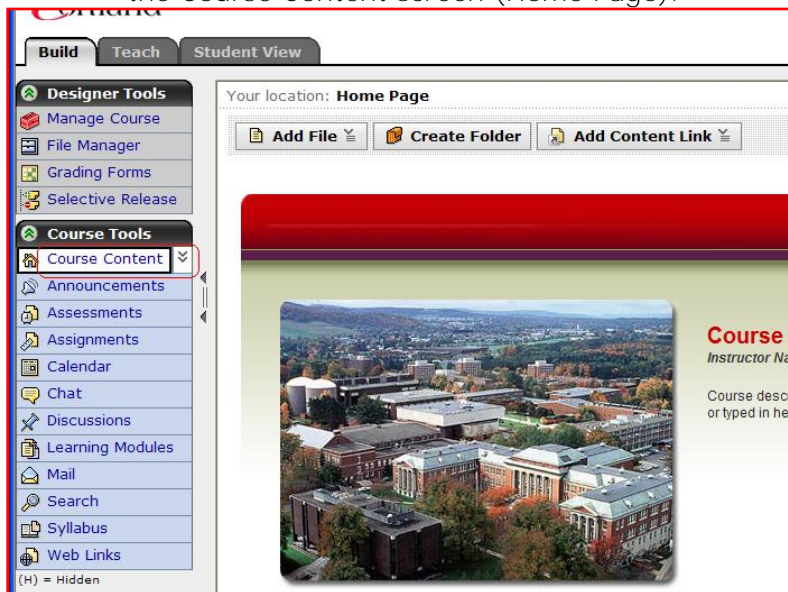


eLearning – SafeAssign - Direct Submit

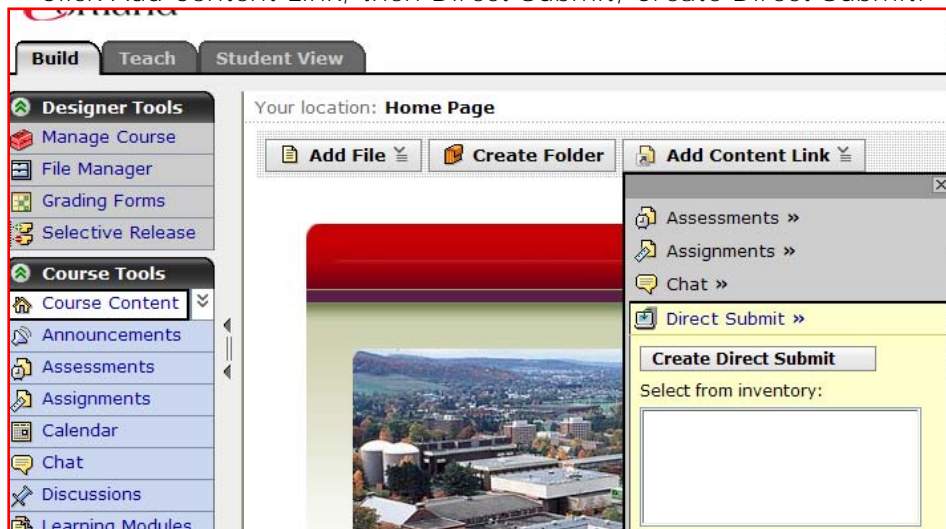
“**SafeAssign™** is a plagiarism prevention service, offered by Blackboard to its Blackboard Learning System Enterprise, Vista Enterprise and CE Enterprise clients. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content.”

