

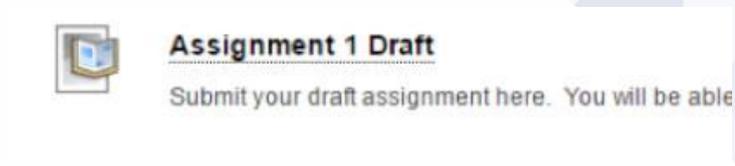
Submitting an assignment using SafeAssign in Blackboard

What is SafeAssign?

SafeAssign is a feature in Blackboard used for plagiarism checking and marking. You may be asked to submit an electronic copy of an assignment (essay, report, project, etc.) using SafeAssign. If your department has provided specific instructions for doing this, please use those first.

If not, please use the instructions below:

1. Log into **Blackboard** and click on the relevant paper name.
2. Find the name of the SafeAssignment you need to submit.

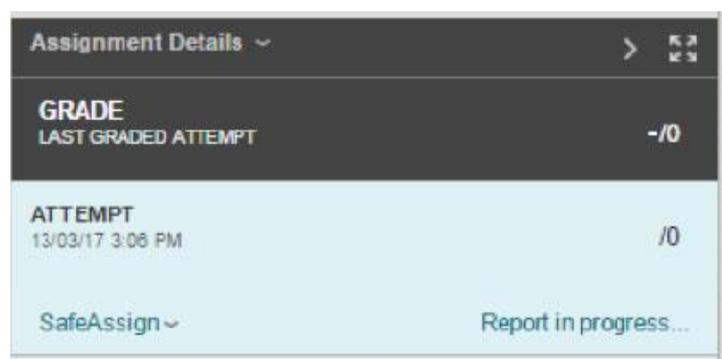


3. Click on the name of the assignment. You should see two versions of the assignment. You can use the Draft version **once** to check your assignment for plagiarism BUT you must also upload your assignment to the FINAL version otherwise your lecturer will not be able to access it.

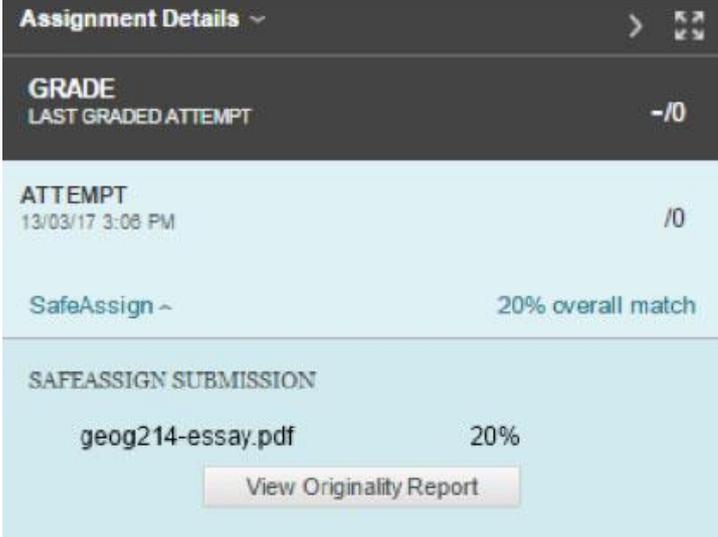


4. Click on **Browse My Computer** to locate the assignment file on your computer, then double-click it to select it.
5. Click **Submit**. Tip: keep your file names simple and don't use odd characters (#, !, & etc.).

6. You'll see a screen which shows that your assignment has been uploaded and submitted. It may take a while for this to process. Until it's complete you will see *Report in Progress...*



7. If this submission was a draft submission, you'll be able to view the SafeAssign report (anti-plagiarism report) by clicking on the **SafeAssign** link at the bottom to expand the section, then click the **View Originality Report** button.



The screenshot shows the 'Assignment Details' section of a learning management system. It displays the following information:

Assignment Details	
GRADE	-/0
LAST GRADED ATTEMPT	
ATTEMPT	/0
13/03/17 3:08 PM	
SafeAssign ~	20% overall match
SAFEASSIGN SUBMISSION	
geog214-essay.pdf	20%
View Originality Report	

8. Once you're happy with your SafeAssignment, upload and submit it to the **Final** version of the assignment so your lecturer can mark it. If you haven't reviewed your Draft report yet and the deadline for your final submission is approaching, don't wait for the report to appear as it is more important that you submit your Final report in time.

If I need help?

Please tell your lecturer/tutor immediately if you have any problems submitting your file using SafeAssign, then contact AskOtago by phoning 64 3 479 7000 or 0800 80 80 98 or email askotago.it@otago.ac.nz