In certain cases, it may become necessary to “synchronize” or re-link the SafeAssignment contained within the Blackboard shell to the SafeAssign central database. Some examples of situations when synchronization should be performed:

- **If students encounter errors while attempting to access or submit the assignment:** This course is out of sync with SafeAssign, please ask your instructor to re-sync your assignment.

- **When using the Direct Submit feature for the first time and the page is blank.**

- **After copying a course containing SafeAssignments into another course or moving an individual SafeAssignment into another course.**

1. From the course Control Panel, click **SafeAssign** under the Course Tools area.

2. When the SafeAssign screen appears, click **SafeAssignments**.

3. Click **Synchronize this Course**.
4. The Syncing... screen appears and the synchronization process will run. Although the process usually finishes within a short period of time, it is largely dependent upon the number of assignments and students within the course and demand on the system at that time.

![Syncing...]

Please wait. The course is being synchronized with SafeAssign. The page will load as soon as the synchronization is over.