

Posting Syllabi in Blackboard

June 13, 2023

Naming the Syllabus File

1. Before posting your syllabus in Blackboard, name your syllabus following the naming convention below:

Department abbreviation-Course Number-Section-Term Code_syllabus

COMM-101-01-xxxx_syllabus.docx

(xxxx refers to the 4 digit term code for the current semester. The code changes each semester. You can find the correct term code for each semester in the attached Term Code Table.)

The filename should 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.

2. You **must** create a **separate file for each course and section** you are teaching. The filename for each section must contain the **specific course** and **section number**.
3. The filename **must** contain the word **syllabus** as a distinct part of the **filename**.
4. The syllabus format must be either: .pdf, .doc, .docx, .rtf or .txt
5. **Make the filename you give the syllabus in Blackboard the same as the name of the file you are uploading.** This will make troubleshooting easier if a problem arises.

Loading the Syllabus in Blackboard

1. Sign into your Blackboard account.
2. Select "Courses".
3. Choose the course for which you will be uploading a syllabus. (Note: you will need to upload a separate syllabus file that contains the correct course and section number for each course you are teaching).
4. In the left-hand menu click on "Syllabus" (near the top of the menu).
5. Click on or hover over "Build Content," then choose "File" (Note: on this page, **don't** choose "Item" or "Syllabus").
6. In the page that opens beside "Find File," click on "Browse Local Files" to locate the file you will be uploading. (Note: if the file you are uploading is not named following the guidelines, then your syllabus will not be extractable).
7. Select your syllabus file and click "Open." The file will be loaded into Blackboard. (Note: this is the file that will be extracted. If this file does not follow the naming convention then the course will show up on the missing syllabi list.)
8. You can also assign the document you just uploaded a name in the "Name" field but that is for descriptive purposes only and has nothing to do with the extraction process. If this name matches the naming conventions but the name of the original file uploaded doesn't, then the course will show up on the missing syllabi list. To make troubleshooting easier, use the same name in the "Name" field as the name of the file you uploaded.
9. Under "Standard Options," choose "yes" for "Permit users to view this content."
10. Click "Submit."

Troubleshooting

If your course shows up on the missing list after you have loaded it in Blackboard, check the following:

1. Has the file been loaded in the correct location in Blackboard? (see the guidelines below and earlier in this document.)
2. Have you made the syllabus available to the public? (see bottom right-hand corner below).
3. Was the **original file uploaded** named correctly? Don't depend upon what you see the filename to be in Blackboard. Instead, open the syllabus file in Blackboard and download it to your computer. Then you can see whether the original filename matches the naming conventions. If you are unable to open the file, then the file has not been loaded correctly or has not been made available to the public.

Note: you cannot fix an incorrect filename in Blackboard. To fix an incorrect filename:

- a) Locate the original file outside of Blackboard (or use the file you just downloaded to your computer).
- b) Rename the original or downloaded file outside of Blackboard following the correct naming conventions (provided earlier in this document).
- c) Reload the file again into Blackboard, being careful to follow the loading instructions at: <https://louisville.edu/delphi/-/files/blackboard/Add-A-syllabus.pdf>



INCORRECTLY LOADED: Under "Build Content," **don't** choose "Item" or "Syllabus."

The extract program will not be able to access the syllabus if you attach it this way.

CORRECTLY LOADED: Under "Build Content," choose **"File."**

The extract program will be able to access the syllabus if you attach it this way.

Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

Indicates a required field.

CONTENT INFORMATION

Name

Color of Name
 Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

HIST-597-75-4208_Syllabus.docx

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 browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

Indicates a required field.

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 Color for the text 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 page heading.

Name

Color of Name Black

Find File

Selected File
File Name: HIST-597-75-4208_Syllabus.docx
File Type: DOCX

Check "Yes" for "Permit Users to View this Content."

Otherwise, the extraction program won't be able to access the syllabus.

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.