Sharing SafeAssign Reports

1. Open up SafeAssign in Blackboard. Click on the SafeAssign file that you would like to share. You'll see that in the upper right hand corner you can click the download icon and the report will open up in a new page.

2. The report that shows up now has a grid at the bottom where it compares each match that was found in the SafeAssign report. Right click on your screen and select that you want to print the file.

3. When the computer opens the print preview screen, click on the print destination drop down and select "save as a PDF". This option saves the PDF version to your computer so you can download the file and share it with our office.