



Blackboard Quick Reference Guide

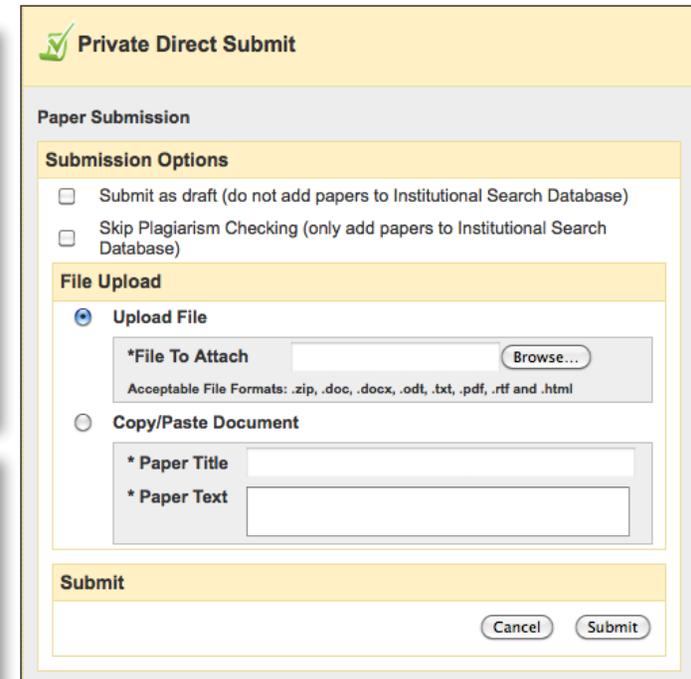
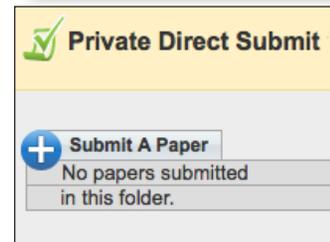
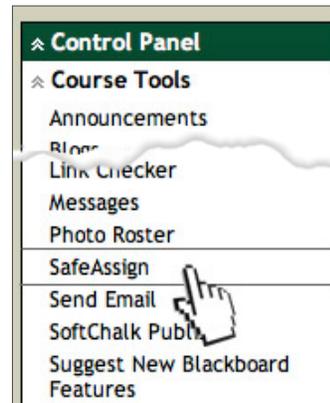
Using SafeAssign DirectSubmit

SafeAssignment is an automated plagiarism detection system designed to work in conjunction with Blackboard. Each student paper submitted to this tool undergoes a search for signs of plagiarism and is checked against Internet files, electronic document databases, and SafeAssignment documents previously submitted to the SafeAssign Institutional Search Database. An instructor can create a SafeAssignment that requires students to submit their document(s), or the instructor can submit the document(s) through the DirectSubmit service. To use the SafeAssign DirectSubmit service, refer to these steps.

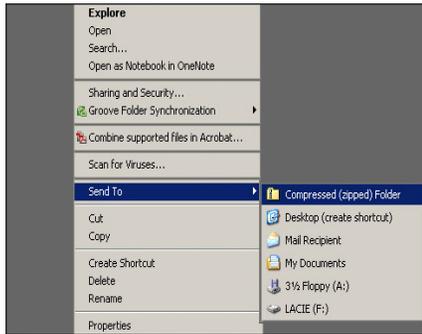
STEPS:

1. In your course, click the **Edit Mode** button **ON**.
2. Click the **Course Tools** link in the **Control Panel**.
3. Click the **SafeAssign** link.
4. Click the **DirectSubmit** link to manage and submit papers to the service.
5. Under the **Private** tab, on the left, click the **Add** button to create a **New Folder** that will store the assignment files.
6. Under the **Private Direct Submit** area, on the right, click the **Submit a Paper** button.
7. Set the **Submission Options** in the Paper Submission area.
 - a. Choose to submit the paper as a draft [paper(s) will NOT be added to the SafeAssign Institutional Search Database].
 - b. Choose to skip plagiarism checking and only add the paper(s) to the Institutional Search Database.
8. **Upload the file(s)** one-at-a-time or all together OR **copy/paste** a file.
 - a. To upload only one document, click the **Browse** button, locate the zip file, and click the Open button.
 - b. To upload all students' documents, first create a compressed file called a zip file containing all students' files. Then, click the Browse button, locate the zip file, and click the Open button.
 - c. To copy and paste a document in the text box, select the **Copy/Paste Document** radio button. Fill in the **Paper Title** text box. Also, copy the text from the student paper and paste it into the Paper Text box.

Note that only files with these extensions (types) may be submitted to SafeAssign: .zip, .doc, .txt, .pdf, .rtf and .html.



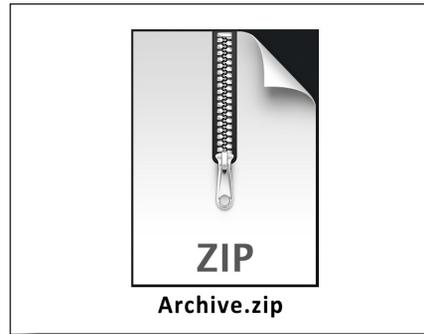
Quick Tips



Compressing Files into a .zip

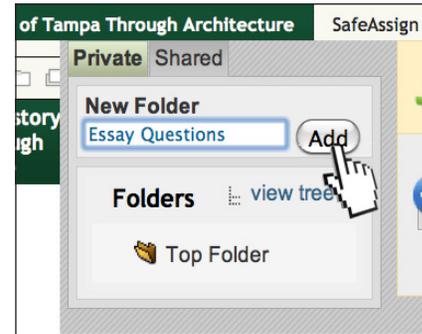
Windows: To create a zip file, select the files that you want to compress, right-click, and select Send To > Compressed (Zipped) Folder.

Mac: Select the files that you want to compress, right-click, and select Compress Items.



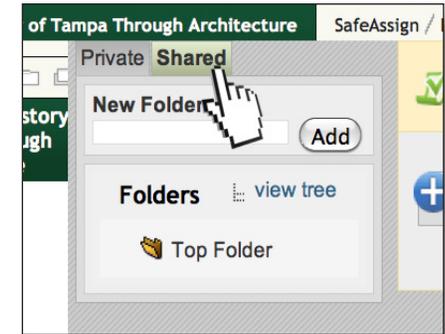
Rename your Zipped Archive

After selecting and compressing your items, the file will be automatically named archive.zip. You may wish to rename it to something more meaningful.



Organize with Folders

It is recommended that you use folders for organizing your Safe Assignments. You can organize your folders, by topic, course, or any other meaningful category. To create a folder type in a folder name in the dialog box and click add. Simply select that folder if you wish to store a Safe Assignment there.



Private Tab vs. Shared Tab

Only you will be able to see Safe Assignments that are stored on the Private tab. Safe Assignments stored on the Shared tab can be viewed by anyone in the course who has access to the control panel. If you wish you T.A.'s to see the Safe Assignments store them in the Shared tab.