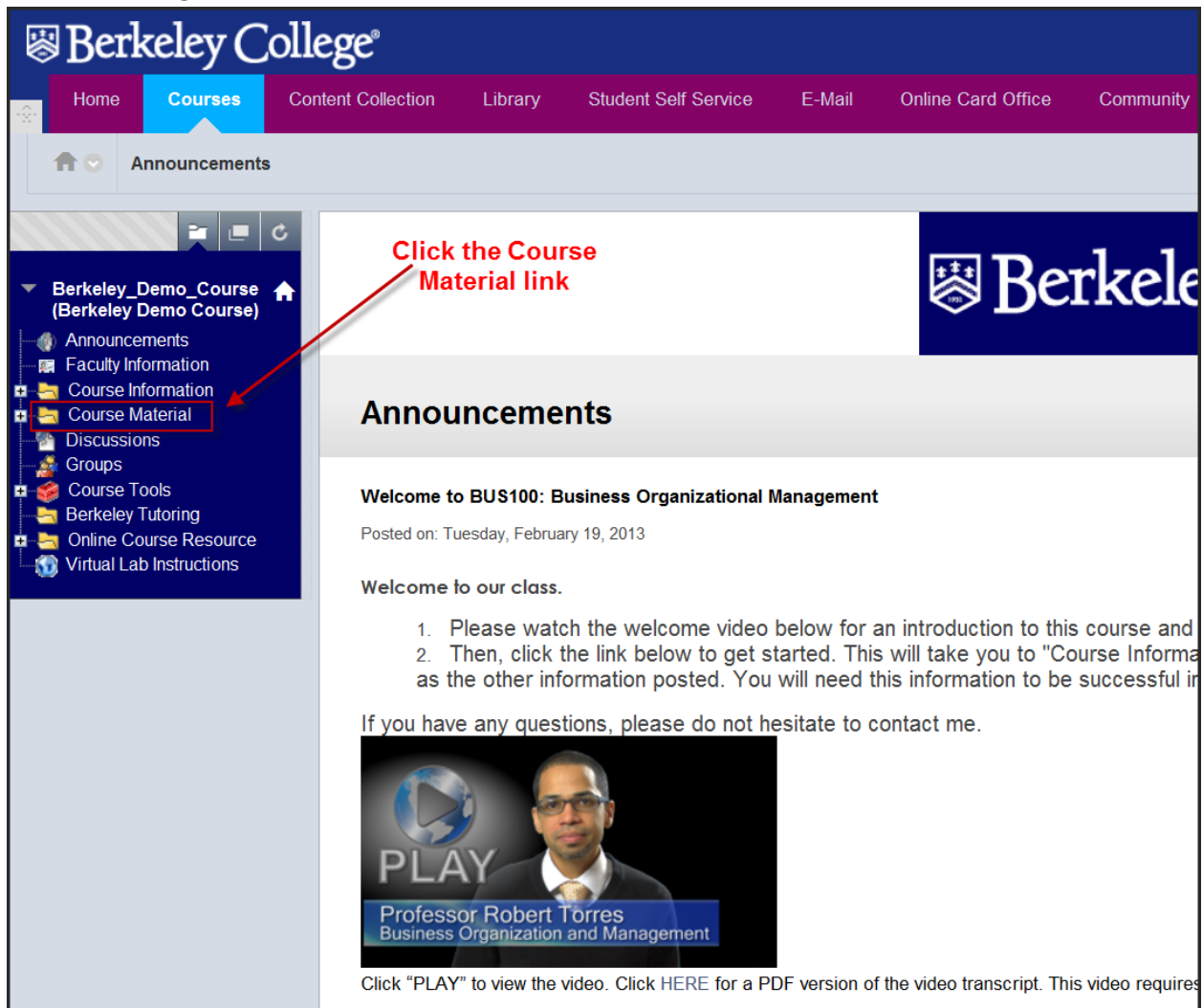


Using SafeAssignment

SafeAssign Written Assignments require the upload of an assignment file. To do this first go to the Blackboard course and click on the Course Material link in the Navigation Panel.



