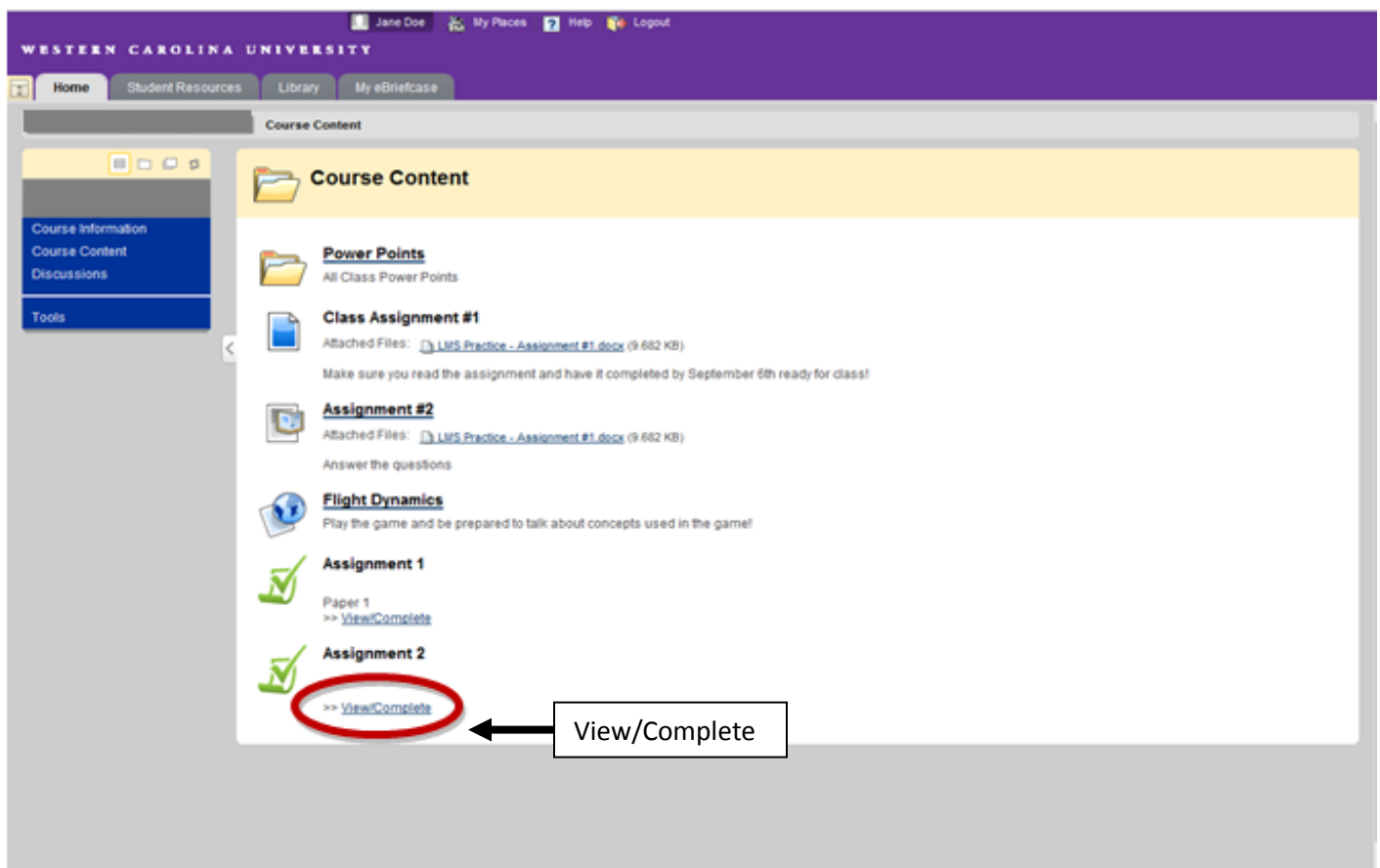


## SafeAssign for Students

### Opening Your SafeAssignment

- To open the SafeAssignment you would like to complete, you must click on the **View/Complete** link underneath the SafeAssign Title

