

CREATE A SAFEASSIGNMENT

Overview

SafeAssignments appear in courses as a new content type and can be added to any course content area. Please note that SafeAssignments are different from Assignments and there is no connection between the content types. It is not possible to make an existing Assignment a SafeAssignment without starting from the beginning. Like regular Assignments, however, SafeAssignments are integrated with the Grade Center.

Create a SafeAssignment

Follow these steps to create a SafeAssignment.

1. From a content area within a course, select the SafeAssignment content type from the Select drop-down list and click Go.
2. The Add SafeAssignment page will appear.
3. Complete the page using the table below as a guide and click Submit.

Add Safe Assignment Fields

The Add Safe Assignment page includes the following fields.

FIELD	DESCRIPTION
Title	Enter a title for the SafeAssignment.
Points Possible	Enter the points possible for the SafeAssignment. This value will be shared with the Grade Center Item created for the Safe Assignment.
Text	Enter instructions for completing the SafeAssignment.
Available	Select whether or not the SafeAssignment should be visible to Students.
Availability Dates	Use these controls to set the date range when Students can interact with the SafeAssignment. It is possible to set only a Start date or only an End date.
Drafts	Allows Students to validate their paper without submitting it to the institutional database. Useful as an instructive tool to help Students learn how to attribute papers properly.
Students Viewable	Determines whether or not Students can see the report generated when their papers are submitted.
Urgent Checking	Sets papers to a high priority in the queue.
Optional Announcement	
Create	Select Yes to create an Announcement about the SafeAssignment.

FIELD	DESCRIPTION
Subject	Enter a subject for the Announcement.
Message	Enter a message for the Announcement.