ADDING A SYLLABUS TO BLACKBOARD

Aspecific 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 naming format must contain exactly three dashes to separate the course prefix, course number, course section, and term code.**

The file name **must** contain the word **syllabus** as a distinct part of the **file name** as indicated in the format example below:
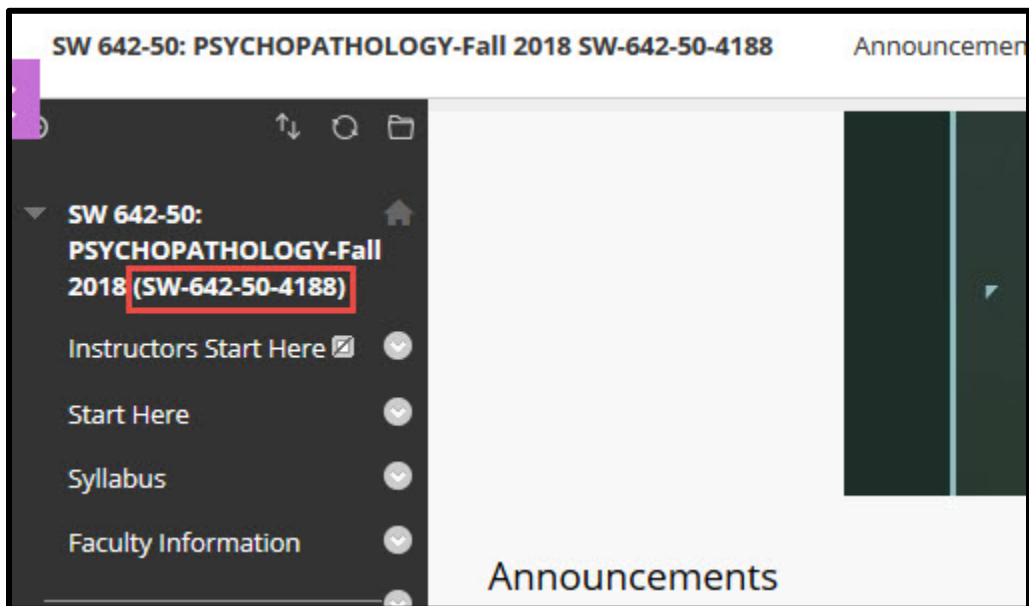
Department abbreviation-Course Number – Section – Term Code (i.e. 4188 is Fall 2018)

SW-642-50-4188_Syllabus.docx

Or, if you wish to include the course name or other descriptors in the name:

Psychopathology_SW-642-50-4188_syllabus.docx

The course ID information is displayed in Blackboard on the upper left of your course menu in parenthesis.

