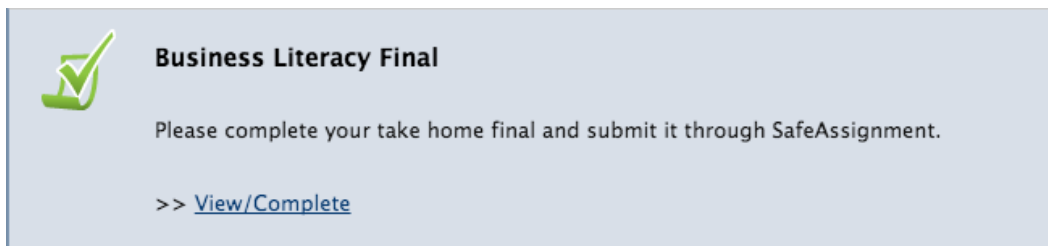


WHY WOULD YOU USE THIS FEATURE:

This feature is designed to assess a student paper for the percentage of text that matches text from other sources. The purpose of Safe Assign is to prevent inform students and instructors that portions of the paper has not been properly cited. Safe Assign generates an originality report that specifies the percent value a paper matches other sources. The paper is checked from four different sources: general Internet, ProQuest ABI/Inform database, Institutional database, and Global Reference Database. The internet compares it to public documents. The ProQuest ABI/Inform database compares your paper to approximately 1100 publications from 1990 to present. The Institutional document archives compare paper to similar papers submitted at UTC. The Global Reference Database compares your paper to those donated by multiple students; these papers cannot be removed from the database. The following tutorial will demonstrate how to submit an assignment via Safe Assign.

HOW TO SUBMIT A SAFE ASSIGN ASSIGNMENT:

- 1) Access your course within **UTC Online**.
- 2) Access the content area in the course menu where the Safe Assignment is located.



- 3) To open the assignment click on the [View/Complete](#) link located under the assignment description.

>> [View/Complete](#)

- 4) This will take you to the upload file screen for Safe Assign. Review the instructions for your assignment under **Assignment Information** for your assignment under **Assignment Information**.

STUDENT TUTORIAL:
SAFEASSIGN SUBMIT

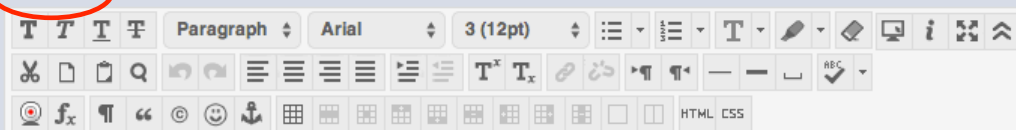
1. Assignment Information

Name	Business Literacy Final
Instructions	Please complete your take home final and submit it through SafeAssignment.

- 5) Attach your response in the **Your Files** section by clicking **Browse**, locating the file, and select **Open**. This will attach your file. You may also add any additional comments about your submission for your instructor to see in the **Comments** section. (**NOTE**: The Safe Assign only accepts the following file types: .doc, .docx, .odt, .txt, .rtf, .pdf, and .html).
- 6) In the **Global Reference Database** section, you have the option to choose whether or not your paper will be compared to papers from *other* institutions. However, choosing to not click this option does not mean that your paper will not be compared to other assignments. In addition, some instructors make this option mandatory before submitting an assignment.

2. Your Files

Comments



Path: p

Words:0

File To Attach No file chosen

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

3. Global Reference Database

Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. To learn more about the Global Reference Database click [here](#).

I agree to submit my paper to the Global Reference Database

- 7) When you have finished attaching your file and making the necessary comments, click **Submit**. Your file will then be cross-referenced by multiple sources for any matching text

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

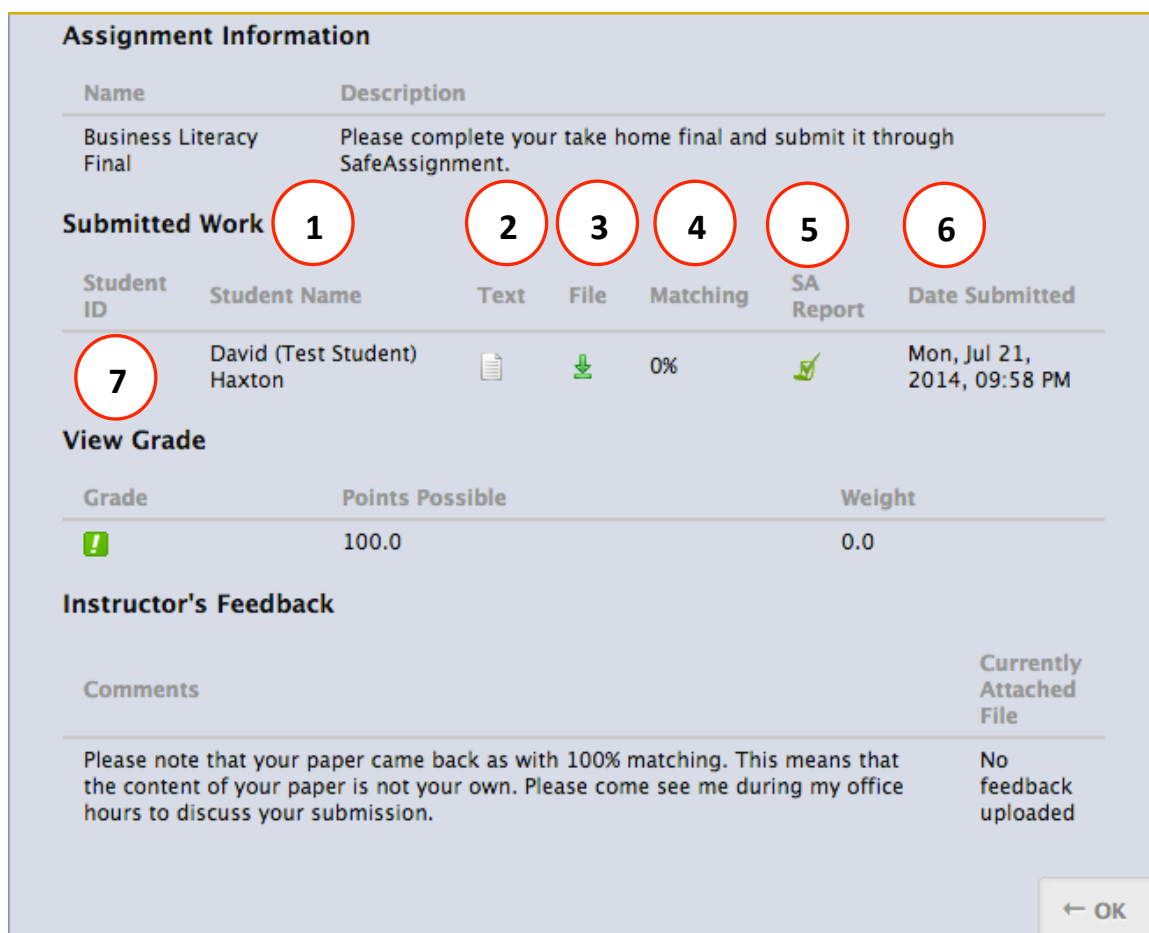
NOTE: Safe Assignments can only be submitted one time.

- 8) A message will appear indicating the success of your submission.

SafeAssignment successfully submitted for assignment "Business Literacy Final" 

- 9) If your instructor has allowed you to view your Safe Assign report you may access it by going back to the assignment and clicking the View/Complete link again. This will bring up the report with the following information:




STUDENT TUTORIAL:
SAFEASSIGN SUBMIT




Assignment Information

Name	Description
Business Literacy Final	Please complete your take home final and submit it through SafeAssignment.

Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
7	David (Test Student) Haxton			0%		Mon, Jul 21, 2014, 09:58 PM

View Grade

Grade	Points Possible	Weight
	100.0	0.0

Instructor's Feedback

Comments	Currently Attached File
Please note that your paper came back as with 100% matching. This means that the content of your paper is not your own. Please come see me during my office hours to discuss your submission.	No feedback uploaded

← OK

- 1) Student name that submitted the assignment.
- 2) Clicking the **Text** icon will bring up a display of your paper.
- 3) Choosing the **File** icon allows you to download the original file you submitted.
- 4) The **Matching** section indicates the percentage to which your paper matched another source (**NOTE**: This percentage should always be low to indicate no plagiarism occurred. For this example, we actually copied and pasted a file from the internet to demonstrate the effectiveness of Safe Assign, which is why it shows 100%).
- 5) Clicking the **SA Report** icon brings up your paper again and highlights sections of your paper that are suspicious to plagiarism.
- 6) Shows the date the file was submitted.
- 7) If your item has been graded it will appear here, if your instructor has not graded the assignment yet, the green icon with an exclamation point will be visible.