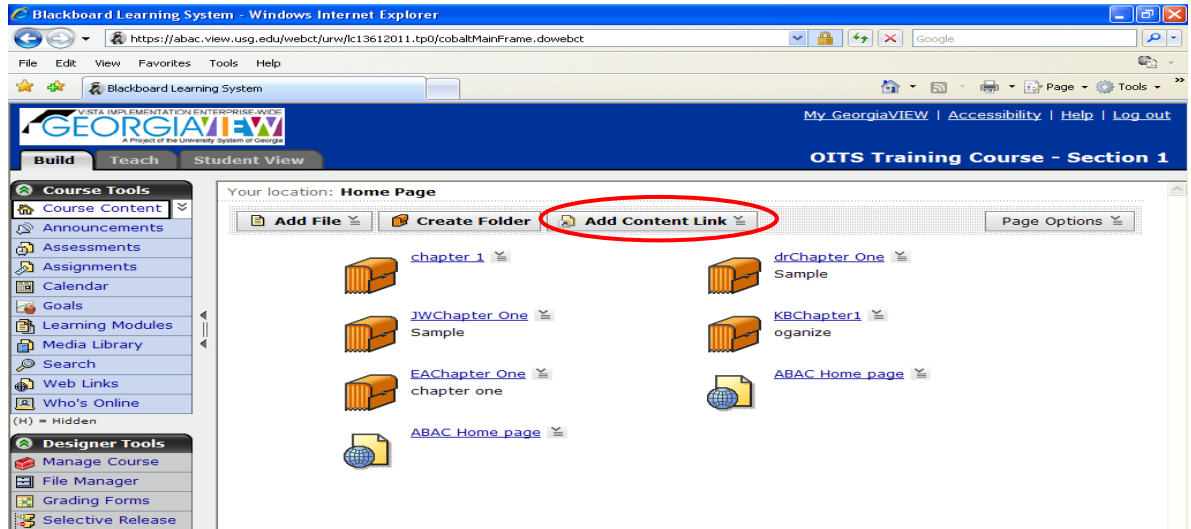


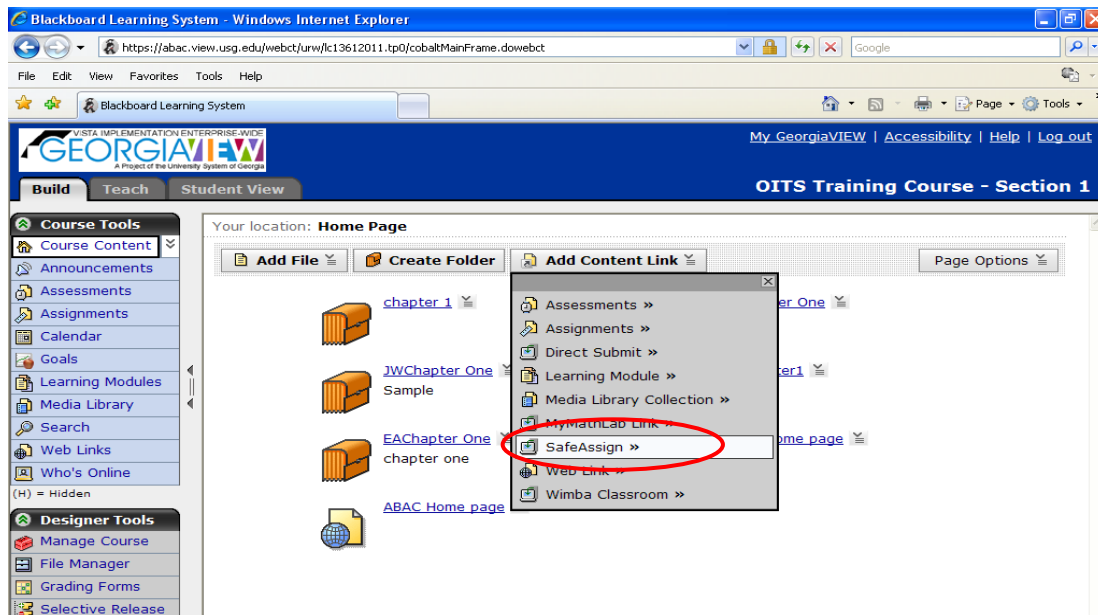
Configure SafeAssign for use in your course

