

Using DirectSubmit

Log into your course.

On the Control panel, click Course Tools.

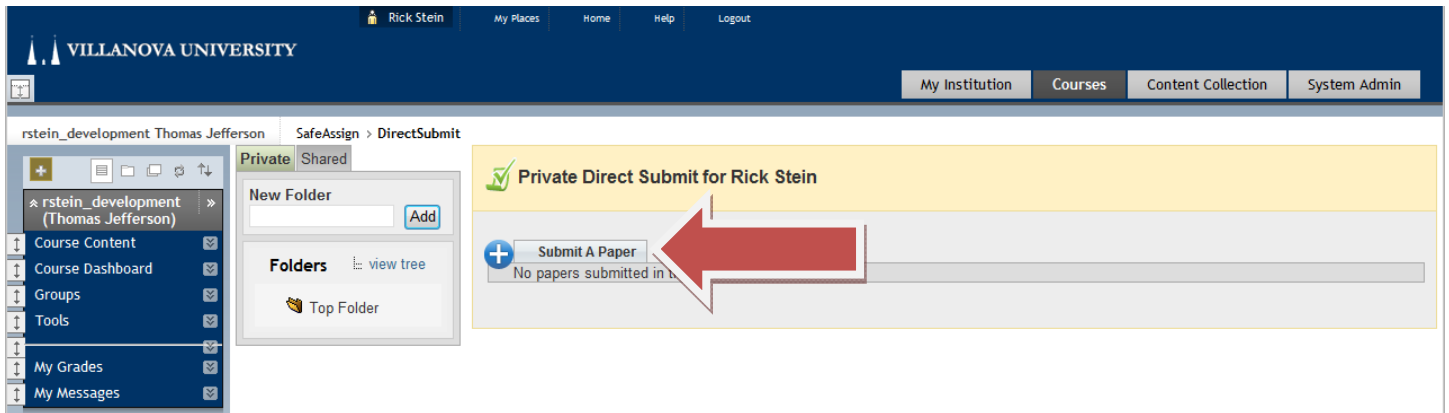
This will cause the list to expand. Scroll down and click Safe Assign.

The screenshot shows the Villanova University LMS interface. At the top, the user is logged in as Rick Stein. The navigation tabs include My Institution, Courses, Content Collection, and System Admin. The current page is 'Course Content' for the course 'rstein_development Thomas Jefferson'. The left sidebar contains a 'Control Panel' with various tools. 'Course Tools' is expanded, and a red arrow points to 'SafeAssign'. The main content area displays a list of course items: '00:01:28 A Tribute to Thomas Jefferson' (a video), 'Thomas Jefferson LM' (a learning module), 'Assignments', 'Collaboration Tools', and 'Thomas Jefferson's America' (a document).

Click DirectSubmit

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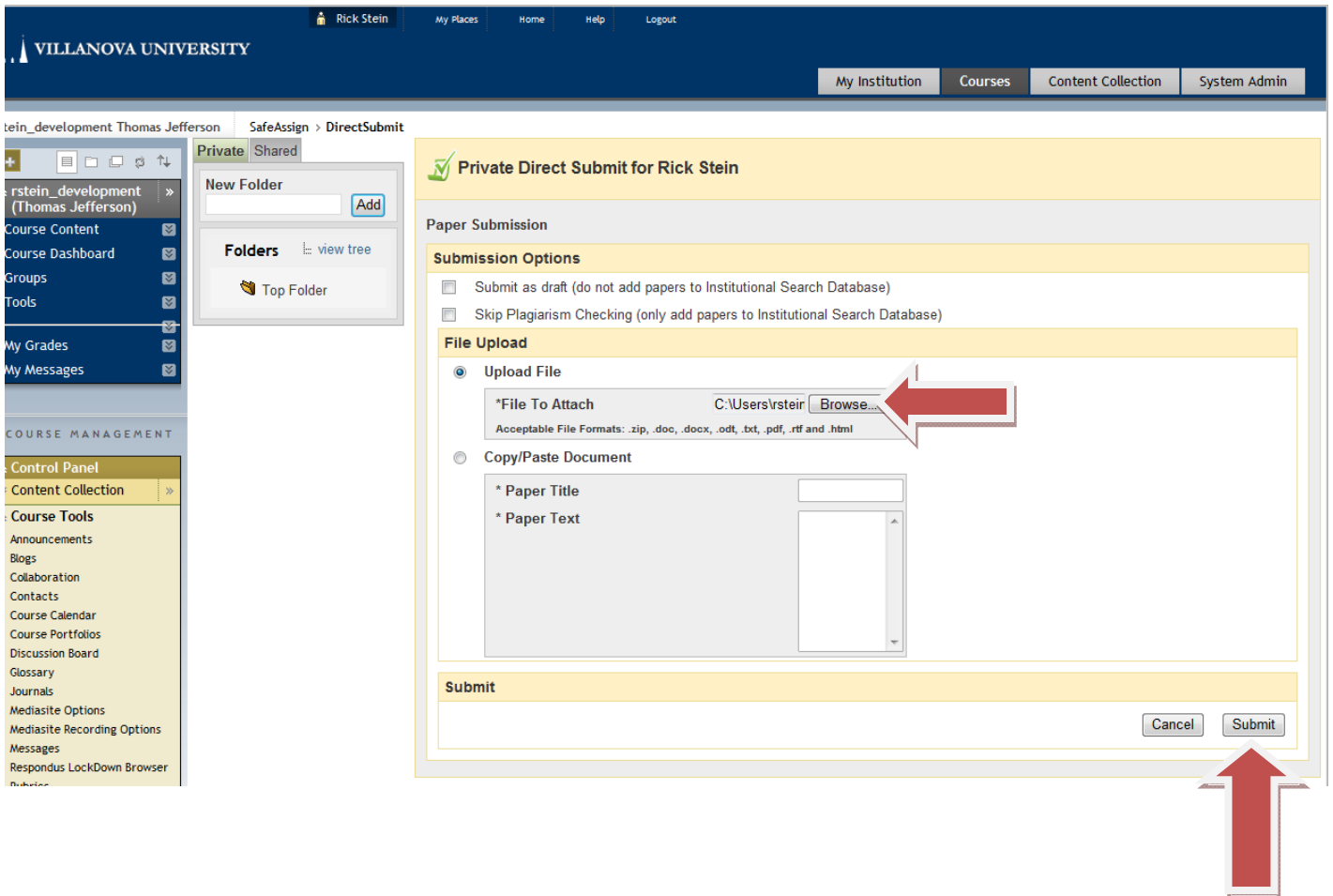
Click the Submit A Paper button.



Choose your submission options. Both of these are optional. If you do not check any of them it will be added to the Villanova Institutional database and the SafeAssign global database.

Click the Browse button to upload a file.

Once your file is selected, click Submit.



Your paper is now submitted and will take about 30 minutes to check. You can leave the screen and come back later to get the Safe assign report and matching percentage.