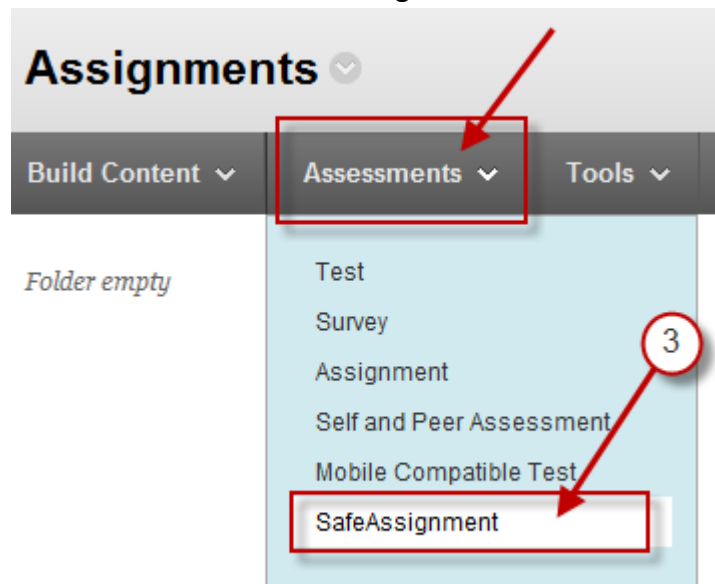


Using Safe Assign

Create a Safe Assign Dropbox

1. Ensure that the Edit Mode is turned ON
2. Navigate to the content area where you wish to put the Safe Assign
3. From the menu, choose Assessments and then choose SafeAssignment from the drop-down list.
4. Type a name and enter the points possible for the Assignment.
5. Optionally, input a due date
6. Optionally, type instructions
7. Ensure that the “Yes” is selected to make the assignment available for students.
8. Optionally, select the box to Track Number of Views
9. Optionally, enter the Display After and Display Until dates
10. Check the box for Draft if the assignment can be submitted multiple times
11. Optionally, check the box for Urgent checking
12. Decide if the students can view their submission.
13. Optionally, create an announcement
14. Click Submit



Access Submitted Safe Assignments

1. In the Control Panel under Course Management, expand Course Tools
2. Click on SafeAssign
3. Click on SafeAssignments

You can now view and mark and manage all submitted assignments

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>