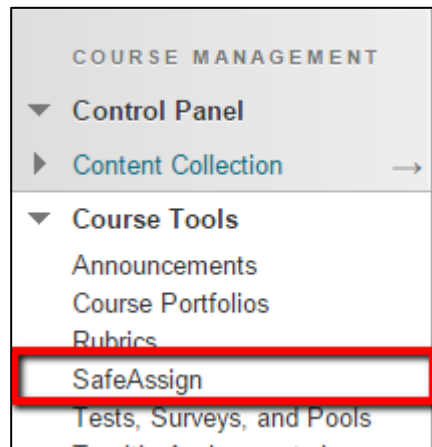


Using Direct Submit for a SafeAssignment

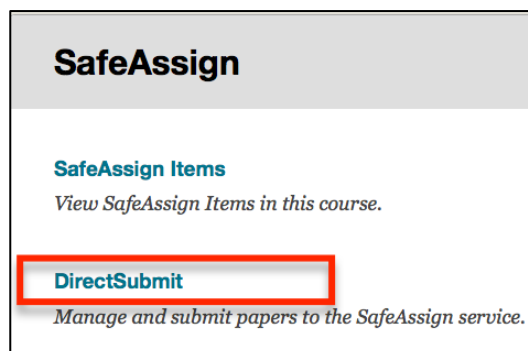
Using Direct Submit

Instructors can upload papers directly to **SafeAssign** by using the **Direct Submit** feature.

1. From the **Control Panel**, access **Course Tools**
2. Click **SafeAssign**



3. Click on **DirectSubmit**

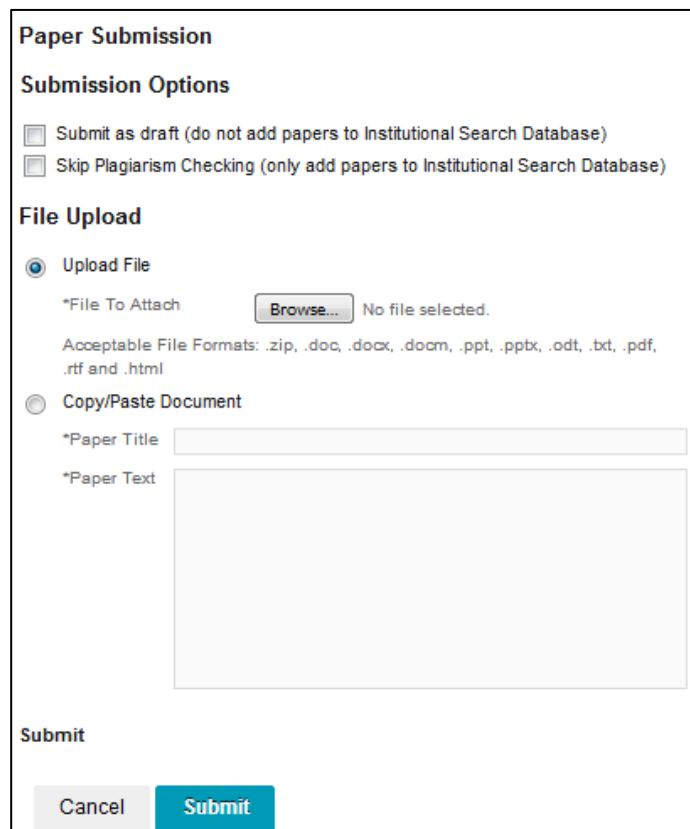


4. On the **Private Direct Submit** screen, click on **Submit Paper**.



The screenshot shows the DirectSubmit interface. At the top, it says "DirectSubmit". Below that, there's a "Folders" section with a "view tree" link. The main area is titled "Private Direct Submit for" followed by a dropdown menu. To the right of this are "Private" and "Shared" tabs. Below the dropdown, there's a "New Folder" button and an "Add" button. On the far right, there's a prominent blue "Submit Paper" button. Below the "New Folder" button, there's a "Top Folder" section with a folder icon and a "Remove" button. At the bottom right, it says "No papers submitted in this folder."

5. In the **Submission Options** section, select **Submit as draft** (this will not add the paper to the SafeAssign database for future comparison) or **Skip Plagiarism Checking** (This will only add the paper to the SafeAssign database).
6. In the **File Upload** section, click **Browse** and attach the file or select **Copy/Paste Document**, add a title and paste the text from the file into the Paper Text area. Compatible file formats are: .zip, .doc, .docx, .txt, .pdf, .rtf, and .html



The screenshot shows the "Paper Submission" form. It has two main sections: "Submission Options" and "File Upload".

Submission Options:

- Submit as draft (do not add papers to Institutional Search Database)
- Skip Plagiarism Checking (only add papers to Institutional Search Database)



File Upload:

- Upload File
 - *File To Attach: No file selected.
 - Acceptable File Formats: .zip, .doc, .docx, .docm, .ppt, .ppbx, .odt, .txt, .pdf, .rtf and .html
- Copy/Paste Document
 - *Paper Title:
 - *Paper Text:

At the bottom, there's a "Submit" section with "Cancel" and "Submit" buttons.

Note: SafeAssign does not prevent submission of non-text documents (e.g. PDF, DOC, or DOCX files with images instead of text). The **SafeAssign** report will produce a 0% or a dash for the matching score and the Paper Text area of the report will be blank.

7. After attaching or copying and pasting the document, scroll to the bottom of the page and click **Submit**.
8. When the **SafeAssign** report is available, a percentage value will appear in the **Matching** column along with an icon in the **SA Report** column. Click on the **SA Report** icon (✓) to view the **SafeAssign** report.

File	Matching	Draft	SA report	Submitted
	100%			Wed, Oct 25, 2017, 12:17 PM

9. The **SafeAssign** Report has three sections: Paper information, suspected sources and paper text.

If instructors are grading submissions submitted via **Direct Submit** they will need to manually add a column in the **Grade Center** to enter a grade and cannot return marked papers to students for retrieval from the **My Grades** tool.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.