

ADDING A SYLLABUS TO YOUR ULTRA COURSE

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

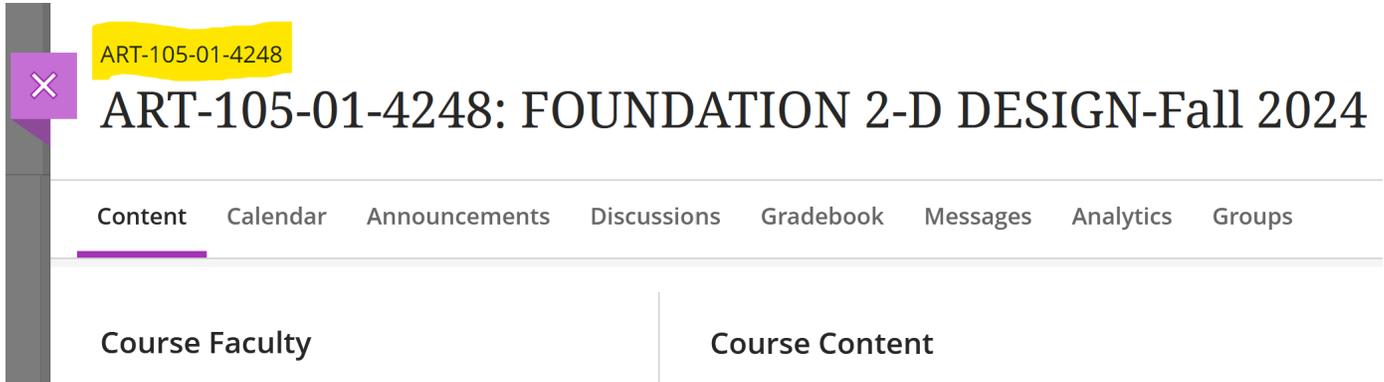
The file name **must** contain the word **syllabus** as a distinct part of the **file name** as indicated in the format example below:

Department abbreviation – Course Number – Section – Term Code (i.e. 4248 is Fall 2024)

ART-105-01-4248_Syllabus.docx

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The course ID information is displayed in Blackboard on the upper left corner of the course.



