

WHY WOULD YOU USE THIS FEATURE?

The syllabus feature allows students the opportunity to have all of the necessary requirements for the course, in the same place as the course. The syllabus provides the students with objectives of the course, an outline of the lessons, due dates and other important information for a student to be successful in the course.

TO ADD A SYLLABUS IN A BLACKBOARD CLASS:

1. In the control panel, select syllabus in the content area.
2. Select Syllabus in the drop down list on the action (select) menu on the right of the page and click go.
3. Complete the Add Syllabus page. In #2 choose to create new syllabus if you want to create one in Blackboard or choose to use existing file if you already have one created.
 - If you choose to use an existing file, you will have to complete the Add Syllabus page. You can browse to locate your existing syllabus. Click submit and complete the Modify Item page. This will allow you to browse for other files. Click submit and click OK.
 - If you choose to create a new syllabus, then you will need to complete the Syllabus Builder page. In #3 Build Lessons, the instructor can choose:
 - to create a specified number of lesson shells. Lesson shells display all of the lessons on the syllabus at the same time. However, the instructor can always add, modify or remove lessons later.
 - NOT to create lesson shells. This allows the instructor to add lessons to the syllabus throughout the duration of the course. The instructor can add, modify or remove these lessons also.

TO MAKE SYLLABUS AVAILABLE, AS A CONTENT AREA (BUTTON)

1. In the control panel, click on manage course menu in the course options section.
2. Click modify next to syllabus. In #1 check the box that says Available for Student/Participant users. Click submit.
3. Notice that the red words “This item is currently unavailable” are no longer under syllabus. Click OK.

HOW DO STUDENTS USE THE SYLLABUS IN A BLACKBOARD CLASS?

1. Click on the Syllabus area (button) on the main page.
 - If the instructor used an existing syllabus, the student can click on the file to open it. It will be downloaded for the student.
 - If the instructor created the syllabus in Blackboard, it will open. Each lesson that the instructor has added will appear in the syllabus.

POTENTIAL ISSUES FOR STUDENTS

Some students may want to print their syllabus. The students must be able to open the document to do this. The instructor should be aware of the type of format of the file and inform the student if a special reader/plugin is necessary. The student will have to save the file to their computer (ex desktop, documents folder) before they can print it. Once it is saved on the students' computer, they can open and print it.