

Safe Assign Instructions for Students

Plagiarism is taken very seriously at MCC. You must make sure your work is either properly cited or your own original work. Instructors who use SafeAssign will be checking your work for plagiarism.

1. Follow the instructions for turning in other assignments which is linked on MCC Orientation page in all Blackboard sites or [click here](#).
2. Here is a screen shot with options for your SafeAssignment. Refer to the notes in this image for your options. In this example the assignment was a paper about a disease. You will browse for your file for your paper in Step 1.
3. In Step 2 you may choose to have your paper added to the Global Database. Your instructor may require this. In any event, your paper will be added to the MCC Institutional Database.
4. When you click submit, your paper will be checked against journal databases, the internet, the MCC database, and the Global database.

The screenshot shows the SafeAssign submission interface. At the top, there is a text input field for the file name, with a callout box labeled "Step 1 attach file (name of disease)". Below this is the "File To Attach" section, which includes a "Browse..." button. A "NOTE:" section states: "SafeAssign accepts files in Microsoft Word (doc and docx)/ OpenOffice (odt)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP".

Section 3, "Global Reference Database", contains a callout box labeled "Step 2 check this box to put your paper in the global database" pointing to an unchecked checkbox with the text "I agree to submit my paper to the Global Reference Database". Below this is section 4, "Submit", which includes the instruction "Click **Submit** to finish. Click **Cancel** to quit." and two buttons: "Cancel" and "Submit". A callout box labeled "Step 3 hit submit" points to the "Submit" button.