# Using SafeAssign's Direct Submit Function

The Direct Submit function will allow you as the instructor to submit papers one at a time or several at once by including them in a .ZIP file without using a SafeAssignment. If you have papers from a previous course you would like to generate reports on, this is the best way to handle it.

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 Gradebook integration with papers submitted through Direct Submit. So because Direct Submit does not offer access to the Global Reference Database or integration with Gradebook, instructors should set up and use SafeAssignments to collect submissions whenever possible.

Please Note: When using ZIP files, each .ZIP should contain no more than 100 papers and submitting more than 300 papers in a session is not recommended. Additionally, papers with over 5000 sentences or that are more than 10 MB in size cannot be submitted.

Follow these Steps to submit papers through Direct Submit. Choose the course in which you would like to work.

1. From the Course Management AREA, Click SafeAssign under Course Tools.
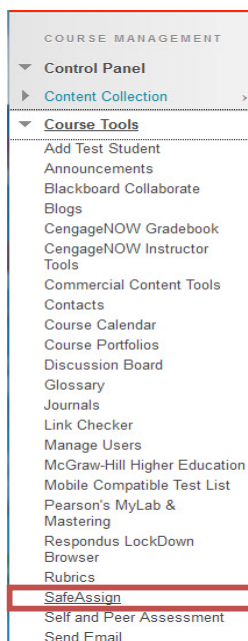
2. Click the Direct Submit to open the file area.

3. A list of folders and papers will appear. This list includes papers already uploaded through Direct Submit. It is NOT recommended that files be deleted from Direct Submit, as this will remove them from the institutional database of existing material.
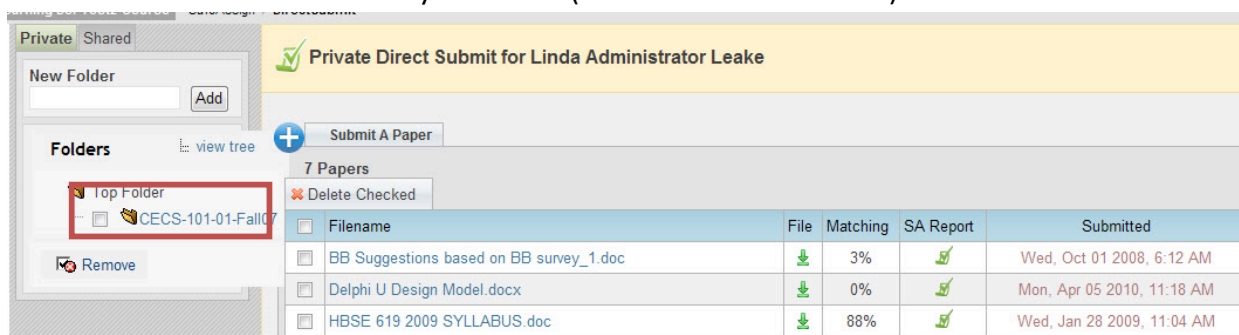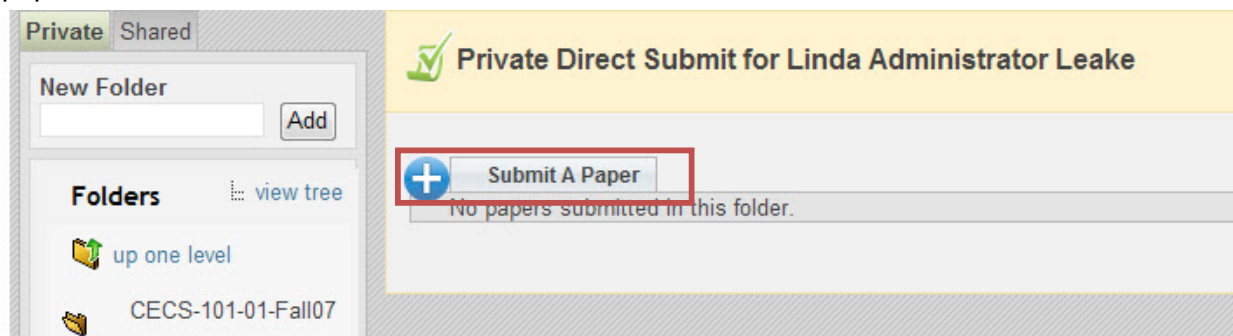
4. Create a folder for the papers to be stored (ex: CECS-101-01-Fall07). If you have folders already then navigate to the folder in which you would like to add the papers.
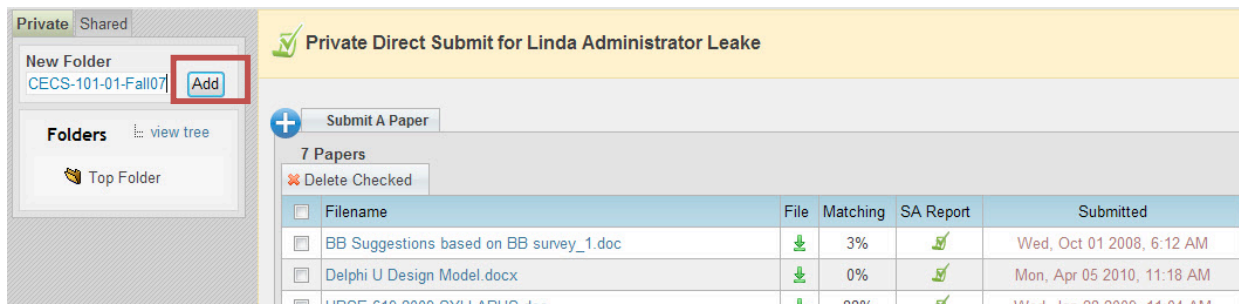
Click the ADD button to create your folder (shown in the box above).

