

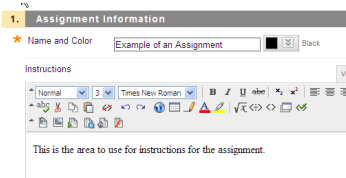


Assessments - Assignments (including SafeAssign)

July 2011

Creating Assignments

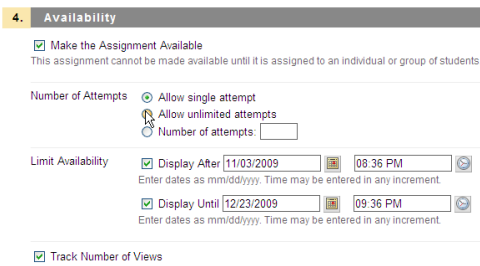
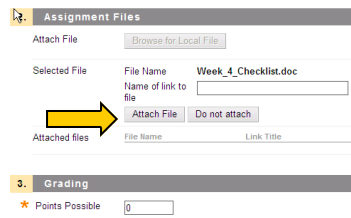
The Assignments feature in Blackboard allows you to create coursework and manage the grades and feedback for each student separately. You can create an assignment that lists the name, point value and description of the assignment; additional files can be attached for students to download. After an assignment is added to a **Content Area**, students access it, complete it in a separate file, and post the file in Blackboard. You then respond to each student separately, sending comments about individual assignments and attaching files as necessary.



Select **Create Assignment** from the **Create Assessment** link in the content area where the assignment is to be posted.

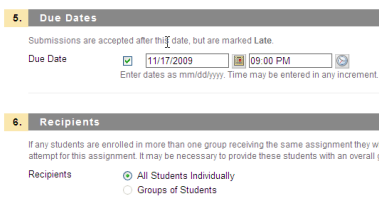
Enter the name of the student as needed.

Additional files can be attached for the students (more detailed instructions, grading rubrics or examples of the assignment). Remember to click on **Attach File** before submitting the assignment setup. Assign the points possible for the assignment.

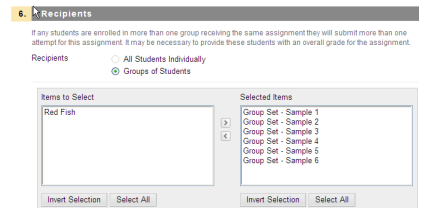


Determine when the assignment will be available and the number of times students will be allowed to submit their work. Assignments can be date restricted - so set the dates for availability as needed.

Due dates can be provided for students if you so choose. The due date will be displayed in the instruction area for the student to view. Assignments submitted after the due date will be marked late in the **Grade Center**.



Assignments can be created for individual students and for groups. When creating assignments for groups you need to indicate which groups will be included. Highlight the group to select (or **Select All**) and use the arrow keys in between the boxes to move the groups to the selected list.



When you are finished setting up the assignment click

Submit. The assignment will be deployed to the content area selected and a new column with the assignment information will be added to the **Grade Center**.

Using SafeAssign

SafeAssign is a plagiarism checking tool available within Blackboard. Instructors set up the assignments and students submit them just like a standard assignment -- the difference is that the submitted work is sent through SafeAssign.

How it works

SafeAssign uses text matching software to compare the work submitted to passages of text found on the Internet, in the ProQuest ABI/Inform database, the ICC institutional database of submitted papers and the Blackboard Global Reference Database. Papers submitted by ICC students are stored only in the ICC database, they are not shared with other institutions. Papers in the Global Reference Database have been voluntarily submitted by students to Blackboard.

Originality Reports

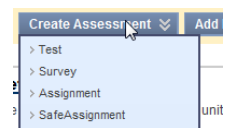
After a paper is submitted and is processed a report is made available detailing the percentage of text in the paper that matches existing sources. Because SafeAssign identifies all matching blocks of text it is important to read the report carefully to determine if the block of matched text has been cited properly.

