

Students: What You Will See When You Submit a SafeAssignment

Navigate to the section of the course where the SafeAssignment is, then click on the Assignments link (See figure 1).

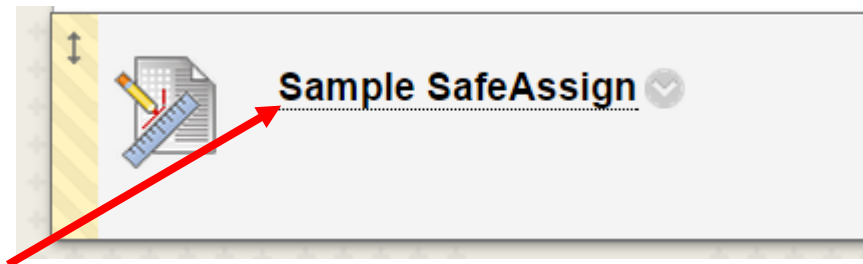


Figure 1: Clicking the Assignments link

Review the Instructions for the assignment. The instructions will be in the Assignment Information group (See figure 2).

ASSIGNMENT INFORMATION

Points Possible
0

By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the [Blackboard Privacy Policy](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

Figure 2: Reviewing the Instructions for the SafeAssignment

Here are the types of files that SafeAssign will accept.

- .doc
- docx
- ppt
- pptx
- .odt
- .txt
- .rtf
- .pdf
- .htm

You can submit a SafeAssign assessment either by writing your Submission in the text box or by attaching your submission. To attach an assignment click the **“Browse...”** button (See figure 3).

ASSIGNMENT SUBMISSION

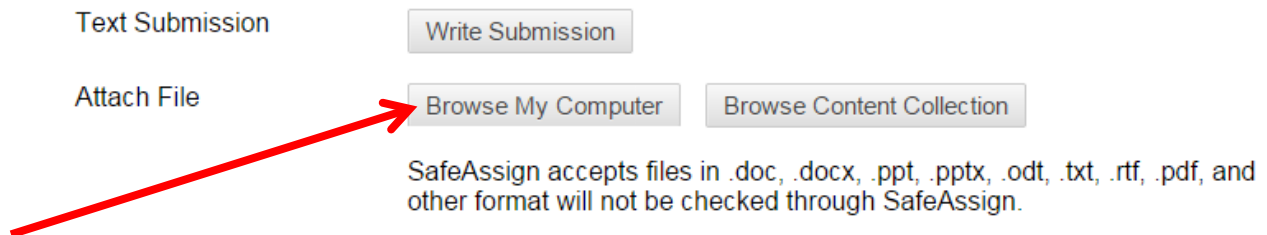


Figure: 3 Clicking the Browse My Computer button

After selecting the **“Browse...”** button the Choose file window will appear. Browse for the file that you want to attach, select it then click the **“Open”** button (See figure 4).

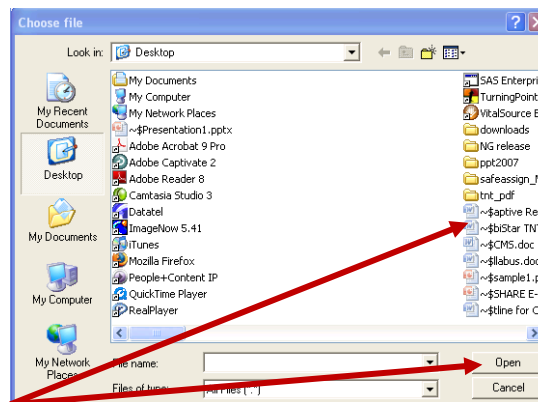


Figure 4: Selecting the file to attach, then clicking the Open button

You must decide whether to submit your paper to the Global Reference Database. You may do so by clicking on the Plagiarism Tools radio button (See figure 5).

Attach File

SafeAssign accepts files in .doc, .docx, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and other format will not be checked through SafeAssign.

Plagiarism Tools I agree to submit my paper(s) to the [Global Reference Database](#)

Figure 5: Agreeing to submit your paper to the Global Reference Database

After reviewing the Instructions, include any comments that you want to accompany the assignment that you are submitting. Write your comments in the “Comments” field located in the Add Comments group (See figure 6).

ADD COMMENTS

Comments

Figure: 6 Entering comments in the Comments field

To finish the submission process, click the **“Submit”** button (See figure 7). You should then see a receipt page, showing that your submission was successful.

*Click **Cancel** to quit without saving changes.*



Figure: 7 Clicking the Submit button