

Upload a Syllabus to Blackboard 8.0

1. Login to Blackboard

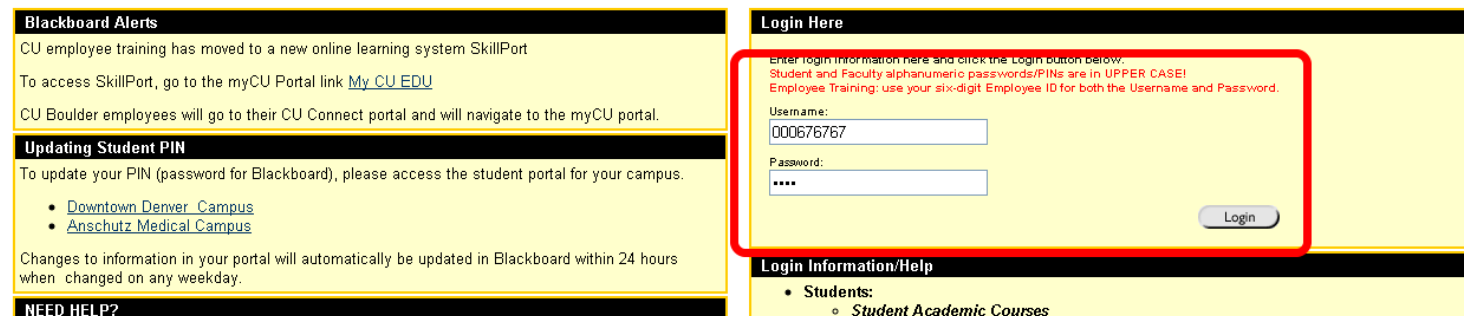


The screenshot shows the University of Colorado Denver homepage. At the top, there is a navigation bar with links for Gateways: Prospective Students, Current Students, Parents, Faculty & Staff, Alumni & Friends, and Patients. Below this, the university name and "Anschutz Medical Campus - Downtown Campus" are displayed. A search bar is present with "All of UC Denver" and a search icon. A red box highlights the "Blackboard" link in the top navigation bar. On the left, there is a "DENVER, CO" section with text about the Mile High City and a "Find Out More" button. On the right, there is a "News" section with three articles: "Students have role in rural health care", "Colorado launches STEM network", and "Lifetime Honor For Diabetes Pioneer".

Go to www.ucdenver.edu and click on "Blackboard"

2. Enter your login credentials to login

Blackboard at UCD



The screenshot shows the Blackboard login page at UCD. On the left, there are two yellow boxes with black text: "Blackboard Alerts" and "Updating Student PIN". The "Blackboard Alerts" box contains information about SkillPort and myCU portal. The "Updating Student PIN" box contains information about updating the PIN and links to "Downtown Denver Campus" and "Anschutz Medical Campus". On the right, there is a "Login Here" section with a red box around the login form. The form includes a "Username:" field with the value "000676767" and a "Password:" field with four asterisks. A "Login" button is located to the right of the password field. Below the login form, there is a "Login Information/Help" section with a link to "Students" and a sub-link to "Student Academic Courses".

Note: Contact the help desk if you have problems at 303-315-3700 but keep in mind that faculty username's are usually set up as the 9 digit employee ID and the password is a 4 digit pin created by Blackboard. Staff usually use their 6 digit employee ID (without the 000) as their username.

