Submitting an Assignment through SafeAssign (Student Guide)

1. Log into the course and locate the assignment link given by your instructor.

2. Once you’re in the assignment submission drop box, click **Browse My Computer** to upload your assignment, and check the Plagiarism Tools box for the *Global Reference Database*. This is how SafeAssign works.

3. Click **Submit**.

4. Once your assignment is successfully submitted, you will be able to review the report of your submission. Your SafeAssign report will be available within 24 hours.
5. When your report is available, it will display a percentage of the content that matched with documents in the Global Reference Database. *The general rule is to have a 15% > match.* Click *View Originality Report* for a detailed plagiarism report on your submission.
6. The matching content will be highlighted and linked to the original source(s) in the database. This is an especially important feature for distinguishing between accidental and deliberate plagiarism.