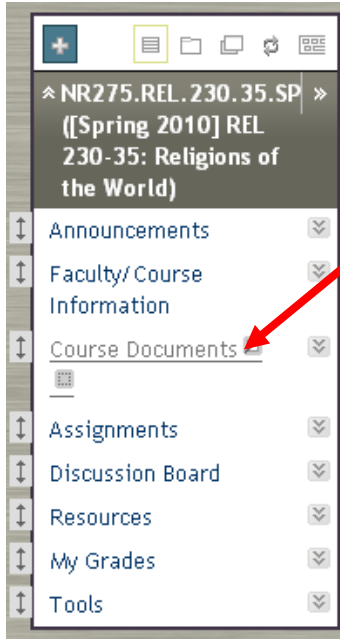




How do I create a SafeAssignment?

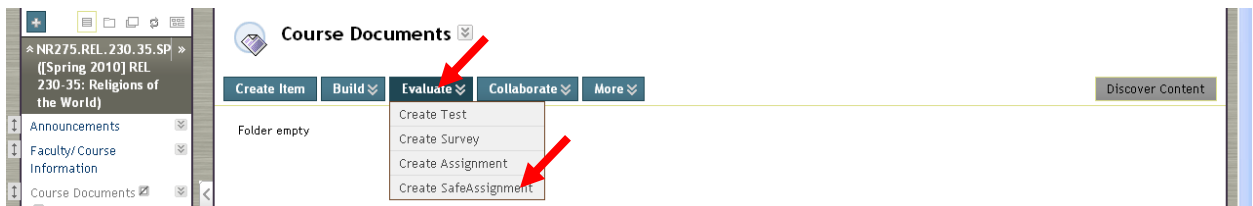
To create an SafeAssignment,

Go to a **Content Area**.



Select **Evaluate**.

Select **Create SafeAssignment**.



Enter the name of the SafeAssignment.
Enter Points Possible.
Select the options needed for the SafeAssignment.

The screenshot shows the 'Add SafeAssignment' interface. On the left is a navigation menu with categories like 'Announcements', 'Faculty/Course Information', 'Course Documents', 'Assignments', 'Discussion Board', 'Resources', 'My Grades', and 'Tools'. Below this is a 'COURSE MANAGEMENT' section with a 'Control Panel' and various sub-options. The main form area is titled 'Add SafeAssignment' and includes a legend: '* Indicates a required field.' At the top right are 'Cancel' and 'Submit' buttons. The form is divided into sections: '1. ENTER INFORMATION' (highlighted in blue), '2. OPTIONAL ANNOUNCEMENT', and '3. SUBMIT'. The '1. ENTER INFORMATION' section contains the following fields:

- Name**: A text input field with an asterisk indicating it is required.
- Points Possible**: A text input field containing '0.0' with an asterisk indicating it is required.
- Instructions**: A large text area for entering instructions.
- Make the assessment available**: Radio buttons for 'Yes' (selected) and 'No'.
- Track Number of Views**: A checkbox.
- Availability Dates**: Two checkboxes, 'Display After' and 'Display Until', each followed by a date input field. Below each is the instruction 'Enter dates as mm/dd/yyyy'.
- Draft**: A checkbox.
- Urgent Checking**: A checkbox.
- Student Viewable**: Radio buttons for 'Yes' (selected) and 'No'.

If you want to create an announcement for the SafeAssignment, select “Yes” to create, enter a subject for the announcement, enter the message text.
Click the “Submit” button.

The screenshot shows the '2. OPTIONAL ANNOUNCEMENT' section of the form. It contains the following fields:

- Create**: Radio buttons for 'Yes' and 'No' (selected).
- Subject**: A text input field.
- Message**: A large text area for entering the announcement message.

At the bottom of the form, the '3. SUBMIT' section is visible, featuring 'Cancel' and 'Submit' buttons.