

SafeAssignment - Submitting Your Assignment

What do I need in order to submit my assignment?

You will need to be able to login to Blackboard. You will need to have your paper typed into a Word Processor such as Microsoft Word. If you use a word processor other than Microsoft Word, you will need to save your file in Rich Text Format.

Saving a File in Rich Text Format

1. From your word processor, open your assignment.
2. Go to the file menu and choose save as.
3. In the save as file type box, select RTF or Rich text format.
4. Save your file with your name and .rtf at the end of the filename.
5. Login to Blackboard and submit via the Assignments area.

Submitting Safe Assignments

Documents can be submitted to SafeAssignment by any student that is enrolled in a corresponding course.

1 To submit a document, a student should log-in to the Blackboard system and go to the corresponding course page. Then click the "Assignments" link (or the location specified by your instructor) on the left navigation menu to see all assignments available for submission.

2 To submit a document to a particular Safe Assignment, click the "View/Complete" link below the corresponding assignment. You will see the Safe Assignment Upload Form, which is almost identical to a standard Blackboard assignment upload form.

3 Enter any necessary comments concerning the material being submitted and click the "Browse" button to select the file for upload. After selecting the proper file click the "Submit" button to upload the document.

IMPORTANT: The current version of SafeAssignment plug-in supports only three types of uploaded files: Microsoft Word Document (.doc), Rich Text Format (.rtf), HTML and plain text (.txt) files. All other file types will not be processed.