

SAFEASSIGN AT PALOMAR

Getting Started

Step 1: Log into Blackboard

<http://www.palomar.edu/blackboard/>

Step 2: Select Your Course

On the Courses tab, select the course in which you want to deploy SafeAssign.

Step 3: Sync the Course

Click Control Panel/SafeAssign, then Synchronize This Course. This will make sure that student submissions in your class are synchronized with the SafeAssign servers.

Creating a Safe Assignment

Step 1: Select A Content Area

Click Control Panel, then the content area heading into which you want to create a Safe Assignment.

Step 2: Create A SafeAssignment

Now click the content area toolbar, click the little down arrow, select SafeAssignment, then click "Go."

Step 3: Complete The Form

Complete all required fields in the SafeAssignment form. Click Submit. When the assignment is added to the content area, click OK.

View Student Submissions

STEP 1: SELECT SAFEASSIGN

Click Control Panel/Course Tools/SafeAssign/, click the SafeAssignments tab, then click View.

STEP 2: VIEW REPORT

Submitted assignments will appear in the class roster identifying text, uploaded files, and matching sources. Click the icon under the SA Rep heading to receive reports from SafeAssign.

Grading a SafeAssignment

Step 1: Select Grade Center

Click Control Panel/Grade Center

Step 2: Select SafeAssignment

In the column for the SafeAssignment you created, you will see exclamation marks. You can click those marks and enter scores immediately or click the double arrows and then Grade Details for more options.

Step 3: Click Submit

After entering the grade for the assignment, click submit to save scores to the Grade Center.