How to Create a Safe Assign Link

If you are interested in preventing student plagiarism and helping students to properly cite sources, then creating a SafeAssign submission is an effective tool for instructors. SafeAssign has a Global Reference database which it uses to compare submitted assignments to detect exact and inexact matches between an assignment and any existing source materials.

Follow the steps below to set up a SafeAssign link for student assignments.

1. Under the selected course, make sure **Edit Mode** is turned to **ON** in the upper right corner.

2. Under the Content Area, scroll over the **Assessments** tab and click on **SafeAssignment** on the drop down menu.

3. Once under the SafeAssignment page, write the name of the assignment, followed by the amount of points possible.
4. The instructor also has the option to include instructions for the students.

5. Instructors can also allow students to submit a draft of their assignment. To allow this, simply check the Draft box.

Note: The draft option allows students to validate their paper without it being checked by the database. This option is useful for students to learn how to attribute papers properly. The instructor has access to all draft submissions, but must clear previous attempts in order to allow multiple draft submissions. Instructors must also create a separate Safe Assign for the final draft in order for it to be checked by the database.

6. Instructors also have the option to allow assignments to be set to a high priority. To allow this, simply check the Urgent Checking box.
7. In order to write an optional announcement for this assignment, click YES for Create, followed by a Subject heading, and then the message in the box below.

![Optional Announcement Image]

8. Click Submit.

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**How to Grade a Safe Assign Link**

After creating a Safe Assign Link, the instructor can now grade and manage the assignment through various settings.

The following steps will help you set the grade settings.

1. Under the selected course, make sure **Edit Mode** is turned to ON in the upper right corner.

![Edit Mode ON Image]

2. From the course page, scroll down towards the **Grade Center** under **Control Panel**.

![Grade Center Image]
3. Click on **Needs Grading**.

4. Under **Needs Grading** you will see a list of all submitted assignments. Under the Category column you will be able to see which assignments have been submitted as Safe Assign.

5. As you scroll over the Safe Assignment with the mouse, you will see a small drop down arrow. Click on **Grade All Users**.
6. This will take you to the Modify Grade page. Under Student’s Work you have the option to download the file, view the plagiarism percentage, review the Safe Assign Report, or Clear Attempt.

*Note: If you have set up a Safe Assign draft this is where you can go to clear previous attempts to allow multiple drafts to be uploaded.

7. Next, you have the option to modify the student’s grade.

8. You also have the option to leave student feedback.

9. When you are finished click Submit.