Safeassign Instructions

Safe Assign Instructions

To Create a link to the Safe Assign on your home page:
1. Log into Vista and into the section as designer that will contain the link
2. Click on the “Build” tab
3. On the home page, click “Add Content Link” and choose “Safeassign”
4. Click “Create Safeassign” to name the link.
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5. Type in a Title for the link and check the “Open in a new browser window” if desired. Then click “Configure!”

6. The link will now appear on the home page.
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To Create a Safeassign Assignment:
1. Log into Vista and into the section as instructor that will contain the assignment
2. Click on the “Teach” tab
3. On the home page, click Safeassign link created earlier.
4. Click “Create SafeAssignment” to create a new assignment
5. **Title**: Type in a name for the assignment in the Title field
   **Description**: Type in a description of the assignment.
   **Due Date**: Enter a Due date and time for the assignment
   **Draft**: Click Yes if you would like the students to be able to submit a draft for checking as well as their final submission.
   **Student viewable**: Click Yes if you would like the student to be able to view the SafeAssignment report.
   **Urgent Checking**: Click Yes if you would like the submissions to be evaluated on a
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high priority basis.

**Grading:** Choose Numeric and identify the full value or Alphanumeric grading.

6. Click Save to complete the assignment setup.

**To View Assignment submissions or Safeassign Reports:**
1. Log into Vista and into the section as instructor
2. Click on the “Teach” tab
3. On the home page, click Safeassign link.
4. Choose the assignment you are checking on by clicking on the title of the assignment.
5. View the status of submissions under the “Matching” column or click the SA Report checkmark to review the report created for this submission.

6. The SA Report will identity any words, phrases or paragraphs that are noted elsewhere and site the reference. SA will also highlight the suspected text within the submission by clicking the magnifying glass at the end of a Suspected Source reference line.
7. Under the Suspected Sources section, the paper can be reprocessed without references to sources you check off as well.
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8. Click the Close button when you are finished viewing the report.

To Download Safeassign Submissions:
1. Log into Vista and into the section as instructor
2. Click on the “Teach” tab
3. On the home page, click Safeassign link.
4. Choose the assignment you are checking on by clicking on the title of the assignment.
5. Check off the submissions you would like to download
   OR
   Click the check box at the top of the column to select all submissions
6. Click “Download All”
7. Choose Open or Save for the download prompt

8. If choosing Save, a zip file will be created with a prompt for a filename.
9. Once the file has been saved, a prompt will appear to Open, Open Folder or Close. Make your desired choice.

10. Close the SafeAssignment Dropbox by either using the back button to return to Vista or the close box if Safeassign opened in a separate window.