ADDING A SYLLABUS TO BLACKBOARD

A specific process for uploading a syllabus into Blackboard has been implemented by the Office of the Provost to help ensure compliance with SACS accreditation processes.

Create your syllabus with the approved file naming convention as described below.

The syllabus format must be either: .pdf, .doc, .docx, .rtf or .txt

The file name may only contain alpha-numeric characters, dashes (-), and underscores (_). Periods should only be used in front of file extensions (.docx). Spaces should not be used. No other special characters are allowed.

The file name **must** contain the word **syllabus** as a distinct part of the **file name** as indicated in the format example below:

Department abbreviation-Course Number – Section – Term Code (i.e. 4132 is spring 2013)

COMM-101-01-xxxx_syllabus.docx

xxxx refers to the 4 digit term code for the appropriate term which can be found in the following table:

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PEOPLESOFT TERM CODE TABLE

The naming convention for assigning the numeric term code is:

4 = century
Middle two numbers = year
Last number = semester (2– spring, 5– summer, 8– fall)

| Semester/Year	Term Code
Fall 2012	4128
Spring 2013	4132
Summer 2013	4135
Fall 2013	4138
Spring 2014	4142
Summer 2014	4145
Fall 2014	4148
Spring 2015	4152
Summer 2015	4155
Fall 2015	4158
Spring 2016	4162

If you wish to include the course name or other descriptors in the name the format would be modified to:

