UCONN
CENTER FOR EXCELLENCE
IN TEACHING & LEARNING

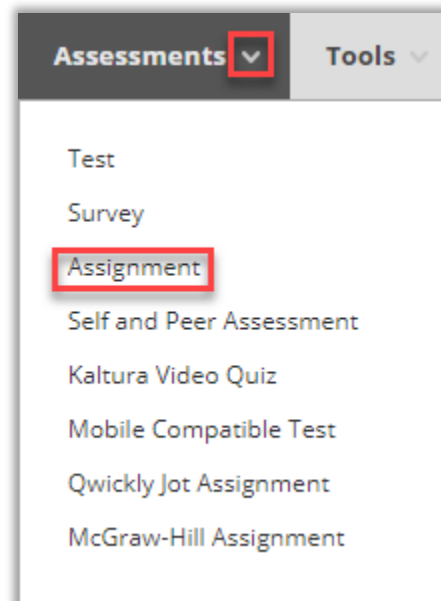# HuskyCT User Guide: Creating an Assignment or SafeAssignment

Assignments/SafeAssignments created in HuskyCT provide students with the ability to submit work online. When Word, Excel, PPT, or PDF documents are submitted, instructors access these files through the Grade Center and can use the "Inline Grading" feature to view, annotate, and grade the work.

If an Assignment is designated as a SafeAssignment, the test in the student's submitted paper will be compared against sources on the internet and in various databases. A report indicating the percentage of matching text is generated and the sources identified. For more detailed information please see Blackboard's help.

1. Choose the location for the assignment

Go to the Content Area, Content Folder, or Learning Module where you want to post the Assignment for students to access.

Choose "Assignment" from the Assessments drop-down menu at the top of the screen.

Assessments ⌄	Tools ⌄
Test	
Survey	
Assignment	
Self and Peer Assessment	
Kaltura Video Quiz	
Mobile Compatible Test	
Qwickly Jot Assignment	
McGraw-Hill Assignment	

2. Enter the assignment name and provide instructions

Enter a name for the Assignment.

Type in instructions if needed.

3. Attach any files needed for the assignment

Click on "Browse My Computer" and select the file to be attached.

4. Enter a Due Date

The box next to "Due Date" must be checked for the Due Date to take effect.

5. Enter Grading Information

Enter the "Points Possible" for the Assignment, then either add a rubric or continue to the next step.

GRADING

* Points Possible

Associated Rubrics   Add Rubric ⌄

6. Enter the "Submission Details" (click on the link to expand)

Assignment Type: default is "individual", can be changed to "Group" to have one submission from a group.

Assignment Type

◉ Individual Submission
◯ Group Submission
◯ Portfolio Submission

Number of Attempts

Single Attempt ▼

Single Attempt
Multiple attempts
Unlimited Attempts

Number of Attempts: default is "Single Attempt". Can choose "Multiple attempts" or "Unlimited attempts."

NOTE: Instructor must Grade, Clear, or "Ignore" each attempt to prevent getting "Needs Grading" reminders.

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Plagiarism Tools

☐ Check submissions for plagiarism using SafeAssign

SafeAssign only supports English-language submissions. See Blackboard Help for more d
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be h
Reports depending on the state of the "Allow students to view SafeAssign originality repo

☐ Allow students to view SafeAssign originality report for their attempts

☐ Exclude submissions from the Institutional and Global References Databases

Plagiarism Tools:

- Check the first box to change the assignment into a "SafeAssignment."
- Check the second box to allow students to view the SafeAssign originality report.
- Check the third box if the assignment is a draft and there will be future SafeAssign submissions.

7. OPTIONAL: Grading Options (click on the link to expand)

Choosing either one of these options will bring up additional fields to fill in, see Blackboard's help for more information on Anonymous Grading or Delegated Grading

☐ Enable Anonymous Grading
Student names are hidden during the grading process.

☐ Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

8. Enter "Display of Grades" preferences (click on link to expand)

Display grade as

Primary			and	Secondary	
Score	▼			None	▼
				(displayed in Grade Center only)	

☑ Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

☑ Show to students in My Grades

☐ Show average and median statistics for this column to students in My Grades

The default settings are shown. Use the drop-down menus to choose other options. These settings can also be accessed from the assignment's Grade Center column.

9. Set the Availability Dates

Make sure the Assignment is "Available". The boxes next to "Limit Availability" must be checked for the dates/times to take effect.

☑ Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability   ☑ Display After 06/14/2018 📅 12:34 PM ⏰
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☑ Display Until 06/15/2018 📅 11:59 PM ⏰
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

10. Click "Submit" to add the Assignment to the site

Cancel   Submit

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.