3. Click on the UCD tab

The screenshot shows the Blackboard interface for a user logged in as 'My UC Denver'. The navigation bar at the top includes 'System Admin', 'My UC Denver' (highlighted with a red box), 'UCD Communities', 'My Workspace', 'Scholar', and 'Organization Management'. Below the navigation bar, there are three main sections: 'Tools', 'What's New', and 'My Courses'. The 'Tools' section lists various utility links like 'Calendar', 'Announcements', and 'Send Course Email'. The 'What's New' section displays a list of courses the user is teaching, such as 'STUDENT_TUTORIAL: Student_Tutorial' and 'PL6669: Patricktwo'. The 'My Courses' section (highlighted with a red box) shows a list of courses the user is enrolled in, including 'Anna Grade Center1', 'ARCH 6390_002 / 6290_007 ST/CS: Spring 2009', 'Blogs, Wiki's, Podcasts', 'Digital test course', 'ISMG3000_001 PRINC OF INFO SYSTEMS THEORY & PRACTICE Spring 2009', 'NURS 6761 Advanced Assessment Fall 2007 (unavailable)', 'NURS4207_I21 PUBLIC HEALTH NURSING Spring 2009', 'NURS6222_I01 ADV PHARM & THER Spring 2009', 'Patrick eCollege Example (unavailable)', 'Patrick's Sandbox', 'patricktestthree', 'Patricktwo', 'Student_Tutorial', 'Test two', and 'Winter Web Camp: Blogs, Wikis, Podcasts'. Below this list is a section for 'My Communities and Organizations' with 'Organizations you are leading' including 'CAM Outcomes Project'.

When you login, you should be on your "MY UC Denver" tab where you should see any courses you have access to under My Courses section.

4. Click on the course you want access to

This is a close-up view of the 'My Courses' section from the previous screenshot. It shows a list of courses under the heading 'Courses you are teaching:'. The courses listed are: 'Anna Grade Center1', 'ARCH 6390_002 / 6290_007 ST/CS: Spring 2009', 'Blogs, Wiki's, Podcasts' (highlighted with a red box), 'Digital test course', 'ISMG3000_001 PRINC OF INFO SYSTEMS THEORY & PRACTICE Spring 2009', 'NURS 6761 Advanced Assessment Fall 2007 (unavailable)', 'NURS4207_I21 PUBLIC HEALTH NURSING Spring 2009', 'NURS6222_I01 ADV PHARM & THER Spring 2009', 'Patrick eCollege Example (unavailable)', and 'Patrick's Sandbox'.

In this example, I am going to click on the course "Blogs, Wiki's, Podcasts"

5. Click on Syllabus/Schedule

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with the University of Colorado logo and the text "ONLINE UNIVERSITY OF COLORADO AT DENVER & HEALTH SCIENCES CENTER". To the right of the logo are icons for Home, Help, and Logout. Below the navigation bar are several tabs: "System Admin", "My UC Denver", "UCD Communities", and "My Work". On the left side, there is a vertical menu with the following items: "Announcements", "Instructor/Contact", "Syllabus/Schedule", "Documents", "Lectures", "Assignments", "Communication", "Discussion Forums", "Tests/Quizzes", "Student Tools", and "External Links". The "Syllabus/Schedule" item is highlighted with a red box. The main content area shows the breadcrumb "BLOGS, WIKI'S, PODCASTS (PATRICK8000) > ANNOUNCEMENTS" and a heading "Announcements" with a calendar icon. Below the heading are four buttons: "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". The date "June 17, 200" is displayed on the right. Below the buttons, it says "No announcements found."

6. Click on "Edit View"

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with the following tabs: "System Admin", "My UC Denver", "UCD Communities", "My Workspace", "Scholar", and "Organization Management". On the left side, there is a vertical menu with the following items: "Announcements", "Instructor/Contact", "Syllabus/Schedule", "Documents", "Lectures", "Assignments", "Communication", and "Discussion Forums". The "Syllabus/Schedule" item is highlighted. The main content area shows the breadcrumb "BLOGS, WIKI'S, PODCASTS (PATRICK8000) > SYLLABUS/SCHEDULE" and a heading "Syllabus/Schedule" with a folder icon. Below the heading, it says "Folder empty". On the right side, there is a button labeled "EDIT VIEW" which is highlighted with a red box.

