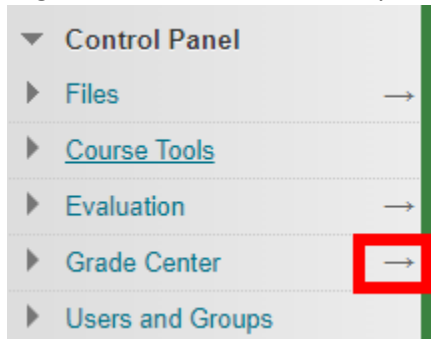




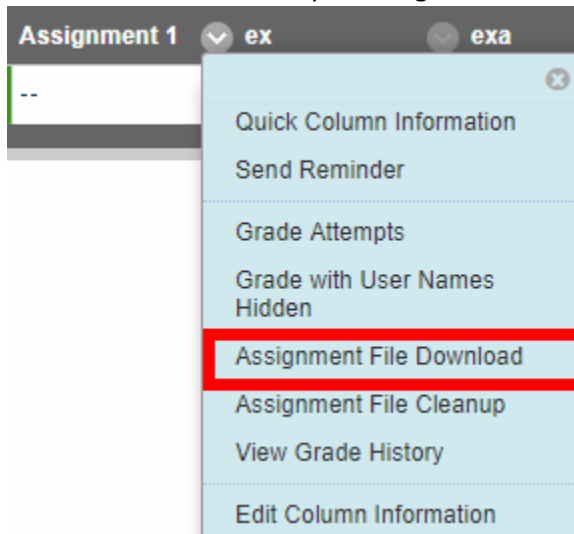
Creating and Using a Blackboard Collaborate Session

Part 1: Downloading all assignments from Blackboard

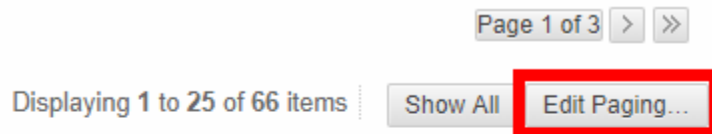
1. Log into blackboard and select your course. Then go to Full Grade Center.



2. Click the chevron next to your assignment column. Then click **Assignment File Download**.



3. Scroll to the bottom of the page and click **Edit Paging**





4. Enter the **Total #** as the **Items per page** number, then click **Go**.

5. Scroll up and click the checkbox on the title bar to select every student in your class.

<input type="checkbox"/>	Name ▲	Date	Grade
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6. Click the **Download assignments now**.

The assignments have been packaged. [Download assignments now. \(218 KB\)](#)
Tuesday, December 11, 2018 8:36:18 AM EST

7. Open the zip file. For each student selected there will usually be the file they submitted as well as a .txt file containing their comments they put on the blackboard comment box. **Usually I delete the comment files so they aren't checked for plagiarism.**

Text Document	1 KB	No	1 KB
Text Document	1 KB	No	1 KB
Text Document	1 KB	No	1 KB
Text Document	1 KB	No	1 KB
Text Document	1 KB	No	1 KB
Text Document	1 KB	No	1 KB
Text Document	1 KB	No	1 KB

Part 2: Uploading the zip to SafeAssign

1. Log into blackboard and select your course. Then click on **Course Tools -> SafeAssign** on the menu. You should see the tools page.

- Mobile Compatible Test List
- Pearson's MyLab & Mastering
- Rubrics
- SafeAssign**
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools
- Wikis
- WileyPLUS

- ▶ Evaluation →
- ▶ Grade Center →



2. Click **Direct Submit**

SafeAssign Items

View SafeAssign Items in this course.

DirectSubmit

Manage and submit papers to the SafeAssign service.

Suggest URL

Suggest a new URL (website) as a SafeAssign service match lookup source.

3. On the right side click **Submit Paper**

Private Shared

Submit Paper

4. Click **Choose File** and upload the zip file from part 1 (or any desired file).

Private Direct Submit for Franco Nello Iacobacci

Paper Submission

Submission Options

Submit as draft (do not add papers to Institutional Search Database)

Skip Plagiarism Checking (only add papers to Institutional Search Database)

File Upload

Upload File

*File To Attach No file chosen

Acceptable File Formats: .zip, .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .pdf, .rtf and .html

Copy/Paste Document

*Paper Title

*Paper Text

Submit



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Quick Blackboard Guides

5. Click **Submit**. **Now this could take a while 10-15 minutes depending on the number of papers**, so get a coffee, watch some TV, work on something else. You don't have to keep the page open, to check it just navigate back to direct submit (follow steps 1 and 2).
6. The dash in the SA report means it's still processing:

File	Matching	Draft	SA report
	—		—
	—		—
	—		—
	—		—
	—		—
	—		—
	—		—

7. Once **complete** you will see percent matching, click the checkbox under SA report to view the report.

File	Matching	Draft	SA report
	39%		<input checked="" type="checkbox"/>
	47%		<input checked="" type="checkbox"/>
	30%		<input checked="" type="checkbox"/>
	0%		<input checked="" type="checkbox"/>
	14%		<input checked="" type="checkbox"/>
	34%		<input checked="" type="checkbox"/>
	65%		<input checked="" type="checkbox"/>