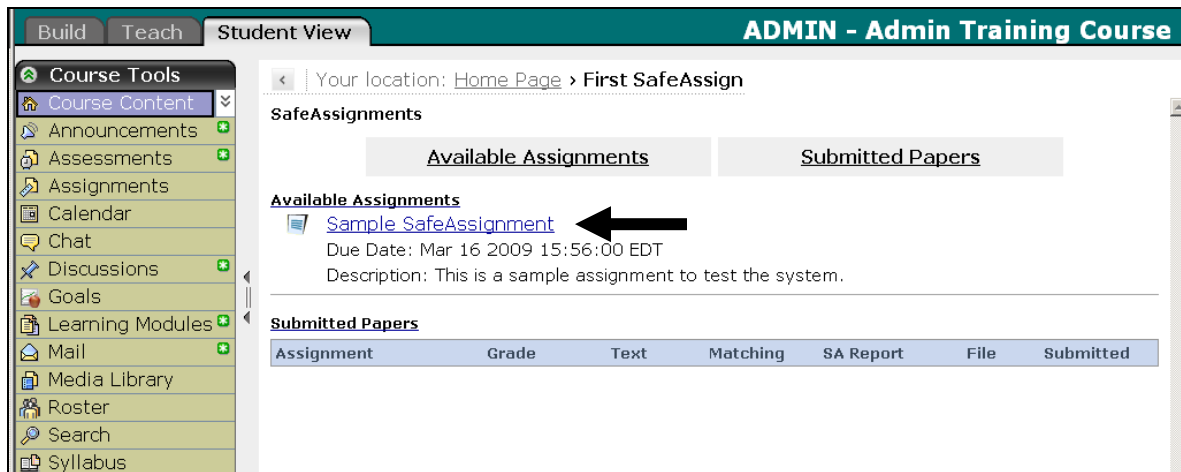
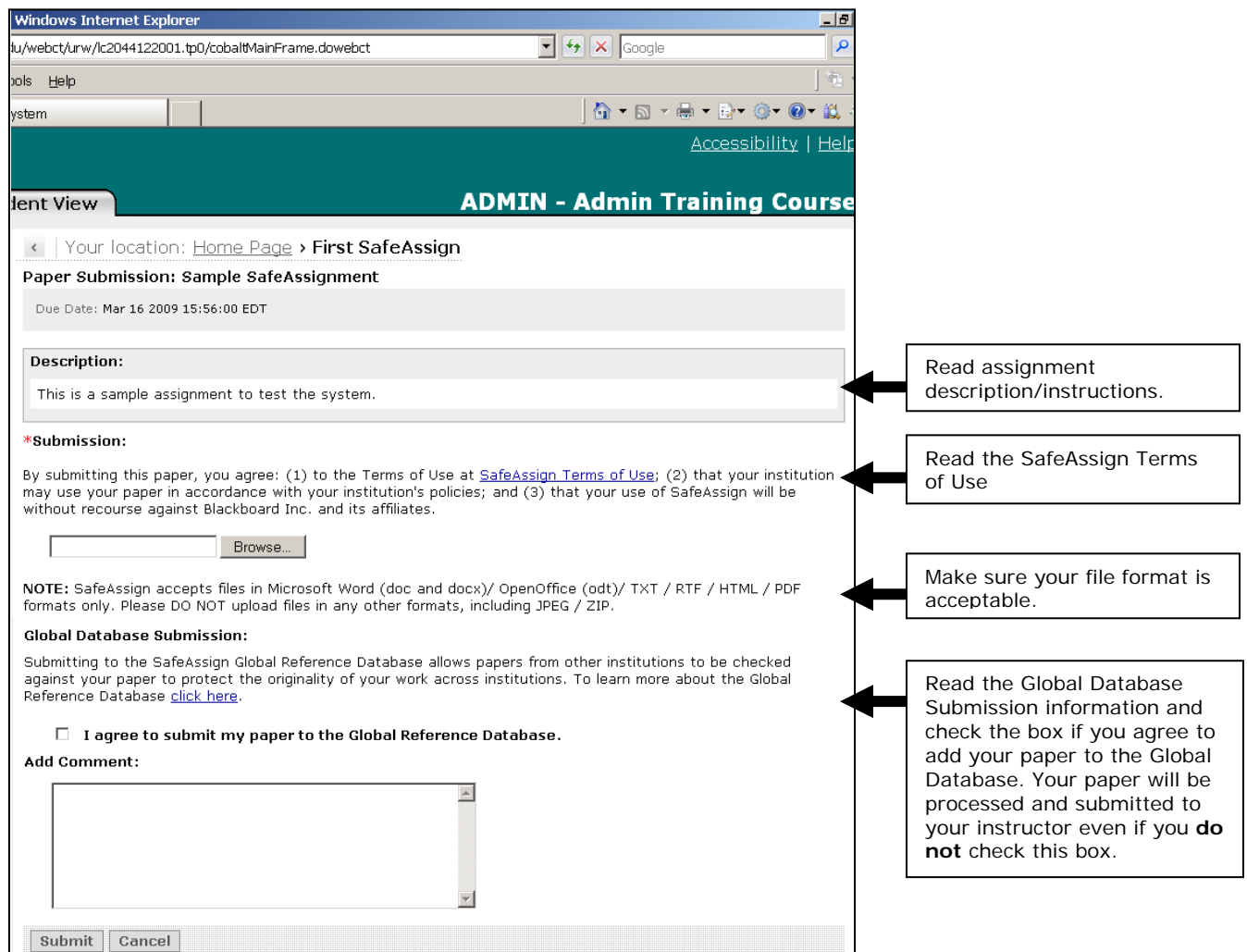


