

## Submitting a File Using Blackboard's SafeAssignment

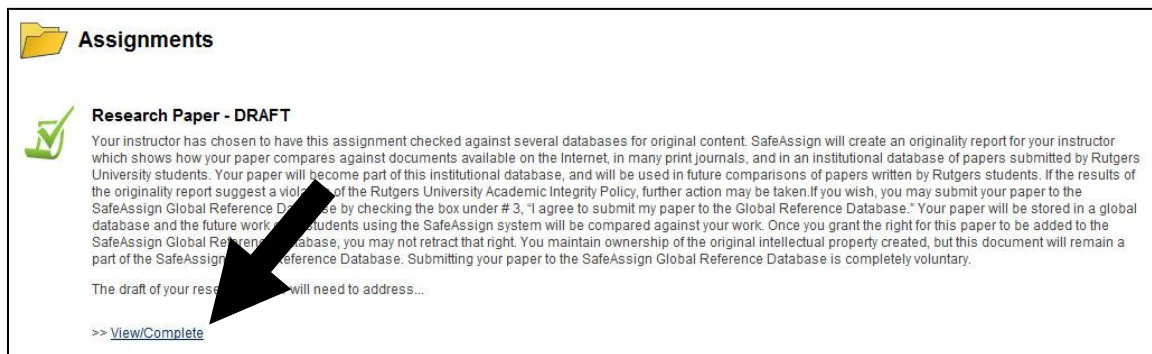
Blackboard has a tool called SafeAssign that faculty can use to compare submitted papers against the following databases:

- **Internet** - comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly (exclusive access)
- **Institutional document archives** containing all papers submitted to SafeAssign by users in their respective institutions
- **Global Reference Database** containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism.

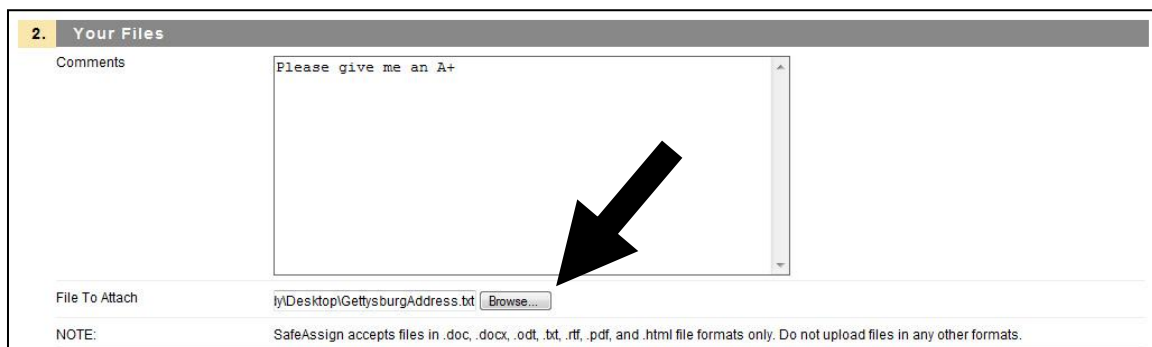
Instructors have two options when using this tool, they can let students submit papers or they may upload papers directly. Below are directions for students to submit papers through SafeAssign.

### To Submit a Paper

- Click the **View/Complete** link below the assignment name and description which in this example is Research Paper- DRAFT. A description of the matching process is followed by directions provided by your instructor.



- Area 1 will list the SafeAssignment information.
- You may enter optional Comments. Click the **Browse** button to locate, select and **Open** your file which can be in .doc, .docx, .odt, .rtf, .pdf and .html format.



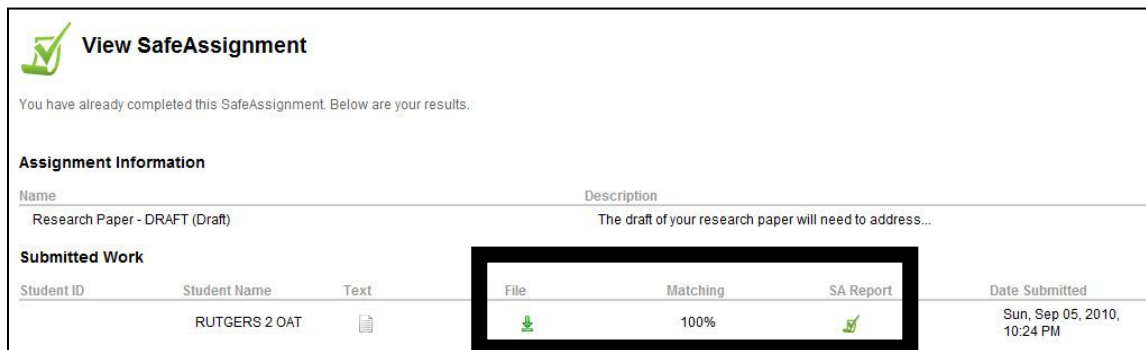
- If you wish, you may submit your paper to the SafeAssign Global Reference Database by checking the box under # 3, "I agree to submit my paper to the Global Reference Database." Your paper will be stored in a global database and the future work of all students using the SafeAssign system will be compared against your work. Once you grant the right for this paper to be added to the SafeAssign Global Reference Database, you may not retract that right. You maintain ownership of the original intellectual property created, but this document will remain a part of the SafeAssign Global Reference Database. Submitting your paper to the SafeAssign Global Reference Database is completely voluntary.



- Click **Submit** at the top right or bottom left.

### Reviewing a Previously Submitted Assignment

- At any time you can review the file that you submitted by clicking the View/Complete link. If your instructor has allowed you to see the SafeAssign results, you may see the matching percentage and the actual SafeAssign report.



- If your instructor has graded your assignment, your Grade will be displayed as well as any Comments and/or a File from your instructor.

