

Assignments and SafeAssign

Assignments are items that an instructor wants you to complete and submit directly through Blackboard. Assignments may or may not be graded.

SafeAssign is a tool integrated in Blackboard that checks the content in submitted assignments that may not be cited properly or may have been used in other sources.

It can be used for either draft papers or final version papers (submitted for grading).

How do I save (Download) and submit (Upload) Assignments

Download Documents:

Navigate to your course and select the content area as directed by your instructor; e.g., *Course Documents*

1. Select (click) the hyperlinked name of the file; then select "**Save Target As**" and specify a location to save the file e.g., *Desktop* or *My Documents* folder
2. Once the file has been downloaded to your computer you may log out of Blackboard to work on the assignment.

Upload Assignment Documents:

Navigate to your course and select the content area as directed by your instructor; e.g., *Assignments*.

1. Select (click) the assignment name (optional) you may include comments or remarks with the assignment in the "*Submission*" text box
2. Scroll down to "**Attach File**"; click **Browse my Computer**
3. In the "**File Upload**" dialog box, locate your locally saved document and click "**Open**"
4. Blackboard will display the document information under "**Attached Files**" when uploaded.
5. Click **Submit** to complete

Important Note:

When naming files, keep file names short

Use letters, numbers and underscores only

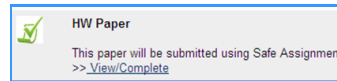
DO NOT USE symbols or special characters in the filename - doing so may cause you to receive error when attempting to upload

Need more help?

Contact the **LTU Helpdesk** at **248.204.2330** or email: helpdesk@ltu.edu

How do I submit a Safe Assignment project?

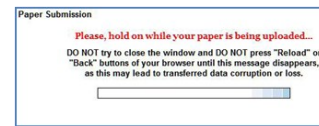
1. Navigate to course and select the content area e.g., *Assignments* with the **Safe Assignment** icon (green check mark)
2. Click **View/Complete**
3. In the **Comments** box, you may add text about the assignments (e.g., *my paper is attached*)
4. Click the **Browse** button to the right of **Attach Local File** and locate your completed assignment on your computer. Once you click "**Open**", your file should appear within the "*Attach local file*" field.



Note: Final paper submissions (**not Draft**) have an option to include your paper in the **Global Database** by clicking in the box.

5. Click **Submit** and wait until your paper has uploaded.

The Safe Assignment report is not generated immediately, there may be a brief processing period before you are able to review the submission and the report.



Safe Assign only supports the following file formats: .PDF; .doc; .docx; .txt; .rtf; or .html.

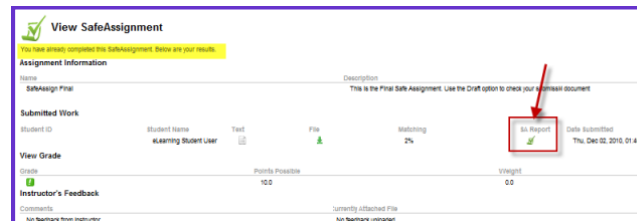
Safe Assign does NOT support : zip files; graphic files e.g., .jpg .png - attempt to upload these file types will result in error messages.

Only one file is accepted for a submission.

How do I view the Safe Assignment results?

To view the **Safe Assignment report**

1. Go to My Grades (**Course Tools ; My Grades**)
2. Under the Grade column; click on either the exclamation icon (if not yet graded) or the hyperlink grade to open the View SafeAssignment window.
3. Under **Submitted Work** you may view the Safe Assignment report by clicking on the green checkmark under the SA Report column. Note: if you do not see this option under the column heading; either the report has not been generated yet or your instructor has not set "allow viewing" option available.



Lawrence Technological
University

Blackboard Quick Tips for Students

Getting Started

How do I log in to Blackboard?

1. Open a supported Internet browser (supported Blackboard browsers: **Firefox 3.5**; **Internet Explorer 8**, **Safari 4**). It is strongly suggested that Firefox or Safari be used instead of Internet Explorer if possible. Updated versions of Firefox; Safari; IE and Chrome may be used; however, if any issues please contact the Help Desk.
2. Go to <http://my.ltu.edu>. Type in your username; tab and enter your password. *Passwords are case letter sensitive.* Your username is the same as your Lawrence Tech web mail (without the @ltu.edu) To find your username: log into **BannerWeb**; select **Personal Information**; **View Email Addresses**. The default password is your birthdate in the form of **mmddyyyy**. This password should be changed after logging in for the first time. Click **Login**, or hit **Enter** on your computer.
3. Select (click) desired course shown under **My Courses**

How do I update my email address in Blackboard?

1. Log in to Blackboard. Select **Personal Information** to the left under Tools.
2. Select **Edit Personal Information**.
3. Click in the text box next to *Email*, and enter your **preferred Email address**. (Why? Default is LTU email; if you do not use the LTU email you will not receive email sent from within Blackboard)

How do I change my password in Blackboard?

