WHY WOULD YOU USE THIS FEATURE:
SafeAssign is text-matching software that is installed as a part of the Blackboard system. The software is designed to check paper submissions against other submitted papers, the Web, and a number of published journals, newspapers, and magazine articles (Proquest/ABI Inform). The SafeAssign tool can be used to educate students on proper citation and attribution. If instructors do not wish to create a SafeAssignment in which students submit their own papers, they also have the option to submit student papers directly to the SafeAssign server.

Instructors may submit papers one at a time, or many at a time. If you choose to submit many papers at a time, they must be in a .zip file, and contain no more than 100 papers. Also, papers with over 5000 phrases or are more than 10 MB cannot be submitted. Submitting more than 300 papers in one session is not recommended. This tutorial will go over how to use the Direct Submit feature within SafeAssign.

HOW TO DIRECTLY SUBMIT TO SAFEASSIGN:
1. Access your course within Blackboard.
2. From the Control Panel click Course Tools then click SafeAssign.
3. Click **Direct Submit**.

4. Click **Submit A Paper**.

5. You may choose to **Submit as Draft**, which does not add the paper to the Institutional Search Database.

6. You may also choose to **Skip Plagiarism Checking**, which only adds the paper to the Institutional Search Database, and does **NOT** provide a SafeAssign Originality Report. This may be used to upload previous work to ensure current students are not reusing work.

7. To add the document(s): You may have the option to either **Upload** the file or **Copy/Paste** the paper contents and title into the **Paper Title** and **Paper Text** fields.
8. For this example we will **Upload a File** that is saved to the computer. Click **Browse** to locate your file. **NOTE:** If you wish to upload more than one file, you may upload a .zip file within this area. For example, if student submissions were downloaded via the Blackboard Assignment feature, they will already be in the .zip file format.

9. Locate the file, double-click to select or single-click and select **Open**.

10. **Click Submit.**

11. Once the file has been directly submitted, it may take a few minutes for SafeAssign to generate the report. Once the report is complete, you will see the link for the safe assign, the percent matching, and a link that will download the file.

12. Click the **SA Report** to view the full SafeAssign report.