

## Student View of Safe Assignment

### How do I view a SafeAssignment report; instructor's comments and grade after submission?

**Please Note!**

Only when instructors enable student viewing of a report, can students access it.

After paper submission, there is a brief waiting period before the Safe Assign report is generated – it is not immediate!

1. Select **Course Tools; My Grades**
2. Locate the **Safe Assignment** under **Item Name** column
3. Click to select either the "**exclamation point**" if the assignment has not been graded; or the actual grade
4. This opens the **View SafeAssignment** page

① **Assignment Information** area

② **Submitted Work** area

- **Text:** opens the text of the document
- **File:** Download document
- **Matching:** Indicates % *matching to Internet sources*
- **SA Report:** The **green check** is visible when the SA report is completed. Click the checkmark to view report

③ **View Grade** area

④ **Instructor's Feedback** area (**Optional:** instructor may also include an attached file for download)

The screenshot shows the 'View SafeAssignment' interface. It is divided into four numbered sections:

- 1 Assignment Information:** Shows the assignment name 'Reflections' and its description.
- 2 Submitted Work:** A table with columns: Student ID, Student Name, Text, File, Matching, SA Report, and Submitted. A red arrow points to the 'Matching' column showing '27%' with a note 'Indicates matches to Internet sources'. Another red arrow points to the 'SA Report' column showing a green checkmark with a note 'Report available for viewing'.
- 3 View Grade:** Shows the grade for the assignment. A table indicates 'Grade (also available in MyGrades)' with values: Grade: 9.0, Points Possible: 10.0, Weight: 0.0. A red arrow points to the '9.0' grade.
- 4 Instructor's Feedback:** Shows a section for 'Instructor's feedback/comments' with a text area containing 'Comments, feedback from instructor'. A red arrow points to this section.

Click **OK** to return to the content area.