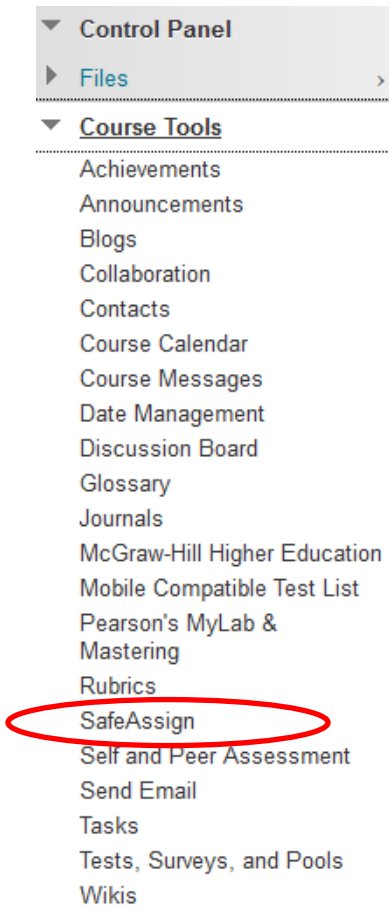


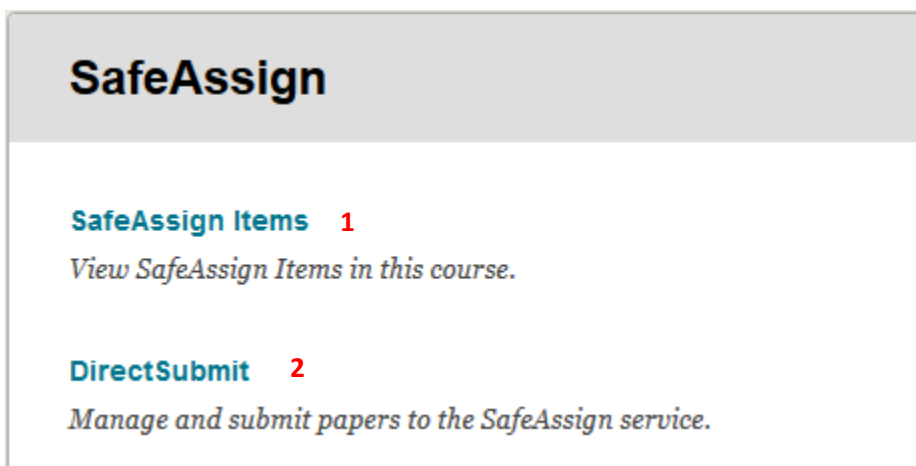
Course Tools: SafeAssign

The SafeAssign tool allows you to view SafeAssignments in your course or direct submit a paper to SafeAssign.

Step 1: Under the **Control Panel** expand **Course Tools**. Then click >> **SAFEASSIGN**.



Step 2: There are two options.



Option 1: **SAFEASSIGN ITEMS**. When you choose this option you can see all the SafeAssignments that students have submitted using the Assessment tool. ****Note**** For more information on how to set up a SafeAssignment see the [Assignment](#) guidesheet.

To open a submission hover over the **ITEM NAME**, click on the down arrow. Choose **VIEW SUBMISSIONS**.

SafeAssign Items

Synchronize this cours

Search: Category Any AND Due Date Any 01/16/2015 Go

Category	Item Name	Due Date	Submissions
Assignment	test safe		1

View Submissions

Edit Properties

Displaying 1 to 1 of 1 items Show All Edit Paging...

Option 2: **DIRECT SUBMIT**. Use this option when you would like to upload a paper to be run through the plagiarism software. Click on **SUBMIT A PAPER**.

Private Shared

New Folder Add

Folders view tree

Top Folder

Private Direct Submit for Amanda Crabb

Submit A Paper

No papers submitted in this folder.

Choose your **SUBMISSION OPTIONS**. Browse your computer to attach the file or copy and paste the document in the text boxes. Click **SUBMIT**.

Private Direct Submit for Amanda Crabb

Paper Submission

Submission Options

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

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

File Upload

☒ Upload File

*File To Attach No file selected.

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

☐ Copy/Paste Document

* Paper Title

 * Paper Text

Submit

Once the report has run click on the **SA REPORT** check box to open up the report.

Private Direct Submit for Amanda Crabb

Submit A Paper

1 Papers

Delete Checked

<input type="checkbox"/>	Filename	File	Matching	SA Report	Submitted
<input type="checkbox"/>	Chap 2 compare version.docx		1%		Fri, Jan 16 2015, 3:58 PM

Delete Checked

1 Papers