

Adding the Syllabus and Lesson Details

Lesson 4: Sharing Materials

You can add a syllabus in two ways. You can upload an existing file or use the Blackboard Learn Syllabus Builder. For both options, you add the syllabus to a Content Area.

Uploading Syllabus Files

You can upload an existing file, such as a syllabus created in Microsoft® Word, PDF, or HTML format. The uploaded files appear as links in the Content Area.

QUICK STEPS: adding an existing syllabus file

1. Access or create the Content Area.
2. On the Content Area's Action Bar, point to **Build Content** to access the drop-down list and select **Syllabus**.
3. On the **Add Syllabus** page, type a **Syllabus Name**.
4. Select the **Use Existing File** option.
5. Browse for the file on your local computer or in **Course Files**.
6. Click **Submit**.
7. On the **Edit Item** page, select a color for the **Syllabus Name**, if you want.
8. Optionally, in the **Text** box, type a description or instructions to appear with the syllabus file link.
9. Under **Attachments**, attach more files, if you want.
10. Optionally, type names for the attached files. If link names are not added, the file names will be used.
11. To make the syllabus available, select the **Yes** option for **Permit Users to View this Content**.
12. Click **Submit**.

The image shows two screenshots from a web application. The top screenshot is the 'Getting Started' menu, which has a yellow header with a document icon and the text 'Getting Started' with a dropdown arrow. Below the header are three tabs: 'Build Content' (circled in red), 'Create Assessment', and 'Add Inter'. The 'Build Content' tab is active, showing a list of options under 'Create' and 'New Page'. The 'Create' list includes: Item, File, Audio, Image, Video, URL, Offline Content, Learning Module, Lesson Plan, Syllabus (highlighted with a red circle and a red '2'), and Course Link. The 'New Page' list includes: Content Folder, Module Page, and Tools Area. The bottom screenshot is the 'Add Syllabus' form, which has a yellow header with a document icon and the text 'Add Syllabus' with a red '6' in a circle. Below the header is a legend: '* Indicates a required field.' and two buttons: 'Cancel' and 'Submit'. The form is divided into two sections: '1. Name' and '2. Syllabus'. In the '1. Name' section, there is a red asterisk next to 'Syllabus Name' and a text input field containing 'Introduction to Oceanography Syllabus' (highlighted with a red circle and a red '3'). In the '2. Syllabus' section, there are two radio buttons: 'Create New Syllabus' (unselected) and 'Use Existing File' (selected, highlighted with a red circle and a red '4'). Below the 'Use Existing File' radio button is the text 'Attach File' and two buttons: 'Browse My Computer' (highlighted with a red circle and a red '5') and 'Browse Course Files'.

Getting Started ▾

Build Content ▾ **Create Assessment** ▾ **Add Inter**

Create

- > Item
- > File
- > Audio
- > Image
- > Video
- > URL
- > Offline Content
- > Learning Module
- > Lesson Plan
- > **Syllabus**
- > Course Link

New Page

- > Content Folder
- > Module Page
- > Tools Area

Add Syllabus 6

* Indicates a required field.

Cancel Submit

1. Name

* Syllabus Name Introduction to Oceanography Syllabus 3

2. Syllabus

☐ Create New Syllabus


☒ Use Existing File

4 Attach File


5 Browse My Computer Browse Course Files

Figure 1

TIP: Additional files can be attached on the next syllabus page.




Edit Item


 Indicates a required field.

Cancel
Submit

1. Content Information













 Name

Color of Name


Black

Text

Normal
3
Arial
B I U abc x₂ x²

abc













Visual Editor: ON

The syllabus contains the instructor's contact information, university guidelines and procedures, due dates, instructions for all assignments, and information about group work. You are expected to refer to it for all submitted work.


Path: [body](#)

☐ Save as Reusable Object

2. Attachments

Attach File
 Browse My Computer
Browse Course Files

Attached files

File Name	Link Title	File Action
 syllabus.doc	syllabus_Fall_2009.doc	Create a link to this file Mark for removal

☐ Specify metadata for local files


3. Options


Permit Users to View this Content
 ☒ Yes
☐ No

Track Number of Views
 ☐ Yes
☒ No


Select Date and Time Restrictions

☐ Display After





☐ Display Until






Figure 2 – The Edit Item page

If a description or instructions are typed in the Text box, the text will appear in the Content Area following the link to the syllabus file.