7. Click on +Item

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with the following tabs: "System Admin", "My UC Denver", "UCD Communities", "My Workspace", "Scholar", and "Organi". On the left side, there is a vertical menu with the following items: "Announcements", "Instructor/Contact", "Syllabus/Schedule", "Documents", "Lectures", "Assignments", "Communication", "Discussion Forums", and "Tests/Quizzes". The "Syllabus/Schedule" item is highlighted. The main content area shows the breadcrumb "BLOGS, WIKI'S, PODCASTS (PATRICK8000) > SYLLABUS/SCHEDULE" and a heading "Syllabus/Schedule" with a folder icon. Below the heading, it says "Folder empty". Below the heading, there is a horizontal menu with the following items: "+Item", "Folder", "External Link", "Course Link", and "Test". The "+Item" button is highlighted with a red box.

8. Type in Syllabus as the name

1 Content Information

* Name

Syllabus

Choose Color of Name



Text



9. Click "Browse", browse for your syllabus, and choose a special action

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to th

Attach local file

C:\Documents and Settings\plowent

Browse...

Name of Link to File

Syllabus 6.24.2009

Special Action

Create a link to this file

Create a link to this file

Display media file within the page

Unpackage this file

3 Options

Make the content available

Note: A syllabus should be a word file or a pdf.

10. Adjust Options as needed and click "Submit"

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

C:\Documents and Settings\plowent

Browse...

Name of Link to File

Syllabus 6.24.2009

Special Action

Display media file within the page

3 Options

Make the content available

Yes No

Track number of views

Yes No

Choose date and time restrictions

Display After

Display Until

Jun 24 2009

Jun 24 2009

01 05 PM

01 05 PM

Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field


Cancel

Submit

Note: Some faculty like to track the number of views

11. You should see that you were successful. Click OK

BLOGS, WIKI'S, PODCASTS (PATRICK8000) > SYLLABUS/SCHEDULE > SUCCESS

 **Success**


Added: Syllabus.

