

SafeAssign: Using Direct Submit in Learning@Griffith

SafeAssign is a course tool within Learning@Griffith that enables electronic submission of assignments combined with a text matching report. SafeAssign has two types of functionality:

- SafeAssignment
- Direct Submit

SafeAssignment appears as a content item in Learning@Griffith that allows students to submit their assignments electronically, then produces text matching report.

Direct Submit is a feature available to Instructors and Teaching Team, allowing upload of documents via Learning@Griffith and generation of text matching reports, without participation of students.

SafeAssign Report is a text matching report.

Global Reference Database is a database shared across all the institutions that use SafeAssign who have chosen to give their students this option. Each student decides whether to submit their paper to the Global Reference Database or not.

Instructors and Teaching Team may upload papers directly with **Direct Submit**. This does not require creating a SafeAssignment as an additional item in the course content in Learning@Griffith. Direct Submit generates SafeAssign reports on papers submitted outside of a SafeAssignment.

Direct Submit allows Instructors to submit papers either one at a time, or several at once in a .ZIP file.

NOTE: .ZIP packages should contain no more than 100 files, and submitting more than 300 files in a session is not recommended. Additionally, assignments with over 5000 sentences or that are more than 10MB in size cannot be submitted.

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. If access to the Global Reference Database or integration with Gradebook is required, convenors should set up and use **SafeAssignments** to collect submissions.

Using Direct Submit: An Overview

Follow these steps to check files via Direct Submit (see below for visual instructions).

1. From the Control Panel, click **SafeAssign** under Course Tools.
2. Click the **Direct Submit** tab.
3. A list of folders and papers will appear. This list includes assignments 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 materials.
4. Navigate to a folder where the file or files will be uploaded.
5. Click Submit Papers.
6. Select **Upload File** and browse for the file. Individual assignments as well as files that are grouped in a .ZIP package are acceptable. Alternatively, select Copy/Paste Document and add the document text in the field.
7. If required, select the special upload options:
 - **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.
 - **Skip Plagiarism Checking:** Adds the papers to the institutional database, without checking for content copied from other sources. This is useful if an Instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.

Supported file types

Direct Submit supports the following file types:

- Microsoft Word document: .doc
 - Rich Text Format: .rtf
 - HTML: .htm or .html
 - Text: .txt
 - Pdf
 - Zip compressed: .ZIP used to upload multiple files.
-

Using Direct Submit: In Detail

1. Log into Learning@Griffith using your staff ID (s-number) and password.
2. Navigate to the course where you would like to submit the assignments.

Griffith UNIVERSITY
Griffith Portal > Learning@Griffith

Learning@Griffith | Staff | Students | Courses | Organizations | Content Collection | Help & Support

Logged in: Urszula Kosal | Logout

Welcome, Urszula

Tools

- Announcements
- Calendar
- Tasks
- View Grades
- Send Email
- User Directory
- Address Book
- Personal Information

www75-stage Announcements

This environment is **experimental**. The system is NOT backed up, do not store data here that is not stored elsewhere.

Latest tools updated: new version of Teams LX (now known as Wiki) and Journal LX (now known as Blog).

Regular accounts are configured to use central authentication (ie, the same password as NetCheck, Novell, etc).

System admin accounts use local passwords, so if you have an Admin account please ensure you change your password from the default - go to the "Tools" box on the Learning@Griffith tab, choose "Personal Information" then "Change Password" to set your password to something more secure.

My Announcements

No system announcements have been posted in the last 7 days.
No course announcements have been posted in the last 7 days.

[more.....](#)

Learning@Griffith Blog

- Win an iPod Shuffle - complete the Learning@Griffith Survey
- Students accessing Learning@Griffith from Commonuse computers
- ADAPT Workshops for Academic Staff
- Where is my Semester 2 course content?
- Other updates and bug fixes

My Courses

Courses you are teaching:

- Ears Test Course

You are not currently participating in any courses.

My Organizations

You are not currently participating in any organizations.

Learning@Griffith Newsletter - Latest Issue

Issue 27, February-March 2007 - Special Learning@Griffith Enhancement Project Issue

[View PDF version](#)

- Semester One Begins
- Feedback for the new Learning@Griffith
- Learning@Griffith Support rundown
- Getting support for Learning@Griffith
- Custom training workshops: ADAPT
- Where's the Digital Drop Box?
- Past Exams
- Linking to Course Readings
- Learning@Griffith system speed
- Learning@Griffith URL has changed in 2007
- The new-look Discussion Boards
- Where's What's New?
- Podcasting

3. Click **Control Panel** (in the left menu)

The screenshot shows the Blackboard interface for Griffith University. The top navigation bar includes 'Griffith UNIVERSITY' and 'Griffith Portal > Learning@Griffith'. A secondary navigation bar contains 'Learning@Griffith', 'Staff', 'Students', 'Courses', 'Organisations', 'Content Collection', 'Help & Support', and 'Scholar'. The user is logged in as 'Urszula Kosal'. On the left, a vertical menu lists various options, with 'Control Panel' highlighted and a red arrow pointing to it. The main content area shows 'EARS.TEST COURSE > ANNOUNCEMENTS' with filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range is 'January 30, 2008 - February 06, 2008', and it states 'No announcements found.' Below this is the Blackboard logo and copyright information.

