

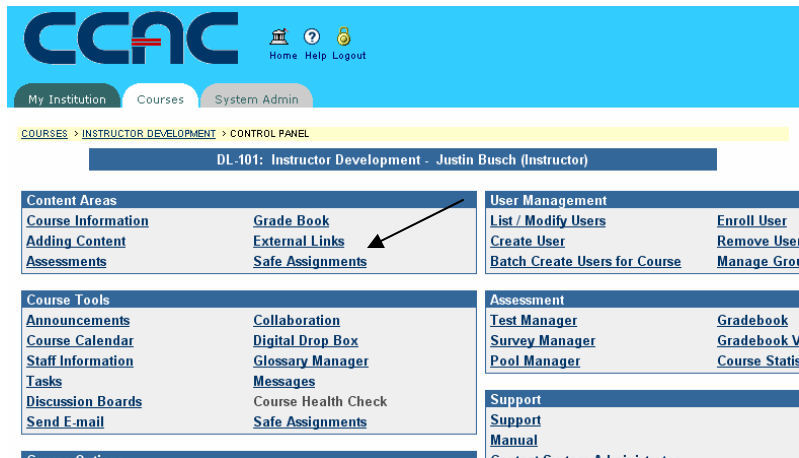
Creating a Safe Assignment in Blackboard

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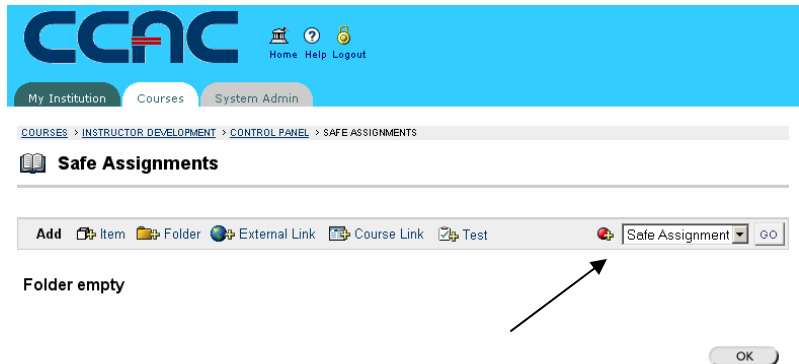
To create a Safe Assignment in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

In the Content Areas module of the Control Panel will be the different areas of your course site. Click on any Content Area link to begin.

1. Click on **Control Panel**
2. Click on a content area link in the *Content Areas* module



3. Open the drop-down menu and select **Safe Assignment**, then click **Go**



- Under *Enter Information*, type in the **Title** of the Safe Assignment

(This will be the name displayed when it is deployed in the course and in the grade book)

- Enter **Points Possible** and **Text** as needed

The screenshot shows the 'Add Safe Assignment' page in the CCAC system. At the top, there is a navigation bar with 'My Institution', 'Courses', and 'System Admin'. Below it, a breadcrumb trail reads 'COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > ADD SAFE ASSIGNMENT'. The main heading is 'Add Safe Assignment'. The first section, '1 Enter Information', contains three input fields: 'Title' (a text box), 'Points Possible' (a text box with '0.0' entered), and 'Text' (a large multi-line text area).

- Apply the remaining settings as needed

Setting *Draft* will not save the submitted work to the local database, so that future submissions will not be matched against it

Setting *Re-submittable* allows students to re-submit papers until the due date

The screenshot shows the '2 Optional Announcement' section of the form. It includes several settings: 'Available' (radio buttons for Yes/No, with 'Yes' selected), 'Availability Dates' (with 'Display After' and 'Display Until' sections, each containing date, time, and AM/PM dropdowns), 'Draft' (radio buttons for Yes/No, with 'No' selected), 'Students Viewable' (radio buttons for Yes/No, with 'Yes' selected), 'Re-submittable' (radio buttons for Yes/No, with 'No' selected), and 'Urgent Checking' (radio buttons for Yes/No, with 'No' selected).

- Under *Optional Announcement*, set **Create** to Yes, then enter a **Subject** and **Message** to create an announcement

- Click **Submit** to create the Safe Assignment

The screenshot shows the '3 Submit' section of the form. It includes a 'Create' checkbox (checked), a 'Subject' text box, and a 'Message' text area. At the bottom of the form, there is a note: 'Click "Submit" to finish. Click "Cancel" to abort this process.' Below the note are two buttons: 'Cancel' and 'Submit'.