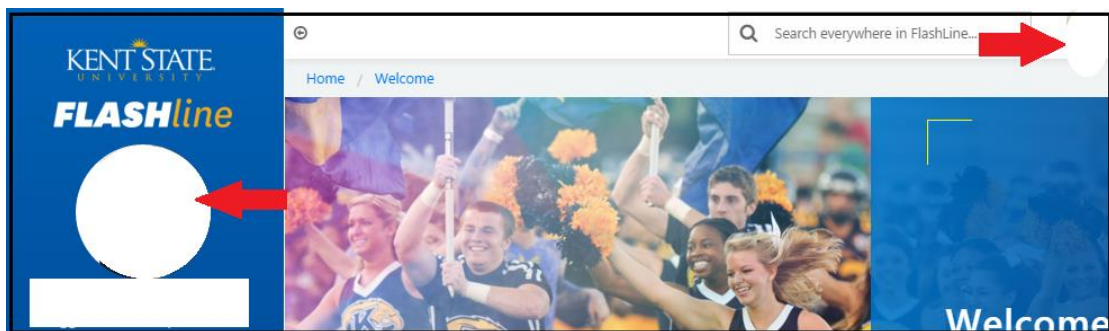


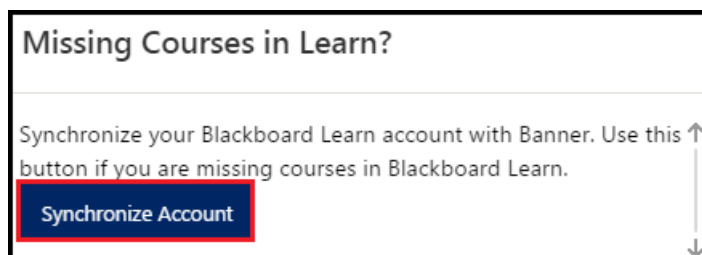
Faculty Sync Tool

When a faculty member cannot see their course(s) in Blackboard Learn, they can sync their FlashLine account to resolve the issue.

- Within FlashLine, click on your profile picture to **Edit My Profile**.



- Scroll down to “Missing Courses in Learn?” This is located at the lower right. Click “Synchronize Account.”



- The following confirmation message will appear. Please make sure your course is set up in Banner first for the sync to be successful.

Your Blackboard account is scheduled to synchronize with Banner. This may take 1-2 minutes to complete.

For additional support, contact the Helpdesk at 330-672-4357 (HELP) or visit support.kent.edu.