



SafeAssign for Students

Uses: Instructors submit student papers to SafeAssign, a building block in Blackboard that compares papers to a global database for plagiarism

Getting Started:

Step 1: Log in to Blackboard with your Pirate ID and passphrase.

Step 2: Submit to SafeAssign

- a) Select the Course Content area where the SafeAssignment is located. Click on the **View/Complete** link to access the assignment.
 - › The first section gives you details about the assignment.
- b) Enter any necessary comments concerning the work being submitted.
- c) Click the **Browse** button to select the file with your paper for upload.
- d) The check box, **I agree to submit my paper to the Global Reference Database**, is optional.
- e) Click **Submit**.

Step 3: View Details of a Submitted SafeAssignment

- a) Select the Course Content Area where the SafeAssignment is located. Click on **View/Complete** to access the assignment. Note: Your report may take an hour or multiple hours to return, depending on the size of the document and peak times of the SafeAssign server.
- b) Click **OK** to return to the Course Content Area.

Good to Know: SafeAssign supports Word (.doc or .docx), plain text (.txt), rich text format (.rtf), PDF (.pdf), and .html formats. If you have trouble submitting your document, please make sure your document's file name contains letters and numbers only, and no special characters other than an underscore (_). Also, a browser change is often the solution for an issue with submission of a Safe Assignment document. If you continue to have trouble, please submit a help ticket: <https://ithelp.ecu.edu/>