The screenshot displays the Berkeley College Blackboard interface. At the top, the Berkeley College logo is visible on the left, and a navigation bar contains links for Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. Below this is an Announcements section. On the left side, a navigation panel for the 'Berkeley_Demo_Course (Berkeley Demo Course)' is shown, with 'Course Material' highlighted by a red box and a red arrow pointing to it. The main content area features a 'Welcome to BUS100: Business Organizational Management' announcement, posted on Tuesday, February 19, 2013. The announcement includes a list of instructions: 1. Please watch the welcome video below for an introduction to this course and 2. Then, click the link below to get started. This will take you to "Course Information" as the other information posted. You will need this information to be successful in the course. Below the text is a video player for Professor Robert Torres, Business Organization and Management. The video player has a 'PLAY' button and a caption: 'Professor Robert Torres Business Organization and Management'. At the bottom of the video player, there is a caption: 'Click "PLAY" to view the video. Click HERE for a PDF version of the video transcript. This video requires...'

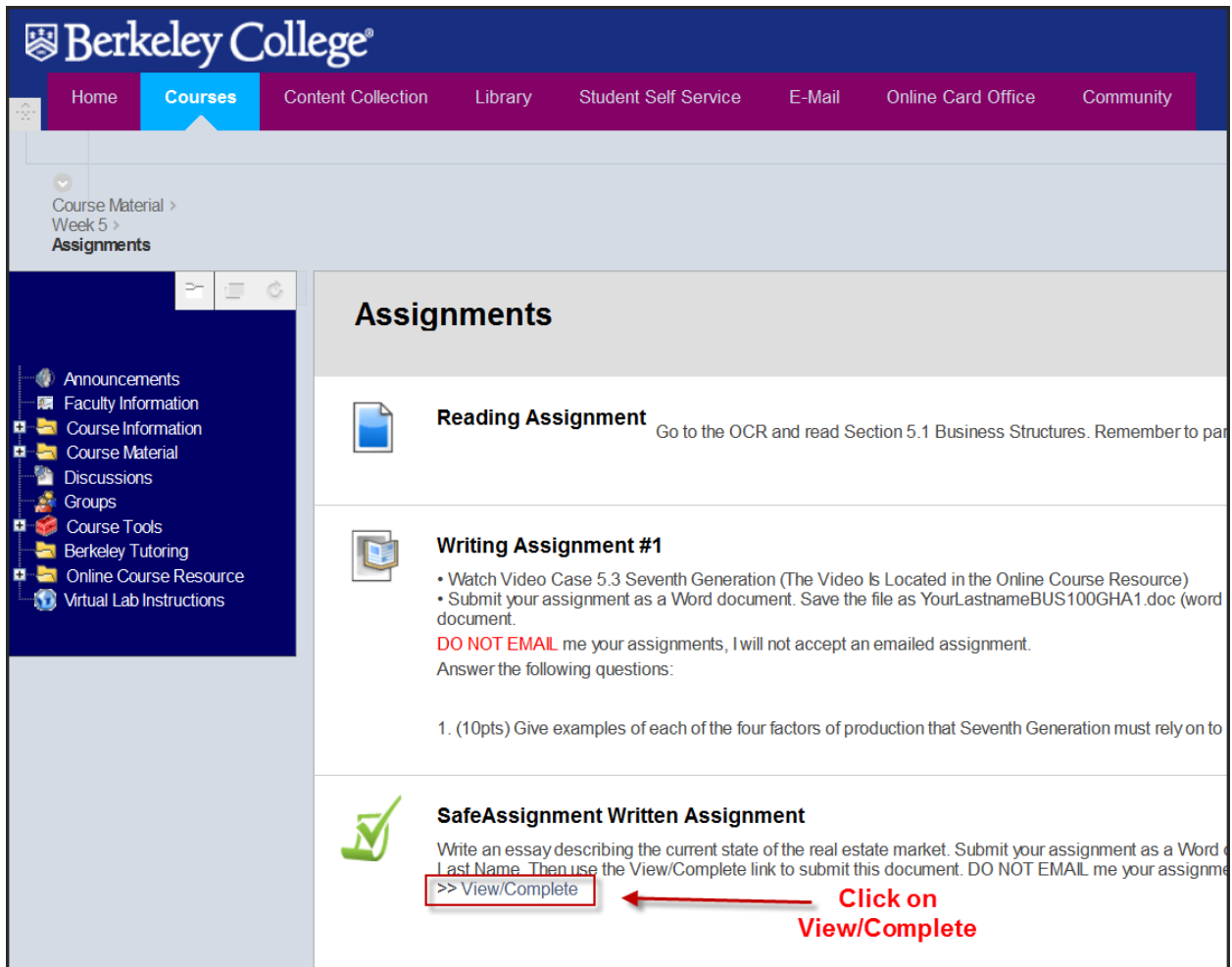
Next, click on the appropriate weekly folder that contains the GHA assignment.