**Communication_Theory_COMM-101-01-xxxx_syllabus.docx**

The course ID information is displayed in Blackboard in the "My Courses" module on the "MyUofL" page.
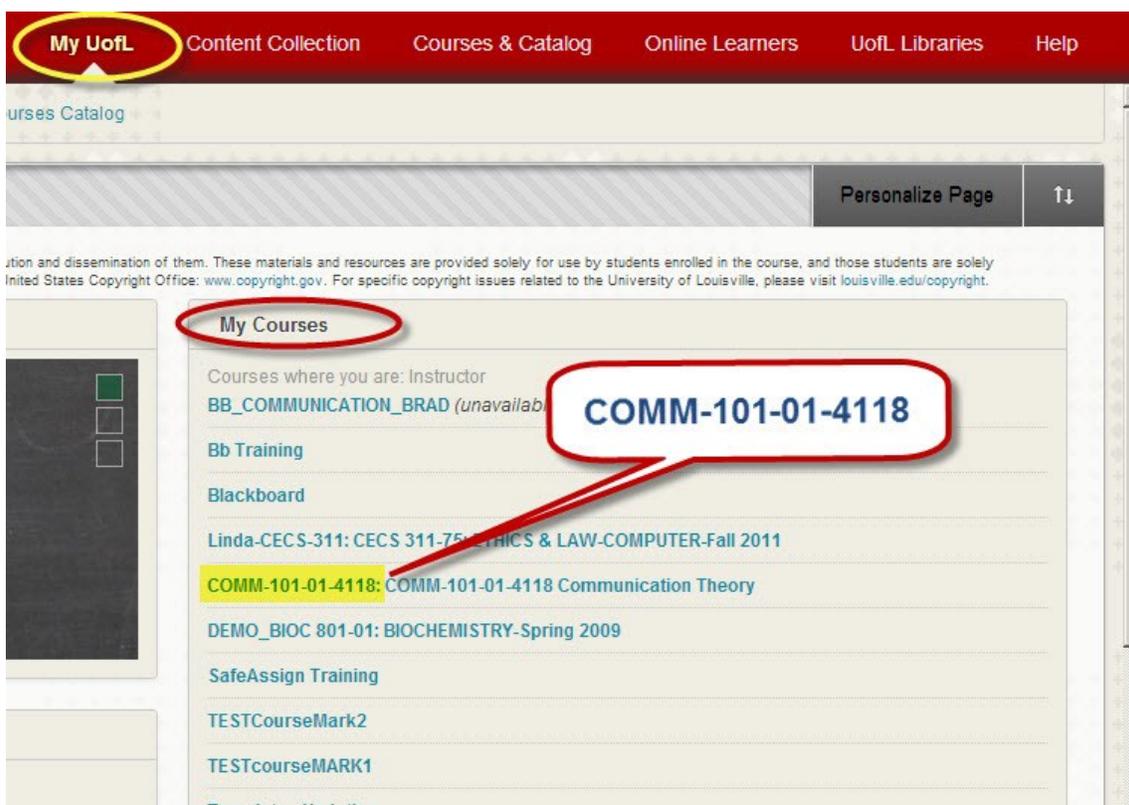
Every Blackboard course has a course shell created for it based on a template. The template has several pre-created menu items that appear initially in each course, one of which is "Syllabus". This item can be found at the top of the course menu.