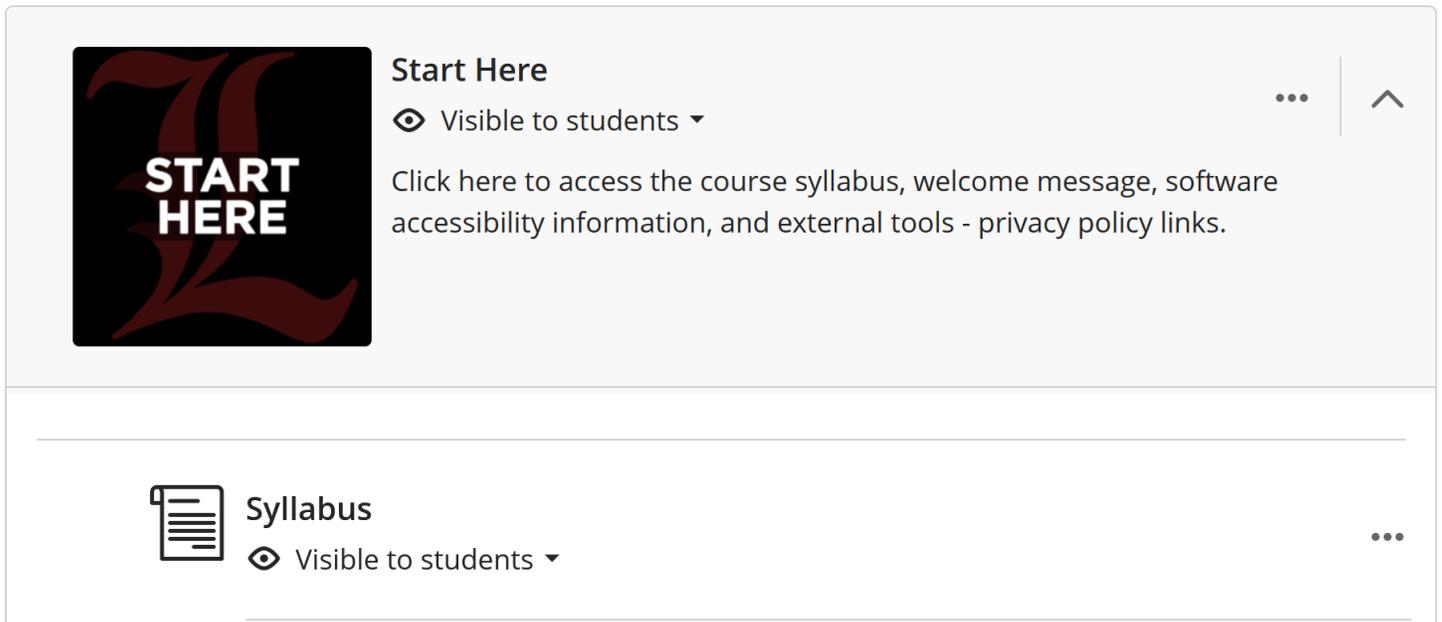
ART-105-01-4248

ART-105-01-4248: FOUNDATION 2-D DESIGN-Fall 2024

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Course Faculty Course Content

Every Blackboard course has a course shell created for it based on a template. The template has several pre-created modules that appear initially in each course, the first is “Start Here.” Expand “Start Here” and select the “Syllabus” document.



Start Here Visible to students ... ^

Click here to access the course syllabus, welcome message, software accessibility information, and external tools - privacy policy links.

 **Syllabus** Visible to students ...

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This brings up a note to instructors with specific formatting information and the Add Content plus icon. Select the Add Content plus icon.

Syllabus 

Visible to students  

Content Student Progress



Courses are 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.

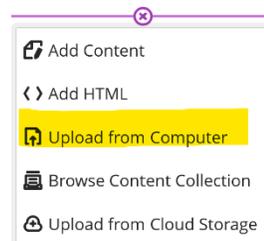
Examples of acceptable file names: COMM-101-01-4112_syllabus.docx or Intro_To_Communications_COMM-101-01-4112_syllabus.docx

Directions: Rename your file as described above (e.g. COMM-101-01-4112_syllabus.docx). In the Syllabus content area, select the plus sign (+) to get your options. Select upload to choose your syllabus file. After adding your file, select 'Hidden from students' and choose 'Visible to students'.

Go to the [Add a Syllabus to Your Course help page](#) for additional information and instructional videos.