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.
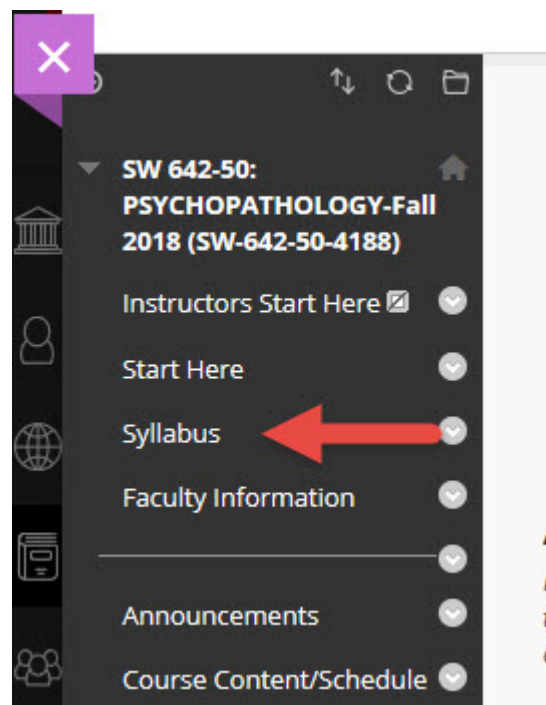
If the original Syllabus menu item has been deleted, a new content area with the name "Syllabus" will need to be created. Refer to the last page of this document for instructions on how to do this before continuing.
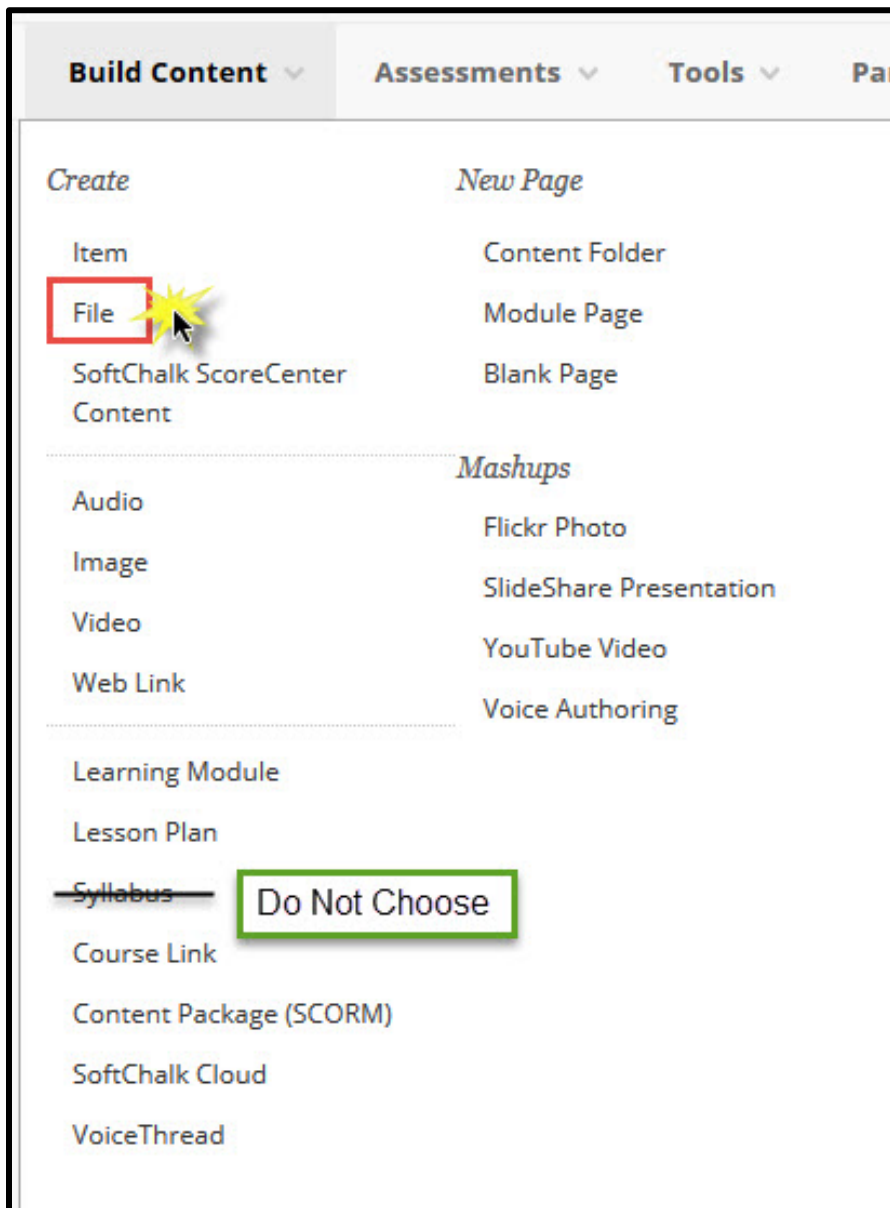
Click on the Syllabus item in the menu. This brings up a content area, which also includes a note to instructors with specific formatting information.
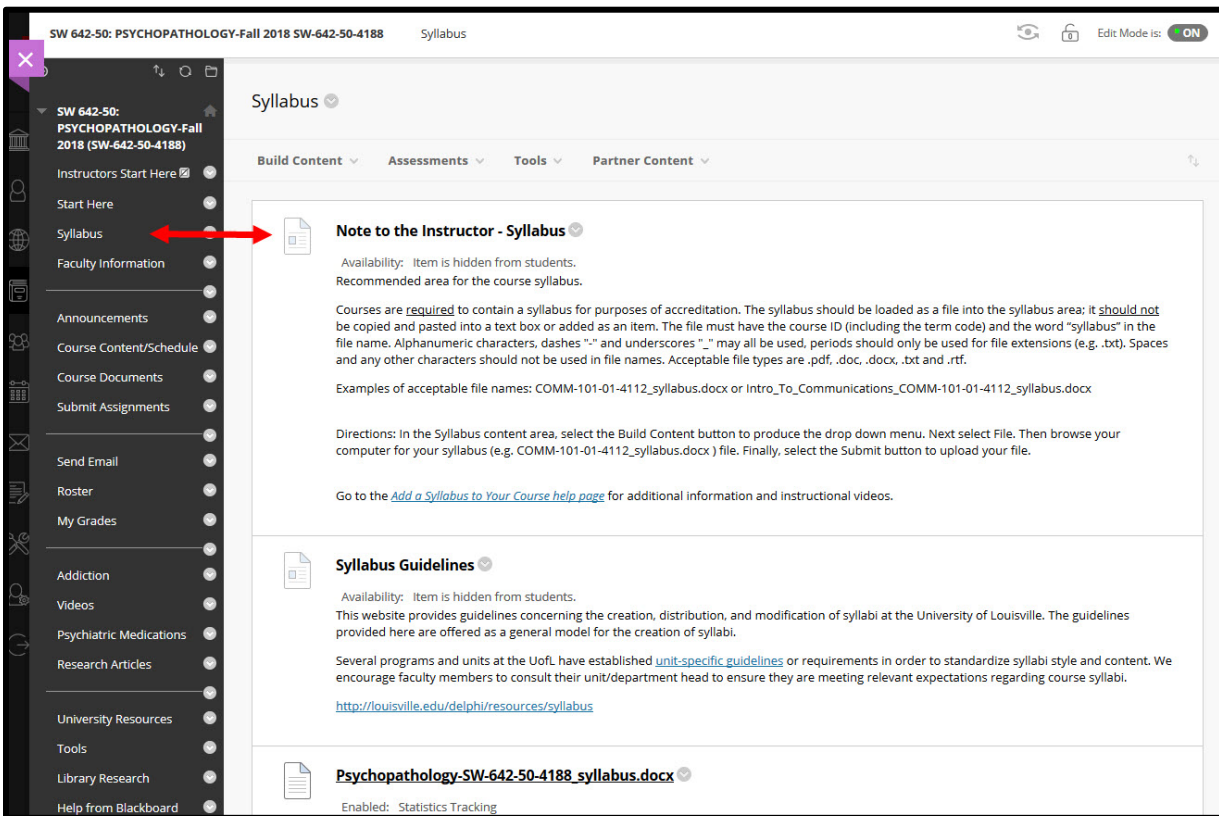
Click on or hover over the Build Content drop down menu at the top of the content area indicated in the next graphic.

