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.
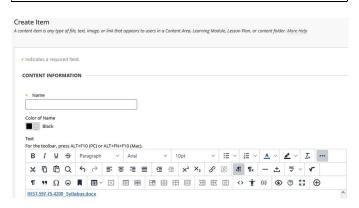
Note: you <u>cannot</u> fix an incorrect filename in Blackboard. To fix an incorrect filename:

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," <u>don't</u> choose "Item" or "Syllabus."

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

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

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

Check "Yes" for "Permit Users to View this Content." Otherwise, the extraction program won't be able to access the syllabus.