

# Safe Assign and Direct Submit

**Safe Assign** is a tool that allows students to submit assignments and, as a part of the submission process, checks these submissions for passages taken from other sources. The faculty member can then check the report generated by Safe Assign to insure the student has included proper citations for the copied portions of the assignment.

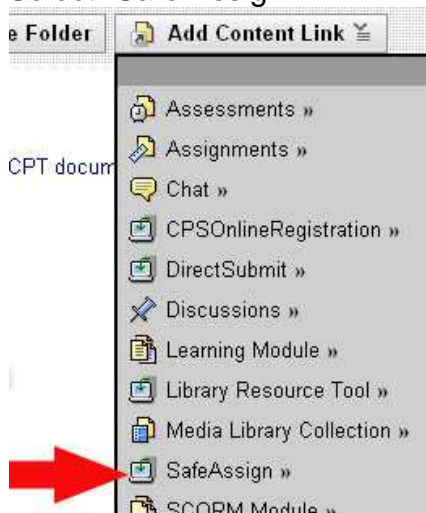
**Direct Submit** is a Safe Assign tool that allows faculty to check previously submitted student assignments for passages taken from other sources. The faculty member can then check the report generated by Safe Assign to insure the student has included proper citations for the copied portions of the assignment.

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## How to activate Safe Assign

1. From Build Tab  select "Add Content Link" 

2. Select "Safe Assign"





3. Select "Safe Assign Assignments" \*

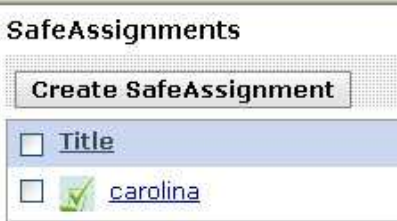


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## How to create a Safe Assign assignment



1. From Teach Tab  select "Safe Assign Assignments" tool [Safe Assign Assignments](#) 



SafeAssignments

Create SafeAssignment

Title

carolina

2. Select "Create SafeAssignments"

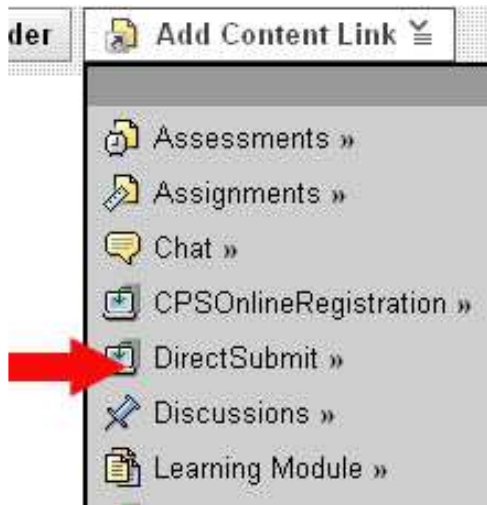
3. Fill in the assignment information and settings and "save"



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## How to activate Direct Submit

Follow the above steps for activating Safe Assign but choose "Direct Submit" instead



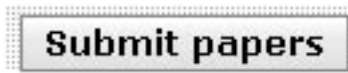
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## How to submit papers using Direct Submit



1. From Teach Tab  select "Direct Submit" tool [Direct Submit](#) 

2. Select "Submit Papers"



### 3. Upload your file using “browse” and select “submit”

#### Submission

Upload File

Acceptable file formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html

Copy/Paste Document

Paper title:

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## Safe Assign Paper Checking

After students submit their papers using Safe Assign or after a faculty member submits a student paper using Direct Submit, Safe Assign checks the paper for copied text and generates a “Safe Assign report.”



You can then view the highlighted copied text in both the paper and from its original report.

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\* If you do not have the “Safe Assign Assignments” link already created in your inventory you need to click “Create SafeAssign”   instead