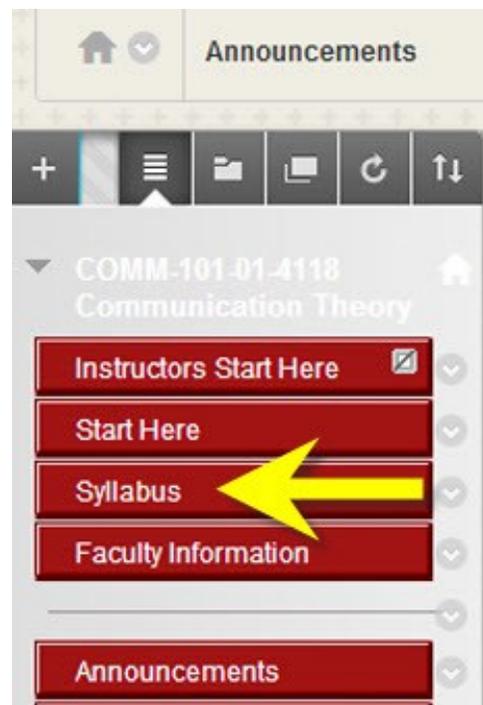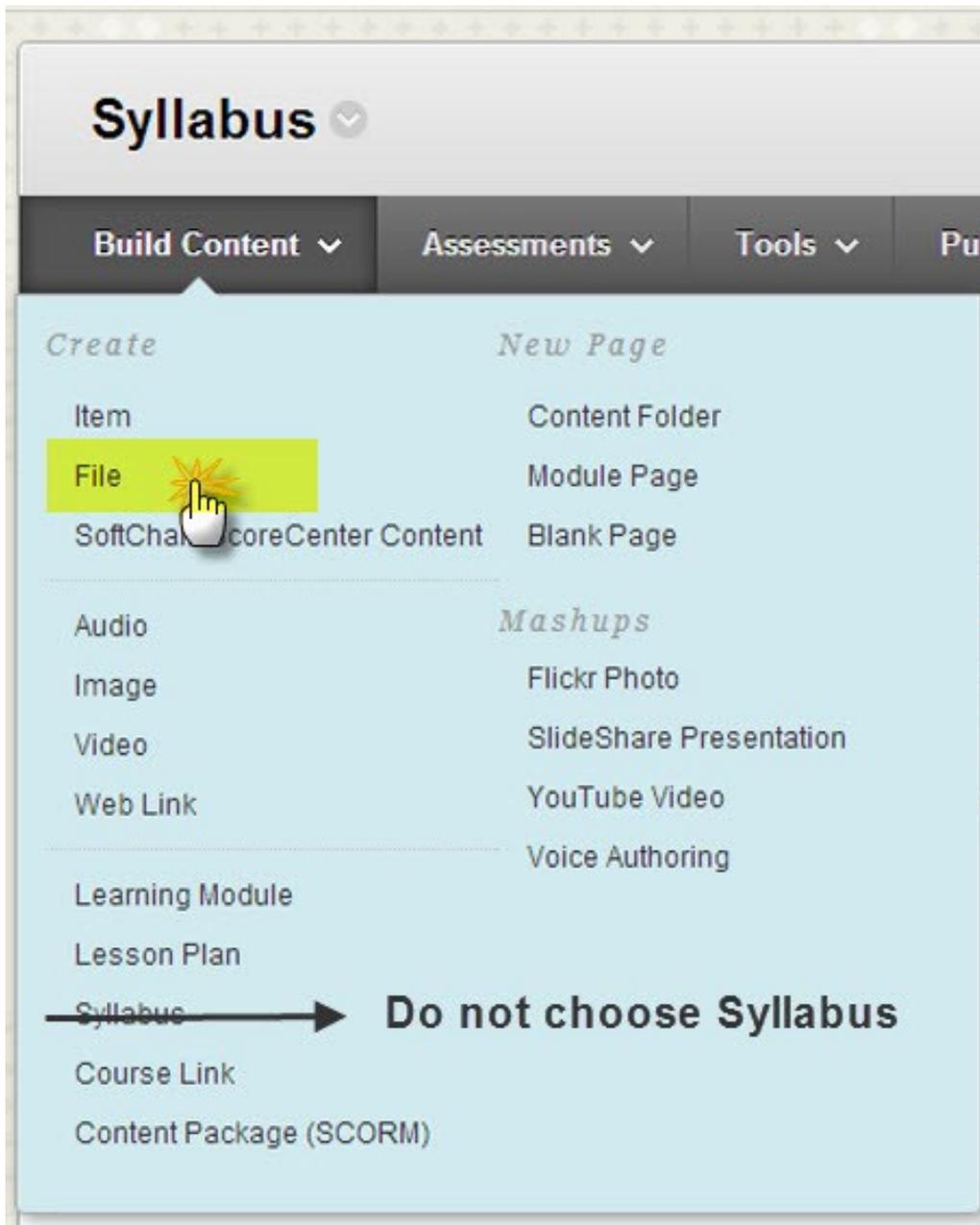
Click on the Syllabus item in the menu. This brings up a content area, which also includes a note to instructors with specific formatting information.
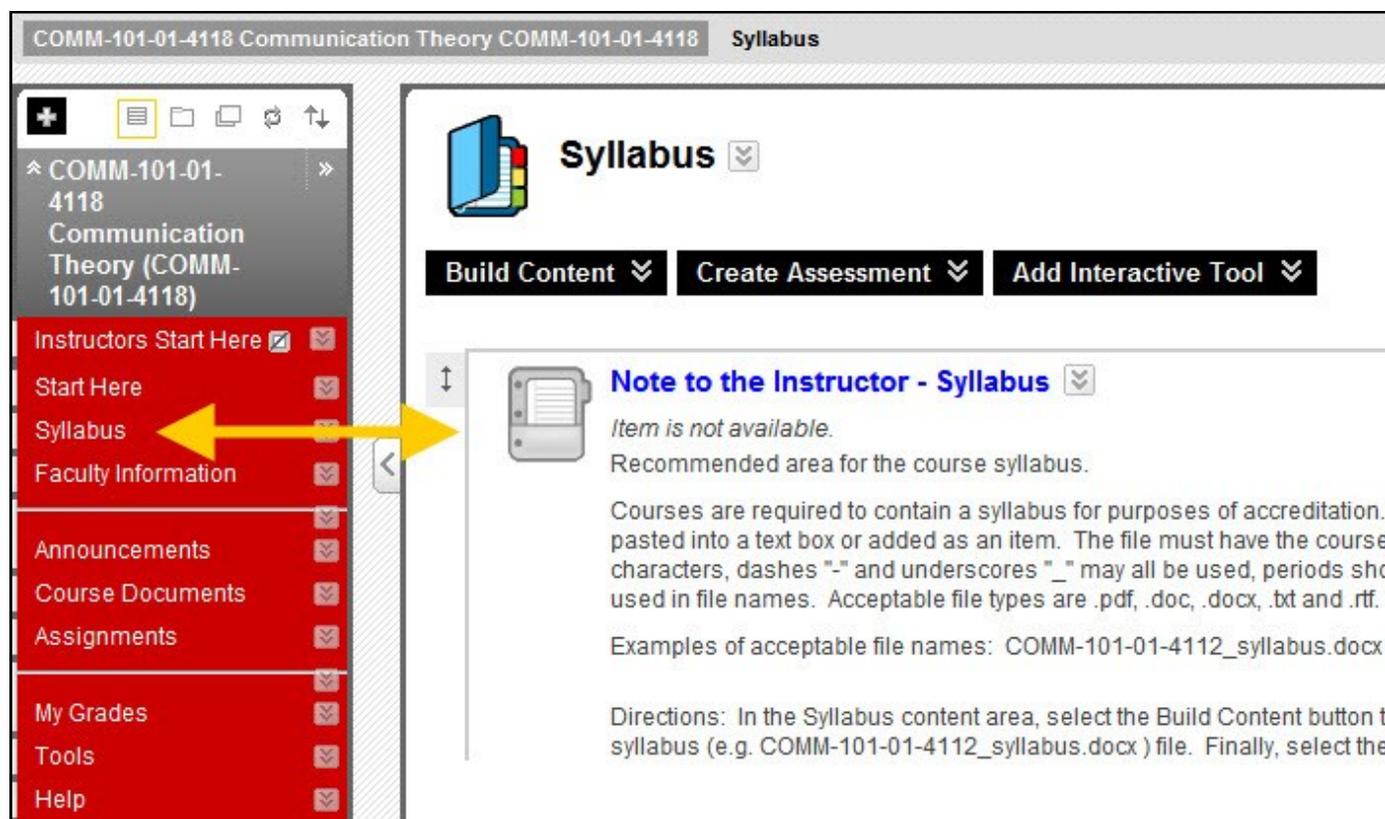
Click on or hover over the Build Content drop down menu at the top of the content area indicated in the next graphic.

