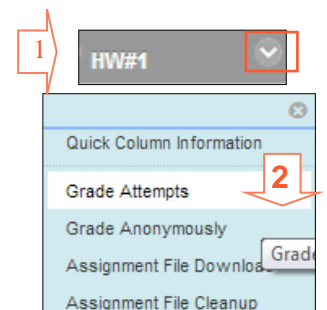
- Click the assignment column's **Action Link** to access the contextual menu
- Select **Assignment File Download** [3]
- On the **Download Assignment** page, select the student submissions to download, or select the check box in the header bar to choose all available submissions [4]
- Click **Submit**
- Click the **Download assignments now** link [5]
- In the pop-up window, select **Save File** and click **OK**
- Browse to the location where you want to download the file, and then click **Save**



Download assignments now. (12539 KB)

### IV. GRADE ALL ASSIGNMENT SUBMISSIONS

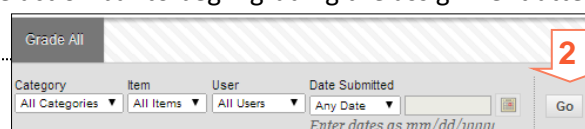
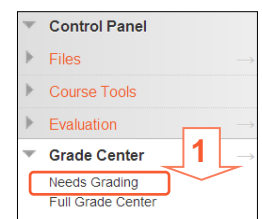
- In the assignment's column header, click the **Action Link** to access the contextual menu [1]
- Select **Grade Attempts** [2]
- Type a Grade for the assignment
- Click Save and Next to display the next user, when available.



### V. Using Needs Grading feature

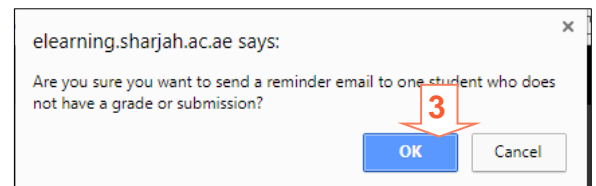
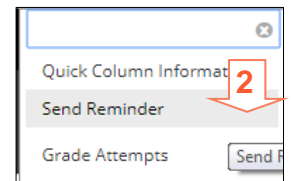
The Needs Grading page can help you determine which assignments need grading first. For example, you can sort by the date submitted to provide feedback to the earliest submitters first.

- In the Control Panel, expand the **Grade Center** section and select **Needs Grading** [1]
- Use the Filter drop-down lists to narrow the items to grade by **Category**, **Item**, **User**, and **Date Submitted**
- Click **Go**. The filtered items appear on the Needs Grading page [2]
- Click **Grade All** on the action bar to begin grading the assignment attempts [3]



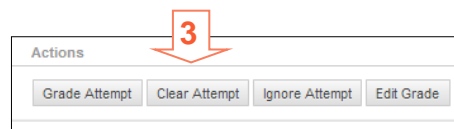
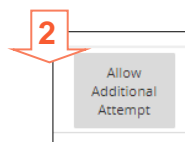
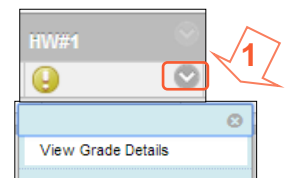
## VI. SEND REMINDERS

- In the assignment's column header, click the **Action Link** to access the contextual menu [1]
- Select **Send Reminder** [2]
- You will be asked to confirm that you wish to send the reminder and be told how many students will receive the email. Only student who did not submit the assignment will be notified. Click **OK** [3]
- A confirmation message will show that the email will be sent.



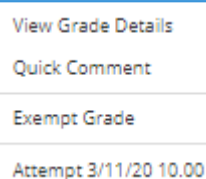
## VII. ALLOW ADDITIONAL ATTEMPT OR CLEAR ATTEMPT

- Locate the cell for a student's assignment, then from the contextual menu next to a graded item, select **View Grade Details** [1]
- Click "**Allow Additional Attempt**" to give a specific student another attempt to submit. Original attempt stay saved. [2]
- Click **Clear Attempt** to delete the student submission and allow student to resubmit [3]



