

Submit SafeAssignment to LearnJCU



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Submit SafeAssignment in LearnJCU

To submit a SafeAssignment in LearnJCU follow these steps starting from within your subject site.

1. Click on the content area required in your menu (e.g. Assessment) and go to the location of the **SafeAssign** drop box..
2. Click on the **View/Complete** link of SafeAssign Drop Box
3. Upload Safe Assignment Page appears
4. **1. Assignment Information** shows information about the assignment provided by the Lecturer.
5. **2. Your Files** – click and type any comments for your Lecturer.

Important Information

SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, text and .html file formats only. Do not upload files in any other format text

6. **File to Attach** – click on **Browse** to find submission to upload
7. Select File to Attach
8. Click **Open**

Important Information:

File names should not have any spaces or symbols (*&#_-+." etc.)
It can cause corruption of files during the upload and download process.

For example - If your file name is C.Cruz #2 - Assignment Five you should change it to CCruzNo2AssignmentFive.Comments – Click and type comments or information for your Lecturer in the Comments box

9. Click **Submit** to submit to drop box.
10. When Submitted **confirmation the SafeAssignment has been successfully submitted** will appear in a Green bar across top of screen.

If a problem occurs while trying to submit a SafeAssignment, first email your Lecturer with your Assignment advising them you are unable to upload it, then click on AskLearnJCU at top of screen to report the problem, providing subject site code, browser, file name and format information.

For related resources

<http://cms.jcu.edu.au/lt/learnjcu>