Click on "File"

Do NOT choose the "Syllabus" item under the drop down menu

In section 1, find the syllabus file by either clicking "Browse My Computer" or by clicking "Browse Content Collection".

The name of the file appears in the "File Name" field in section 1 after you have selected your chosen document. Make sure it conforms to the syllabus naming parameters. It is this file that the syllabus extract process searches for and uses to extract the syllabus document.

Changing the name in the field "Name" does not change the file name of the document itself. If the "File Name" does not meet the naming specifications then it must be changed on the original document wherever that is stored and reloaded.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course local drive and viewed in order. More Help

✳ *Indicates a required field.*   Cancel

1. **Select File**

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a C to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course p

✳ Find File   Browse My Computer   Browse Content Collection

Selected File   File Name   COMM-101-01-4118_syllabus.docx   ⬅ **A**

Select a Different File

✳ Name   COMM-101-01-4118_syllabus.docx   ⬅ **B**

Color of Name   ▇ ⌄ Black   **Changing *Name* (B) does not**

Open in New Window   ○ Yes ⊙ No   **change the document file name (A)**

The "Name" field is only descriptive in nature, but it is best practice to have the "Name" and "File Name" the same to avoid any confusion.

In section 2 "File Options", you can choose to have the file open in a new/separate browser window or the default of a page within the course.

In section 3 you can select "Permit Users to View this Content" which allows users to immediately view the document.

3. Standard Options

Permit Users to View this Content   ⦿ Yes   ○ No

Track Number of Views   ○ Yes   ⦿ No

Select Date and Time Restrictions   ☐ Display After [＿＿＿＿] 📅 [＿＿＿＿] 🕒
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [＿＿＿＿] 📅 [＿＿＿＿] 🕒
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

If you select No then you must either return later and click this manually to Yes to make it available to users or

Select a date range when the syllabus is available.

In this section, you can also choose whether you would like to track the number of views your syllabus receives. If you select No, Blackboard will not collect any data.

In section 4 click "Submit"

4. Submit

Click Submit to proceed. Click Cancel to quit.

[Cancel]   [**Submit**]

The syllabus document should now appear in the content area.

Success: COMM-101-01-4118_syllabus.docx created.

Syllabus ⊙

Build Content ⌄   Assessments ⌄   Tools ⌄   Publisher Content ⌄

Note to the Instructor - Syllabus

Availability: Item is not available.

Recommended area for the course syllabus.

Courses are required to contain a syllabus for purposes of accreditation.   The syllabus should be loaded as a file into th copied and pasted into a text box or added as an item. The file must have the course ID (including the term code) and t Alphanumeric characters, dashes "-" and underscores "_" may all be used, periods should only be used for file extensio characters should not be used in file names. Acceptable file types are .pdf, .doc, .docx, .txt and .rtf.
Examples of acceptable file names: COMM-101-01-4112_syllabus.docx or Intro_To_Communications_COMM-101-01-4

Directions: In the Syllabus content area, select the Build Content button to produce the drop down menu. Next select your syllabus (e.g. COMM-101-01-4112_syllabus.docx) file. Finally, select the Submit button to upload your file.

COMM-101-01-4118_syllabus.docx ⊙

If you need assistance with this process, please contact the

Blackboard Support Team at 852-8833 or by email at

BBSupport@louisville.edu.