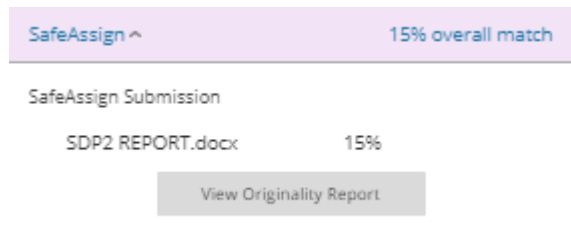
## VIII. VIEW ALL SAFEASSIGN REPORTS AND SUBMISIONS

- You can view and manage SafeAssignment submissions from the grade center
- On the **Control Panel**, expand the **Course Tools** section and Select **full grade center**
- On the SafeAssign page, select the assignment you want to mark and view it by clicking on "**attempt**" the



last option in the drop down menu

- The student submission will appear, on the right side you can view the percentage
- Click on "safeassign" written in blue and view originality report tab will appear



- Click on view originality report to be able to view the full report of plagiarism

A SafeAssign originality report provides detailed information about the matches found between a student's submitted paper and existing sources. Below is an example of an assignment report generated by using SafeAssign Tool. It is divided into three areas: Report information, Citations, Manuscript text.

### The SafeAssign report contains the following :

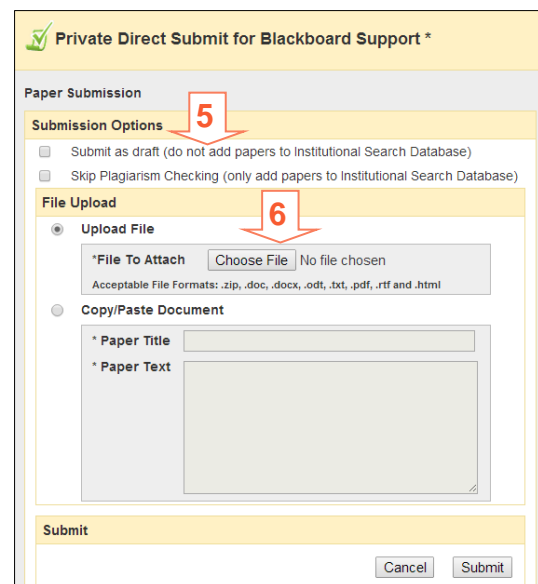
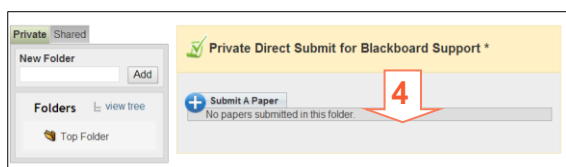
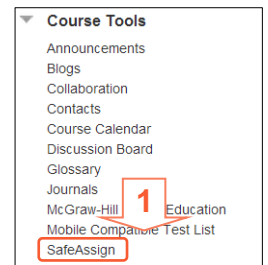
- The report returns a **matching %**, which can be used as criteria for deciding the amount of plagiarism found.
- The SafeAssign **Citations** shows the sources that include text that matches the submitted paper's text
- Click on marker pen to (highlight/not highlight) the plagiarized content in the paper's text
- You can exclude any reference (sources that are permitted) from the search process. click **Select Sources and Resubmit** to determine which sources to include
- The highlighted text represents the plagiarized content in the paper's text
- Click on the highlighted text to view both the plagiarized text in the submitted file and the source text

**Notes:** The SafeAssign report is not generated instantaneously. The report is queued and will be generated from within few minutes to few hours.

## IX. USE THE DIRECT SUBMIT FEATURE

The Direct Submit feature enables faculty members to upload documents to be checked with SafeAssign or to be checked as a reference so students' assignments are checked against it.

- In the **Control Panel**, Click on the **SafeAssign** under **Course Tools** [1]
- Click on **Direct Submit** [2]
- Navigate to a folder where you want to upload the paper or ZIP file [3]
- Click **Submit Papers** [4]
- Select the upload options [5]
  - **Submit as Draft:** SafeAssign reports are generated, but the papers are not added to the institutional database and is not used to check other papers.
  - **Skip Plagiarism Checking:** Adds the papers to the institutional database without checking for content copied from other sources. Use this option to upload papers from an earlier course to ensure that current students are not reusing work.
- Click **Choose File** and browse for the file. Alternatively, click **Copy/Paste Document** and add the document text in the field [6]
- Click **Submit**



## X. FOR HELP

