



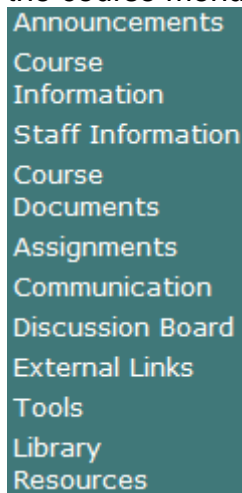
Teaching Learning + Technology

SafeAssign for Students

Teaching, Learning + Technology
Stony Brook University

To submit an assignment:

1. Go to the content area of the course where the assignment is located via the course menu.



2. Click on the **View/Complete** link below the Assignment.



Assignment #1

Enter your instructions here.

>> [View/Complete](#)

3. Fill out the form to submit your assignment.
 - a. Enter your **comments** in the box provided (optional).
 - b. Upload your assignment from your computer by clicking the **Browse** button. You may upload the following types of files: .doc, .pdf, .rtf, .htm or .html, .txt or .zip.

PLEASE NOTE: Word 2007 files (.docx) are not supported. Please save any Word 2007 files to Word 97-2003 format (.doc).

- c. **Check the box** to consent to submitting your assignment to the Global Reference Database to check for plagiarism. This is optional, but checking the box will protect your paper from being plagiarized in the future.
- d. Click the **Submit** button to submit the assignment.

1 Assignment Information

Name Assignment #1

Instructions Enter your instructions here.

2 Your Files

Comments Here are my comments on the assignment.

File To Attach C:\Documents and Settings\ldoherty\ Browse...

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

3 Global Reference Database

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

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

4. You will receive a confirmation when your assignment has been submitted. Click **OK**.

 **SafeAssignment Submitted**

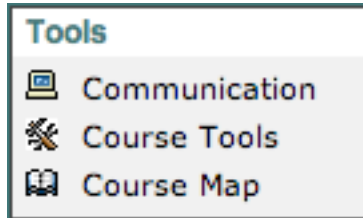
SafeAssignment is successfully submitted.

OK

5. To check to see if your assignment was submitted, go to My Grades via Course Tools. If there is an exclamation point (!) where your grade should be, that means the instructor should be able to read your assignment and assign a grade to you later.

To check your assignment after it's been graded:

1. Click on the **Course Tools** link in the Course Menu.




2. Select **My Grades**.



3. Your grade will appear as a hyperlink. To review any comments your professor may have left for you, click the link.

Item Name	Last Submitted, Modified or Graded	Grade	Points Possible	Average Score	Weight
Assignment #1	Sep 12, 2007 11:42 AM	95	100	95	0%

4. To review your original submission, you may click the **Text** or **File** icon under **Submitted Work**. To view your SafeAssign report, click on the **SA Report** icon.

Student ID	Student Name	Text	File	Matching	SA Report	Submitted
106536692	Longstocking, Pippi			100%		Wed Sep 12 11:42:04 EDT 2007

5. To view your professor's feedback, scroll down to **Instructor's Feedback**. If they left comments for you, they'll appear in the **Comments** box. If they attached a file for you, it will appear as a hyperlink.

Comments

Currently Attached File [SafeAssign for Students.doc](#)

6. Click **OK** when finished.

Questions? Contact the TLT Helpdesk
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