# Creating SafeAssign Assignments

SafeAssign assignments can be created in any content area (for example: Assignments, Course Documents or External Links). SafeAssign Assignments can now be created for ANY Assignment by following the same steps for Assignment creation and then choosing the SafeAssign option.

1. Select the content area where you want the students to submit the assignment
2. (e.g. "Assignments" or "Course Documents"). Place your mouse over the blue Create Assessment button and select Assignment.
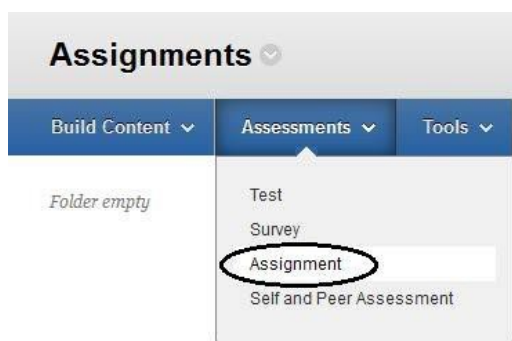
3. Fill in the name of the assignment and use the instructions area to provide more details about the assignment. If necessary, you can also attach a file associated with the assignment.
4. You can also set a specific due date. Note the ability to receive items late, but they will be marked as "Late". Make sure to place a check in the box next to the date if you choose this option.
5. In the grading area, enter the total points possible for the assignment.
6. The **Submission Details** area has replaced the Availability area, and this is where you may choose to make your assignment a SafeAssign assignment by checking the box.

7. After checking the SafeAssign box, you will have the options to Allow students to view originality reports as well as Excluding submissions from Global Databases.
8. **Grading Options** allows you to enable different grading preferences.

Grading Options

You can choose to hide student names from submission attempts during grading, and notes to students. Users with the ability to reconcile grades may review all th

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

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

9. **Display of Grades** also allows further control of what and how students view their grades as well as how they are entered.

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades.

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 Statistics (average and median) for this item to Students in My Grades

10. Click the blue **submit** button when you are finished creating the assignment.