



# SafeAssign for Florida State University



## 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

### 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: Open Modify Grade

In the assignment column, select “!” to open the **Modify Grade** page.

### 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 visit:

**ctl.fsu.edu**