(Create only one icon per section (course) and then create multiple assignments inside – step 8-13)

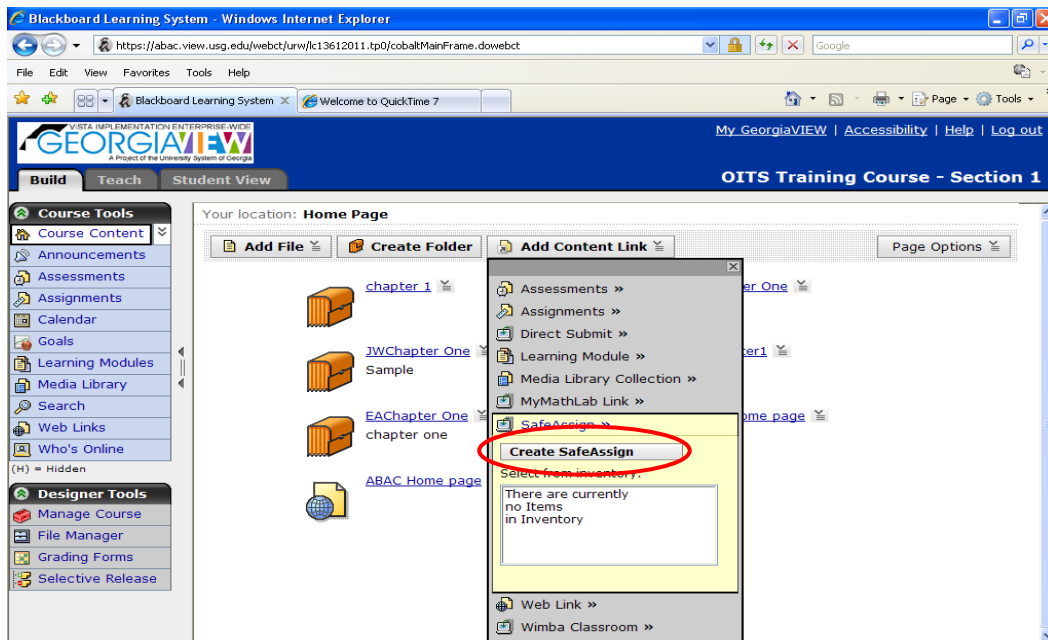
1. Enter the desired course in GeorgiaView
2. Click on the **Build** tab
3. Click on the *Add Content Link*