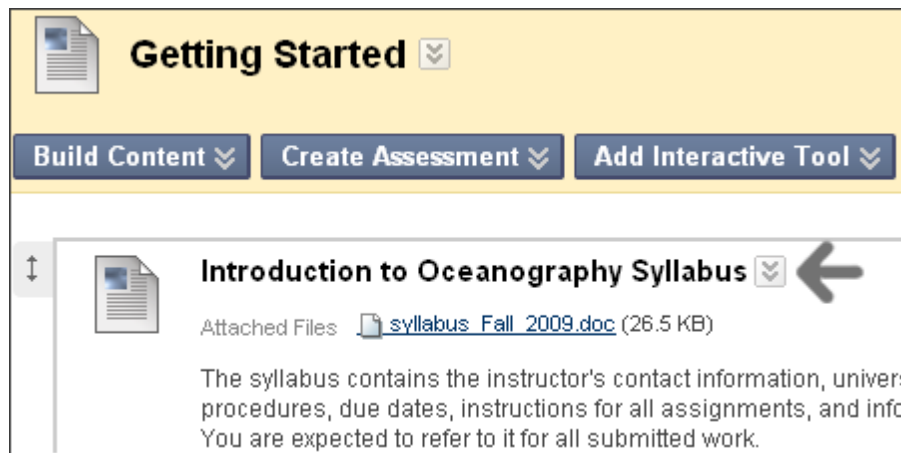


Figure 3 – Instructor view of the syllabus file added to the Content Area

Click the syllabus's Action Link to access the contextual menu to upload more files, make changes, or delete the syllabus item.

Using the Syllabus Builder


You can use the Syllabus Builder to create a comprehensive syllabus in a modular format. The Syllabus Builder contains three sections by default: Description, Learning Objectives, and Required Materials. These section headings can be edited to fit your needs. Further customize the syllabus by adding lesson sections and specifying design information.

QUICK STEPS: using the Syllabus Builder

1. Access or create the Content Area.
2. On the Content Area's Action Bar, point to **Build Content** to access the drop-down list and select **Syllabus**.
3. On the **Add Syllabus** page, type a **Syllabus Name**.
4. Select the **Create New Syllabus** option.
5. Click **Submit**.
6. On the **Syllabus Builder** page, type information in the default **Body** text boxes. Format the text using the Text Editor functions, if you want.
7. Optionally, under **Syllabus Design**, select the **Styles** and **Colors** for the syllabus.
8. Under **Build Lessons**, select the **Create Specified Number of Lesson Shells** option, and type a number.
9. Select the **Yes** option for **Make the Syllabus Available**.
10. Click **Submit**.

The screenshot shows the 'Add Syllabus' form. At the top, there is a yellow header bar with a pencil icon, the title 'Add Syllabus', and a large circular callout with the number '5'. Below the header, a legend indicates that an orange asterisk (*) denotes a required field. To the right of the legend are 'Cancel' and 'Submit' buttons. The form is divided into two main sections: '1. Name' and '2. Syllabus'. In the 'Name' section, there is a required field 'Syllabus Name' containing the text 'Introduction to Oceanography Syllabus', with a circular callout '3' next to it. The 'Syllabus' section contains two radio button options: 'Create New Syllabus' (which is selected) and 'Use Existing File'. A circular callout '4' is placed next to the 'Create New Syllabus' option.

Figure 4



Syllabus Builder: Introduction to Oceanography Syllabus

* Indicates a required field.

Cancel Submit

1. Syllabus Information

* Syllabus Name

Heading 1

Body 1

Visual Editor: ON

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This course will deal with historical and modern concepts of oceanography. It will center upon the research of both early and modern ocean exploration and ocean science. Throughout the course we will investigate how technological advances have aided scientists and marine biologists in their quest to learn more about our oceans. The course will also challenge you to consider important issues related to oceanography by presenting thought-provoking discussion and related assignments.

Path: [body](#)

☐ Save as Reusable Object

Heading 2

Body 2

Visual Editor: ON

Normal

3

Arial

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Path: [body](#)

☐ Save as Reusable Object

Heading 3

Body 3

Visual Editor: ON

Normal

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Path: [body](#)

☐ Save as Reusable Object

Figure 5 – The Syllabus Builder page

You can edit the **Heading** titles to fit your requirements. You can paste information into the Body text boxes from an existing document.

2 Syllabus Design

Styles

☒ Document image
☐ Notepad
☐ Modern
☐ Classic
☐ Contemporary
☐ None

Colors

7

Headers and Borders

Dark Weak Cyan

Text

Black

3 Build Lessons

Create Specified Number of Lessons Shells

☒

8

Number of Lessons to Create

5

Do Not Create Lessons Shells

☐

4 Options

Make the Syllabus Available

9

☒ Yes
☐ No

Track Number of Views

☐ Yes
☒ No

Choose Date Restrictions

☐ Display After
☐ Display Until

5 Submit

Cancel

Submit

Figure 6

Lesson shells can be created later. You can also select not to create lesson shells.

7

Adding Syllabus Lesson Details

When using the Syllabus Builder, you can add lesson details to the syllabus. For example, add information about each unit or each week's lesson. Lesson details appear at the end of the syllabus.

QUICK STEPS: adding syllabus lesson details

1. Access the Content Area where the syllabus has been added.
2. Click the syllabus's Action Link to access the contextual menu.
3. Select **Edit**.
4. On the syllabus page, click a lesson's Action Link.
5. Select **Edit**.
6. On the **Edit Lesson** page, type the lesson title.
7. If applicable, select a date and time when the lesson will appear in the syllabus.
8. In the **Lesson Description** text box, type information. Format the text using the Text Editor functions, if you want.
9. Click **Submit**.