If you have folders already (shown above), navigate to the one in which you would like the paper or papers added.
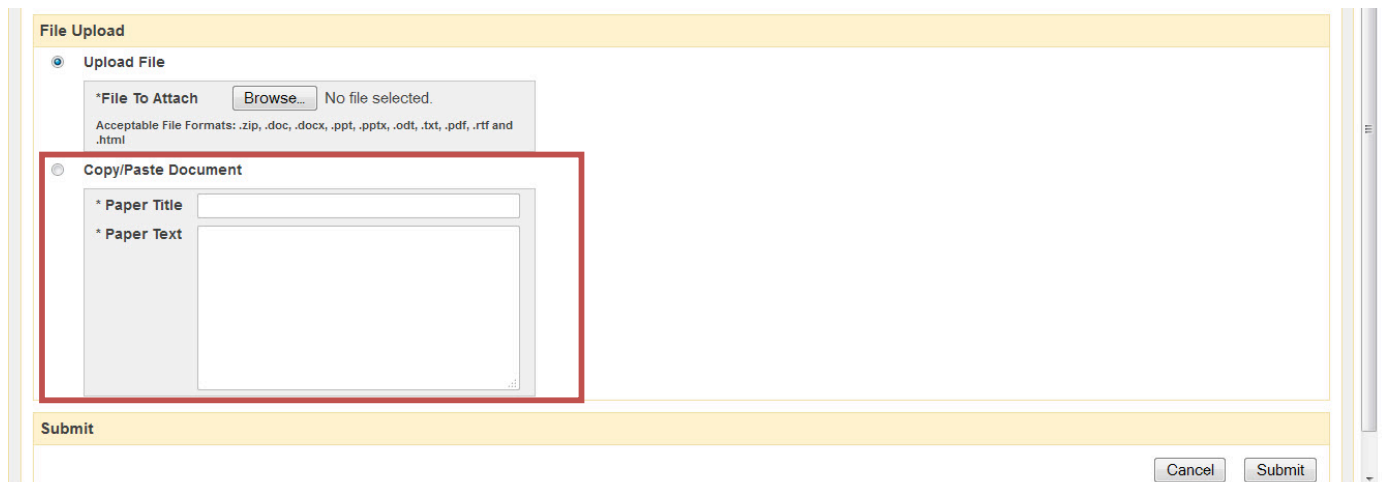

5. Click Submit A Paper (shown in the box above).

6. The following form will appear. In section one are the Submission Options for this paper or group of papers.

7. Select the Upload Options (shown as checkboxes above)
   a. 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.
   b. Skip Plagiarism Checking: Adds papers to the institutional database without checking for content copied from other sources. This is useful if an instructor wants to upload papers from earlier courses to ensure that current students are not reusing work.

