

## MANAGING SUBMISSIONS

### Overview

---

Student submissions and the Safe Assign reports associated with submissions are viewed from the SafeAssign link on the Control Panel, found under the Course Tools heading. The SafeAssign area lists the SafeAssignments in the course. Click on a SafeAssignment to view and grade submissions.

### View Submissions

---

Follow these steps to view a Student submission.

1. Open the Safe Assign area under Course Tools.
2. Locate the specific SafeAssignment in the list and click View.
3. A list of Student submissions will appear.
4. The following columns appear for each SafeAssignment:

**Text:** Select this option to view the Student's paper and any comments from the Student.

**File:** Select this option to download the Student Submission.

**Matching:** The percentage listed is the percentage of the paper that matches other sources. Please read the full report to determine if the matching is properly attributed.

**SA Report:** Select this option to view the full Safe Assignment report.

**Clear Attempt:** Select this option to remove the submission from the database, for example, if the Student uploaded the wrong file.

### Grade a Submission

---

SafeAssignments are integrated into the Grade Center and may be accessed and graded directly from the Grade Center like other Assignments. SafeAssignments are not automatically graded; like existing manually graded Assignments they will display with a '!' indicating action required by the instructor.