



## SafeAssign Direct Submit

Direct submit allows you to add papers from previous semesters to the Morgan Institutional database. SafeAssign will then check if papers from the current semester are copied from papers in the database. Adding papers to the database will allow you to check if students are copying from papers from prior semesters.

- Announcements
- Course Information
- Staff Information
- Course Materials
- Course Documents
- Assignments
- External Links
- Communication
- Discussion Board
- Tools
- HELP!!

**Tools**

- Communication
- Course Tools
- Course Map
- Control Panel**

Access your course Control Panel, then SafeAssign from the Course Tools area.

Course Tools	
<a href="#">Announcements</a>	<a href="#">Digital Dropbox</a>
<a href="#">Course Calendar</a>	<a href="#">Glossary Manager</a>
<a href="#">Staff Information</a>	<a href="#">Messages</a>
<a href="#">Tasks</a>	<a href="#">Link/Unlink Waypoint</a>
<a href="#">Send Email</a>	Course Objectives
<a href="#">Discussion Board</a>	<a href="#">Blackboard Scholar®</a>
<a href="#">Collaboration</a>	<b><a href="#">SafeAssign</a></b>

Click the Direct Submit tab

STATE (SAFE) > CONTROL PANEL > SAFEASSIGN > SAFEASSIGNMENTS

SAFE ASSIGNMENTS    **DIRECT SUBMIT**

SafeAssignments

Click the Submit Papers button.

PRIVATE    SHARED

**Private Direct Submit for Karen Rubinstein**

view tree

Submit Papers    Remove

**4 Papers**  
Displaying papers 1 - 4

Top Folder

- 419essay2
- Trial Version

If you do not want papers from previous semesters to be checked for plagiarism, be sure to check the “Skip Plagiarism Checking” box.

✔ Private Direct Submit for Karen Rubinstein

Paper Submission

**1 Submission Options**

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

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

**2 File upload**

Upload File

\* File To Attach

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

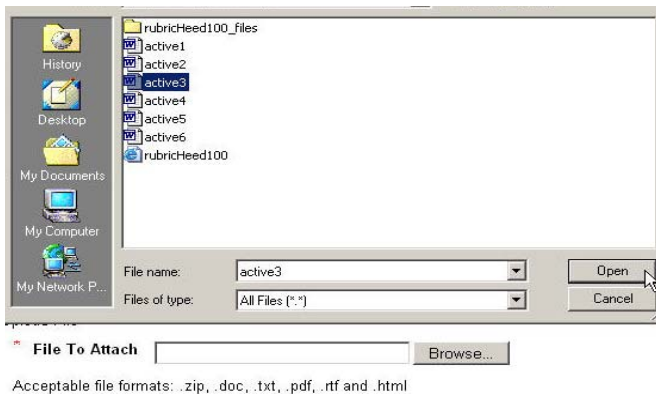
Copy/Paste Document

\* Paper title

\* Paper text

**3 Submit**

You can upload a file (or files), **or** you can copy and paste the file.



To upload a file, click the browse button, and find your file. Click the Open button. Acceptable file formats are .zip, .doc, .txt, .pdf and .html. Files in the .docx format are not supported.

Click the submit button at the bottom of the screen to add the paper to the database.

The paper is now added to the MSU SafeAssign database; future SA submissions will be checked against these papers as well as the other SafeAssign Sources (internet, Proquest/ABI, Global Reference Database). Note, you can also remove files from the list.

**1 Papers**  
Displaying papers 1 - 1

<input type="checkbox"/>	Filename	File	Matching	SA Report	Submitted
<input type="checkbox"/>	<a href="#">active1.doc</a>		-	-	Dec 13 2007 10:12:21 EST