The screenshot shows the Berkeley College website interface. At the top, there is a navigation bar with the Berkeley College logo and several menu items: Home, Courses (highlighted), Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. Below this is a sub-navigation bar with a home icon and the text 'Course Material'. The main content area is titled 'Course Material' and displays a list of weekly folders. The folders are labeled 'Week 1' through 'Week 6'. The 'Week 5' folder is highlighted with a red rectangular box. A red arrow points from the text 'Click on the folder that contains your assignment' to the 'Week 5' folder. The left sidebar contains a tree view of the course structure, with 'Berkeley_Demo_Course (Berkeley Demo Course)' expanded to show sub-items like Announcements, Faculty Information, Course Information, Course Material, Discussions, Groups, Course Tools, Berkeley Tutoring, Online Course Resource, and Virtual Lab Instructions.

Next, click on the Assignments folder.

The screenshot displays the Berkeley College website interface. At the top, the Berkeley College logo is visible on the left, and a navigation menu includes Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. Below the navigation, a breadcrumb trail shows 'Course Material > Week 5'. The main content area is titled 'Week 5' and lists several folders: 'Weekly Introduction', 'Lectures', 'Required Resources', 'Discussion', and 'Assignments'. The 'Assignments' folder is highlighted with a red rectangular box, and a red arrow points from the text 'Click on the Assignments folder' to this folder. On the left side, a sidebar menu for 'Berkeley_Demo_Course (Berkeley Demo Course)' lists various course-related items such as Announcements, Faculty Information, Course Information, Course Material, Discussions, Groups, Course Tools, Berkeley Tutoring, Online Course Resource, and Virtual Lab Instructions.

Locate the SafeAssignment Written Assignment and click on the **View/Complete** link.



The screenshot shows the Berkeley College website interface. At the top, there is a navigation bar with links for Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. Below this, a breadcrumb trail indicates the current location: Course Material > Week 5 > Assignments. A left-hand sidebar contains a list of course-related items: Announcements, Faculty Information, Course Information, Course Material, Discussions, Groups, Course Tools, Berkeley Tutoring, Online Course Resource, and Virtual Lab Instructions. The main content area is titled "Assignments" and lists three items:

- Reading Assignment**: Go to the OCR and read Section 5.1 Business Structures. Remember to par...
- Writing Assignment #1**:
 - Watch Video Case 5.3 Seventh Generation (The Video Is Located in the Online Course Resource)
 - Submit your assignment as a Word document. Save the file as YourLastnameBUS100GHA1.doc (word document).

DO NOT EMAIL me your assignments, I will not accept an emailed assignment.

