Steps to using SafeAssign

(Writing Center has SafeAssign set on "draft," so your paper isn't permanently recorded.)

1. Insert flash drive or retrieve paper from e-mail or the computer desktop.

2. Log into Blackboard.

3. Click on "Courses" (top right).

4. Do an **organization** search for "Online Writing Lab" (top left).

5. Hover over "Bb_MU_Online_Writing_Center: MU Writing Center Online Writing Lab (OWL)" (under "Organization ID") to find the grey circle. Then click on the down arrow inside the circle.

6. Click on "Enroll."

7. On the self-enrollment page, click on "submit."

8. On the following screen, click on "OK" (lower right-hand corner)

9. Once on the OWL page, click on "SafeAssign Draft Checking" (on the menu on the left-hand side).

10. Click on "Draft checking."

11. Scroll down to "Assignment Submission," then "Browse My Computer."

12. Attach your draft.

13. You can also cut and paste your text into the Comments box.

14. Click on "submit" at the lower, right-hand side of the page.

15. It may take about 20 minutes for the results to become available. A 14% or lower match is typically considered acceptable. Click on "View/complete" to get results.

Each student has three chances to submit a draft as themselves. If your professor uses SafeAssign in Blackboard or you would like another chance to submit your draft again, email writingcenter@madonna.edu and ask to have your name cleared from SafeAssign.