



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Blackboard Safe Assign Submissions	
<p>Question: How do I set-up a student submission using Safe Assign?</p>	<p>Question: How do I direct submit a paper using Safe Assign?</p>
<p>Answer: <i>Note: student submissions using Safe Assign generates a report viewable in the Grade Center</i></p> <ol style="list-style-type: none"> In the Control Panel, select a Content Area e.g., Assignments Click the down arrow next to the Select box (top right-hand corner). Select Safe Assignment. Click Go. Enter in a name for the Safe Assignment. <i>Note: Do not use symbols e.g., Paper #1 in the name.</i> Enter in the Points Possible. Enter in any instructions in the box. Select Yes to make the Safe Assignment available. An option is to select any Availability dates; scroll down. Select No for Draft (<u>includes</u> paper in database). Select Yes to <u>exclude</u> this paper in the database. Select Yes to enable students to view Safe Assignment reports. Another option is Urgent Checking to speed up paper checking time. An option is to create an Announcement. Click Submit to finish. Click OK. <i>Note: Safe Assign checks text only. It Does Not check graphics, numbers, symbols, or pictures.</i> 	<p>Answer: <i>Note: Instructors may upload papers directly without student involvement through Direct Submit. Only student submissions set-up in Safe Assign generate a report viewable in the Grade Center.</i></p> <ol style="list-style-type: none"> In the Control Panel, Select SafeAssign in <i>Course Tools</i>. Click on the Direct Submit tab (top right). <i>Note: Select tab options for private or shared (on left). Folders can also be created to organize papers.</i> Click on Submit Papers eg. <i>Private Direct Submit</i>. You can select Submit as draft to check the paper for plagiarism (<u>will not add</u> paper to Institutional Database); or select Skip Plagiarism Checking (<u>only adds paper to Institutional Database</u>). Click Browse to upload file. Locate the file on your computer; select it. Click open. (another option is to select copy/paste; copy the paper title and paste the text in the box). <i>Note: File Formats accepted include: .zip, .doc, .txt, .PDF, .rtf, or .html.</i> Click Submit. <i>Note: the list in view includes Filename; copy of the File and Date/time submitted. There will be a waiting period until the report is complete.</i> When the Safe Assign report is complete, click on the green check icon to view the report and matching % Click Close. Click Yes to the close the window. <i>Note: Safe Assign checks text only. It Does Not check graphics, numbers, symbols, or pictures.</i> <p>Removing a Direct Submit File</p> <ol style="list-style-type: none"> Click inside the box in front of the filename on the list. Scroll up. Click Remove. Click OK. <i>Note: This action cannot be undone.</i>

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu