

SafeAssign Direct Submit - Instructors submit papers directly

Follow these steps to submit papers through Direct Submit.

1. From the Control Panel, click on SafeAssign under Course Tools.

The screenshot displays the Blackboard user interface. On the left is a navigation sidebar for the course "Blackboard Training Course: Spring 2016 (Test_Samba)". The "Control Panel" is expanded, and under "Course Tools", the "SafeAssign" option is circled in red with a red arrow pointing to it. The main content area shows an "Announcements" section with a "Create Announcement" button and a "Test Posted" notification. The footer contains the Blackboard logo and copyright information.

Blackboard Training Course: Spring 2016 (Test_Samba) Refresh

- Announcements
- Course Documents
- SCORM
- Calendar
- Assignments
- Course Information
- My Grades
- DB
- Archive Files

COURSE MANAGEMENT

- Control Panel**
- Content Collection
- Course Tools**
 - Achievements
 - Announcements
 - Blogs
 - Collaboration
 - Contacts
 - Course Calendar
 - Course Messages
 - Date Management
 - Discussion Board
 - Glossary
 - Goals
 - Journals
 - Mobile Compatible Test List
 - Respondus LockDown Browser
 - SafeAssign**
 - Self and Peer Assessment
 - Send Email

Announcements

Create Announcement

New announcements appear below this line -----

Test Posted

Item is not available.

Posted on: Friday, October 17, 2014 8:00:00 AM CDT

The following Test has been made available in Assignments: Midt

Blackboard © 1997-2014 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,311
Accessibility information Installation details

2. Click the Direct Submit link.

SafeAssign

SafeAssign Items
View SafeAssign Items in this course.

DirectSubmit
Manage and submit papers to the SafeAssign service.

3. Choose folder to upload to.

1 Private Shared 2

New Folder
[Text Input] Add

Folders view tree

- Top Folder
- New

Remove

3


Submit A Paper
No papers submitted in this folder.

4

You can upload files to either a Shared or Private folder:

1. **Shared:** Viewable by other instructors in the course.
2. **Private:** Viewable only by you only.
4. After choosing a folder, click on **Submit A Paper**

4. Paper Submission

 Private Direct Submit for [redacted]

Paper Submission

Submission Options

Submit as draft (do not add papers to Institutional Search Database) **1**

Skip Plagiarism Checking (only add papers to Institutional Search Database) **2**

File Upload

Upload File

*File To Attach No file chosen **3**

Acceptable File Formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html

Copy/Paste Document

* Paper Title

* Paper Text

4

Submit **5**

Choose the desired options:

1. Submit as Draft: A SafeAssign report will be generated however the paper will not be added to the institutional database and will not be used to check other papers.
2. Skip Plagiarism Checking: Adds the papers to the institutional database without checking for content copied from other sources.
3. Select Upload File and browse for the file. You can upload individual papers or you can bulk upload papers that are grouped in a .ZIP package.
4. Or select Copy/Paste Document and add the document text in the field.
5. Click **Submit**.