Adding Safe Assign to an Assignment

1 Click the gear icon to access "Assignment Settings"

< **Previous**

✦

👁 Visible to students ▾

🖶 Print
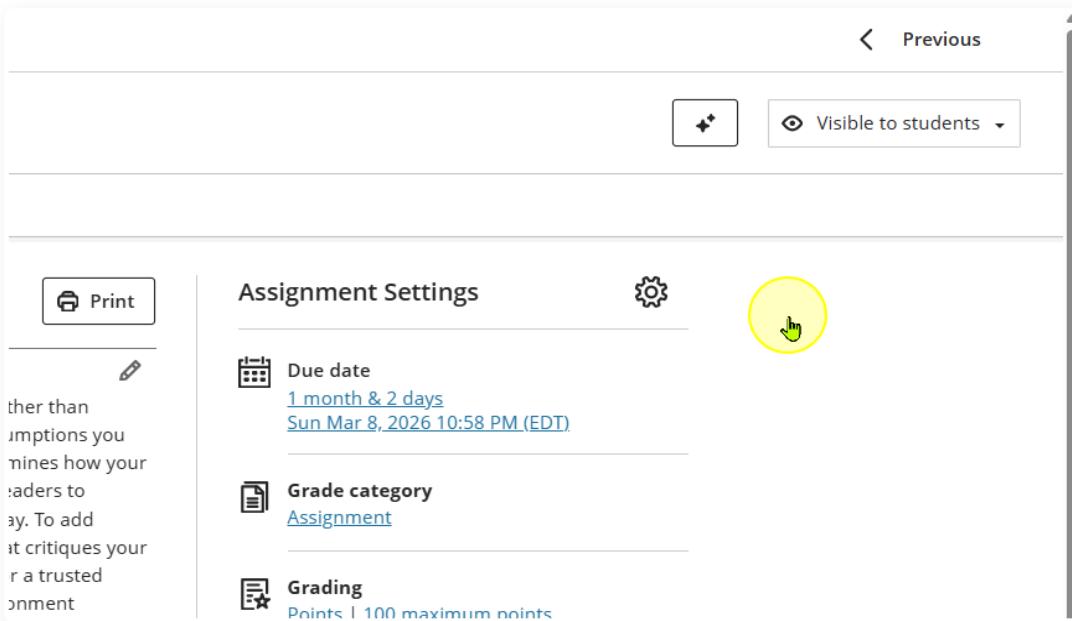
Assignment Settings ⚙

📅 **Due date**
1 month & 2 days
Sun Mar 8, 2026 10:58 PM (EDT)

📄 **Grade category**
Assignment

📋 **Grading**
Points | 100 maximum points

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2 Scroll down until you see the "Additional Tools" section and then click on "Enable SafeAssign"
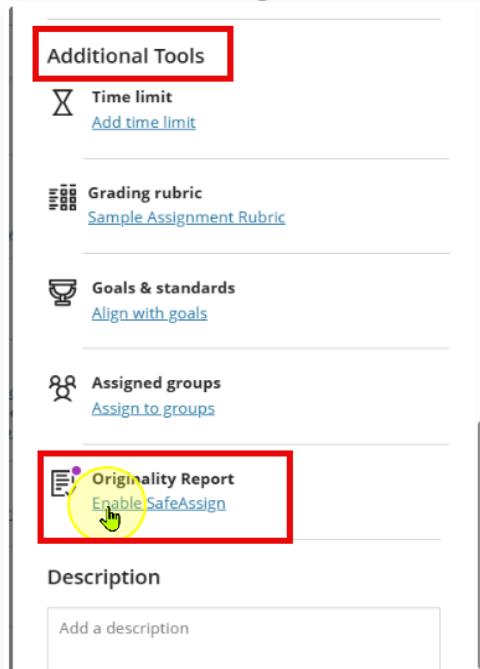
Additional Tools