1. Log in to Blackboard. Select **Personal Information** to the left under **Tools**.
2. Select **Change Password**, click the text box next to Password, type in a new **password**.
3. **Note: Select a Password between 4 – 10 characters. You may use numbers or letters, omitting any spaces between the characters.**
4. Enter your Password again in the text box next to **Verify Password** then click **Submit**.

Where do I go if I need help?

Call or email LTU Helpdesk 248-204-2330 or helpdesk@ltu.edu.

Make sure that you provide your username, the name and the CRN of the course, the instructor name and the specific issue you are having!

How do I log in to BannerWeb?

BannerWeb is where you register for classes; access your student financial information and transcript information.

Blackboard is where you access your actual course once registered

1. Open Internet Explorer; Firefox or Safari
2. Go to the website: **my.ltu.edu**; click the **BannerWeb** button, click on **Login to Secure Area** link on the right-hand side.
3. Enter your 9-digit Banner ID and password. If you do not know your Banner ID pin, contact the **Help Desk** (helpdesk@ltu.edu; 248.204-2330)

Change your PIN after initial log on

1. Click **PERSONAL INFORMATION** on the main menu.
2. Select the **Change PIN** option. Enter requested information and click the **Change PIN** button.

Suggested Internet Browsers

It is suggested that if at all possible - **DO NOT use Internet Explorer to access Blackboard. There are sporadic issues especially when uploading/downloading assignments; taking exams and viewing screens in Internet Explorer that do not appear to be the case when Firefox, Safari or even Chrome are used.**

Firefox can be downloaded from <http://www.mozilla.com/en-US/firefox/>

How do I view my grades in Blackboard?

My Grades provide quick access to check grades and performance statistics.

1. Navigate to your course, click **Course Tools ; My Grades**.
2. A listing for each graded exam or assignment will be listed that includes **Item Name; Details; Activity; Grade; Points Possible; and Comments**. Instructors have the ability to determine the grade format, so your grade may appear as a *Score, Percentage, Letter, Text, or Complete/Incomplete* format.

Click on the "hyperlinked" grade view more details.

Item Name	Details	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments
Getting Started	Details	Mar 29, 2011 10:36 AM	Mar 29, 2011 10:36 AM	40.00	50	
Graded Discussion Board	Details	Mar 7, 2011 3:58 PM	Mar 7, 2011 3:58 PM	4.00	4	Good job

Grade Center Icon Legend

- A **null (-)** indicates the exam/assignment not yet been submitted.
- An **exclamation mark** indicates submission but not yet graded. Exams with essay questions must be manually graded by the instructor; or if the exam time limit was exceeded.
- An **in-progress** icon appears as an exam is being taken and not yet submitted. (If it continues to appear it means the exam has been saved but not submitted; return to the exam and try to submit it again. If you cannot, contact your instructor.)

How do I take a test in Blackboard?

Before starting the test:

1. Make sure you review the instructions provided by your instructor
2. **Do not start the test** until you are ready to start and complete.
3. Avoid distraction; focus only on the test until it is finished.
4. **Do not wait until the last minute** to take the test. If something goes wrong there may not be time to resolve and allow you to retake test.
5. Make sure you use a **suggested browser** (*Safari or Firefox*) to take the test (Internet Explorer may create problems)

While loading or taking the test:

1. Do not resize or refresh (causes the webpage and the test to be reloaded) your screen after starting the test. Make sure it is the size you want before starting
2. When selecting the test, click the link **once**. It may take a minute or so to load the test. Contact your instructor if the test does not load after a while - **do not keep clicking** - may result in a message saying you already took the test and you will not be able to re-enter test unless your instructor resets.
3. Do not use the back and forward browser buttons to move - use only the commands within Blackboard to navigate.
4. Do not click on the button to submit the test until you are either done or have run out of time.
5. You must click **SUBMIT** when you are done.

How do I use the Discussion Board?

Follow directions provided by your instructor for posting to the Discussion Board!

1. Navigate to your Blackboard course and select **Discussion Board** on the left menu.
2. Enter the **Discussion Board** area and click on the desired forum link to open the forum.
3. The area to the right of each forum indicates the total number of posts, unread posts and total forum participants.
4. Select the desired forum or thread by clicking the link, and click **Reply** to respond to either the **Forum or Thread**
5. Type in your reply in the **Message** field; attach any files if necessary and when complete, scroll down to the bottom of the page and click **Submit**.

Note: The **Save Draft** option is available if you need to save and return to your post. Copy/paste from a Word document include hidden "formats". Use a basic **Text Editor** i.e., **NOTEPAD**.

How do I attach a file in the Discussion Board?

To attach files/documents in a Discussion Board reply, select either the "**Attach File**" option to the right of **Browse My Computer**" or use "**Attach File**" icon in the **Visual Text Editor**

