Creating a SafeAssignment

Start by creating an assignment in WebCampus. After providing a Name and Instructions for the Assignment Review the Due Date and Points Possible for the Assignment. *All Assignments must have either a 0 or Points associated with the Assignment. Click on the link to expand the “Submission Details” sub menu in the Grading group (See figure 1).

![Figure 1: Expanding the Submission Details group](image)

Review the Plagiarism Tools options located at the bottom of the Submissions Details sub menu. Make the assignment a SafeAssignment by clicking the “Check for plagiarism using SafeAssign” check box (See figure 2). Other options for a SafeAssignment include: Allowing students to view SafeAssign originality report for their attempts and Exclude submissions from the Institutional and Global Reference Database. Click the appropriate options for your SafeAssignment.

![Figure 2: Reviewing then clicking the appropriate option for the SafeAssignment](image)
*If this assignment is a draft you must click the "Exclude submission from the Institutional and Global Reference Databases" option so that when the student submits their final version SafeAssign will not compare it with their draft submissions.

*Allowing students to view the originality report not only helps prevent plagiarism but is also a good practice for helping students learn how to effectively cite sources.