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

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

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

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.

**Number of Attempts** default is “Single Attempt”. Can choose Multiple attempts or 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.

**Plagiarism Tools:** Check this box to change the assignment to a “SafeAssignment”

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.

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.

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.

**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

For assistance, please contact the Instructional Resource Center, irchelp@uconn.edu; (860)486-5052