Blackboard Learn: HOW TO USE DIRECT SUBMIT

Direct Submit generates SafeAssign reports on papers submitted outside a SafeAssignment. Note that papers submitted through Direct Submit do not get included in the Global Reference Database nor are they integrated with the Grade Center. It is always better to instruct students to submit their papers through a SafeAssignment.

1. Login to Blackboard and open the appropriate course.
2. Under **Course Tools** in the **Control Panel**, select **SafeAssign**
3. In the new window select **Direct Submit**

*The Private tab should only be used if you do not want anyone else to see the report and you want the report to always follow you. The **Shared** tab is the recommended option because submitting here allows other teaching assistants and instructors in this class to see the report.*

Setting up a folder creates one location for all files pertaining to this assignment.

4. To do this type a name in the **New Folder** box then click **Add**.
5. Click the name of the folder you just created then select the **Submit a Paper** button. Click **Browse** to locate the file on your computer to direct submit.
6. Click **Submit** when done.
7. Note that you may submit a zipped file which contains up to 100 papers this way.
8. The SA Report will be generated within a few minutes and is signified by a green check box. Simply click this to view the report.