4. From the Control Panel, click **SafeAssign** (under Course Tools).

The screenshot shows the Blackboard 'CONTROL PANEL' for the 'EARS.TEST: Ears Test Course - Urszula Kosal (Instructor)'. The panel is organized into several sections: 'Content Areas' (Course Information, Assignments, Course Documents, External Links), 'Course Tools' (Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Glossary Manager, Messages, Content Collection, Course Portfolios), 'Course Options' (Manage Course Menu, Course Design, Manage Tools, Settings, Recycle Course), 'User Management' (List / Modify Users, Manage Groups), 'Assessment' (Test Manager, Survey Manager, Pool Manager, Course Statistics, Gradebook, Gradebook Views, Performance Dashboard), and 'Help' (Support, Staff Manual, Contact System Administrator, Manual). A red arrow points to the 'SafeAssign' link under the 'Messages' sub-section of 'Course Tools'. The Blackboard logo and copyright information are at the bottom.

5. Click the **Direct Submit** tab.

Griffith UNIVERSITY
Griffith Portal > Learning@Griffith
Logged in: Urszula Kosal | Logout

Learning@Griffith | Staff | Students | Courses | Organisations | Content Collection | Help & Support | Scholar

EAR'S TEST COURSE > CONTROL PANEL > SAFEASSIGN > DIRECT SUBMIT

SAFE ASSIGNMENTS | DIRECT SUBMIT

Direct Submit

PRIVATE | SHARED

Folders [view tree](#)

Top Folder

New Folder

ADD

Private Direct Submit for Urszula Kosal

Submit Papers Remove

1 Papers
Displaying papers 1 - 1

Filename	File	Matching	SA Report	Submitted
news.doc		91%		Nov 23 2007 13:37:39 EST

1 Papers
Displaying papers 1 - 1

Show 25 items per page

6. If you have previously uploaded documents a list of folders and papers will appear. This list shows files 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 materials.
7. Navigate to a folder where the paper will be uploaded and click **Submit Papers**. (You may also create a new folder at this point.)

Griffith UNIVERSITY
Griffith Portal > Learning@Griffith
Logged in: Urszula Kosal | Logout

Learning@Griffith | Staff | Students | Courses | Organisations | Content Collection | Help & Support | Scholar

EAR'S TEST COURSE > CONTROL PANEL > SAFEASSIGN > DIRECT SUBMIT

SAFE ASSIGNMENTS | DIRECT SUBMIT

Direct Submit

PRIVATE | SHARED

Folders [view tree](#)

Top Folder

Folder 2008

Remove

New Folder

ADD

Private Direct Submit for Urszula Kosal

Submit Papers Remove

1 Papers
Displaying papers 1 - 1

Filename	File	Matching	SA Report	Submitted
news.doc		91%		Nov 23 2007 13:37:39 EST

1 Papers
Displaying papers 1 - 1

Show 25 items per page

8. You can choose one of the submission options below by ticking in a corresponding box; or, go straight to the File upload.
 - **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.
 - **Skip Plagiarism Checking:** Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an Instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.
 - **If you don't tick any** the submitted paper will be added to the institutional database and a SafeAssign report will be produced
9. In the file upload section, browse for the file. (Individual papers as well as papers that are grouped in a .ZIP package are accepted). Alternatively, select **Copy/Paste Document** and add the document text in the field.
10. Click the **Submit** button.

Griffith UNIVERSITY

Griffith Portal > Learning@Griffith

Learning@Griffith | Staff | Students | Courses | Organizations | Content Collection | Help & Support | Scholar

Logged in: Urszula Kosal | Logout

EARLY TEST COURSE > CONTROL PANEL > SAFEASSIGN > DIRECT SUBMIT

SAFE ASSIGNMENTS | DIRECT SUBMIT

Direct Submit

PRIVATE | SHARED

Folders | view tree

Folder 2008

New Folder

ADD

Private Direct Submit for Urszula Kosal

Paper Submission

1 Submission Options

Submit as draft (do not add papers to Institutional Search Database)

Skip Plagiarism Checking (only add papers to Institutional Search Database)

2 File upload

Upload File

File To Attach | C:\Documents and Settings\s2599 | Browse...

Acceptable file formats: .zip, .doc, .txt, .pdf, .rtf and .html

Copy/Paste Document

Paper title

Paper text

3 Submit

Cancel | Submit

- The screen shows all the files uploaded to this folder, local date and time of the submission and link to access the files. To obtain Matching Score and SafeAssign Report allow time for processing, and refresh the screen. It can take from a few minutes to 24 hours, depending on the size of the file submitted.

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EARNS TEST COURSE > CONTROL PANEL > SAFEASSIGN > DIRECT SUBMIT

SAFE ASSIGNMENTS | DIRECT SUBMIT

Direct Submit

PRIVATE | SHARED

Private Direct Submit for Urszula Kosal

Submit Papers | Remove

1 Papers
Displaying papers 1 - 1

Filename	File	Matching	SA Report	Submitted
cicadas.doc		-	-	Feb 06 2008 10:50:01 EST

1 Papers
Displaying papers 1 - 1

Show 25 items per page

- Once processed, the Matching Score and SafeAssign Report icons show on the refreshed screen.
- Click the icon and access the SafeAssign Report (see below). For detailed information on how to access submitted safe assignments and interpret text matching reports, please refer to Accessing and Interpreting SafeAssign Reports: For Staff available at <http://www.griffith.edu.au/ins/learningatgriffith>

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EARNS TEST COURSE > CONTROL PANEL > SAFEASSIGN > DIRECT SUBMIT

SAFE ASSIGNMENTS | DIRECT SUBMIT

Direct Submit

PRIVATE | SHARED

Private Direct Submit for Urszula Kosal

Submit Papers | Remove

1 Papers
Displaying papers 1 - 1

Filename	File	Matching	SA Report	Submitted
cicadas.doc		100%		Feb 06 2008 10:50:01 EST

1 Papers
Displaying papers 1 - 1

Show 25 items per page

