



# SafeAssign

for Florida State University



## Student User Manual

Version 10.14.09 APPS

### Submitting a Paper as a Student:

#### Step 1:

Bb **Assignments** menu > Select a specific **Assignment** > Click on **View/Complete** link

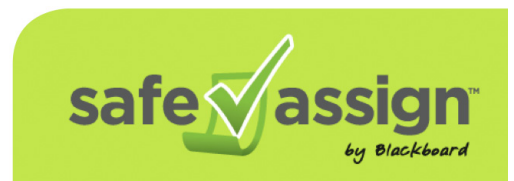
#### Step 2:

Upload a SafeAssignment:

1. Assignment Information
2. Your files
  - Comments: e.g., "This is the 1st draft of my paper."
  - File to Attach: Browse > Attach the document
3. Global Reference Database - only applicable for Final version (see note below)
4. Click on **Submit** > click on **OK** on the next page

#### NOTE:

Blackboard's **Global Reference Database** is a separate database where students voluntarily donate copies of their papers to help prevent plagiarism. It is separate from each institution's internal database, where all papers are stored by each corresponding institution, and students are free to select the option to check their papers without submitting them to the Global Reference Database.





# SafeAssignment

## Accessing a Submission as a Student:

### Step 1:

Bb **Assignments** menu > Select a specific **Assignment** > Click on **View/Complete** link

1 Assignment 6

Write 3 pages about ...

You are required to submit your paper through SafeAssign. This is a draft version of your paper.

>> [View/Complete](#)

### Step 2:

If **SafeAssignment Already Completed**, click **OK** to review your results

**SafeAssignment Already Completed**

You have already completed this SafeAssignment. click OK to review your results.

Cancel OK

### Step 3:

#### View SafeAssignment

1. Assignment Information
  - Text: plain text of the paper submitted
  - File: text with formatting, how it was submitted
  - Matching score
  - SA Report
3. View Grade
4. Read Instructor Feedback

**View SafeAssignment**

**1 Assignment Information**

Name Assignment #0 (Draft)

Description Write 3 pages about ...

You are required to submit your paper through SafeAssign. This is a draft version of your paper.

**2 Submitted Work**

Student ID	Student Name	Text	File	Matching	SA Report	Submitted
	Adams, John			11%		Wed Jan 21 22:57:29 EST 2009

**3 View Grade**

View grade for the assignment:

Grade	Points Possible	Weight
!	10.0	0.0

**4 Instructor's Feedback**

Comments

Currently Attached File No feedback uploaded

OK



## Having Trouble Submitting as a Student?

### Step 1:

#### Check your browser

1. Make sure you are using a compatible web browser. Blackboard User Support performed diagnostic tests for the student's SafeAssign Submit feature and determined the following web browser/operating system compatibilities:

Browser/ Operating System	Internet Explorer 8	Internet Explorer 7	Firefox 3.x	Firefox 2.x	Safari 4	Google Chrome
Windows Vista	Compatible	-	Compatible	Compatible	Compatible	Compatible
Windows XP	Compatible	Compatible	Compatible	Compatible	Compatible	Compatible
Mac OS X	-	-	Compatible	Compatible	Compatible	-
Mac Snow Leopard	-	-	Compatible	-	Compatible	-

2. (Safari users only) Make sure to set your cookies to "always accept" and not "only from sites I visit". You can find this option on a Mac by selecting at the top left: **Safari > Preferences > Security**; PC users can find this option by going to **Edit > Preferences > Security**. Make sure also to follow step 3 below in order to avoid the following error message:

Error Submitting SafeAssignment  
Submission error: InstanceNotFound.

3. Clear your cache and cookies and try again.
4. Try another compatible browser. Download a compatible browser if you don't already have one installed.

### Step 2:

#### Check your file

1. Make sure your file is using valid naming conventions.
2. Make sure you are using a valid file type: .doc, .docx, .odt, .txt, .rtf, .html, .pdf. Do not upload a file with any other format, including .jpeg or .zip.

### Step 3:

#### Check your computer

1. Try another computer and/or network connection if possible to determine if the problem is related to your computer or to your account.
2. If it is just your computer that does not work, it could be that computer protection software is preventing you from full access to Blackboard's SafeAssign. Try adjusting settings on your software and/or network settings.

### Step 4:

#### If none of the above averts the problem

1. Notify your instructor of the situation and include the assignment file as proof that you completed it.
2. If it happens again or if you notice any consistent incompatibilities, please **contact Blackboard User Support**.

