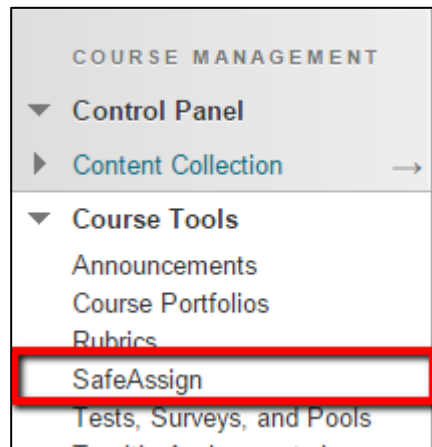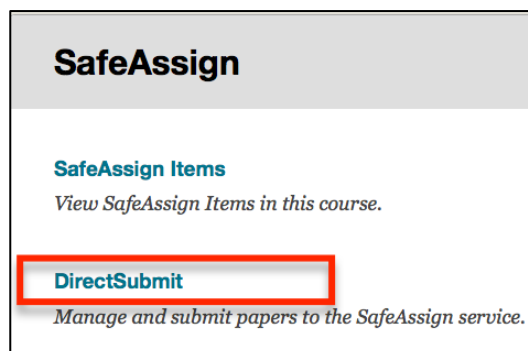# Using Direct Submit for a SafeAssignment

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**
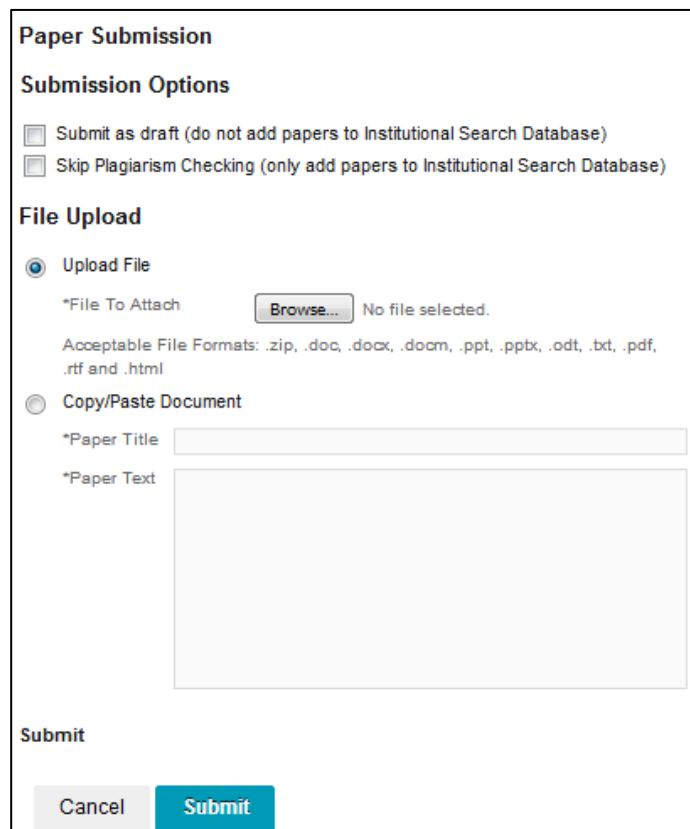

3. Click on **DirectSubmit**

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

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

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.

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.