

SafeAssign (SafeAssignment Management)

Once you have created a SafeAssignment in the Content area and made it available to students, they can submit papers to complete the assignment. To view papers that students have submitted and the associated SafeAssign Originality Reports, use the following steps:



View the submitted papers through SafeAssign (Course Tools)

1. In the Control Panel for the Course, choose "SafeAssign".
2. You are now in your SafeAssignment Management view and you should see all the SafeAssignments listed that you have created.
3. Click "View" for the SafeAssignment you are interested in.
4. You now see a list of all student enrolled in the course. If they have submitted a paper - you will see the remaining fields populated with the following:

Text	Click the icon to see an online, formatted version of the paper text.
File	Click the icon to download the actual file the student submitted
Matching	Percentage of the paper that matched with source documents
SA Report	SafeAssign Originality Report - click the icon to view the interactive report detailing the results of the matching process.
Submitted	The date and time the student submitted the paper
Clear Attempt	Clicking this button will remove the submission, not only from the SafeAssignment, but also from the Institutional Database, as well as the Global Reference Database if the student had opted in when submitting.

View the submitted papers through the Gradebook

1. In the Control Panel for the Course, choose "Gradebook".
2. You are now in your Gradebook view and you should see all the gradeable course content in your course along the top.
3. Find the SafeAssignment you are interested in - you will see an "!" in the field for every student that has submitted a paper to this SafeAssignment.
4. Click the "!" by a particular student to see the following:

Text	Click the icon to see an online, formatted version of the paper text.
File	Click the icon to download the actual file the student submitted. Note: you can use this feature to add comments to the paper and re-upload from this page as well.
Matching	Percentage of the paper that matched with source documents
SA Report	SafeAssign Originality Report - click the icon to view the interactive report detailing the results of the matching process.
Submitted	The date and time the student submitted the paper
Grade	Enter the grade based on the possible points you allotted when you set up the SafeAssignment
Comments	Add comments to the student here. You can also upload a file with your comments that the student can download and review on their end.

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