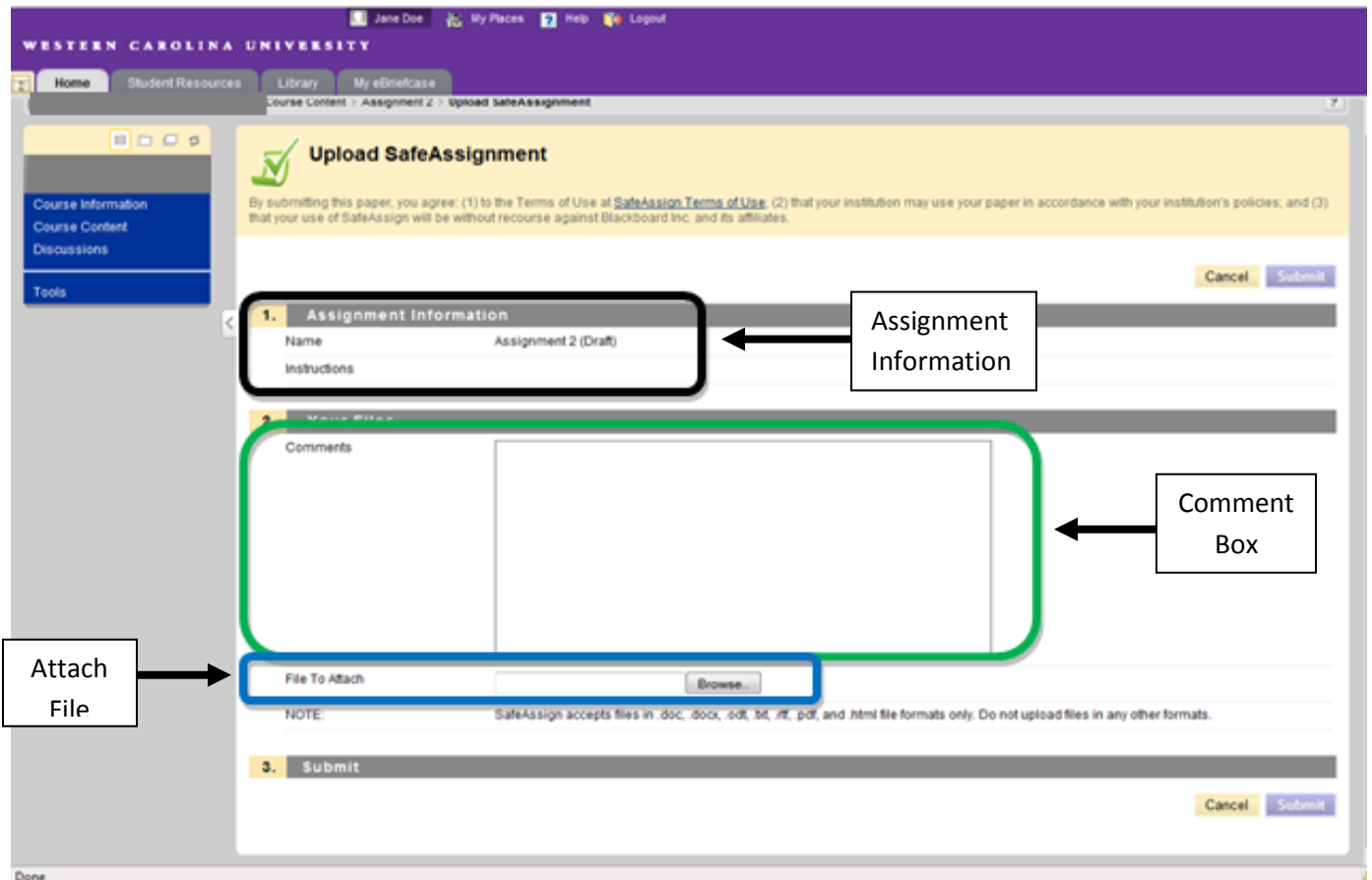


The screenshot displays the Blackboard interface for a course. At the top, the user is logged in as Jane Doe. The main content area is titled 'Course Content' and lists several items: 'Power Points', 'Class Assignment #1', 'Assignment #2', 'Flight Dynamics', 'Assignment 1', and 'Assignment 2'. Each assignment item includes a 'View/Complete' link. The 'View/Complete' link for 'Assignment 2' is circled in red, and a callout box with an arrow points to it, containing the text 'View/Complete'.

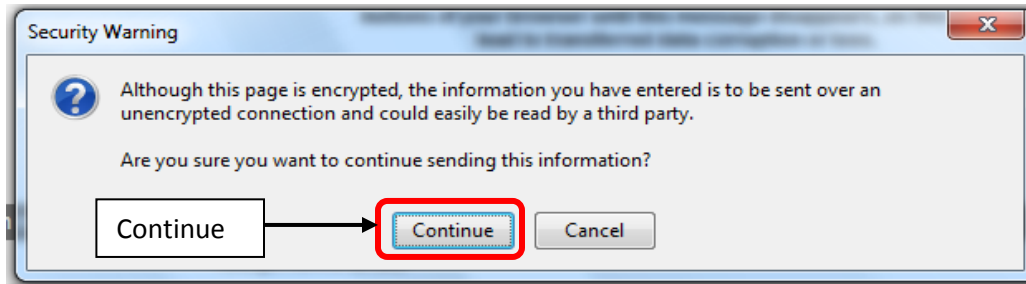
- Once the assignment is open, you will be located at the **Upload SafeAssignment** page

## Submitting Your SafeAssignment

- On the Upload SafeAssignment page, there are three different parts
  - **Assignment information** is located at the top of the screen and contain instructions if applicable
  - There is a **comment** area, so that you can send any information to your teacher about your assignment rather than the actual document
  - **Upload content** is the last section and this is where you will be submitting your paper
    - When adding a file, keep the file name as simple as can be and explain it in the comment box.



**\*\*Occasional problems have occurred with file names. Refrain from numbers, symbols, and sometimes even spaces\*\***



\*If Security Warning appears after selecting Submit, click Continue

## After You Have Submitted Your Work

- Once you have selected to Submit your work, You will be taken back to the screen where you had to select the Assignment to open
