Creating a SafeAssign Submission Point in Learnline

This HelpSheet has been created to assist CDU staff to create a SafeAssign submission point within a Learnline unit.

SafeAssign is a text matching software package that is embedded into the Learnline Environment at CDU.

When creating a SafeAssign submission point you have the option to create a ‘final submission point’ or ‘draft submission point’. Creating a draft submission point means that student submissions will not be stored in the Institutional and Global References Databases and will not be referred to for future SafeAssign submissions.

Creating a SafeAssign Final Submission Point

Step 1. Navigate to the content area where you would like to create the SafeAssign final submission point.

Step 2. On the action bar, click Assessments and select Assignment from the drop-down menu

Step 3. On the Create Assignment page, provide the name, instructions, and any files students need

Step 4. Optionally, select a Due Date

Step 5. In the Marking section, type the Points Possible and optionally, associate a rubric
Step 6.  
(1) Click on the **Submission Details** heading to expand submission options  

(2) Select **Assignment type** (i.e. if students will be submitting individually or as a group)  

(3) The **Number of attempts** students will be given (NB changing this will create additional marking options, e.g. maximum number of attempts and how the task will be scored, e.g. last graded attempt, highest grade etc.)  

(4) Check the boxes for checking submissions with SafeAssign  

(5) Optionally, check the box to allow students to view their SafeAssign Originality Reports  

NB: selecting the draft checkbox does not create an additional draft submission point. Please refer to instructions below for creating a draft submission point.  

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**Step 7.** Click **Submit**  

### Creating a SafeAssign Draft Submission Point  

By selecting to submit as a draft submission student submissions will not be stored in the Institutional and Global References Databases and will not be referred to for future SafeAssign submissions.
Step 1. Navigate to the content area where you would like to create the SafeAssign final submission point.

Step 2. On the action bar, click **Assessments** and select **Assignment** from the drop-down menu.

Step 3. On the Create Assignment page, provide the name, instructions, and any files students need. Ensure this submission point is clearly named as a **draft** submission point to avoid confusion for students.

Step 4. Optionally, select a Due Date.

Step 5. In the **Marking** section, if you do not wish the draft to be marked out of any points put a ‘0’ in the **Point Possible** field. NB: you need to put a value in this field and cannot complete the submission point creation with it empty.

Step 6. Click on the **Submission Details** heading to expand submission options. Ensure all SafeAssign options are checked, particularly **Select for Draft Submission**. Click submit.