**What is a Draft SafeAssign assignment and what is it for?**

Instructors can choose to set up SafeAssignments as drafts (by placing a check mark next to **Exclude Submissions**), which allows students to submit papers without storing them in the Institutional or Global Reference Databases (otherwise, if they submitted the paper again, it would have a 100% match against itself).

The purpose of the Draft is to teach the students about proper citation by allowing them to **check their work** against SafeAssign prior to submitting a final version. Please remember to describe this first stage of the assignment as a "draft assignment" in your assignment description/comments area so that the students understand clearly that they are only submitting a draft of the paper and that the Final paper will be submitted later **into the same Assignment**.

SafeAssign now supports multiple attempts and does not check attempts from a specific student to a specific assignment against previous attempts from the same student to the same assignment; this fulfills the use case of preventing matches from the same student and paper appearing in Originality Reports.

To set up a SafeAssign assignment as a draft, follow the instructions on **Create a SafeAssignment in Blackboard** page and (on the "Create Assignment" page, under "4. Grading", "Submission Details", "Plagiarism Tools") place check marks next to:

- Check submission for plagiarism using SafeAssign
- Allow students to view SafeAssign originality report for their attempts (if you would like the students to see their originality report)
- Exclude Submissions
Once all of the paper drafts have been submitted (allowing time for the students to review their originality reports), the instructor can un-check the box next to **Exclude Submissions**. Students then can submit their final drafts to the same SafeAssign assignment.