Click on "File"

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

In the Select File section, find the syllabus file by either browsing a location on your computer or by accessing the content collection and load the syllabus document

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 coll 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   Psychopathology-SW-642-50-4188_syllabus.docx

Color of Name   ⬛ ⌄   Black

* Find File   Browse My Computer   Browse Content Collection

Selected File   File Name   **Psychopathology-SW-642-50-4188_syllabus.docx**

                     File Type   **DOCX**

                     Select a Different File

FILE OPTIONS

Open in New Window   ○ Yes ◉ No

Add alignment to content   ○ Yes ◉ No

The name of the file appears in the file name field. Make sure it conforms to the syllabus naming parameters. Copy the name of the file and paste it into the Name Box at the top of the section as seen above.

You can choose to have the file open in a new/separate browser window or the default of a page within the course.

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

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.

Finally, click "Submit"

*Click **Submit** to proceed.*   Cancel   Submit

The syllabus document should now appear in the content area.

Syllabus ⊘

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄

Note to the Instructor - Syllabus ⊘

   Availability: Item is hidden from students.
Recommended area for the course syllabus.

Courses are underlined required to contain a syllabus for purposes of accreditation. The syllabus should be loaded as a file into the syllabus area; it should not be copied and pasted into a text box or added as an item. The file must have the course ID (including the term code) and the word "syllabus" in the file name. Alphanumeric characters, dashes "-" and underscores "_" may all be used, periods should only be used for file extensions (e.g. .txt). Spaces and any other 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-101-01-4112_syllabus.docx

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

Go to the _Add a Syllabus to Your Course help page_ for additional information and instructional videos.