Wednesday, June 24, 2009 1:12:03 PM MDT

OK

12. Once you see the following screen, click "Display View" to see what students see.

BLOGS, WIKI'S, PODCASTS (PATRICK8000) > SYLLABUS/SCHEDULE

 **Syllabus/Schedule**

Item Folder External Link Course Link Test

Select: Learning Unit


1 Syllabus
Enabled: Statistics Tracking
[Syllabus 6.24.2009](#) (91,238 Kb)


Modify Manage Copy Remove

OK

13. To view the syllabus, click on the syllabus link.

BLOGS, WIKI'S, PODCASTS (PATRICK8000) > SYLLABUS/SCHEDULE

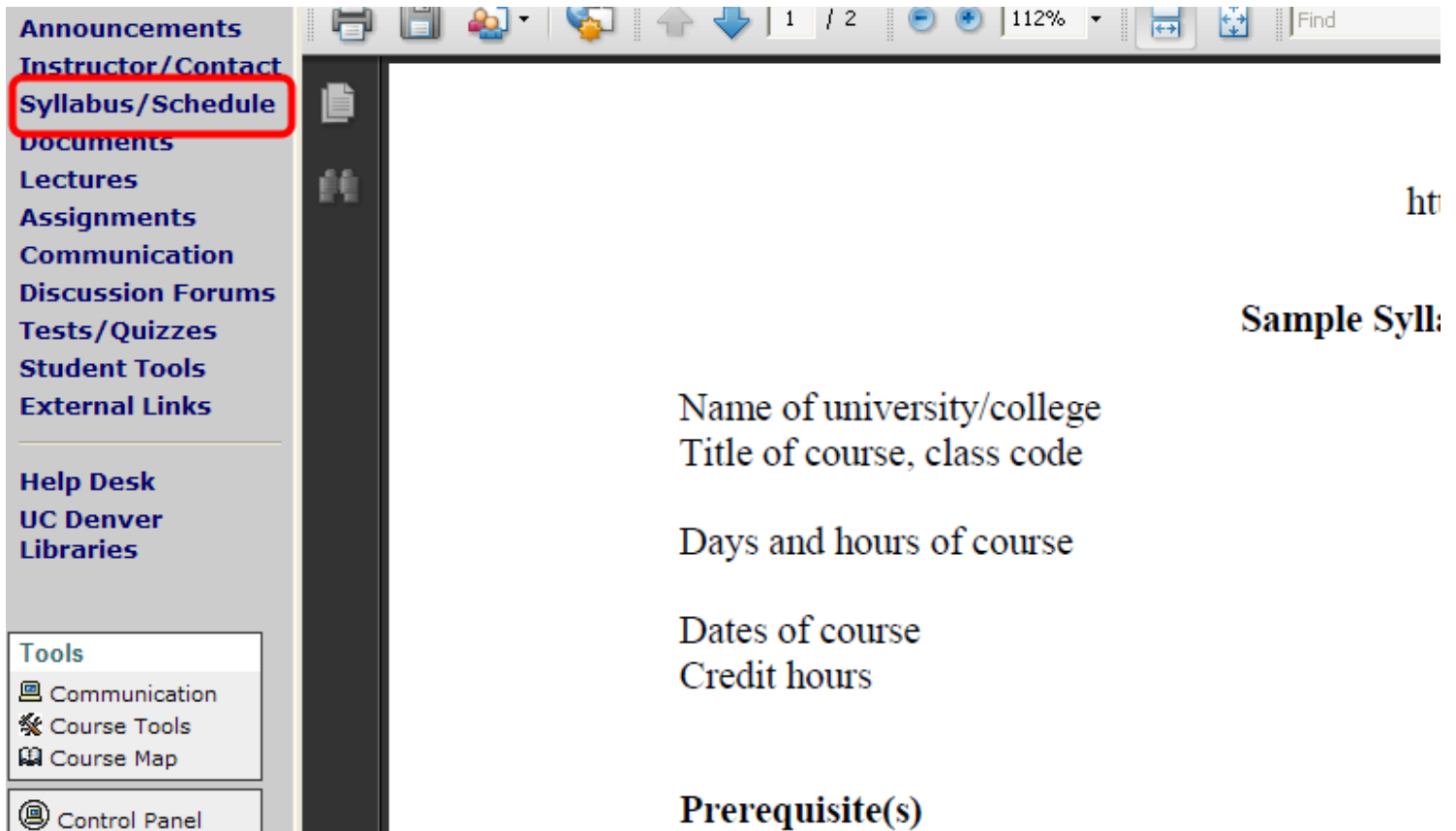
 **Syllabus/Schedule**

 **Syllabus**
[Syllabus 6.24.2009](#) (91,238 Kb)

14. I can now see the syllabus I added

The screenshot shows a Blackboard course interface. On the left is a navigation menu with categories: Announcements, Instructor/Contact, Syllabus/Schedule, Documents, Lectures, Assignments, Communication, Discussion Forums, Tests/Quizzes, Student Tools, External Links, Help Desk, UC Denver, and Libraries. Below the menu are tool icons for Communication, Course Tools, and Course Map, and buttons for Control Panel, Quick Unenroll, Refresh, and Detail View. The main content area displays a URL: <http://www.glencoe.com/ps/teachingtoday/>. Below the URL is the heading "Sample Syllabus". The syllabus content is organized into two columns. The left column lists: Name of university/college, Title of course, class code, Days and hours of course, Dates of course, and Credit hours. The right column lists: Instructor's name, Instructor's phone number, Instructor's office location and address, and Instructor's e-mail address. Below this is the section "Prerequisite(s)". The next section is "Welcome and Introduction", followed by a paragraph: "Welcome to (name of course). I'm your instructor, (your name). We'll be together for the next (number of weeks of course) weeks. In this course, we'll come together to help you learn to (a brief summary of the course content and how it will help students).". The final section is "Course Theme", followed by the instruction: "Add a quotation that inspires and is relevant to the course material."