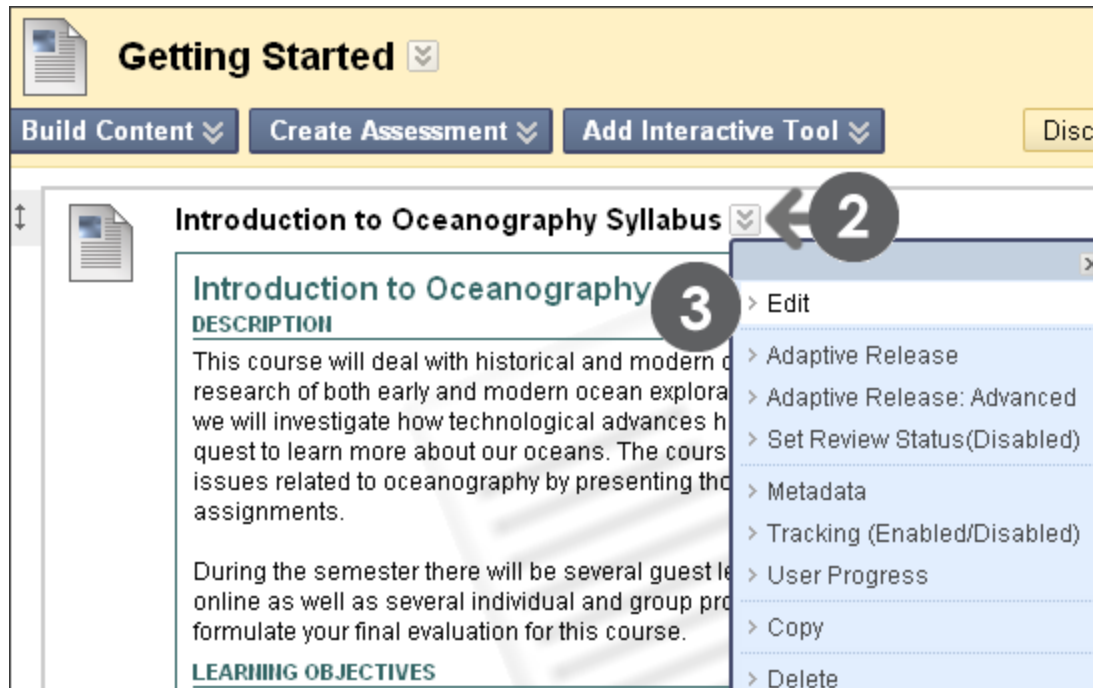



Figure 7

	Lesson Title
↑ ↓	<input type="checkbox"/> Add Lesson1
↑ ↓	<input type="checkbox"/> Add Lesson2
↑ ↓	<input type="checkbox"/> Add Lesson3 > Edit

Figure 8



Edit Lesson: Introduction to Oceanography Syllabus

✱ Indicates a required field.
Cancel
Submit

1. Lessons

✱ Lesson Title

Color of Name Black

Lesson Date and Time ☒ No Lesson Date

☒ No Lesson Times

Start Time

End Time

Lesson Description

Normal 3 Arial
B I U abc x₂ x²

abc ✂ 📄 ↺ ↻ 🌐 📅 🖋️ 🎨 √x <=> <> 🖨️

Visual Editor: ☒ ON

- Describe variations in deep ocean relief using proper terminology
- Recognize processes responsible for creating ocean basin features

Figure 9

Editing the Syllabus and Adding Lessons

At any time, you can edit the syllabus information and add lessons.

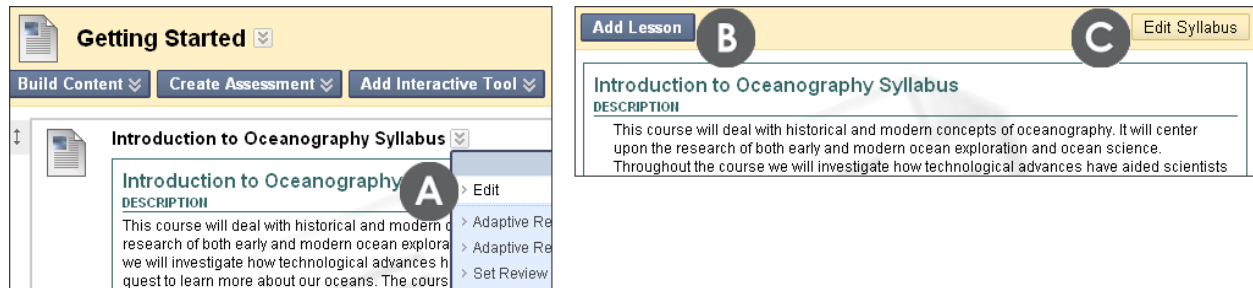


Figure 10

Take Note

- A. To edit the syllabus or add lessons, select **Edit** from the syllabus's contextual menu.
- B. If you chose not to add lessons, or want to add more lessons, click the **Add Lesson** function on the Action Bar.
- C. Click the **Edit Syllabus** function on the Action Bar to edit the Syllabus Name, Headings, Body text, Syllabus Design, and Options, such as availability.