⏳ **Time limit**
Add time limit

▦ **Grading rubric**
Sample Assignment Rubric

🏆 **Goals & standards**
Align with goals

👥 **Assigned groups**
Assign to groups

📋 **Originality Report**
Enable SafeAssign

Description

Add a description

3 Click on the X to the left of "Enable SafeAssign"
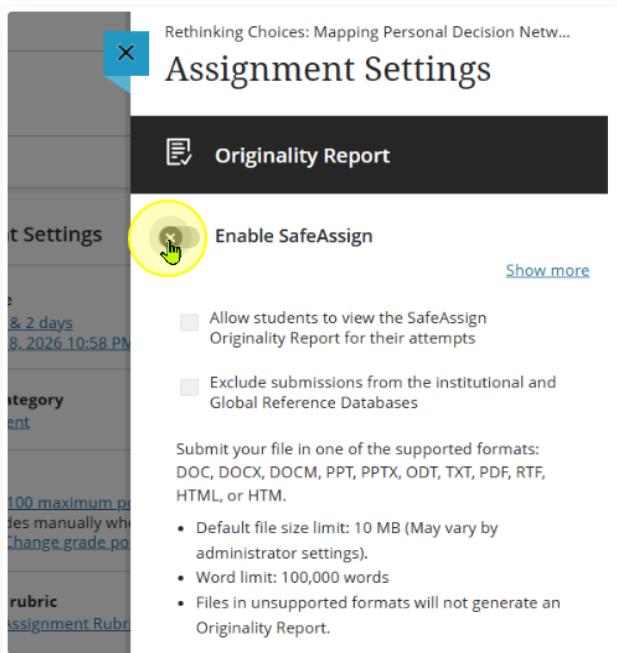
Rethinking Choices: Mapping Personal Decision Netw...

Assignment Settings

Originality Report

Enable SafeAssign

Show more

☐ Allow students to view the SafeAssign Originality Report for their attempts

☐ Exclude submissions from the institutional and Global Reference Databases

Submit your file in one of the supported formats: DOC, DOCX, DOCM, PPT, PPTX, ODT, TXT, PDF, RTF, HTML, or HTM.

- Default file size limit: 10 MB (May vary by administrator settings).
- Word limit: 100,000 words
- Files in unsupported formats will not generate an Originality Report.

4 Select either "Allow Student to View.." or "Exclude submissions" as needed.
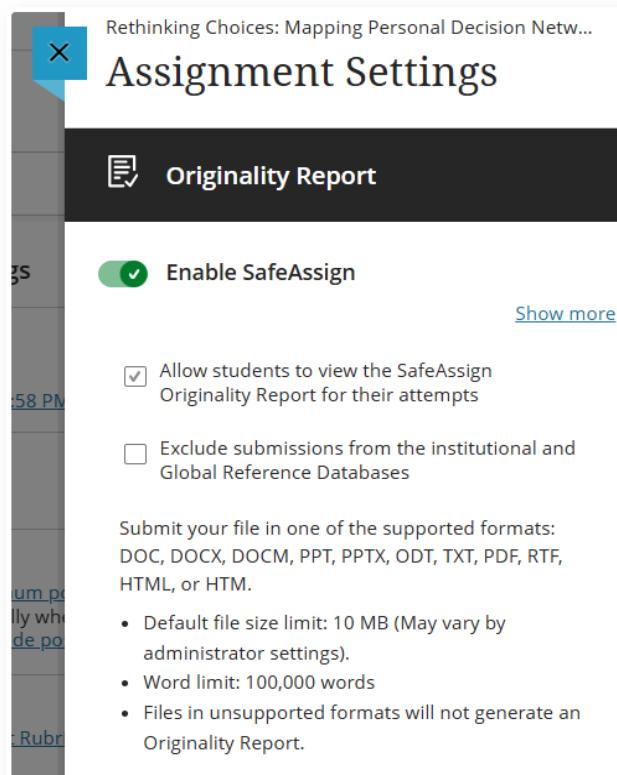
Rethinking Choices: Mapping Personal Decision Netw...

