Using DirectSubmit

Log into your course.

On the Control panel, click Course Tools.
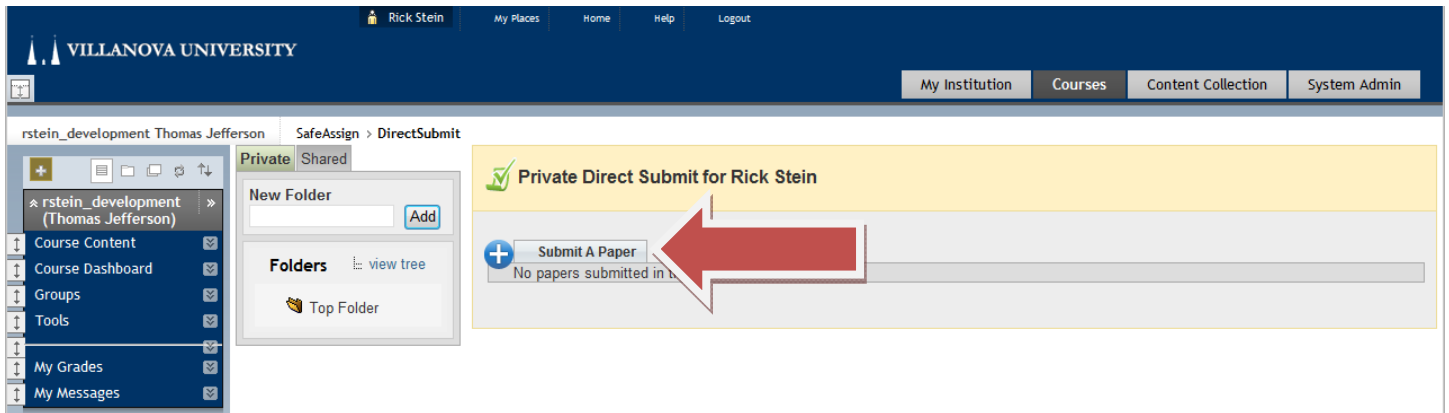This will cause the list to expand. Scroll down and click Safe Assign.
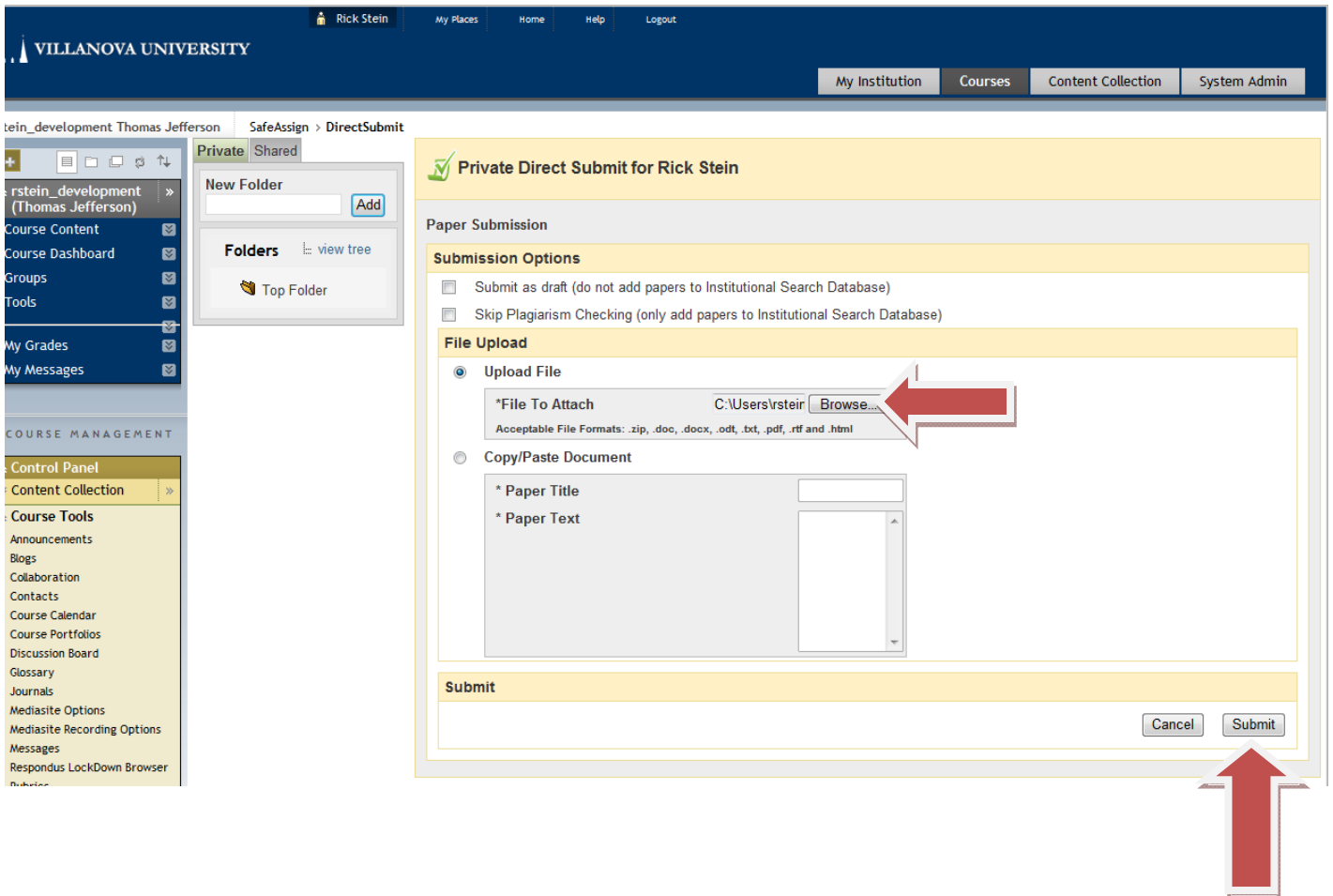

Click DirectSubmit

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.