How to create a Safe Assignment on Blackboard:

1. Log into Blackboard and go into your Course
2. Click on the Assignment Tab
3. Inside Assignments, click on the chevron next to Create Assessment and select Safe Assignment
4. Fill the Enter Information and Optional Announcement Sections 1 and 2 respectively as desired and click Submit
5. Go to your Assignment Tab and view your Safe Assignment. The link View/Complete is for students to submit their Assignment