Creating A SafeAssignment

Log into your course.

Click on the Course Content link.

Click the Create Assessment button and scroll down to click Safe Assignment.
Enter the information for the assignment.

Enter a name and points possible. Both of these are required.
We recommend placing all of the assignment’s information in the instructions box.
All of the other properties such as draft and urgent checking are optional.

Click Submit.

Your SafeAssignment is now ready for your class and has been added to the bottom of your Course Content page.