# Using SafeAssign's DirectSubmit to Check for Plagiarism

SafeAssign is a Blackboard tool which allows you to check student assignments and papers for plagiarism by comparing them against a database of websites and academic papers. While SafeAssign is usually used as an option in "Assignments" in Blackboard, another option called "DirectSubmit" allows instructors to submit a single paper (or multiple papers in a single ZIP file less than 10 MB in size) without safe assign having been enabled in the assignment beforehand.

Note: This guide covers how to use DirectSubmit to manually check a specific assignment or assignments for plagiarism after submission. If you want SafeAssign to automatically check student assignments at the time of their submission, see our "Creating and Grading Assignments" Quick Guide on the SPS Faculty Community Site: http://spsfaculty.commons.gc.cuny.edu/quick-guides/.

SafeAssign is based on a unique text matching algorithm capable of detecting exact and inexact matching between a paper and source material. SafeAssignments are compared against several different databases, including:

- Internet: Comprehensive index of documents available for public access on the internet.
- ProQuest ABI/Inform database: More than 1,100 publication titles and about 2.6 million articles from 1990 to present time, updated weekly (exclusive access).
- Institutional document archives: Contains all papers submitted to SafeAssign by users in their respective institutions.
- Global Reference Database: Contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institution plagiarism.

Step 1:	
Enter any of your Blackboard course sites in which you are an instructor. On the Control Panel, expand the Course Tools section and click SafeAssign.	
Step 2	
On the SafeAssign page, click DirectSubmit.	
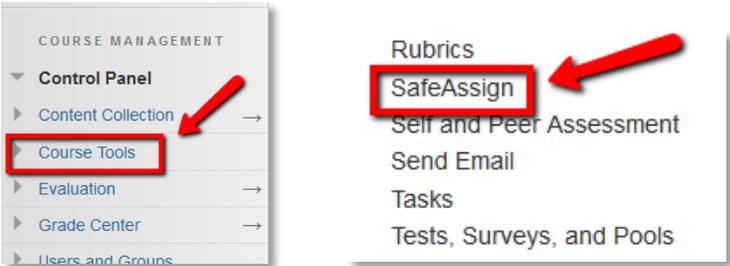
Step 3 To submit a new paper, click "Submit A Paper." Note: This page will also display a list of papers you previously uploaded through DirectSubmit. Blackboard recommends that files not be removed from DirectSubmit because this deletes them from the institutional database of existing materials.	
Step 4 Click "Upload File" and then "Browse" to upload the document you'd like to submit. Alternatively, click "Copy/Paste Document" and paste the document text in the text box. Optional: Select from the following Submission Options: • *Submit as Draft*: SafeAssign reports are generated, but the papers are not added to the institutional database (i.e. won't be used to check other papers including subsequent drafts). • *Skip Plagiarism Checking*: Adds the papers to the institutional database without checking for content copied from other sources. Use this option to upload papers from an earlier course to ensure that current students are not reusing work. Click "Submit" when done.	 Note: DirectSubmit supports the following file types for "Upload File": • Microsoft Word (doc, docx) • Rich Text Format (rtf) • HTML (htm, html) • Text (text, text) • Zip-compressed multiple files (zip) • Portable document format (pdf) • Open document format (odt)
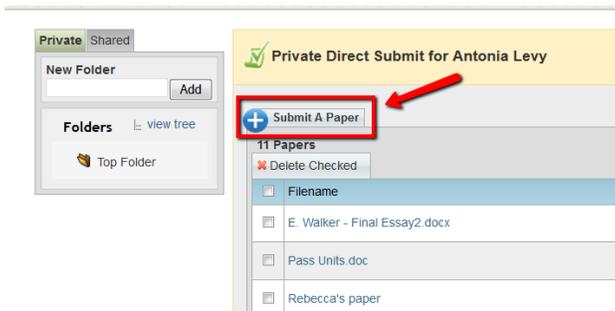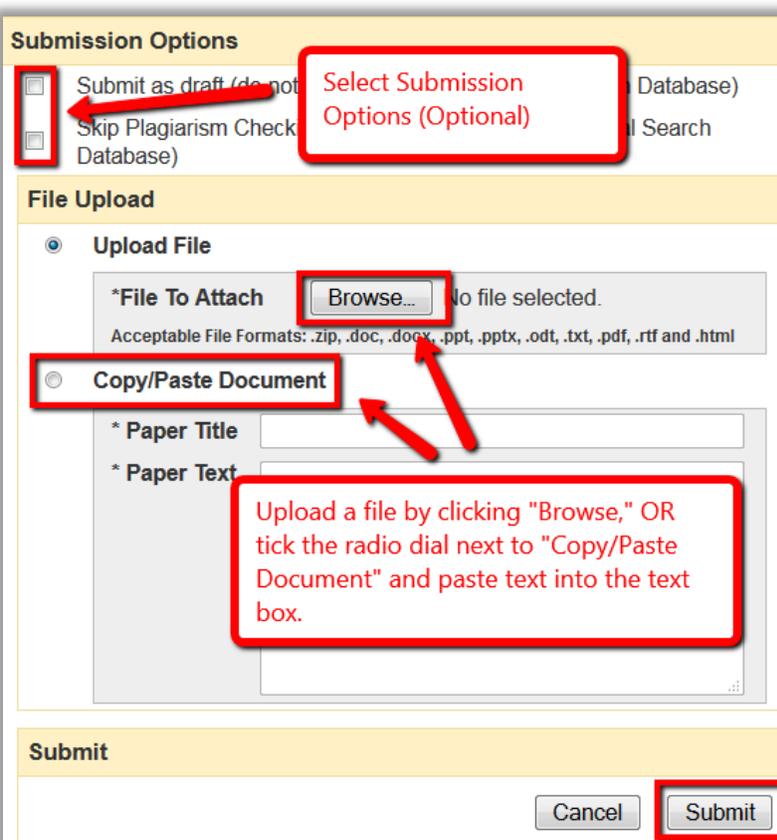
Step 5