Overall the score is an indicator of what percentage of the submitted paper matches existing sources -- here are some guidelines for interpreting the reports:

- **Scores below 15%** - these papers typically include some quotes and a few common phrases -- they probably do not require further analysis.
- **Scores between 15% - 40%** - these papers include more extensive quoted or paraphrased material or they may include plagiarism -- check for proper attribution by the author.
- **Scores over 40%** - these papers include a high amounts of quoted or paraphrased text and should be checked carefully for plagiarism.

Creating a SafeAssignment

Go to a content area and select **SafeAssignment** from the drop-down list. If you don't see it listed go to the Control Panel > Properties > Tool Availability and check the box to show SafeAssignment in a content area.



Converting Items to Assignments

If students have used email to submit assignments to you in the past and now you are going to use the Assignment feature remember to delete the columns in the Grade Center that were created for the old manually graded items.

The Assignment feature will create a new column in the Grade Center for each of the assignments you set up -- and if you don't delete the old ones you will have duplicates.

Enter the name of the assignment and the points possible. You can also enter instructions for the students. If you are ready for the assignment to be accessed by the students, select **Yes**. You can also use date fields to control when the assignment will be available.

If you select **Draft** the papers will not be submitted to ICC's database.

Check **Urgent Checking** to get higher priority in the processing queue. If you want the originality reports to be available for students to view select **Yes** for **Student Viewable**.

You have the option to create an announcement as well, enter that information if you want to and click **Submit**.

The assignment will be displayed in the content area.

Managing Submissions

Student submissions are managed from the Control Panel under Course Tools.

Select **SafeAssignments** to view student submissions. Use **DirectSubmit** to copy and pasted text from a discussion board or blog to submit it to SafeAssign.

Select the assignment to check and click on **View Submissions**.

A list of submissions from students will be displayed.

Student ID	Name	Text	File	Matching	SA Re
<input type="checkbox"/>	Barbara Student			100%	
<input checked="" type="checkbox"/>	Bill Student			100%	
<input checked="" type="checkbox"/>	Jonah Student			4%	
<input type="checkbox"/>	Meredith Student				
<input checked="" type="checkbox"/>	Sally Student			100%	
<input type="checkbox"/>	Tim Student				

The following columns appear for each SafeAssignment --

- **Text** - select this option to view a student's paper and any comments from the student
- **File** -- select this option to download the submission
- **Matching** -- this is the percentage of the paper that matches other sources -- look at the full report before grading the submission
- **SA Report** -- select this option to view the full report
- **Clear Attempt** -- select this option to remove the submission from the database -- this is used if the student uploaded the wrong file

A View from the Grade Center

As students complete assignments the results will be posted to the **Grade Center**.

Open the Grade Center link in the Control Panel -- click on **Needs Grading** to see a list of items waiting to be graded.

Assignment	Assignment 1 - Word Processing	Tim Student (Attempt 2 of 2)
Assignment	Assignment 1 - Word Processing	Meredith Student
Assignment	Assignment 4 - Acceptable Use Policy	Sally Student

Click on the name of the student to open just that item for grading or click on the drop-down icon next to the name of the item and select either **Grade All Users** or **Grade Anonymously**. Grading anonymously records the grade for the correct student, but you do not see who the student is -- removing any unintentional biases in the grading process.

If you open the **Full Grade Center** you will see numbers and symbols in the columns. If a student saves a draft of an assignment the pen and pencil icon will be displayed indicating the student is working on the assignment. Once assignments have been submitted you will see an exclamation point in the column. If an assignment is set up for a group grade all members of the group will have an exclamation point in the **Grade Center** once the assignment is submitted.

Another option...

ICC has a license to use Turnitin as a plagiarism checking tool as well. Turnitin is a tool used outside of Blackboard -- you create an account and then create a course.

You provide students with the course ID in Turnitin and the password. Students create their own accounts and submit their work for you to review and grade.

Turnitin requires a school code to create your account initially -- contact the Teaching and Learning Center for that information.

Once students submit papers you will see originality reports and can grade their work.

<https://turnitin.com/static/index.php>