

How to View Reports of Student Submitted Papers

Through the Course Tools area of the Control Panel

Viewing the Matching Percentage of an Assignment through the GradeCenter

Overview

Once you have created a SafeAssignment and made it available to students, they can submit papers to complete the assignment. You may view papers that students have submitted, and the associated SafeAssign Originality Reports either through the Course Tools area of the Control Panel, or through the Grade Center.

Through the Course Tools area of the Control Panel

To view papers that students have submitted, and the associated SafeAssign Originality Reports follow these steps to access the report through the Control Panel:

Expand the **“Course Tools”** menu in the Control Panel, then select the **“SafeAssign”** option from the Control Panel (See figure 1).

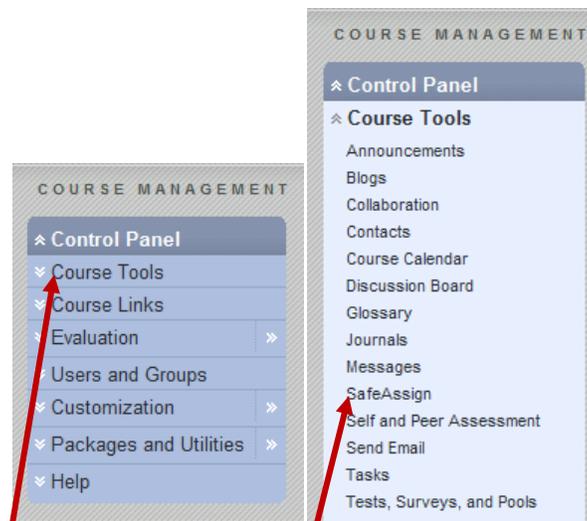


Figure 1: Expand the “Course Tools” menu, then select the “SafeAssign” option

Choose the "SafeAssignments" link to view the SafeAssign submissions (See figure 2).

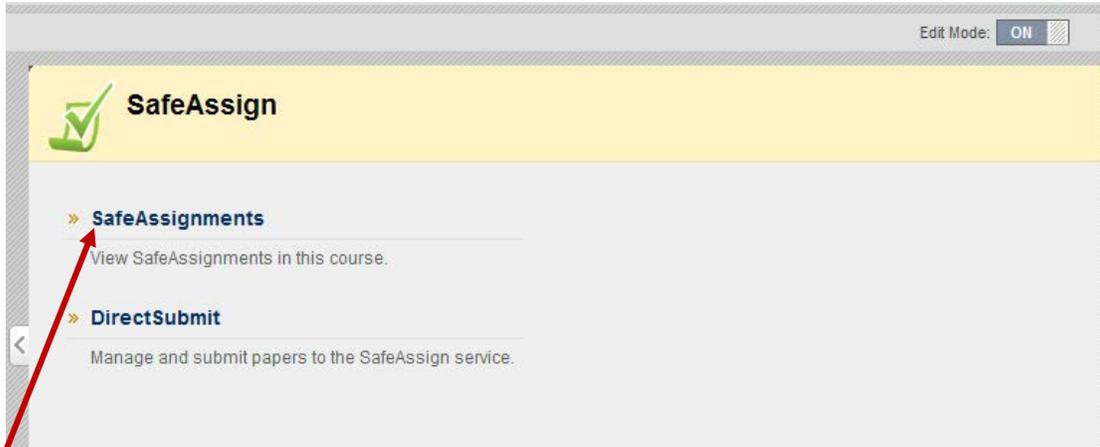


Figure 2: Select the "SafeAssignments" link

You are now in your SafeAssignment management view, and you will find a list of all the SafeAssign assignments that you have created (See figure 3).

