Assignments now integrate plagiarism checking by the instructor setting options under submission details. Learn Assignments can become SafeAssignments with a mere click of an option!

**How to Create an Assignment, SafeAssignment**

1. Change Edit Mode to ON and access the course area where you want to create the assignment.

2. On the action bar, point to Assessments and click Assignment.

3. On the Create Assignment page, type a name of the assignment and provide instructions. Remind students to “attach” required files to the assignment before clicking Submit. You want to receive attached assignments back in doc or docx format.

4. Add Due Dates for students (Due dates are used to organize and assign gradable items to grading periods in the Grade Center. Also, if a student submits an assignment after the due date, the submission is identified as late on the Grade Assignment page. Students will see it marked late on their Review Submission History pages.)
5. Type in Points Possible.
7. Select Number of Attempts.
8. Select Plagiarism Tools with first two options checked. ALWAYS, when using SafeAssign, allow the students to view their originality report for their attempts. SafeAssign settings have a third option to “Exclude Submissions” when creating an Assignment. **With all three boxes checked, this Assignment becomes a SafeAssign “Draft.”** Student’s submissions will NOT process in the Wilmington University’s Institutional SafeAssign database. **With the third box unchecked, the assignment will be considered a “Final” SafeAssign** and be checked against other papers from Wilmington University Institutional database. Students have the option to submit to the Global database.
9. Grading Options may be set blank.
10. Display of Grades, this section should be left checked as default to have the assignment appear in Grade Center.

11. Keep the check box to **Make the Assignment Available**. Optionally, date restrictions may be selected. Selecting the **Display After and Display Until** check boxes will enable date and time restrictions. The Date Restrictions may be left unused.

12. Click **Submit**.