- If you would like to check to make sure you have submitted your paper, click on the View/Complete link once again
  - If correctly submitted, the next screen once opened again will have information regarding your submission
    - This page includes:
      - **Your name**
      - **Student ID**
      - **A link to read or download the file**
      - **Your grade**
        - ❖ Green Exclamation mark = needs to be graded
        - ❖ And **Instructor Feedback**

The screenshot shows the 'View SafeAssignment' page for 'Assignment 2 (Draft)'. The page displays submission details for a student named Jane Doe. Annotations with arrows point to specific elements:

- Your Name:** Points to the 'Student Name' field showing 'Jane Doe'.
- Available Files:** Points to the 'File' column in the submission table, which contains a download icon.
- Student ID:** Points to the 'Student ID' field showing 'BENONBANNER\_DEMOSTUDENT01'.
- Grade:** Points to the 'View Grade' section, which shows a grade of 0% and a green exclamation mark icon.
- Instructor Feedback:** Points to the 'Instructor's Feedback' section, which shows 'No feedback from instructor' and 'No feedback uploaded'.

Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
BENONBANNER_DEMOSTUDENT01	Jane Doe			0%		Tue, Oct 04, 2011, 10:23 AM

Grade	Points Possible	Weight
	100.0	0.0

Comments	Currently Attached File
No feedback from instructor	No feedback uploaded