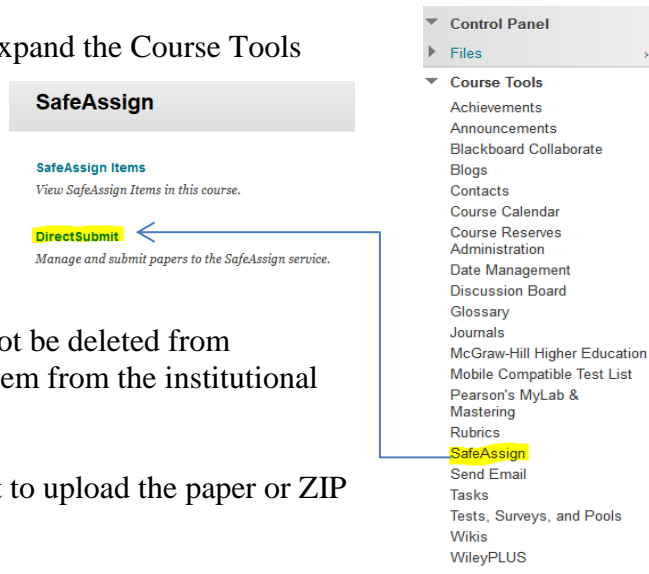


## How to Submit Papers Through SafeAssign (DirectSubmit)

1. Inside your course on Blackboard, expand the Course Tools section under Control Panel and click SafeAssign.

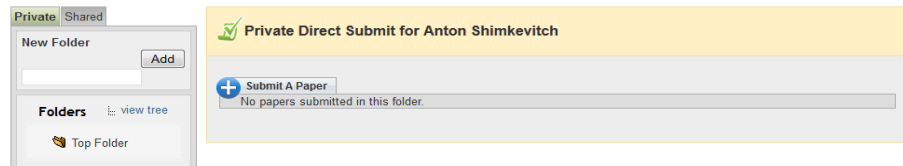


2. Click DirectSubmit. A list of folders and papers appears. This list includes papers already uploaded through DirectSubmit. Blackboard recommends that files not be deleted from DirectSubmit because this deletes them from the institutional database of existing materials.

3. Navigate to a folder where you want to upload the paper or ZIP file.

4. Click Submit A Paper.

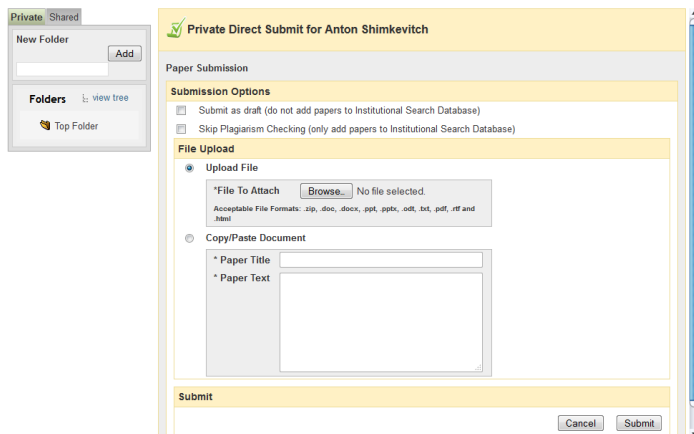
5. Click Upload File and browse for the file. Alternatively, click Copy/Paste Document and add the document text in the field.



6. Select the upload options:

- Submit as Draft: SafeAssign reports are generated, but the papers are not added to the institutional database and is not used to check other papers.

- Skip Plagiarism Checking: Adds the papers to the institutional database without checking for content copied from other sources. Use this option to upload papers from an earlier course to ensure that current students are not reusing work.



7. Click Submit.