Answer the following questions:

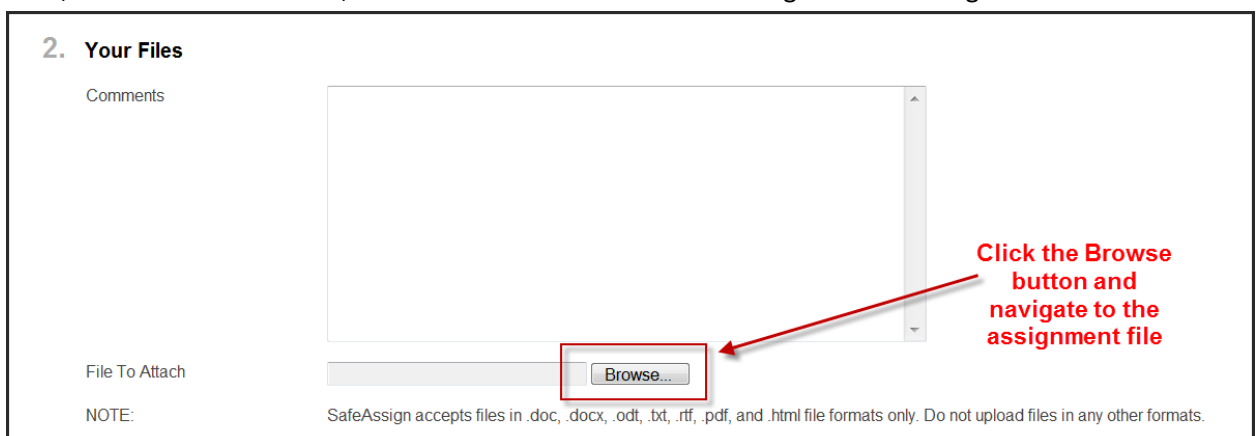
 1. (10pts) Give examples of each of the four factors of production that Seventh Generation must rely on to
- SafeAssignment Written Assignment**:

Write an essay describing the current state of the real estate market. Submit your assignment as a Word document. Save the file as YourLastnameBUS100GHA1.doc (word document). Then use the View/Complete link to submit this document. DO NOT EMAIL me your assignments.

>> View/Complete

A red arrow points from the text "Click on View/Complete" to the "View/Complete" link in the SafeAssignment section.

Next, in section 2: **Your Files**, click on the Browse button and navigate to the assignment file.



The screenshot shows the "2. Your Files" section of the assignment submission interface. It includes a "Comments" text area, a "File To Attach" section with a "Browse..." button, and a "NOTE" at the bottom. A red arrow points from the text "Click the Browse button and navigate to the assignment file" to the "Browse..." button.

