

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).

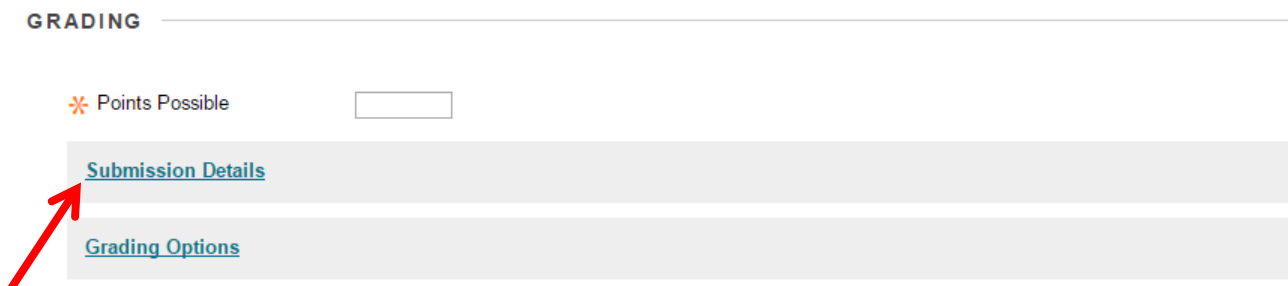


Figure 1: Expanding the Submission Details group

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.

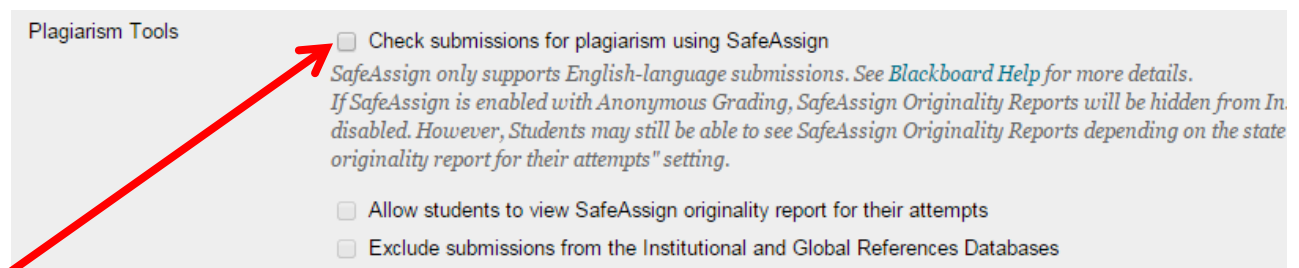


Figure 2: Reviewing then clicking the appropriate option for the SafeAssignment

*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.