

Blackboard SafeAssign Quick Start Guide (Student)

Submitting a SafeAssign Assignment

1. Select the content area where the SafeAssign assignment is posted, such as **Assignments**.

2. Click the **View/Complete** link.



Safe Assignment Demonstration

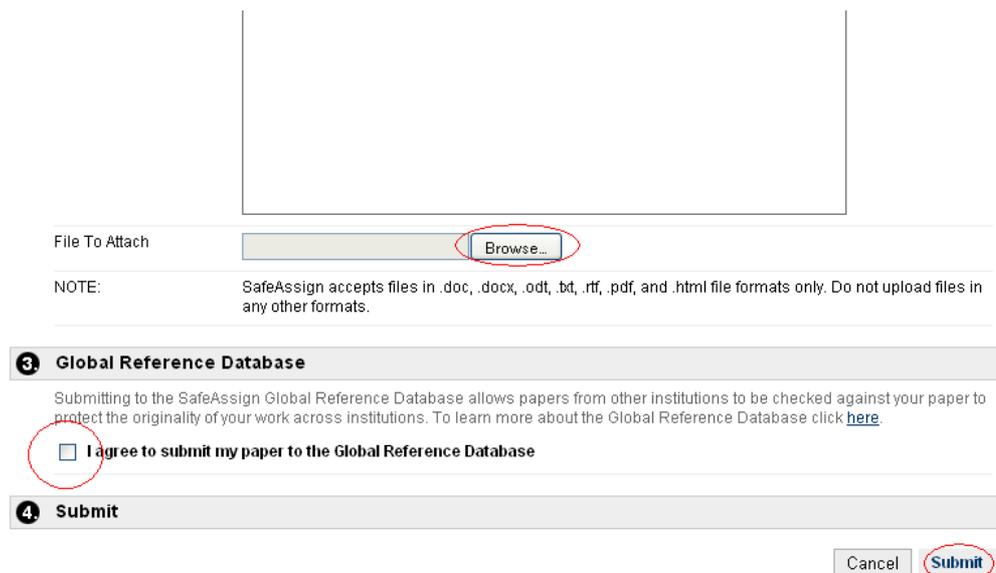
Please use this to upload the assignment required

> [View/Complete](#)

3. Click the **Browse** button to select your file.

4. Select the option to add the file to the **Global Reference Database**.

5. Click **Submit**.



The screenshot shows the SafeAssign submission interface. At the top, there is a large empty box for the assignment content. Below it, the 'File To Attach' section contains a text input field and a 'Browse...' button, both circled in red. A 'NOTE:' section below states: 'SafeAssign accepts files in .doc, .docx, .odt, .bt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats.' The 'Global Reference Database' section is highlighted with a grey background and contains a checkbox labeled 'I agree to submit my paper to the Global Reference Database', which is also circled in red. Below this is the 'Submit' section, also highlighted with a grey background. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in red.

6. To check if the file has been submitted successfully, click the **View/Complete** link again. If the file has been uploaded, you will receive a message confirming that the assignment has already been completed. This link can also be used to view your SafeAssign score (if allowed by the instructor).

Note: SafeAssign accepts files in .doc/.docx/.txt/.rtf/.otd/.pdf/HTML formats only. Please do not upload any other file formats.