2. Your Files

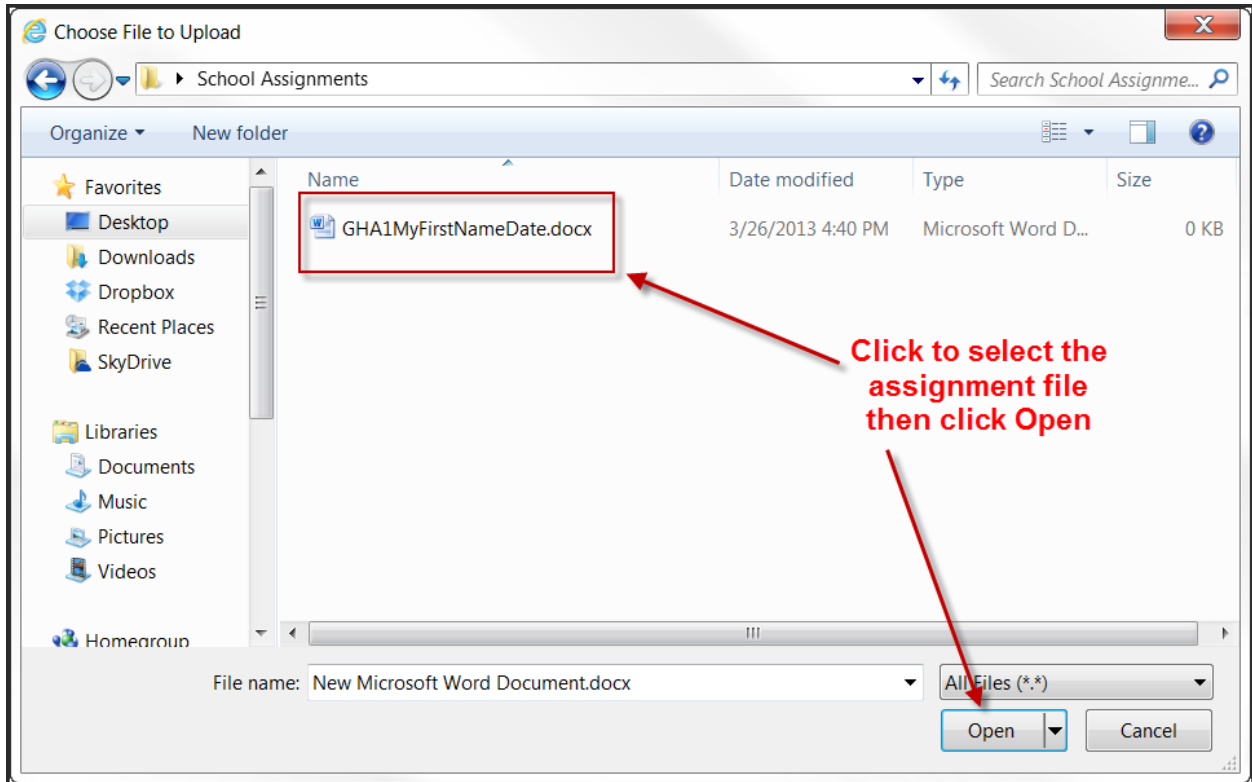
Comments

File To Attach

Browse...

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

Next, select the assignment file then click **Open**.



The assignment file now shows in the File to Attach section, click **Submit** to **upload** the file.

The screenshot shows a web form with the following sections:

- 2. Your Files**: Includes a "Comments" text area and a "File To Attach" field. The "File To Attach" field contains the path "C:\Users\michael-samman.BERKEI" and a "Browse..." button. A red box highlights the "Browse..." button, and a red arrow points to it with the text "The file is now attached, click submit to upload the assignment file".
- 3. Global Reference Database**: Includes a note about submitting to the SafeAssign Global Reference Database and a checkbox labeled "I agree to submit my paper to the Global Reference Database".
- 4. Submit**: Includes the text "Click Submit to proceed. Click Cancel to quit." and two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red box, and a red arrow points to it from the text "The file is now attached, click submit to upload the assignment file".

A confirmation page appears indicating the SafeAssignment was successfully submitted will appear.

SafeAssignment successfully submitted for assignment "SafeAssignment Written Assignment"

Assignments

Reading Assignment
Go to the OCR and read Section 5.1 Business Structures. Remember to participate in this weeks Discussion Board and ask any questions if you have them.....good luck.

Writing Assignment #1

- Watch Video Case 5.3 Seventh Generation (The Video Is Located in the Online Course Resource)
- Submit your assignment as a Word document. Save the file as YourLastnameBUS100GHA1.doc (word document) where YourLastname is Your Last Name. Then use the View/Complete link to submit this document.

DO NOT EMAIL me your assignments, I will not accept an emailed assignment.

Answer the following questions:

1. (10pts) Give examples of each of the four factors of production that Seventh Generation must rely on to be a successful operation. How does each contribute to the firms success?

SafeAssignment Written Assignment

Write an essay describing the current state of the real estate market. Submit your assignment as a Word document. Save the file as YourLastnameBUS100GHA1.doc (word document) where YourLastname is Your Last Name. Then use the View/Complete link to submit this document. **DO NOT EMAIL** me your assignments, I will not accept an emailed assignment.

>> [View/Complete](#)

The confirmation page appears