

SAFE ASSIGN – DIRECT SUBMIT

What is Direct Submit?

Safe Assignment Direct Submit allows instructors to upload papers for Safe Assignment reports directly without student involvement

There are the following limitations:

- Papers uploaded through Direct Submit are only added to the *Institutional Database*.
- There is no *Grade Center* integration with papers submitted through *Direct Submit*

Why would I use Direct Submit?

Direct submit can be used when students submit paper requirements after course completion, special circumstances, or if the instructor wants to check a document or text for originality

How do I use Direct Submit?

1. Login to your Blackboard course and select **Control Panel** from left-hand side menu
2. Select **SafeAssign** located in the **Course Tools** section
3. Select the **Direct Submit** tab at the top of the page
4. Click **Submit a Paper** under **Private Direct Submit**
 - **Options:**
 - **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.
 - **Skip Plagiarism Checking** - adds the paper to the institutional database without checking for content copied from other sources - this is useful if an instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.
5. Select **Upload File** and browse for the locally saved file
6. Click **Submit Paper**
7. Click on the **green check icon** to view the report and matching % when the Safe Assign report is complete (*please note that this may take a few minutes*). **Note:** You can copy the URL address of the Safe Assignment Report and send via email to the student if desired

Removing a Direct Submit File

1. Place a checkmark in the box before the filename
2. Click the **Delete Checked** box. Click **OK** on pop up box "**This action is final and cannot be undone**"