4. Click on *SafeAssign*

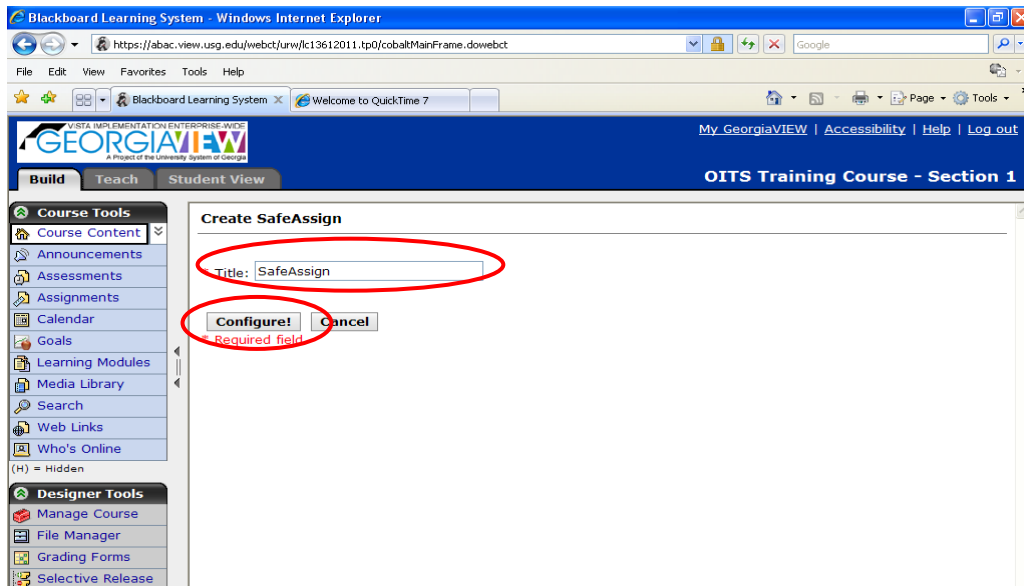


5. Click on *Create SafeAssign*

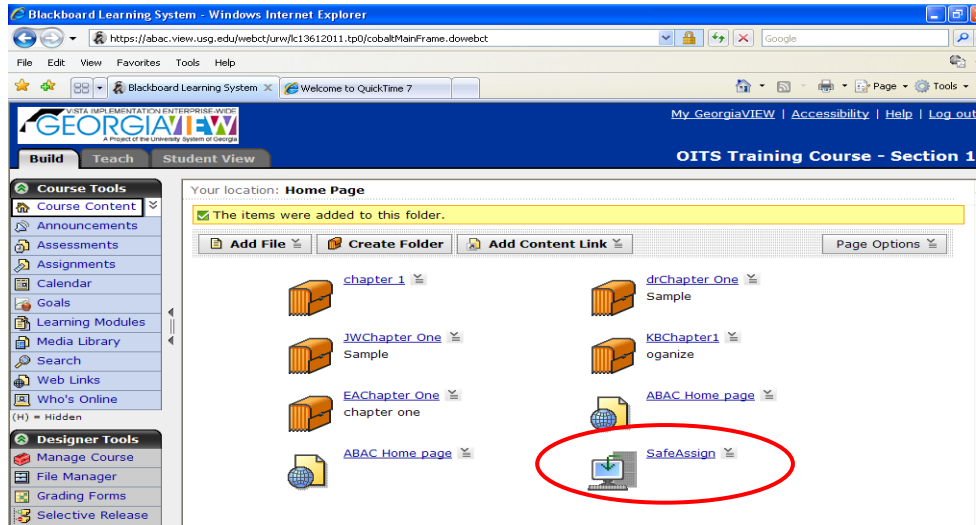


6. Enter "SafeAssign" in the "Title" box

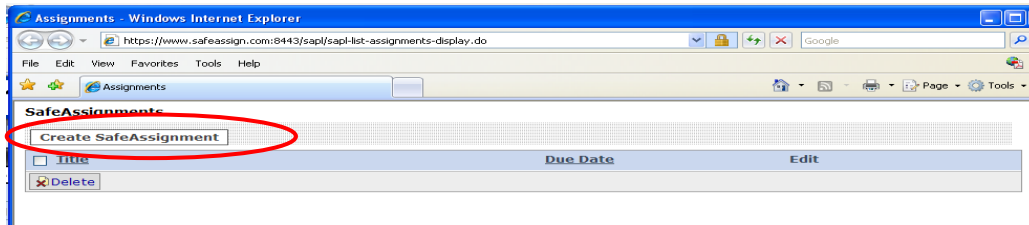
7. Click on the *Configure!* Button



8. Click on the **Teach** tab
9. Click on the *SafeAssign* icon



10. Click on the *Create SafeAssignment* button



11. Enter a title for this assignment

12. Review and select desired settings (NOTE: Submitting papers as a draft without indicating that this group is a draft will create a false plagiarism submission report. Please indicate "Draft" if students will be submitting multiple versions of their paper.)

13. Click the *Save* button

Assignments - Windows Internet Explorer
https://www.safeassign.com:8443/sapl/sapl-edit-assignment-display.do

File Edit View Favorites Tools Help

Assignments

Create SafeAssignment

* Title:

Description:

Due Date
* Submissions are accepted after this date
 (mm/dd/yyyy)
 EST

Draft
You can let students submit drafts of their papers by turning this option on. Papers submitted to Draft Assignments are not sent to your institution's search database and would not be taken into consideration as potential plagiarism sources for papers submitted to any other assignments. This setting prevents matching of drafts to final versions of the same papers and allows instructors to create "sand-boxes" where students can do self-checks to see if all of the borrowed materials in their papers are properly referenced.
 Yes
 No

Student viewable
Click Yes to let students view SafeAssignment reports on their papers submitted to this Assignment. This will not let students see reports or papers of other students anyway.
 Yes
 No

Urgent checking
Specify if the papers submitted to the Assignment should be processed urgently or not.
 Yes
 No

Grading
 Numeric grade: Out of
 Alphanumeric grade

* Required field