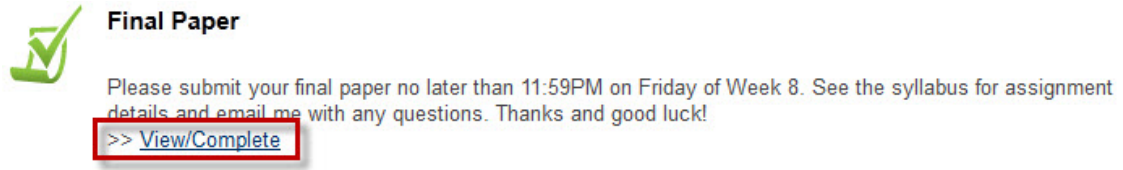
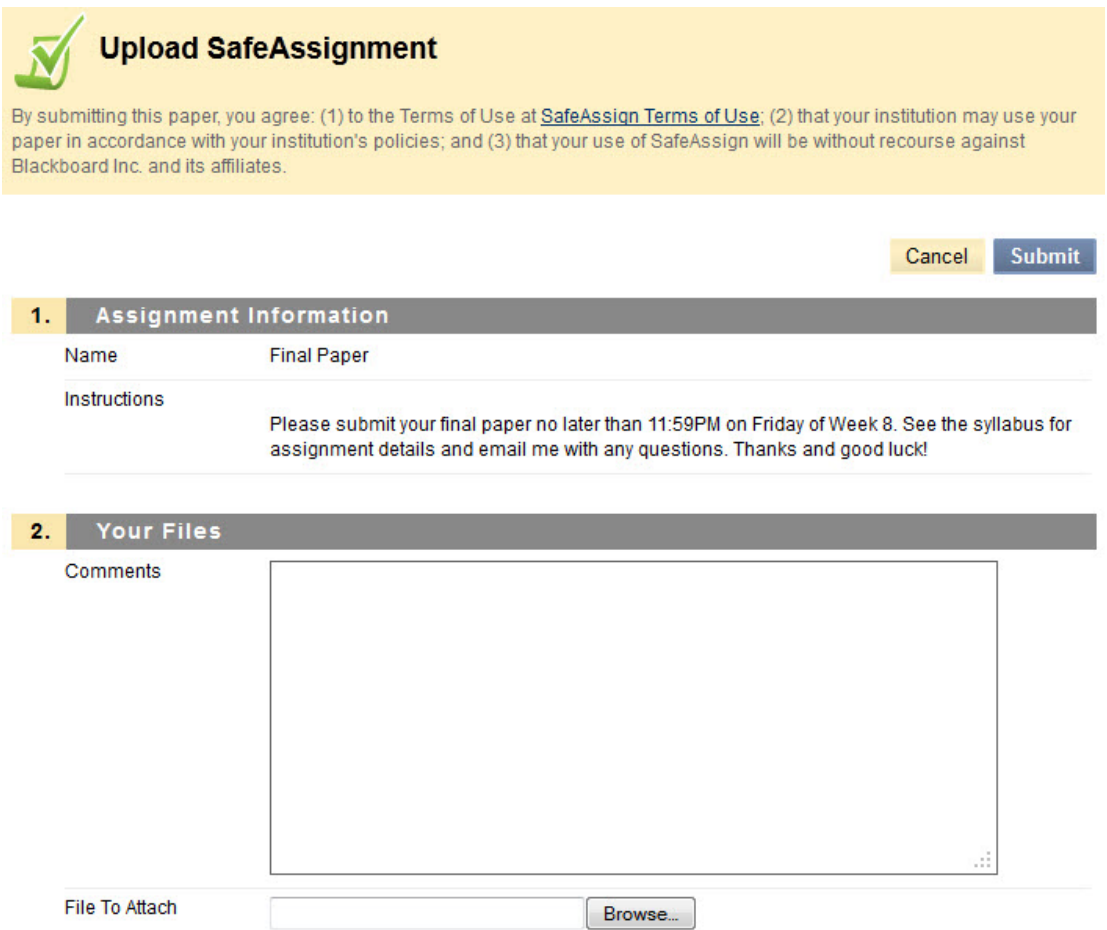
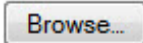


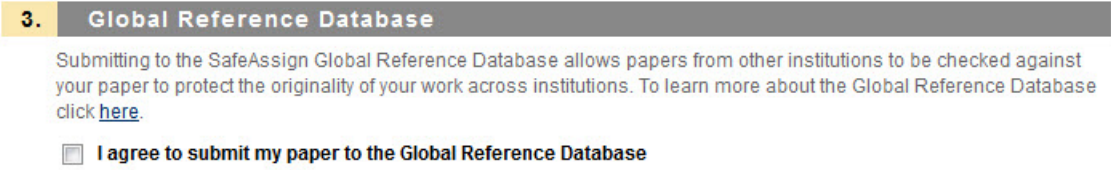

# Submitting a SafeAssign Assignment

This work instruction provides detailed instructions on how to submit a SafeAssign assignment. This work instruction assumes that the user is logged in to Blackboard, inside of an active course, and ready to submit the assignment.

1.	<p>Click the View/Complete link underneath the SafeAssign assignment.</p>  <p><b>IMPORTANT NOTE:</b> SafeAssign assignments can be identified by the icon to the left of the link. This icon is a green piece of paper with a green checkmark.</p>
	<p>The <b>Upload SafeAssign</b> page displays.</p> 
2.	<p>To leave any comments or a note for the instructor, enter them in the <b>Comments</b> field. <b>DO NOT</b> copy-and-paste your paper in this field.</p>
3.	 Click the <b>Browse</b> button to attach the submission.

## Submitting a SafeAssign Assignment

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4.	Browse the computer and select the file to be submitted.
	<b>IMPORTANT NOTE:</b> SafeAssign will only accept files with doc, docx, odt, txt, rtf, pdf, and html file extension. Please ensure that the file being submitted has one of those file extensions.
5.	From the <b>Global Reference Database</b> , click to select the <b>I agree to submit my paper to the Global Reference Database</b> checkbox.   <p><b>3. Global Reference Database</b></p> <p>Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. To learn more about the Global Reference Database click <a href="#">here</a>.</p> <p><input type="checkbox"/> <b>I agree to submit my paper to the Global Reference Database</b></p>
6.	 Click the <b>Submit</b> button. The SafeAssign assignment is successfully submitted for grading.