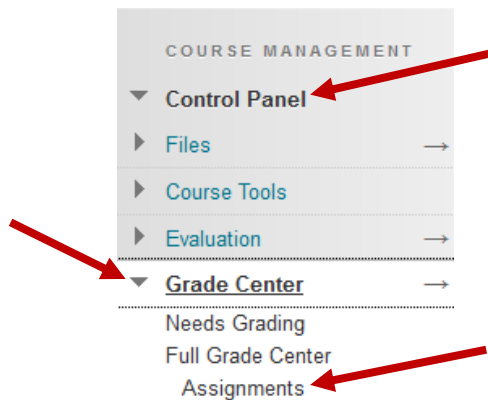


# Grading SafeAssign Assignments

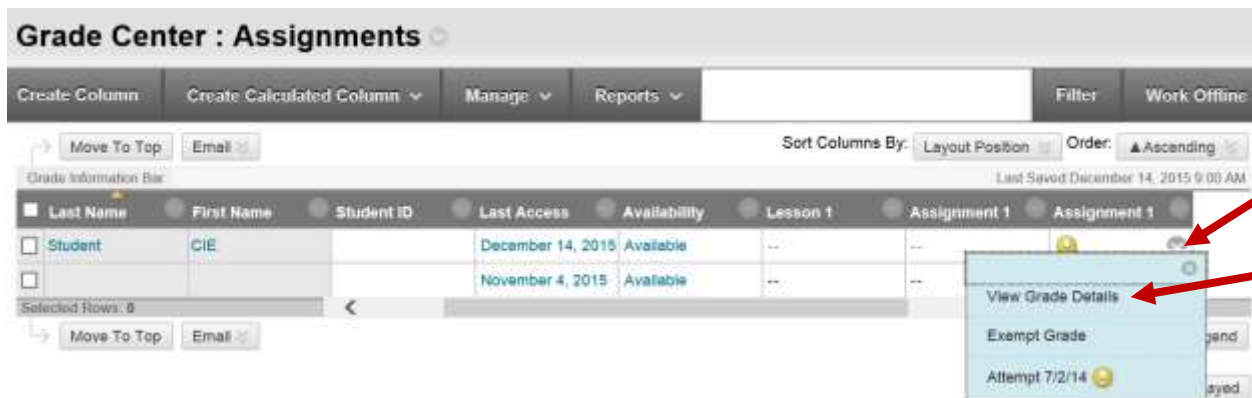
When Grading SafeAssign Assignments, you will be using the Grade Center (Inline Grading). Inline Grading allows Students to submit files that contain the following extensions: .Doc, .Docx, .PDF, .xls, .xlsx, .txt, .ppt, and .pptx.

To Grade SafeAssign Assignments do the following:

1. Open your Course, and click on **Grade Center** located under **Control Panel**.
2. Click on **Assignments**. If you do not see all your Students, click on Full Grade Center.



3. Click on the down arrow next to the Student's Assignment, and click on **View Grade Details**.



# Grading SafeAssign Assignments

- To **Delete** an attempt, click on **Clear Attempt**.

**Note:** When “Deleting” the attempt from the Grade Center, you “Delete” the attempt from SafeAssign Items, also. Deleting an attempt will also allow the Students to submit the assignment again. See also [SafeAssign FAQ](#) .

- To view the assignment, click on **View Attempts**.

**Note:** Only Students will be able to see their saved drafts or draft history; however, Instructors can view the submitted drafts.

User **Student(Student)** < > Column **SafeAssign Assignment 2 (Assignment)** < >

**Current Grade:** **Needs Grading** (+) out of 100 points **Exempt**  
Grade based on Last Graded Attempt  
Due: None  
Calculated Grade  
**View Attempts**

| Date Created            | Date Submitted (or Saved)               | Value | Feedback to Learner | Grading Notes | Actions  |
|-------------------------|---|-------|---------------------|---------------|--|
| Nov 5, 2014 11:01:51 AM | Nov 5, 2014 11:01:51 AM (Needs Grading) | (+)   |                     |               | Grade Attempt<br>Clear Attempt<br>Ignore Attempt<br>Edit Grade |

- You can view the **assignment** in the **Content Window** or by clicking the **down arrow** next to the assignment.

- To view **SafeAssign Report** do the following:

- Click on the **SafeAssign** link.
- Click on **View Originality Report**.
- Once finished viewing Report, click the **[X]** to close the tab.

- To grade the assignment, Click in the **Attempt Grade** text box.

Content Window

Assignment Instructions

Assignment Details

GRADE  
LAST GRADED ATTEMPT /100

ATTEMPT 2  
11/5/14 11:01 AM /100

SafeAssign ~ 0% overall match

SAFEASSIGN SUBMISSION  
Testing SafeAssign.pptx 0%  
**View Originality Report**

SUBMISSION  
Testing SafeAssign.pptx



# Grading SafeAssign Assignments

---

For more information about SafeAssign go to:

- **Creating a SafeAssign Assignment:**  
[http://video.wallace.edu/bb/help\\_tools/Instructor\\_Helps/040\\_Evaluation%20Tools/Creating\\_SafeAssign\\_Assignment.pdf](http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Creating_SafeAssign_Assignment.pdf)
- **Checking SafeAssign Assignments:**  
[http://video.wallace.edu/bb/help\\_tools/Instructor\\_Helps/040\\_Evaluation%20Tools/Checking\\_a\\_SafeAssign\\_Assignment.pdf](http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Checking_a_SafeAssign_Assignment.pdf)
- **SafeAssign FAQ:**  
[https://help.blackboard.com/en-us/Learn/Building\\_Blocks/SafeAssign/Instructor/000\\_SafeAssign\\_Instructor\\_Basics\\_2014\\_04/Frequently\\_Asked\\_Questions](https://help.blackboard.com/en-us/Learn/Building_Blocks/SafeAssign/Instructor/000_SafeAssign_Instructor_Basics_2014_04/Frequently_Asked_Questions)

For more information about Grading Assignments go to:

- **Grading Assignments/ Quizzes Submitted Online:**  
[http://video.wallace.edu/bb/help\\_tools/Instructor\\_Helps/040\\_Evaluation%20Tools/Grading\\_Assignments\\_or\\_Quizzes\\_Submitted\\_Online.pdf](http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Grading_Assignments_or_Quizzes_Submitted_Online.pdf)
- **Deleting/Clearing an Attempt in Gradebook:**  
[http://video.wallace.edu/bb/help\\_tools/Instructor\\_Helps/040\\_Evaluation%20Tools/Deleting\\_Clearing\\_an\\_Attempt\\_in\\_Gradebook.pdf](http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Deleting_Clearing_an_Attempt_in_Gradebook.pdf)
- **See Also Instructors Help Documents:**  
[http://video.wallace.edu/bb/help\\_tools/instructor\\_helps.html](http://video.wallace.edu/bb/help_tools/instructor_helps.html)

