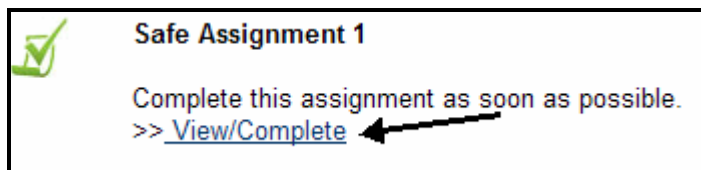


Follow these steps to submit to a SafeAssignment:

1. From a content area within a course, select the SafeAssignment and click **View/Complete**.



2. The Upload SafeAssignment page will appear.
3. Complete the page using the table below as a guide and click Submit.

Upload Safe Assignment Fields

The Add SafeAssignment page includes the following fields.

Field	Description
Name	Displays the title of the SafeAssignment.
Instructions	Displays the instructions for the SafeAssignment.
Comments	Enter any comments for the Instructor in this field.
File to Attach	Click Browse to locate a file to upload as a SafeAssignment.
Global Reference Database	You have the option to volunteer your paper to the Global Database that will allow other papers from other institutions to be checked against yours to protect the originality of your work across institutions.