

Overview

Direct Submit generates SafeAssign reports on papers submitted outside of a SafeAssignment. Papers uploaded through Direct Submit are only added to the Institutional Database - there is no option to add them to the Global Reference Database since students have to opt-in on a paper-by-paper basis. Additionally, there is no Grade Center integration with papers submitted through Direct Submit. Since Direct Submit does not offer access to the Global Reference Database or integration with Grade Center, instructors should set up and use SafeAssignments to collect submissions whenever possible. Instructors can submit papers one at a time or submit several at once by uploading them in a .ZIP file.

NOTE: ZIP packages should contain no more than 100 papers (submitting more than 300 papers in a session is not recommended). Additionally, papers with over 5000 sentences or that are more than 10MB cannot be submitted.

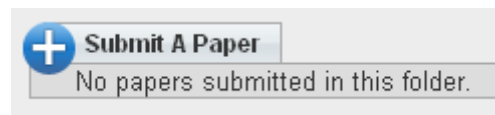
Shared and Private Folders in Direct Submit

Private folders are visible to the instructor who created them. If an instructor co-teaches a course or wants to share the files with teaching assistants, shared folders should be created. The documents in shared folders are available to all enrolled as Instructor or Teaching Assistant.



Submit Papers through Direct Submit

1. From the expanded **Control Panel**, click **SafeAssign** under Course Tools.
2. Click the **DirectSubmit** link.
3. Click the **Submit a Paper** link.



4. Add the desired submission parameters and click **Submit**.

Private Direct Submit

Paper Submission

Submission Options

Submit as Draft: A SafeAssign report will be generated however the paper will not be added to the institutional database and will not be used to check other papers.

Skip Plagiarism Checking: Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an Instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.

Submit as draft (do not add papers to Institutional Search Database)

Skip Plagiarism Checking (only add papers to Institutional Search Database)

File Upload

Upload

File Upload: Select Upload File and browse for the file. Individual papers as well as papers that are grouped in a .ZIP package are accepted.

*File To Attach

Acceptable File Formats: .zip, .doc, .docx, .odt, .txt, .pdf, .rtf and .html

Copy/Paste Document

* Paper Title

* Paper Text

Copy/Paste Document: Alternatively, select Copy/Paste Document and add the document text in the field.

Submit

Supported File Types

Direct Submit supports the following file types:

<ul style="list-style-type: none"> Microsoft Word document: .doc and .docx 	<ul style="list-style-type: none"> Rich Text Format: .rtf 	<ul style="list-style-type: none"> Zip compressed: ZIP used to upload multiple files
<ul style="list-style-type: none"> Text: .txt 	<ul style="list-style-type: none"> PDF: .pdf 	<ul style="list-style-type: none"> HTML: .htm or .html

NOTE: If the papers being directly submitted include images, the images must not exceed 2MB or the submission may fail.

View SafeAssign Reports in Direct Submit

1. From the expanded **Control Panel**, click **SafeAssign** under Course Tools.
2. Click the **DirectSubmit** link.
3. Click the SA Report icon for the desired item.