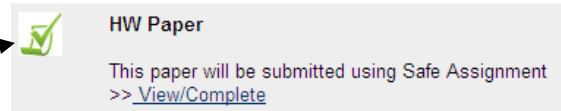


How do I Submit a Safe Assignment?

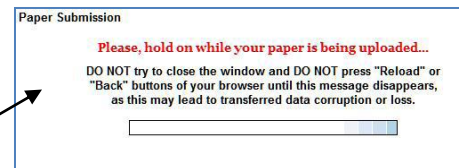
Note: Safe Assignment submissions can be used for either draft papers or final papers (submitted for final grading). Make sure you follow your instructor's directions!

1. Log in to Blackboard and select your course.
2. Select the content area e.g., *Assignments* with the **Safe Assignment** (green check icon).



Note: Draft paper submissions are labeled after the title e.g. Paper 1(Draft). Draft submissions are only checked for plagiarism and not included in the database.

3. Select (click) **View/Complete**
4. In the **Comments** box, you may add text about the assignment (e.g., *my paper is attached*)
5. Click the **Browse** button to the right of **Attach Local File** and locate your completed assignment on your computer. Once you click **Open** your file should appear within the **Attach local file** field.
6. Click **Submit** and wait until your paper has uploaded



Note: Final version paper submissions (**not Draft**) have an option to include your paper in the **Global Database** by clicking in the box.

After a brief waiting period, a Safe Assign report is generated. When your instructor enables student viewing of a report, then check My Grades in Course Tools to view the Safe Assignment report.

Note: Only the following file formats are accepted: .doc, .docx, .txt, .PDF, .rtf, or .html. Do not upload .jpg or .zip files (zip files are only accepted using Direct Submit). Only one file is accepted for a submission.