

Using Direct Submit to SafeAssign in LearnJCU



Created by: Learning Technologies
Date created: 31 August 2010
Last modified: 13 December 2011
Email: learnjcu@jcu.edu.au

Overview

Direct Submit can be used to submit papers to the institutional database. As Direct Submit is not integrated with the GradeCentre, it will not submit under a particular student or assignment name.

Direct Submit is used to check for plagiarism, to submit a paper if a student is having difficulty submitting, or to bulk submit zipped files.

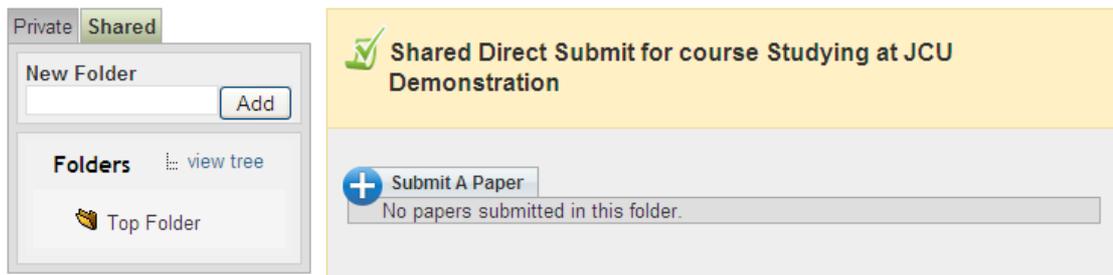
Using Direct Submit

1. Starting from within your subject site, go to **Control Panel** and select **Subject Tools**. Choose **SafeAssign** from the expanded menu
2. Click **Direct Submit**. A list of any papers already uploaded into DirectSubmit will appear here.
3. Navigate to the folder where you wish to submit.

Shared Folder or Private Folder

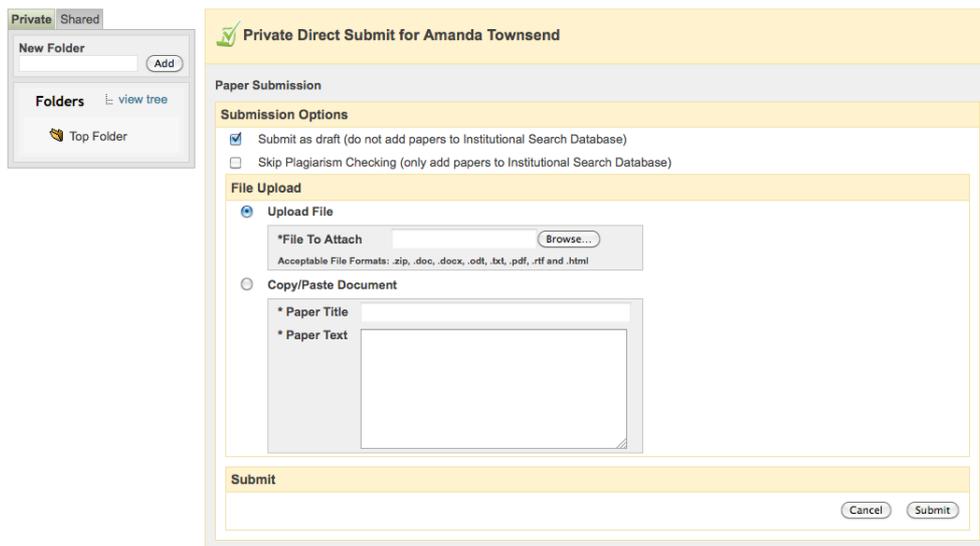
Shared folders can be viewed by anyone with access to the DirectSubmit tool for the subject.

Private Folders Only the person submitting to DirectSubmit for that subject can see their submissions.



- SafeAssign Direct Submit accepts files in .doc, .docx, .txt, .rtf, and .html file formats only. Do not upload files in any other format. Zip compressed files can be used to upload multiple submissions.

4. Click **+Submit Papers**



5. Under **Submission Options** select either **Submit as Draft** (does not add paper to JCU Search Database) or **Skip Plagiarism Checking** (only adds paper to the Institutional Database)
6. Select **Upload File** and **Browse** button to find submission to upload
7. Select **File to Attach** and upload the file.

■■■ **File names should not have any spaces or symbols (*&#_+." etc.)**

It can cause corruption of files during the upload and download process.

For example - If your file name is C.Cruz #2 - Assignment Five you should change it to CCruzNo2AssignmentFive.

8. Alternatively, select **Copy/Paste Document** and paste submission text. In the text box.
9. Click **Submit**

■ **Viewing SafeAssign Reports**

1. Starting from within your subject site, go to **Control Panel** and select **Subject Tools**. Choose **SafeAssign** from the expanded menu.
2. Choose **Direct Submit**. A list of uploaded papers and **SafeAssign** reports generated via **Direct Submit** will appear here.