

Creating a SafeAssign Assignment

SafeAssign is a plagiarism checker tool built into Blackboard. When a student submits a document through an assignment with SafeAssign turned on, the student's document is run through any papers submitted to Blackboard (both at Towson, and across all Blackboard systems), the ProQuest Journal Database, and the broader internet. For more information on the SafeAssign reports, please see the [Interpreting SafeAssign](#) document.

1. Navigate to blackboard.towson.edu.
2. In the left-hand course menu, enter the content area you want the assignment to appear in.
3. In the menu at the top, under **Assessments**, select **Assignment**.
4. Set up the **Assignment** using the information in the **Creating Assignment** document: <https://www.towson.edu/technology/training/blackboard/documents/assignment-create.pdf>
5. Use the information below to set up the **SafeAssign** options under **Submission Details**
6. Click **Submit**

Plagiarism Tools

Check Submissions for plagiarism using SafeAssign: This setting turns on the SafeAssign option. If this is selected, the assignment will automatically be run through SafeAssign when the student submits the assignment.

Allow Students to view SafeAssign originality reports for their attempts: This allows students to see the report once the submission has been run through SafeAssign. If you do not want the students to see the report, leave this box unchecked.

Exclude submissions from the Institutional and Global Reference Databases: Once a document is submitted through SafeAssign, it is also stored for the next submission. If the students are submitting a rough draft, or you just want to check the document, check the box next to this option. Otherwise, the document will be added to the database and the final draft will come up plagiarized against the student's rough draft.