15. To edit, change settings, or remove the syllabus, click on Syllabus on the left.



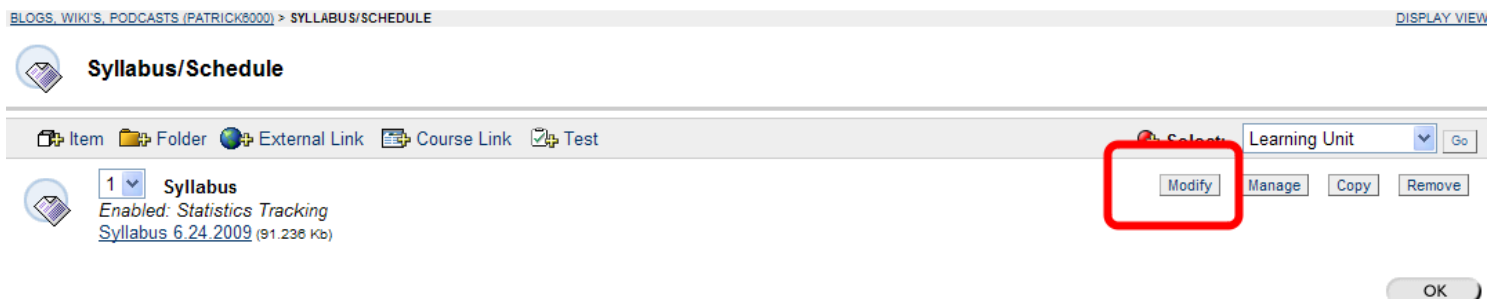
The screenshot shows the Blackboard interface. On the left sidebar, the menu items are: Announcements, Instructor/Contact, Syllabus/Schedule (highlighted with a red box), Documents, Lectures, Assignments, Communication, Discussion Forums, Tests/Quizzes, Student Tools, External Links, Help Desk, UC Denver, and Libraries. Below the sidebar is a 'Tools' section with Communication, Course Tools, and Course Map, and a 'Control Panel' button. The main content area is mostly blank with some faint text: 'ht', 'Sample Syll:', 'Name of university/college', 'Title of course, class code', 'Days and hours of course', 'Dates of course', 'Credit hours', and 'Prerequisite(s)'.

16. Click on Edit View



The screenshot shows the Blackboard interface. At the top right, the breadcrumb path is 'BLOGS, WIKI'S, PODCASTS (PATRICK8000) > SYLLABUS/SCHEDULE'. The 'EDIT VIEW' button is highlighted with a red box. Below the breadcrumb is the 'Syllabus/Schedule' section with a document icon. Underneath, there is a 'Syllabus' entry with a document icon, the text 'Syllabus 6.24.2009 (91.236 Kb)', and a link to 'Syllabus 6.24.2009'.

17. Click Modify



The screenshot shows the Blackboard interface. At the top right, the breadcrumb path is 'BLOGS, WIKI'S, PODCASTS (PATRICK8000) > SYLLABUS/SCHEDULE'. The 'DISPLAY VIEW' button is visible. Below the breadcrumb is the 'Syllabus/Schedule' section with a document icon. A toolbar contains 'Item', 'Folder', 'External Link', 'Course Link', and 'Test' icons. On the right, there is a 'Select' button, a 'Learning Unit' dropdown menu, and a 'Go' button. Below the toolbar, there is a 'Syllabus' entry with a document icon, a dropdown menu showing '1', the text 'Enabled: Statistics Tracking', and 'Syllabus 6.24.2009 (91.236 Kb)'. The 'Modify' button is highlighted with a red box. At the bottom right, there are 'Manage', 'Copy', and 'Remove' buttons, and an 'OK' button.

18. Modify the settings, remove the file & upload another version. Click "Submit"

1 Content Information

* Name

Syllabus

Choose Color of Name



Pick

Text

Rich text editor toolbar with options for font style (Normal), size (3), font face (Times New Roman), bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), bulleted list, numbered list, indent, and outdent. Below the toolbar is a large text area for content entry. At the bottom left, the path is shown as "Path: [body](#)".

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name f

Attach local file

Browse...

Name of Link to File

Special Action

Create a link to this file



Currently Attached Files and Items



Syllabus 6.24.2009 - [Week01_SampleSyllabus.pdf](#) (93426 bytes)

Modify

Remove

3 Options

Make the content available

Yes No