

Student submission of documents to SafeAssign

- Log in to GeorgiaView (WebCT)
- Click to select the desired course
- Click on the “SafeAssign” icon/link (from the icons on the right side of the screen)
- Click on the desired Assignment
- Click the Browse button to browse to the location of your saved file.
- Locate the file you wish to submit
- Click the Open button
- Click to check the box “I agree to submit my paper to the Global Reference Database.”
- You may add any comments in the “Comment” box
- Click the Submit button

*Note: Be sure to check the Assignment listing to ensure your submission is complete. Some submissions may take several minutes. **DO NOT CLICK TO SUBMIT THE PAPER AGAIN, UNLESS YOU RECEIVE AN ERROR!**