

When using SafeAssign you will usually set up a SafeAssignment and students will directly submit their papers. As an instructor, you also have the option of uploading papers directly using the SafeAssign Direct Submit tool. These papers will be entered into CSU's institutional data base of papers and can be processed so you can see a SafeAssign Originality report for the paper(s).

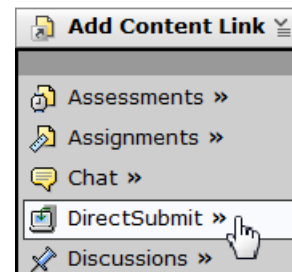
Per CSU's General Counsel office, instructors may NOT use direct submit to submit student papers that were turned in before fall 2009. These students did not have the opportunity to accept or decline using SafeAssign for this previous work.

Please note: Apple's latest web browser, Safari 4, does not work with SafeAssign. Please use Internet Explorer or Firefox as your browser.

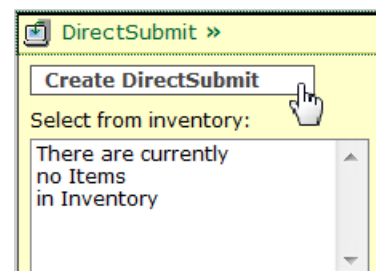
- I. [Add SafeAssign Direct Submit to your RamCT Section](#)
- II. [Hide Direct Submit from Students](#)
- III. [Creating Direct Submit Folders](#)
- IV. [Submitting Papers with Direct Submit](#)
- V. [RamCT Support](#)

I. To Add SafeAssign Direct Submit to your RamCT Section:

- a. From the **Build** tab:
- b. Under the **Add Content Link** drop down menu *select DirectSubmit*.



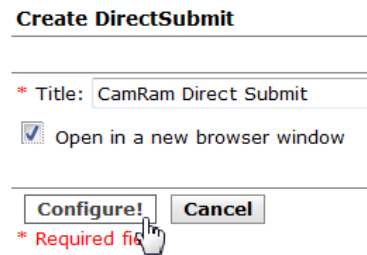
- c. *Click on the Create Direct Submit button*



- d. In the **Title box** we recommend **naming** your **Direct Submit** as:

Your eID Direct Submit

e.g. SJones Direct Submit



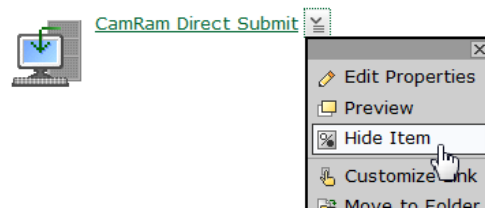
- e. I prefer to have this tool open in a separate browser window so I have checked this box.
- f. *Click **Configure*** to create your Direct Submit link

The Direct Submit item will appear on your RamCT web page.

II. Hide Direct Submit From Students

We do not want students to have access to Direct Submit so we need to hide this link from their view.

- a. On the **Build** tab, *Click* on the **drop down menu** next to your Direct Submit item and *select **Hide Item***.



The Direct Submit item is now hidden from students.



III. Creating Direct Submit Folders

- a. From **Teach** tab *click* on the **Direct Submit** icon you created on your RamCT web page.

Under **Paper Submission** select your options:

- b. **Submit as draft** will process the paper in SafeAssign but will not add the paper to CSU's Institutional paper data base.
- c. **Skip Plagiarism** will add papers to CSU's Institutional paper data base but will not process the paper and generate a SafeAssign originality report.
- d. Under **Upload File** click **Browse**.
- e. *Navigate to the file* you would like to upload into SafeAssign.
- f. *Select the file* and *click open*.
- g. **Copy/Paste Document** – you can past the text of a paper into this box as another way to submit the content of a paper.
- h. *Click Submit*.

Private Direct Submit for Kevin SafeAssign Test
 You are at folder: [Top Folder](#) > **Fall 2009**

Paper Submission

Submit as draft (do not add papers to Institutional Search Database)
 Skip Plagiarism Checking (only add papers to Institutional Search Database)

Submission

Upload File

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

Copy/Paste Document

Paper title:

You will see the submitted paper in the folder you created. If you requested that the paper be processed by SafeAssign, in a few hours (depending on the demand on the SafeAssign service) a SA (SafeAssign) report will be generated.

Private Direct Submit for Kevin SafeAssign Test

You are at folder: [Top Folder](#) > **Fall 2009**

| Submit papers | | | | | |
|---------------------------------------|-------------------------------|------|----------|-----------|-----------------------------|
| <input type="checkbox"/> | Filename | File | Matching | SA Report | Submitted |
| <input type="checkbox"/> | Anteater.docx | | 100% | | Aug 05 2009 13:57:35 MDT |
| <input type="button" value="Delete"/> | | | | | |

V. RAMCT SUPPORT

Support for RamCT is available from a number of sources.

RamCT help website:

<http://help.ramct.colostate.edu>

College RamCT Coordinators:

http://help.ramct.colostate.edu/ramctsupport_faculty.aspx

Email us:

ramctsupport@colostate.edu