Synchronizing SafeAssign

1. Each semester, you must synchronize the SafeAssign roster for your course. To do this, navigate to the Control Panel and click to expand Course Tools.
2. Select SafeAssign.
3. Then, click SafeAssignments.
4. Finally, click “Synchronize this course.”

5. Each time the roster changes, SafeAssign will need to be resynchronized.
   This error message will appear in the SafeAssign area:

   **This course has SafeAssignment(s) that seem to be out of sync with the SafeAssign service. Please click the “Synchronize this Course” button to fix this problem.**

   Note: If you see this error message, simply click the “Synchronize this course” button.