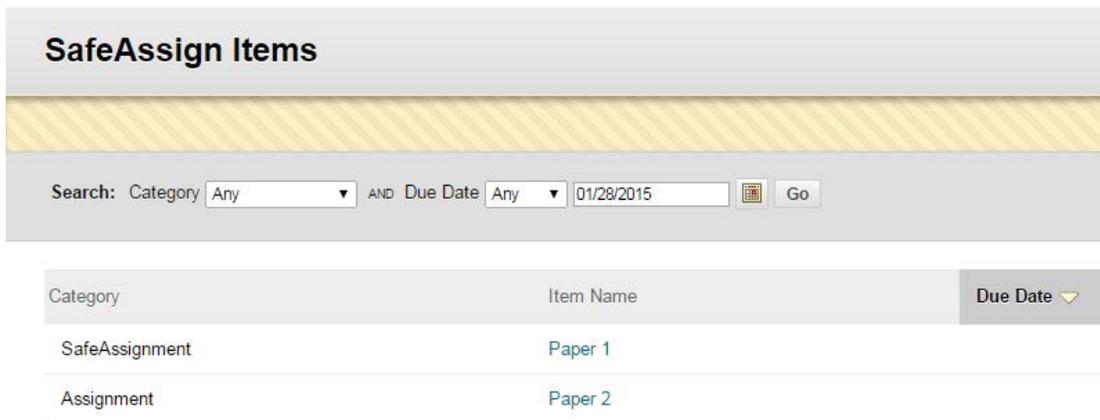


Figure 3: Viewing the SafeAssign items list

Click the drop down menu for the SafeAssign assignments you are interested in viewing. Then select the “**View Submissions**” option (See figure 4).

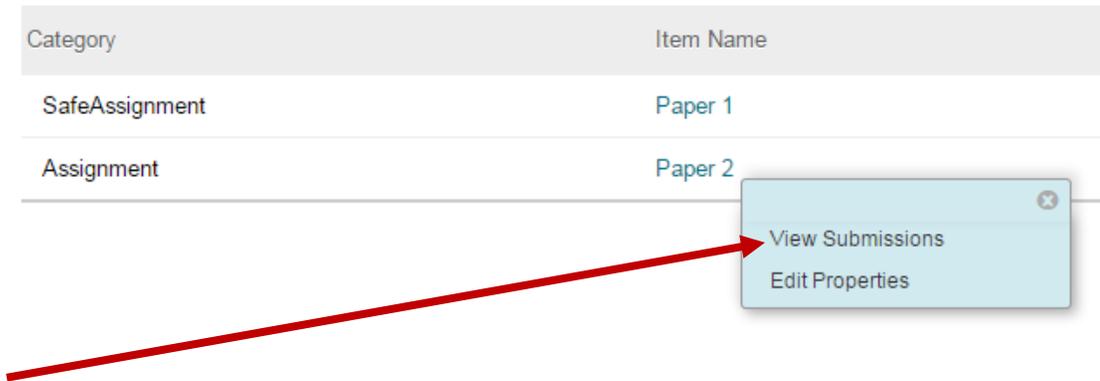


Figure 4: Select the “View Submissions” option

You now see a list of all students enrolled in your course (See figure 5). If they have submitted a paper, you will see the remaining fields populated with the following information:

Average Match- Lists the average percent matching report for all submissions for this assignment

Highest Match- Lists the highest percent match for all submissions

Matching- Percentage of the paper that matched with source documents.

SA Report (SafeAssign Originality Report)- Click the icon to view the interactive report detailing the results of the matching process.

Submitted- The date and time the student submitted the paper.

The screenshot shows the 'View SafeAssign Submissions' page for 'Paper 2 (Draft)'. There is a 'Download All Submissions' button. Below is a table with the following data:

Student ID	Name	User Attempt	Average Match	Highest Match	SA Report	Submitted
—	Wylie Haggerty	Wylie Haggerty	100%	100%		Wed, Jan 21, 2015, 1

Displaying 1 to 1 of 1 items

Figure 5: Review submissions from students

Viewing the Matching Percentage of an Assignment through the Grade Center

It is now possible the match percentage of an assignment directly from the Grade Assignment menu. Expand the “**Grade Center**” link in the Control Panel and then select the “**Grade Center**” option (See figure 6).