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

9. Or as an alternative, you can select Copy/Paste Document and paste the text of the paper text into the "Paper text" field.
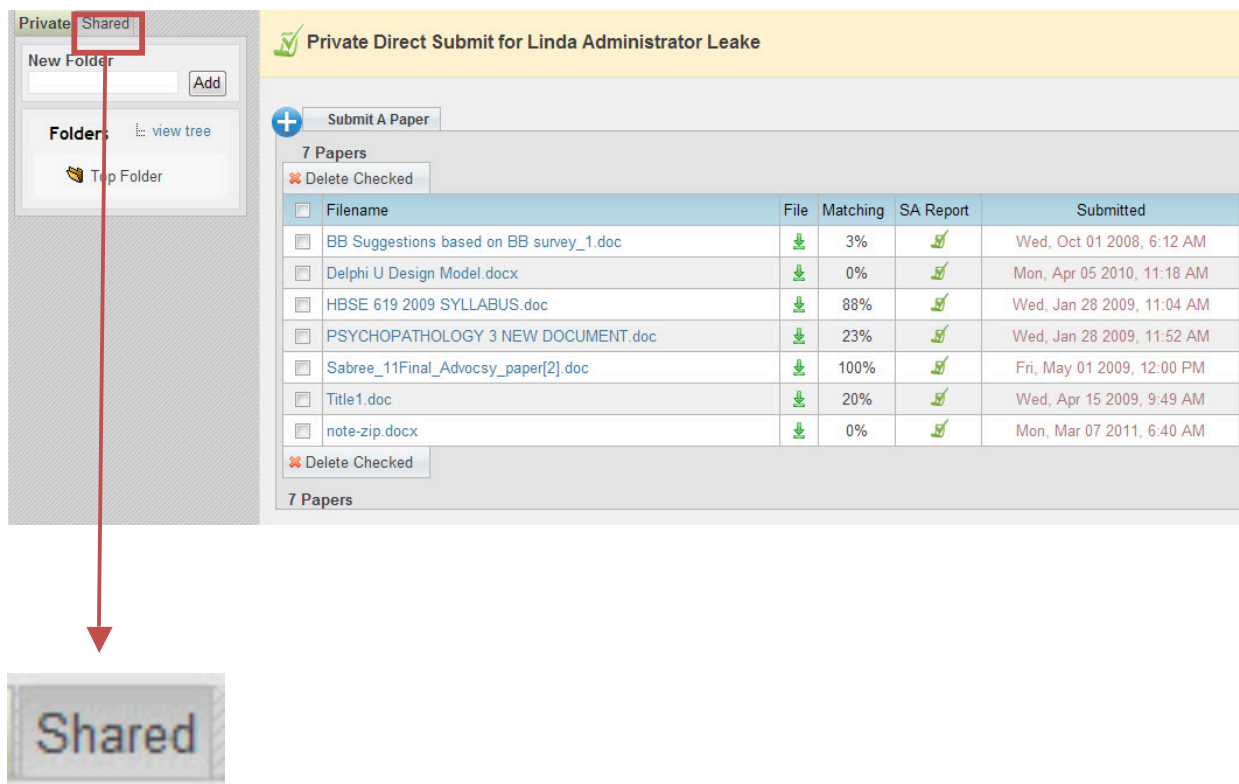

10. Finally, to finish the process after all of your choices are made, you can press the "Submit" button located at the bottom right side of the form.

Private Verses Shared tabs in Direct Submit.

The examples above show a Direct Submit in to the Private folder of an instructor. As you know, Direct submit has two modes. They are:

- Shared – Accessible by anyone who can access the Control Panel for the course. Those individuals can include:
  - Other instructors – co-instructors/team instructors
  - Teaching Assistants for the course.
- Private – Only accessible by the instructor of the course.
  - If you have private folders for documents, those documents can be accessed from within *any* course in which you are assigned as an instructor.

If you would like to have all instructors listed in a course as well as Teaching Assistants have access to the papers submitted through Direct Submit, you can choose to use the Shared (Tab) folder to do a Direct Submit.

Just click the Shared tab before starting the Direct Submit process. Then follow steps 3-10 in the list above. This will allow the files submitted in the Shared folder to be seen by any Teaching Assistant or additional instructor who is assigned to the course in which the direct submit was completed.