Blackboard Inc. (2007) *SafeAssign Wiki*. Retrieved October 31, 2008, from SafeAssign by BlackBoard Web site: <http://wiki.safeassign.com/display/SAFE/About+SafeAssign>

Follow these steps to submit papers through Direct Submit without student involvement, log into myRedDragon and go to your classroom. Make sure you are in the Build Tab and on the Course Content screen (Home Page):

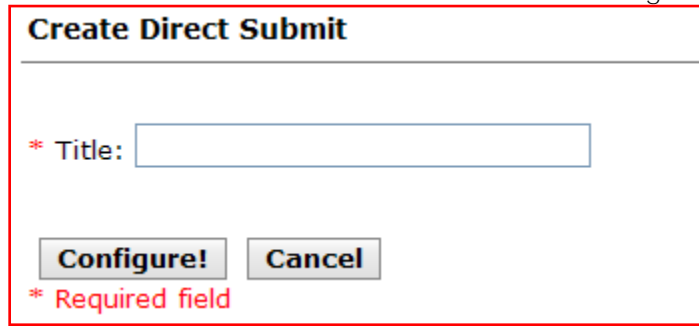


Click Add Content Link, then Direct Submit, Create Direct Submit:



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Set Title to the Direct Submit and click on Configure!



Create Direct Submit

* Title:

Configure! **Cancel**

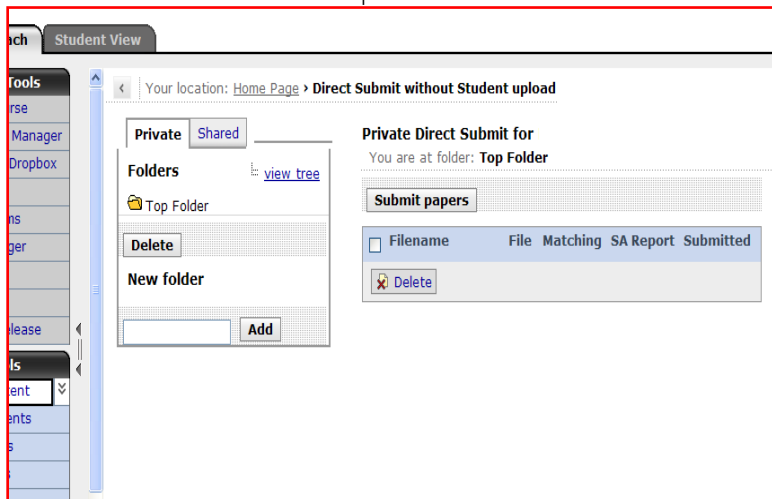
* Required field

From the Teach view, click on the down arrow next to the Direct Submit content link. Select "Hide Item". This will hide the Direct Submit console from the students in the course.



How to Submit through Direct Submit

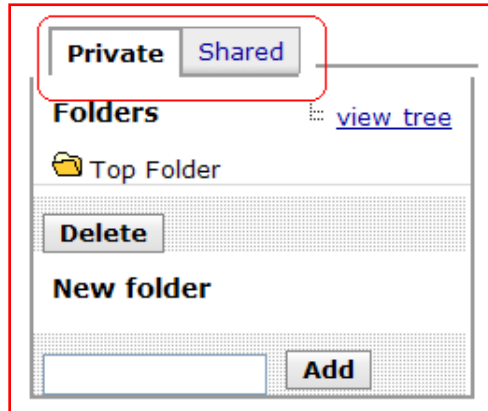
From the Teach view, click on the Direct Submit content link which brings you to your Direct Submit dropbox or console.



eLearning – SafeAssign - Direct Submit

If you have already uploaded papers, a list of folders and papers will appear. This list includes papers already uploaded through Direct Submit. It is not recommended that files be deleted from Direct Submit, as this will remove them from the institutional database of existing materials.