## Submitting a SafeAssignment

1. On the home page of the course, click the **SafeAssign** link (the link may have a different name).
2. On the *SafeAssignments* screen, under *Available Assignments*, click the name of the assignment you want to submit.



3. Read the Description (instructions) and Submission information, then click the **Browse** button to find and upload your paper from your computer or disk.

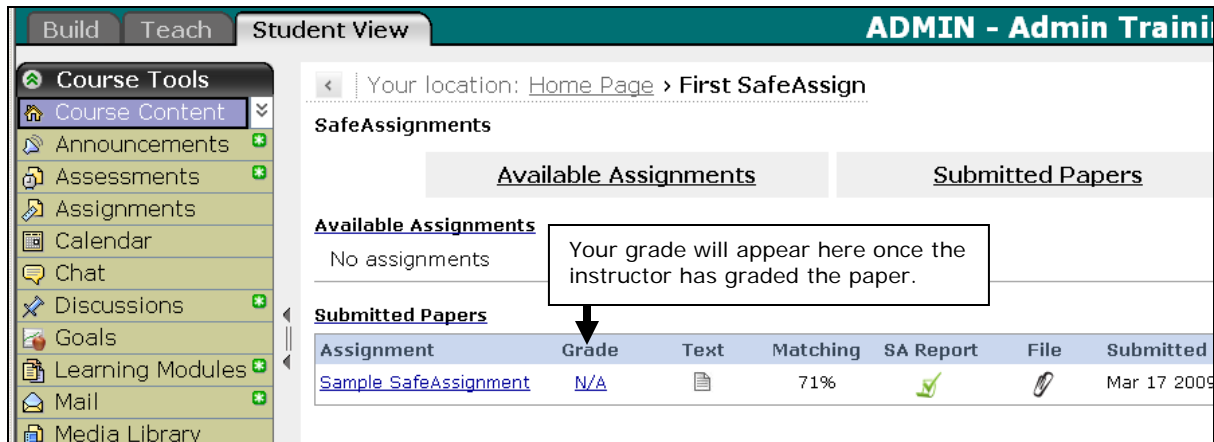


The screenshot shows the "Paper Submission: Sample SafeAssignment" page in a Windows Internet Explorer browser. The page displays the assignment details, including the due date and description. A "Browse..." button is visible for uploading a file. Below the submission area, there is a "Global Database Submission" section with a checkbox for agreeing to submit to the Global Reference Database. At the bottom, there is an "Add Comment:" text area and "Submit" and "Cancel" buttons. Four callout boxes with arrows point to specific parts of the page:

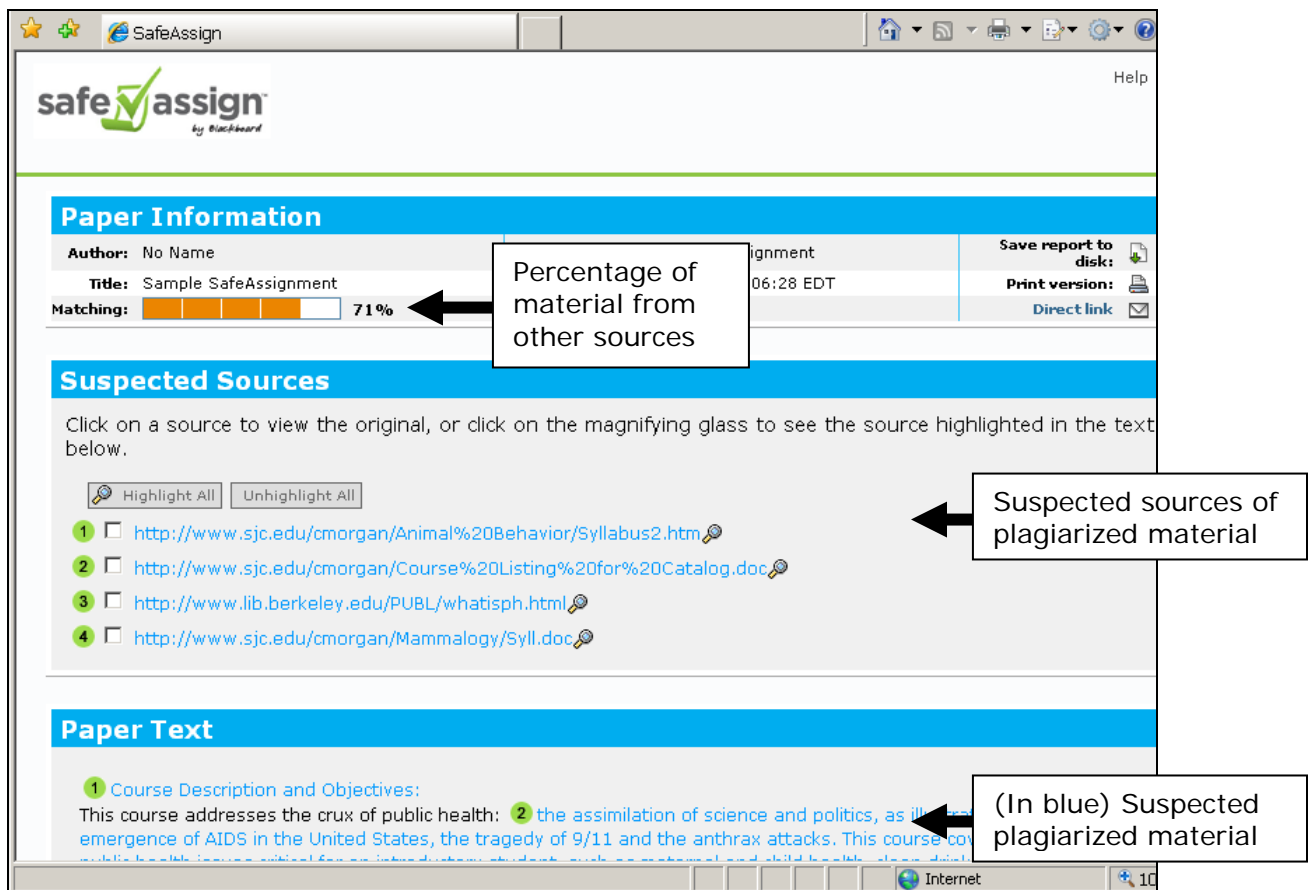
- Read assignment description/instructions.
- Read the SafeAssign Terms of Use
- Make sure your file format is acceptable.
- Read the Global Database Submission information and check the box if you agree to add your paper to the Global Database. Your paper will be processed and submitted to your instructor even if you **do not** check this box.

4. Click **Submit**.

The assignment will move from the *Available Assignments* list to the *Submitted Papers* list. Once a SafeAssign report has been generated, a matching percentage and SafeAssign report will be available. It may take a while for the report to be generated.



- Click the name of the assignment to see your submission. Or click the paper clip to download a copy of the document you submitted.
- A grade will show up in the *Grade* column once your instructor has graded the assignment. (This grade is not automatically generated, so it will not show up immediately.) Once the grade appears, click the grade to see additional comments and feedback.
- Click the green checkmark icon under *SA Report* to see the details of the SafeAssign report on your paper.



- In the upper right corner of the report, click the **Save Report** icon to save the file, the **Print** icon to print the file, or the **Direct Link** icon to email a link to the file.

## Troubleshooting

If you get an error message when you try to upload a file, check the following:

### File Requirements:

- The name of the file should not contain any spaces or special characters.
- Files created using Office 2007 may have file extensions that are not recognized by SafeAssign. **Acceptable file extensions** for uploading files through SafeAssign are: **.doc .docx .txt .rtf .html .odt .zip and .pdf**
- Supported browsers for use with SafeAssign: Internet Explorer and FireFox. Other browsers may not function properly.
- Papers uploaded to SafeAssign cannot be more than 10MB in size or contain more than 5000 sentences.

### Cookie issue:

You may need to enable Cookies in your browser. For the most current instructions on Enabling Cookies, type **enable cookies** in the Help search in your Browser.

For Internet Explorer, select **Internet Options** from the Tools menu. Click on the **Privacy** tab. Slide the Settings bar to **Medium**. Click **OK**.

For Mozilla Firefox, select **Options** from the Tools menu. Select **Privacy** on the top panel. In the top dropdown box, select **Use custom settings for history**. Check **Accept cookies from sites**. Click **OK**.

### Java Issue:

A Java installation issue may be causing the problem. Visit the Blackboard Troubleshooting Web site <http://www.coastal.edu/blackboard/troubleshooting.html> for information on installing Java.