Create a SafeAssignment

SafeAssignments appear in courses as a new content type and are 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.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Make sure Edit Mode is ON.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Open a Content Area.</td>
</tr>
<tr>
<td>Step 3</td>
<td>From the content area, select SafeAssignment from the Create Assessment drop-down list.</td>
</tr>
</tbody>
</table>

The Add SafeAssignment page appears.
Step 4

Type a **Name** for the SafeAssignment.

Type the **Points Possible** for the SafeAssignment. This value will be shared with the Grade Center Item created for the Safe Assignment.

Type **Instructions** for completing the SafeAssignment.

Click **Yes** to make the SafeAssignment available to Students.

Use the **Availability Dates** 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.

Check the **Draft** checkbox to allow Students to validate their paper without submitting it to the institutional database.

Select **Urgent Checking** to set papers to a high priority in the queue.

Select **Yes** if Students can see the report generated when their papers are submitted.

Step 5

Select **Yes** to create an Announcement about the SafeAssignment.

Type a **Subject** for the Announcement.

Type a **Message** for the Announcement.

Step 6

Click **Submit**.

Step 7

The SafeAssignment will appear in the content area.