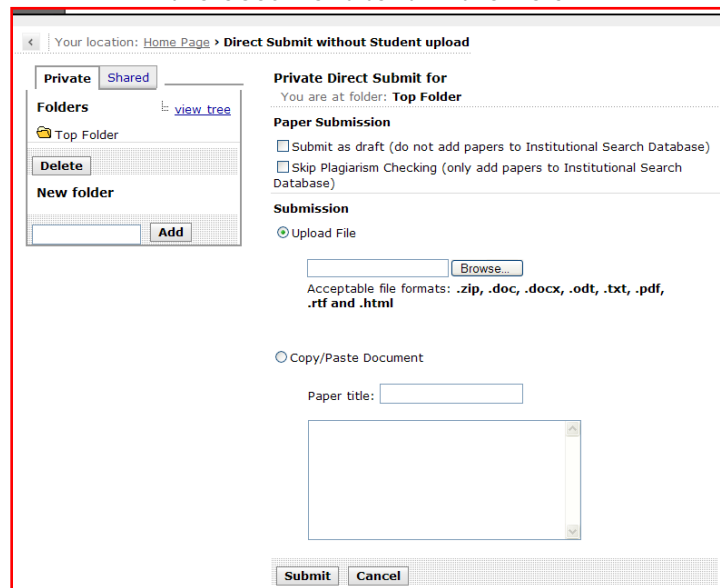
Navigate to a folder or create a new folder where the paper or papers will be uploaded. Note: Papers added to folders in the Private tab are only viewable to you, the instructor. Papers added to folders in the Shared tab are viewable by anyone with a role above a student in the course - so TAs, additional instructors, etc.



Click Submit Papers. Select the upload options:

- **Submit as Draft:** A SafeAssign report will be generated however the paper will not be added to the institutional database and will not be used to check other papers.
- **Skip Plagiarism Checking:** Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an Instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.

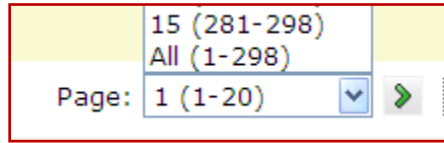
Select Upload File and browse for the file. Individual papers as well as papers that are grouped in a .ZIP package are accepted. Alternatively, select Copy/Paste Document and add the document text in the field.

A screenshot of the SafeAssign submission form. The page title is 'Direct Submit without Student upload'. On the left, there is a sidebar with 'Private' and 'Shared' tabs, a 'Folders' section with 'Top Folder', a 'Delete' button, and a 'New folder' section with an 'Add' button. The main content area is titled 'Private Direct Submit for' and 'You are at folder: Top Folder'. Under 'Paper Submission', there are two checkboxes: 'Submit as draft (do not add papers to Institutional Search Database)' and 'Skip Plagiarism Checking (only add papers to Institutional Search Database)'. Under 'Submission', there are two radio buttons: 'Upload File' (selected) and 'Copy/Paste Document'. The 'Upload File' section has a 'Browse...' button and a list of acceptable file formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html. The 'Copy/Paste Document' section has a 'Paper title:' label and a text input field. At the bottom, there are 'Submit' and 'Cancel' buttons.

Click on Submit. The report turnaround time should take less than ½ hour.

eLearning – SafeAssign - Direct Submit

*****TO DENY ACCESS TO YOUR ROOM** – so students are not misled in thinking you have an eLearning component to your room.
Click on the Teach Tab; click on Grade Book. At the bottom right of Grade Book you see the number of students in the class; please make sure you select ALL and click on the green arrow.



15 (281-298)
All (1-298)
Page: 1 (1-20) [v] [→]

You will then click on the Check Box next to Last Name and Click on Deny Access (Please note: do not worry about selecting yourself as you will receive a notice that you cannot deny access to yourself; but the system will deny access to the rest of the students)

Grades						Members	View All	Custom View	SCORM Grades
<input checked="" type="checkbox"/>	Last Name Alphanumeric ↑	First Name Alphanumeric	User ID Alphanumeric	Module 1 - Y Quiz (out of 100)	Module Quiz (out of 100)				
<input checked="" type="checkbox"/>	[blurred]			--	--				
<input checked="" type="checkbox"/>	[blurred]			--	--				
<input checked="" type="checkbox"/>	[blurred]			--	--				
<input checked="" type="checkbox"/>	[blurred]			--	--				
<input checked="" type="checkbox"/>	[blurred]			--	--				
<input checked="" type="checkbox"/>	[blurred]			--	--				
<input checked="" type="checkbox"/>	[blurred]			--	--				
<input checked="" type="checkbox"/>	[blurred]			--	--				
<input checked="" type="checkbox"/>	[blurred]			--	--				

[Send Mail] [Export to Spreadsheet] [Grant Access] [Deny Access]