Assignment Settings

Originality Report

Enable SafeAssign

Show more

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5 When you turn on either, the box will illuminate green next to the feature you turned on.
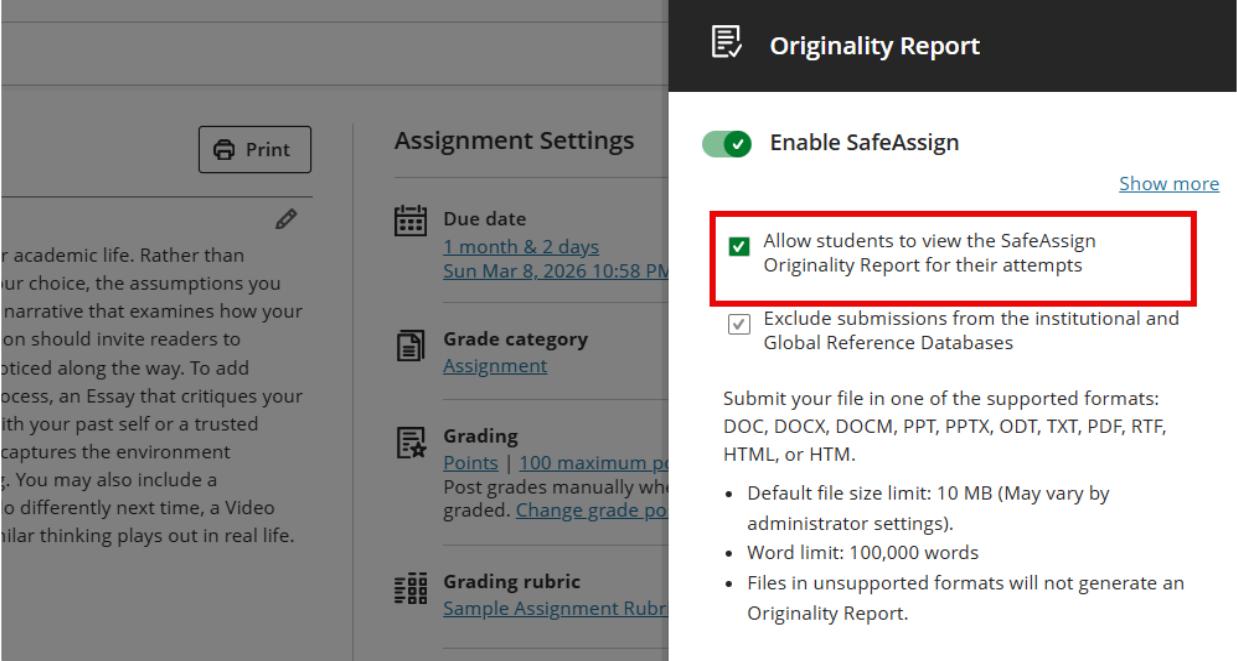
Originality Report

Enable SafeAssign

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Assignment Settings

📅 Due date
1 month & 2 days
Sun Mar 8, 2026 10:58 PM

📄 Grade category
Assignment

⭐ Grading
Points | 100 maximum p
Post grades manually wh
graded. Change grade po

▦ Grading rubric
Sample Assignment Rubr

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6 Click "Save"

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📄 Grade category
Assignment

⭐ Grading
Points | 100 maximum p
Post grades manually wh
graded. Change grade po

▦ Grading rubric
Sample Assignment Rubr

☑ Attempts allowed
1 attempt

📄 Originality Report
Enable SafeAssign

☑ Exclude submissions from the institutional and Global Reference Databases

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7 Click "Save" again.

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Grade category
Assignment

Grading
Points | 100 maximum p
Post grades manually wh
graded. Change grade po

Grading rubric
Sample Assignment Rubr

Attempts allowed
1 attempt

Originality Report
SafeAssign enabled

in progress attempts will be submitted
automatically at the due date and time

☐ Prohibit new attempts after due date
Students can't start new attempts once the due
date and time has passed

☐ Allow class conversations

☐ Collect submissions offline
You can't collect submissions offline because
SafeAssign is turned on

Formative Tools

☐ Formative assessment
This is not automatically excluded from any
grade calculations.

☐ Display formative label to students

Cancel · · · · · Save