Figure 6: Expanding the Control Panel, then clicking the Grade Center option

Choose the “**Needs Grading**” link to view a list of all pending assignments submissions (See figure 7).

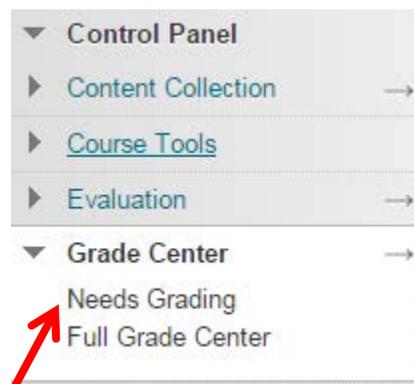


Figure 7: Clicking the Needs Grading option

Click the drop down menu for the assignment and click the **“Grade All Users”** option (See figure 8).

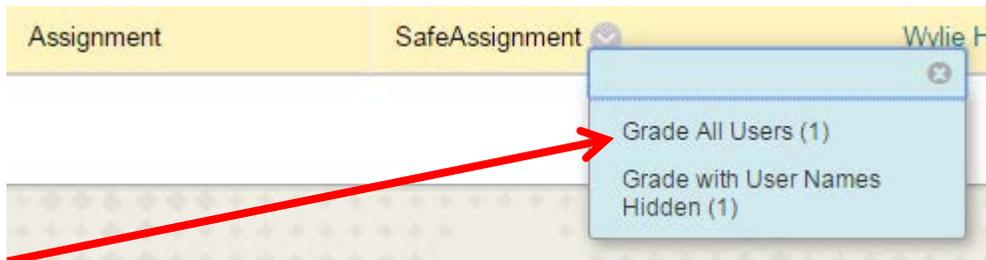


Figure 8: Clicking the Grade All Users option

View the overall match for the Assignment in the right hand corner in the Grade group. View the SafeAssign report by clicking the SafeAssign link in the Grade group. Next, click the **“View Originality Report”** button (See figure 9).

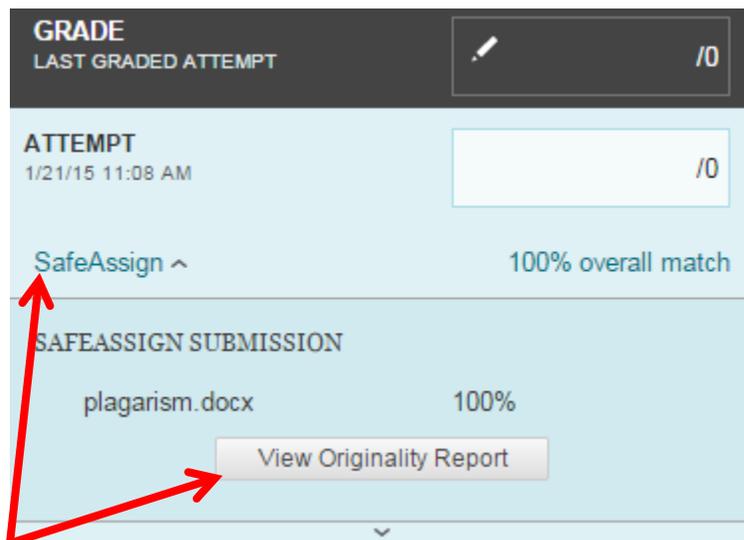


Figure 9: Expanding the SafeAssign menu then clicking the View Originality Report button

A new screen will launch where you will be able to view a detailed Originality Report. For more information on interpreting Originality Reports click the following link: [Interpreting Originality Reports](#).

Field Descriptions

Text-Click the icon to see an online, formatted version of the paper text online.

File-Click the icon to download the actual file the student submitted.

Matching-Percentage of the paper that matched with source documents.

SA Report SafeAssign Originality Report-click the icon to view the interactive report detailing the results of the matching process.

Submitted-The date and time the student submitted the paper.

Clear Attempt-Clicking this button will remove the submission, not only from the SafeAssignment, but also from the Institutional Database, as well as the Global Reference Database if the student had opted in when submitting.