

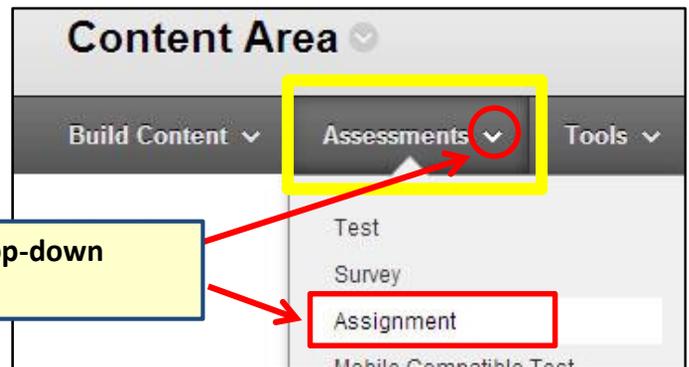
Creating an Assignment or SafeAssignment in HuskyCT

Assignments/SafeAssignments created in HuskyCT provide students with the ability to submit work online. When Word, Excel, PPT, or PDF documents are submitted, instructors access these files through the Grade Center and can use the "Inline Grading" feature to view, annotate, and grade the work.

If an Assignment is designated as a SafeAssignment, the text in the student's submitted paper will be compared against sources on the Internet and in various databases. A report indicating the percentage of matching text is generated and the sources identified. For more detailed information please see [Blackboard's help](#)

1. Choose the location for the assignment

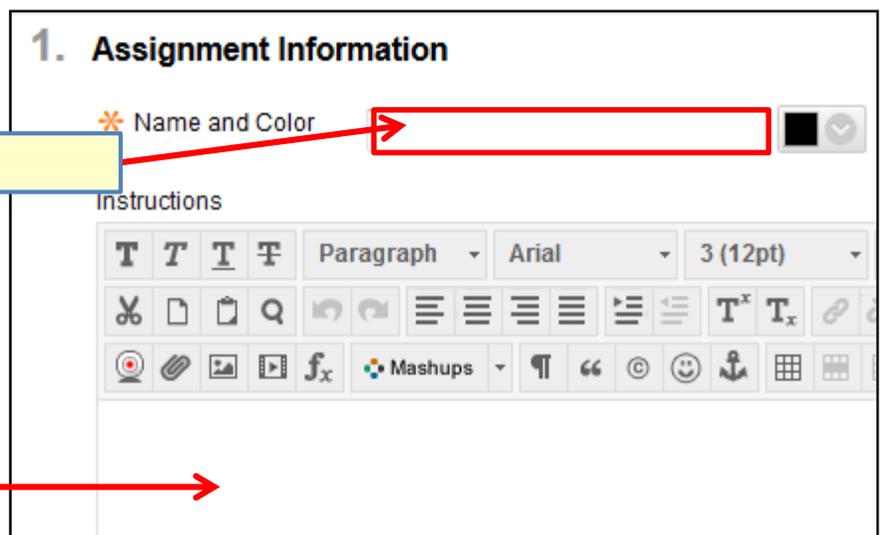
Go to the **Content Area**, **Content Folder**, or **Learning Module** where you want to post the Assignment for students to access.



Choose "**Assignment**" from the **Assessments drop-down menu** at the top of the screen.

2. Enter the assignment name and provide instructions

Enter a **name** for the Assignment



Type in **instructions** if needed

3. Attach any files needed for the assignment

2. Assignment Files

Attach File

Browse My Computer

Browse Content Collection

Attach any files needed for the assignment

4. Enter a Due Date

NOTE: This box must be checked in order for the Due Date to take effect

5. Due Dates

Due Date



09/08/2013



11:59 PM



Submissions after the Due Date are marked late. This is only possible if link displays after the Due Date

5. Enter Grading information

Enter the "Points Possible" for the Assignment

This is a required field

* Points Possible

Associated Rubrics

Add Rubric

There is also the option of using a Grading Rubric

6. Enter the "Submission Details" (click on the link to expand that section)

Assignment Type default is "Individual". Change to "Group" to have one submission from a group of students

Assignment Type

Individual Submission

Group Submission

Number of Attempts default is "Single Attempt". Can choose Multiple attempts or Unlimited attempts.

Number of Attempts

Single Attempt

Single Attempt

Multiple attempts

Unlimited Attempts

If more than one attempt is allowed, you need to indicate which of the graded attempts will appear in the Grade Center.

NOTE: Instructor must Grade, Clear, or "Ignore" each attempt to prevent getting "Needs Grading" reminders

Score attempts using

Last Graded Attempt

Last Graded Attempt

Highest Grade

Lowest Grade

First Graded Attempt

Average of Graded Attempts

Plagiarism Tools: Check this box to change the assignment to a "SafeAssignment"

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

Students will not see the SafeAssign originality report unless this option is selected.

This option should be selected if the assignment is a "draft" and future versions will also be submitted using SafeAssign.

7. OPTIONAL: Grading options (click on link to expand the section)

Choosing either one of these options will bring up additional fields to fill in.

Please see Blackboard's help for more information on [Anonymous Grading](#) or [Delegated Grading](#)

Enable Anonymous Grading

Enable Delegated Grading

8. Enter "Display of Grades" preferences (click on link to expand the section)

The **default settings** are shown below. Use the drop-down menus for Primary and Secondary display to choose other options.

Display grade as and

Include in Grade Center grading calculations

Show to students in My Grades

Show Statistics (average and median) for this item to Students in My Grades

NOTE: These settings can also be accessed from the assignment's Grade Center column.

9. Set the Availability Dates

Assignment should be "Available"

Set the dates for the display of the link that students will click on to access the assignment.

Make the Assignment Available

Limit Availability

Display After

Display Until

NOTE: Ending the display of the link is the only way of enforcing a deadline for submission.

These boxes must be checked in order for the dates/times to take effect

10. Click "Submit" to add Assignment to site

Cancel

Submit