

eLearning - Student Help - Submitting a Safe Assignment

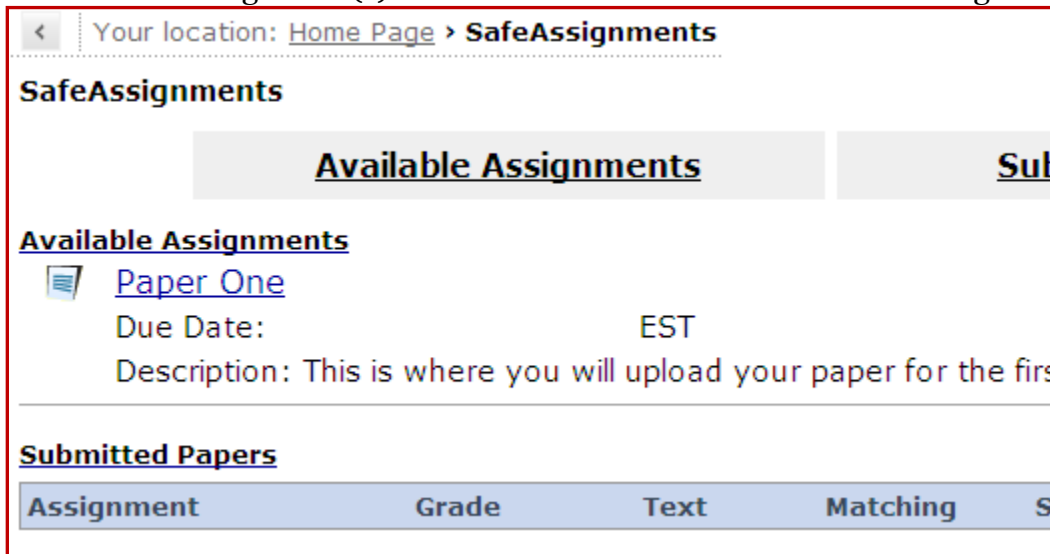
Login to your eLearning course.

On the main Course Content (home) page there should be an icon under the course information that your professor has directed you to (in this case Safe Assignments...Please note, your professor may name it differently!)



Click on the link to go into the Safe Assign area.

You will see the Assignment(s) that are due in a list under Available Assignments.

A screenshot of the 'SafeAssignments' page. The breadcrumb trail shows 'Your location: Home Page > SafeAssignments'. The page title is 'SafeAssignments'. There are two tabs: 'Available Assignments' (selected) and 'Submitted Papers'. Under 'Available Assignments', there is a list item for 'Paper One' with a document icon. Below the title, it shows 'Due Date: EST' and a description: 'Description: This is where you will upload your paper for the first...'. Below this is a section for 'Submitted Papers' with a table header: 'Assignment', 'Grade', 'Text', 'Matching', and 'Submitted'.

In this case we will click on Paper One (the title of the Assignment).

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Your location: [Home Page](#) > **SafeAssignments**

Paper Submission: Paper One

Due Date:

Description:

Your work will now be checked for plagiarism...
This is where you will upload your paper for the first assignment in class.

***Submission:**

By submitting this paper, you agree: (1) to the Terms of Use at [SafeAssign Terms of Use](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

NOTE: SafeAssign accepts files in Microsoft Word (doc and docx)/ OpenOffice (odt)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP.

Global Database Submission:

Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. To learn more about the Global Reference Database [click here](#).

I agree to submit my paper to the Global Reference Database.

Add Comment:

You will Browse your local computer to find the paper to upload.

It is highly suggested (in case your professor wants to download the submission later) that you name the paper with your last name; first initial and the title of the assignment.

For John Doe it would look like this: doejPaperOne.doc

Safe Assign will accept most formats: Microsoft Word (doc and docx)/ OpenOffice (odt)/ TXT / RTF / HTML / & PDF.

Please DO NOT upload files in any other formats, including JPEG / ZIP.

If the paper you are submitting has images in it, the images must not exceed 2MB or the submission may fail.

You will then agree to submit your paper to the Global Reference Database and then click on Submit.

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You will receive a confirmation that your paper was submitted:

Your location: [Home Page](#) > **SafeAssignments**



✓ : You have submitted your SafeAssignment. Submitted Time: EST

SafeAssignments

Available Assignments | **Submitted Papers**

Available Assignments
No assignments

Submitted Papers

Assignment	Grade	Text	Matching	SA Report	File	Submitted
Paper One	N/A		-	-		Feb 03 2009 15:09:52 EST

Please note: The above submission shows Grade, Matching and SA Report - this will be shown if the professor chooses to grade within eLearning and if they wish to share the report findings with you.

It is at the professor's discretion to do so.

For more information on SafeAssign and How To's for Students you can go here:

<http://wiki.safeassign.com/display/SAFE/Home>

If you have any technical problems within eLearning please contact us by filling out the form located here: http://www.cortland.edu/elearning/help_form.html OR emailing us directly at eLearninghelp@cortland.edu