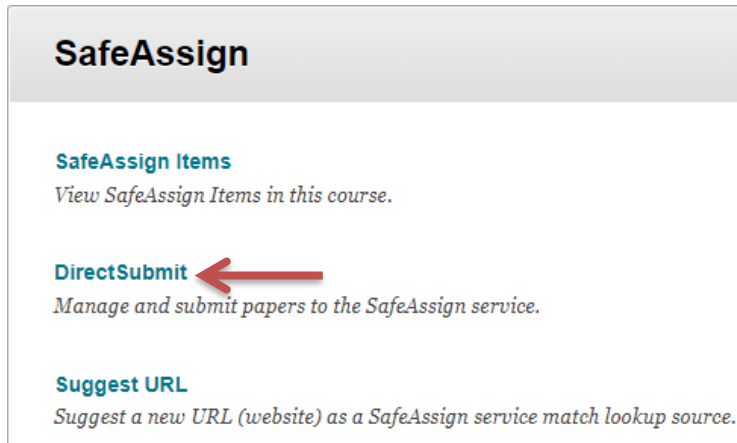
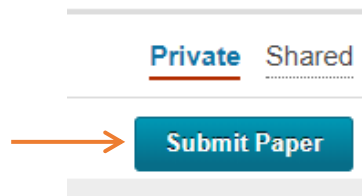


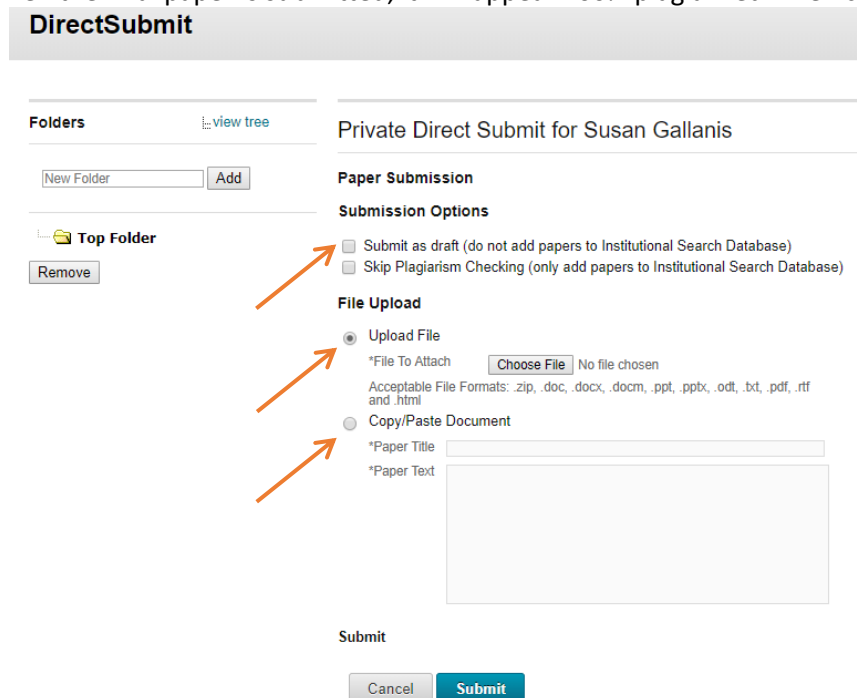
- 6. **SafeAssignment.** You can enable the SafeAssign tool when creating an assignment/drop box (see the Create an Assignment tutorial, a separate document). You can also submit assignments directly to SafeAssign without creating an assignment/drop box.
 - a. To submit a paper directly to SafeAssign, in your course click on Course Tools, then SafeAssign, then click on Direct Submit.



- b. Click on Submit Paper (right side of screen).












- c. Click on Submit as draft, upload or copy/paste the file, then click Submit. **IMPORTANT:** If this is a draft paper, check the Draft box. If this is not checked, the draft will be submitted to the SafeAssignment data base. When the final paper is submitted, it will appear 100% plagiarized. Then click Submit.



- d. The file will appear here. When the SafeAssignment report is ready, it will look like this. Click on the arrow to download the paper, view the matching percentage (0%). Click on the green check to view the SafeAssignment report.

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<input type="checkbox"/> pools.docx		0%			Tue, Aug 11, 2015, 11:27 AM
<input type="checkbox"/> sample student essay.docx		100%			Wed, Oct 21, 2015, 03:51 PM
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