



SafeAssign

for Florida State University

Quickstart Guide

Version 04.12.12 ODL/rg

Getting Started

Step 1: Log into Blackboard

Log into Blackboard (Bb) at:
<http://campus.fsu.edu>

Step 2: Select your Course

Select the "courses" tab, then the particular course you intend to use with SafeAssign.

Step 3: Sync the Course

Go to: **Control Panel > SafeAssign > Synchronize this course**

After synchronization, click: **OK**. You are now ready to create a SafeAssignment or accept papers via Direct Submit.

Creating a SafeAssignment

Step 1: Select Content Areas

From the Control Panel, locate the "Content Areas." Select an area in which you'd like to create a SafeAssignment.

Step 2: Select SafeAssignment

In the Toolbar of the area selected, locate the drop down menu on the right side of the screen. Scroll down to "SafeAssignment" and click **GO**.

Step 3: Enter Information

In this area, fill out the form, including the required fields. Click **Submit** when the assignment is added, then **OK**.



A SafeAssign assignment is differentiated by the **Safe Assign** icon.

Using Draft SafeAssignments

Drafts do not get added to the Institution Database

Step 1: Create and Set to Draft

Create a SafeAssignment and set the "Draft" control to "Yes".

Step 2: Create Final Version

Create another SafeAssignment for your final version and set "Draft" control to "No".

Accessing Student Submissions

Step 1: Select SafeAssign

Go to: **Control Panel > Course Tools > SafeAssign > SafeAssignments > View**

Step 2: View Report

Submitted assignments will appear in the class roster identifying text, uploaded files, and matching sources.

Grading a SafeAssignment

Step 1: Select Gradebook

Go to: **Control Panel > Gradebook**

Step 2: View Attempt

Within the assignment cell, click the **Options icon**, then click **'Attempt'**

Step 3: Assign a Numeric Grade

Replace the exclamation point with a numeric grade, enter comments or attach edited/corrected documents.

Step 4: Click 'Submit'

Using Direct Submit

Direct Submit generates SafeAssign reports on papers submitted outside of a SafeAssignment. Due to limitations with Direct Submit, instructors should use **SafeAssignments** to collect submissions **whenever possible**.

Step 1: Select SafeAssign

Go to: **Control Panel > Course Tools > SafeAssign > Direct Submit Tab > OK**

Step 2: Select Private or Shared Tab

Step 3: Create / Name a Folder

Then click **'ADD'**. Select the new folder, then **'Submit Papers'** button to upload individual files or zipped files .

Step 3: Click Submit

The SA report will appear on the Direct Submit page next to the uploaded documents.



For more information contact
Blackboard User Support
E-mail: help@campus.fsu.edu
Phone: (850) 644-8004



Please visit the Blackboard [Support Tab](#) for additional support articles and tutorials.