SafeAssign will now check the submitted document for plagiarism and generate a report. Since this might take a while, come back a bit later and refresh the page. When the paper has finished processing, a score (i.e. the percentage of text in the submitted paper that matches existing sources) and the green SafeAssign Report icon will be displayed next to the paper's title.
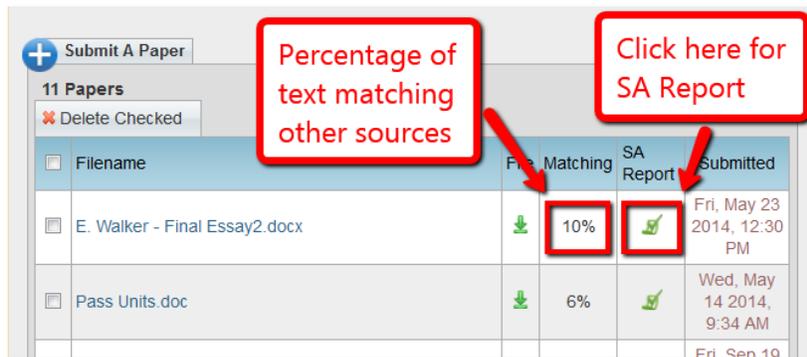
Step 6

Click on the green logo to view the **SafeAssign Report**. The report indicates the suspected sources of each section of the paper that returns a match. By clicking "Select Sources and Resubmit," you can delete matching sources that you'd like to exclude from the report from the report and process it again. This is useful if the paper is a continuation of previously submitted work by the same student, or if the paper properly cites significant portions of another text. (Note: Properly quoted text may appear as matching text in the SafeAssign Report, so it's important to check each instance of matching text.)