Syllabus Guidelines ⊘

   Availability: Item is hidden from students.
This website provides guidelines concerning the creation, distribution, and modification of syllabi at the University of Louisville. The guidelines provided here are offered as a general model for the creation of syllabi.

Several programs and units at the UofL have established unit-specific guidelines or requirements in order to standardize syllabi style and content. We encourage faculty members to consult their unit/department head to ensure they are meeting relevant expectations regarding course syllabi.

http://louisville.edu/delphi/resources/syllabus

Psychopathology-SW-642-50-4188_syllabus.docx ⊘ ⬅

Creating a new syllabus item and content area:

This procedure is only necessary if you have deleted the pre-existing syllabus content area as described on page 3.

Place your cursor at the bottom right of the purple "X" to access the + sign to access the Create Menu Items dropdown list.

From this menu, Select "Content Area
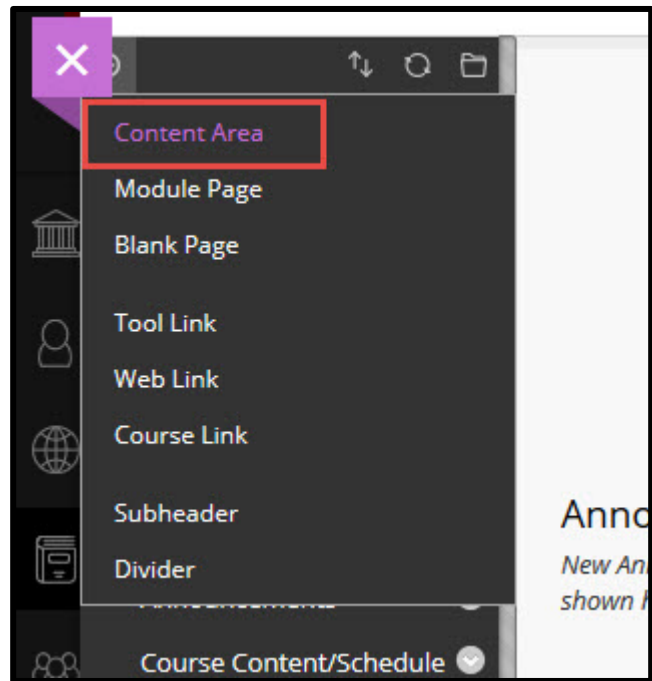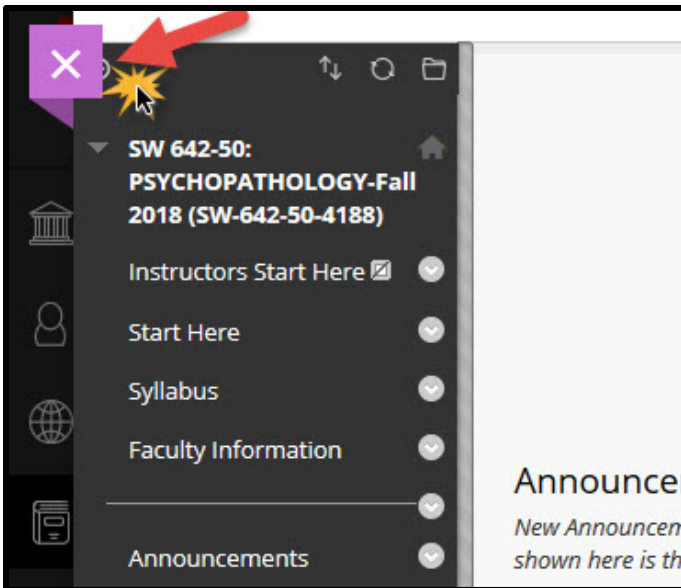
Name the new content area Syllabus and load the syllabus file into that area using the process described previously in this document. Be sure to click the dropdown on the new area and click "Permit Guests" to allow anyone to see the syllabus as the original settings for the area were set in the same manner.

If you need assistance with this process, please contact the Blackboard Support Team at 852-8833 or by email at Delphi@louisville.edu.