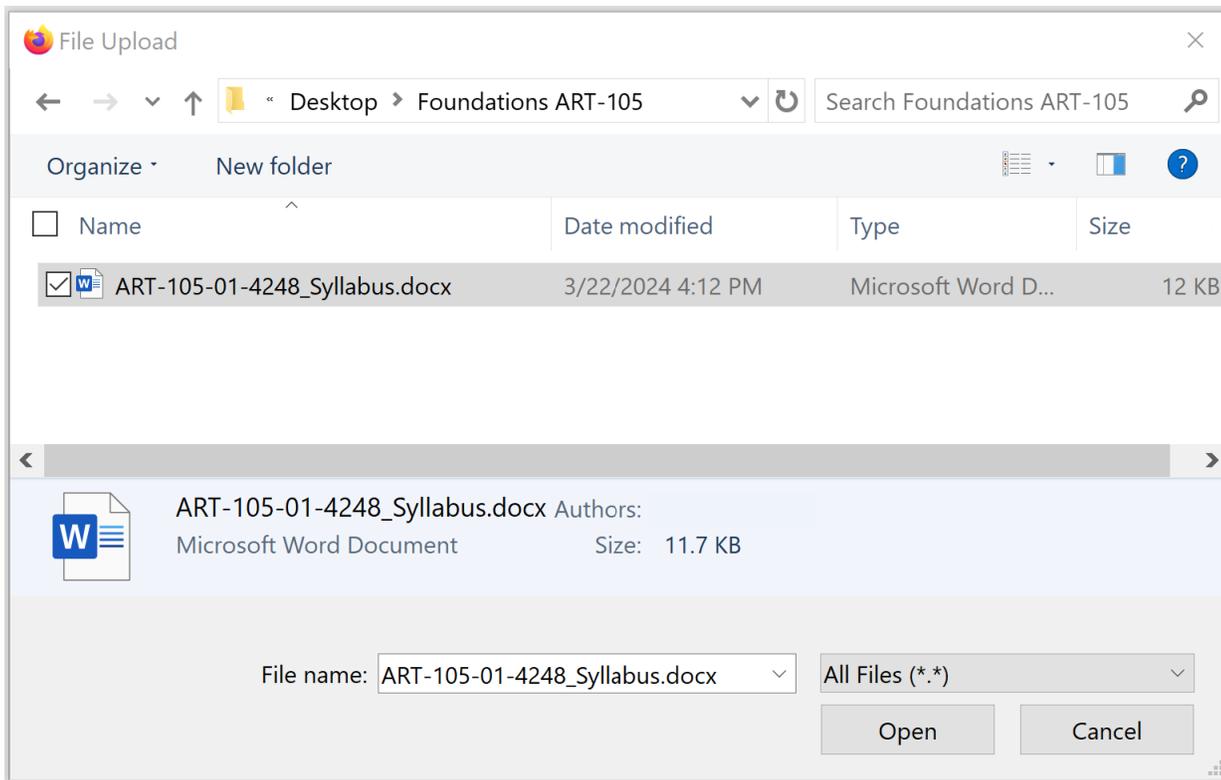


Select "Upload from Computer" from the menu.

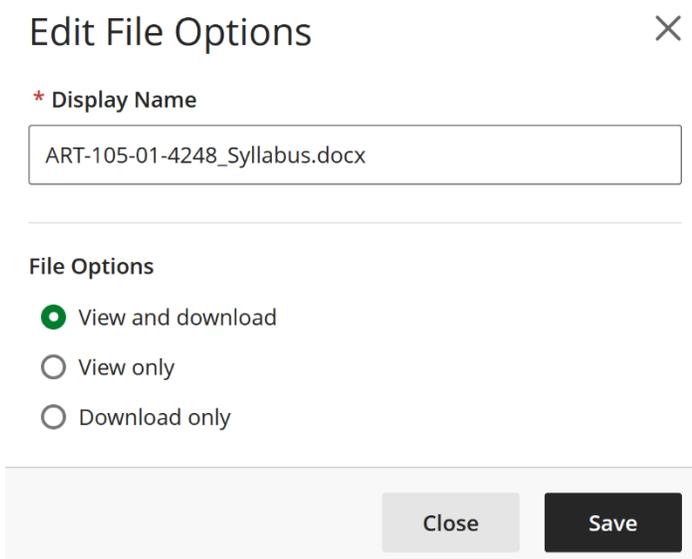


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Navigate your computer's file system for the syllabus and choose Open.

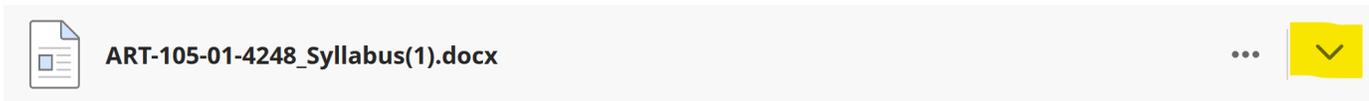


The "Edit File Options" window appears, select "Save".



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The syllabus now appears in the document. Students use the dropdown arrow to display the syllabus.



Clean up the document by deleting the default directions. Select the 3-dot menu and choose Delete. Blackboard requires that you confirm the deletion by selecting Delete again.

A screenshot of a Blackboard Ultra course content area. At the top, there is a "Syllabus" label with an edit icon and a "Visible to students" dropdown menu. Below this, there are two tabs: "Content" (selected) and "Student Progress". The main content area contains a text block with the following text: "Courses are 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. A and underscores '_' may all be used, periods should only be used for file extensions and other characters should not be used in file names. Acceptable file types are .pdf and .docx. Examples of acceptable file names: COMM-101-01-4112_syllabus.docx or Intro_To_Communications_COMM-101-01-4112_syllabus.docx. Directions: Rename your file as described above (e.g. COMM-101-01-4112_syllabus.docx) and upload it to the syllabus area, select the plus sign (+) to get your options. Select upload to choose your syllabus file. After adding your file, select 'Hidden from students' and choose 'Visible to students'. Go to the [Add a Syllabus to Your Course help page](#) for additional information and instructional videos." A yellow callout bubble with three dots is positioned over the text. A "Delete Text?" dialog box is open over the text, asking "Are you sure you want to permanently delete this text block?" with "Cancel" and "Delete" buttons.

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