

SUBMIT A SAFEASSIGNMENT

Overview

SafeAssignments appear in content areas throughout courses.

Submit a SafeAssignment

Follow these steps to submit to a SafeAssignment.

1. From a content area within a course, select the SafeAssignment and click **View/Complete**.
2. The Upload SafeAssignment page will appear.
3. Complete the page using the table below as a guide and click **Submit**.

Upload Safe Assignment Fields

The Add SafeAssignment page includes the following fields.

FIELD	DESCRIPTION
Name	Displays the title of the SafeAssignment.
Instructions	Displays the instructions for the SafeAssignment.
Comments	Enter any comments for the Instructor in this field.
File to Attach	Click Browse to locate a file to upload as a SafeAssignment.
Global Reference Database	Select this option to upload your paper to the Global Reference Database. It will be used to check papers from other schools for plagiarism. The paper will only be used to check for plagiarism.