How to Synchronize SafeAssign in Blackboard Course

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
- 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.

Here are the steps to synchronize SafeAssign in Blackboard courses:

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

2. On the SafeAssign page, click on SafeAssign Items.
3. When the **SafeAssign Items** page appears, click on **Synchronize this Course** button.

![SafeAssign Items](image)

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.