

## SAFEASSIGNMENT

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1. Select the **Course Documents** area where you want to deploy the Assignment.
2. From the **Create Assessment** drop down menu select **SafeAssignment**.
3. Enter the **Information** of the SafeAssignment.
  - Enter a **Name**, the number of **Point Possible**, and specific **Instructions** for the SafeAssignment. The point value will be shared with the Grade Center Item created for the SafeAssignment.
  - Select whether or not (“Yes” or “No”) you want the SafeAssignment to be visible to students.
  - Click the checkbox of **Track Number of Views** to track views of this item by students.
  - Set the date range when students can interact with the SafeAssignment. You must select the checkbox first, and then set the date.
    - **Display After:** The assignment will not be visible to students until a specific date you set.
    - **Display Until:** The assignment will be closed
  - Select **Draft** only if you want to allow students to submit their paper for “originality” without submitting it to the institutional database. The SafeAssignment created as a “Draft” will not be graded. Create a second version of the SafeAssign if you want to allow students to submit a final paper for grading.
  - Do not select **Urgent Checking** unless you want the originality report right away. Originality reports are usually returned within 15 to 30 minutes after submission.
  - Select **Student Viewable** only when you want students to be able to see the report generated (originally report) after submission.
4. Create an Announcement about the SafeAssignment if desired and click **Submit**.