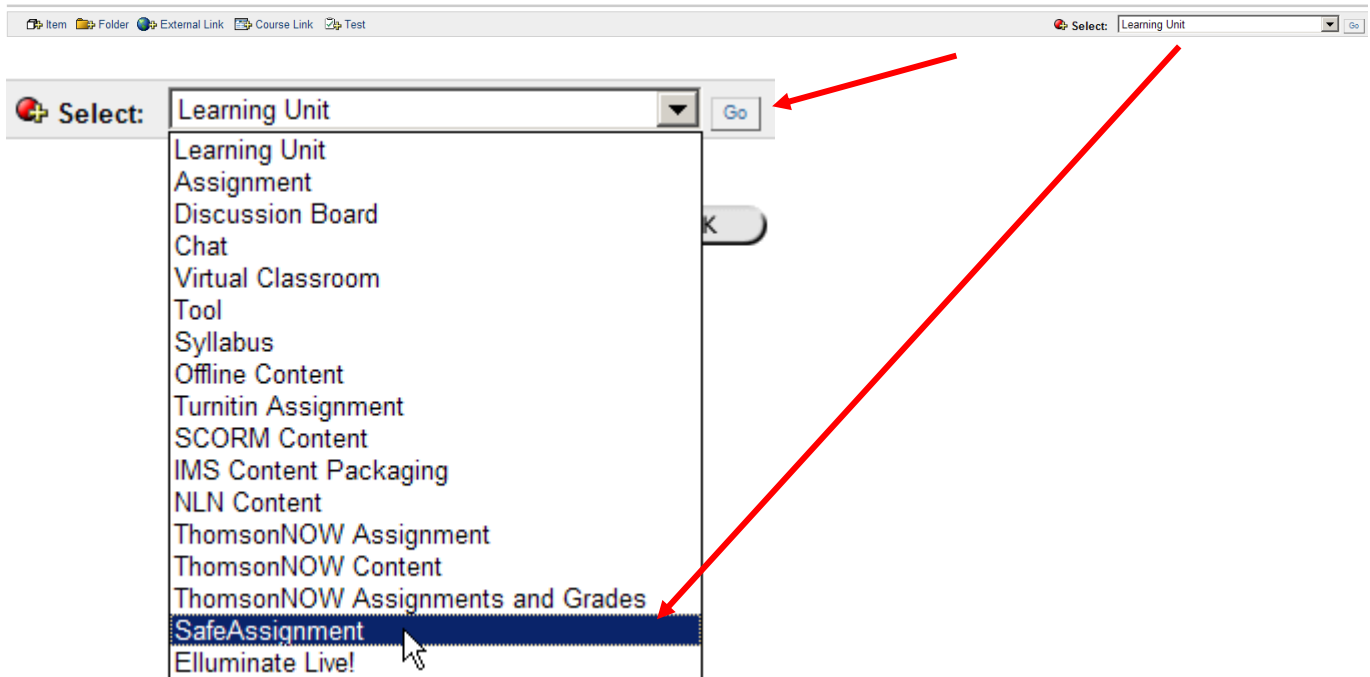



CREATE A SAFEASSIGNMENT

1. From a content area within a course, select the **SafeAssign** content type from the **Select** drop-down list and click **Go**:




2. The Add SafeAssignment page will appear. Enter the name of the assignment, points possible, and instructions. Then click on Submit.


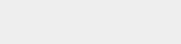
 **Add Learning Unit**


1 Learning Unit Information

* **Name**

Choose Color of Name 

Text

Normal 3 Times New Roman | **B** *I* U ~~S~~ | x^2 |  | 



This is your first research paper for the course which you must first submit to SafeAssign before submitting to me.

- You should see your new SafeAssignment listed in the folder you created it in. You can **Modify, Manage, Copy** or **Remove** the SafeAssignment from this screen.

MANAGING AND VIEWING SAFEASSIGNMENT SUBMISSIONS

- Open the Gradebook and locate the SafeAssignment you created.

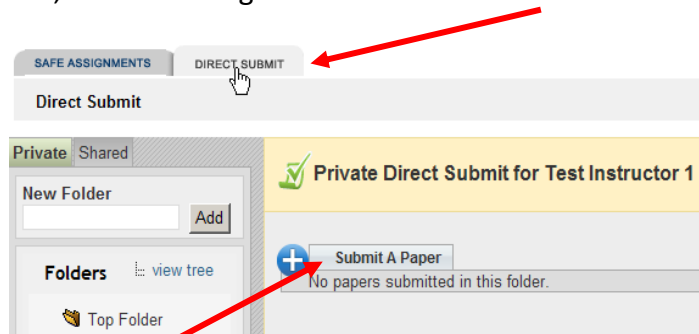
Gradebook View Spreadsheet

- Click on the link for each student who submitted the assignment. You can then grade the student's assignment here:

DIRECT SUBMIT

Direct submit generates SafeAssign reports on papers submitted outside of a SafeAssignment and may be used to add papers to the Institutional Database. It is not integrated into the course gradebook.

1. From the Control Panel, click SafeAssign under Course Tools. Then click the **Direct Submit** tab.



2. Click on Submit A Paper
3. Select the submission options.
 - a. **Submit as Draft:** A SafeAssign report will be generated but the paper will not be added to the institutional database.
 - b. **Skip Plagiarism Checking:** Adds papers to institutional database without checking for content copied from other sources.
4. Click on Browse to select and upload the file or select **Copy/Paste Document** and paste the document in the field. Click Submit

A screenshot of the 'Paper Submission' form. The form has a title 'Paper Submission' and a yellow header section titled 'Submission Options'. Under 'Submission Options', there are two checkboxes: 'Submit as draft (do not add papers to Institutional Search Database)' which is checked, and 'Skip Plagiarism Checking (only add papers to Institutional Search Database)' which is unchecked. Below this is another yellow header section titled 'File Upload'. Under 'File Upload', there are two radio buttons: 'Upload File' which is selected, and 'Copy/Paste Document'. Under 'Upload File', there is a text input field for '*File To Attach' containing 'C:\Documents', a 'Browse...' button, and a note: 'Acceptable File Formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html'. Under 'Copy/Paste Document', there are two text input fields: '* Paper Title' and '* Paper Text'.

- After several minutes, the results will be completed, as indicated by the green SA Report checkmark link:

Private Direct Submit for Test Instructor 1

Submit A Paper

1 Papers

Delete Checked

<input type="checkbox"/>	Filename	File	Matching	SA Report
<input type="checkbox"/>	Research Paper #1 - IVC Demo Student.docx		100%	

Delete Checked

- Click on the SA Report link to view the results:

safe assign
by Blackboard

Paper Information

Owner: Test Instructor 1	Folder: Top Folder	Save report to disk:
Filename: Research Paper #1 - IVC Demo Student.docx	Submitted: Mon, Oct 19 2009, 6:59 PM	Print version:
Matching: 100%	Paper ID: 23870247	Direct link:

Suspected Sources

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

Highlight All

- <http://www.stratford.ac.uk/trainingonly/Sian/SianTest2.aspx>
- Another student's paper: Author: Student ivcdemo01; Submitted: Tue, Oct 13 2009, 7:57 PM; Filename: Research Paper #1 - IVC Demo Student.docx; Institution: South Orange County Community College District

Re-process the paper without the selected sources

Paper Text

- On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

- Now is the time for all good men to come to the aid of their country. Out out brief candle. Two roads diverged in a yellow wood. Life is but a walking shadow. Kilroy was here.