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Blackboard Faculty FAQs

Topic: Blackboard Safe Assign Students

<p>Question: How do I submit a Safe Assignment?</p>	<p>Question: How do I view a Safe Assign Report on a paper submission?</p>
<p>Answer:</p> <p><i>Note: Safe Assignment submissions can be used for either draft papers (revision process) or final version papers (submitted for final grading).</i></p> <ol style="list-style-type: none"> 1. Login to Blackboard and select your course. 2. Select the Content Area with the Safe Assignment (green check icon). <p><i>Note: Draft paper submissions are labeled after the title eg. Paper 1(Draft). Draft submissions are only checked for plagiarism and <u>not included in the database</u>.</i></p> <ol style="list-style-type: none"> 3. Click on the View/Complete link. 4. The assignment name and any instructions are in view. (Optionally you may enter in Comments to the instructor. Scroll down. 5. Attach the file for submission: Click Browse and locate the file on your computer; select the file and click open to upload <p><i>Note: File Formats accepted include: .zip, .doc, .txt, .PDF, .rtf, or .html. <u>Do Not</u> upload .jpg or .zip files. Only <u>one file is accepted</u> for a submission.</i></p> <ol style="list-style-type: none"> 6. Final version paper submissions (Not Draft) have an option to include your paper in the Global Database by clicking in the box. 7. Click Submit to finish. Click OK. <p><i>Note: After a brief waiting period, a Safe Assign report is generated. When your instructor enables student viewing of a report, then check My grades in Course Tools to view results.</i></p>	<p>Answer:</p> <p><i>Note: After paper submission, there is a brief waiting period to generate the Safe Assign report. <u>Only when instructors enable student viewing of a report, can students access it.</u></i></p> <ol style="list-style-type: none"> 1. Select the Content Area with the Safe Assignment (green check icon). 2. Click on the View/Complete link. 3. Click OK to view your results. 4. In <i>Submitted Work</i>, a green check icon will be visible when the <i>SA report</i> is completed. The matching % indicates matches to internet sources. <p><i>Note: Only when the instructor enables student viewing of a report, will you have access to it.</i></p> <ol style="list-style-type: none"> 5. Click on the safe assign icon to review the report; Click Close (top right). 6. View your grade in the box (when entered by the Instructor) and points possible. 7. Scroll down. Review any instructor comments. An option is the instructor may include a current attached file. 8. Click OK to return to the content area.

For Further Support Please Contact

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