FIT Digital Syllabus Setup in Blackboard

Locate and edit your FIT digital Syllabus in Blackboard

Please note that this product is to be used to create a course syllabus not a course of study.
Setup Your Digital Syllabus

1. **Syllabi are easily located** in Blackboard.
2. **Basic knowledge of Blackboard is helpful.**
3. **Notice that**, Content such as the Header, Course Description, Outcomes and Institutional Policies cannot be changed. **If you see an error in these areas contact your department and check the original course of study.**
4. **The majority of the syllabus** can be edited.

The following pages guide you through the setup process.
Go to Your Blackboard Course

• Select any course you plan to teach next semester.
• Open the course.
• Click on **Content**. There you will see the **Tools** menu.
• Open the **Tools** menu and Click on **FIT Syllabus**.
Create a Link to Your Syllabus

- Type in a title like: “Graph Design GD 142 Syllabus Fall 19” or similar.
  Students will use this link to access the syllabus.
- Click Submit. Your syllabus is now ready to edit.
Click on the Syllabus Link You Just Created

Your course syllabus will open and is ready to be **edited**.

1. **Click** on **Syllabus**, 2. Click **Edit** to begin.
Edit Panel: Add Content by Clicking on the symbol next to the category you want.
For each editable area, enter the content in the Notes area and **click save**.
To edit your entry click on the edit button
To Add Grading Information (Weight and Grading Information): Click on Evaluation

Enter a simple sentence like: “This is how you will be graded”. **click save**

This notes field is for entering general information regarding course evaluation. To add specific information, press save and then add the item that best suits your needs. You can always return here to edit general information at any time.

This is how you will be graded
To Add Course Weighting Details: Click on **Criteria**

Enter a simple sentence like: “This is how your grade is weighted” **click save**

This notes field is for entering general information regarding evaluation criteria. To add specific information, press save and then add the item that best suits your needs. You can always return here to edit general information at any time.
To Add Course Weighting Details: Click on Criterion

Enter the category and percentage weight. click save

Repeat this step until with all the Criterion that will add up to 100% click save as you complete each entry

There will be 5 quizzes which comprise 25 of your grade.
To Add Course Grading Percentages and Letter Equivalents: Click on **Criteria**

Enter a simple sentence like: “This is how your grade is weighted.” **Click save.**
Add Grading Percentages and Letter Equivalents: Click on Breakdown Entry

Enter the letter grade, percentage equivalent and a brief explanation. **Click save** and repeat until all your grades are listed.
To Add the Course Schedule: Click on **Schedule**

Enter a simple sentence like: “This schedule is an outline subject to change.” (your choice)

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**Edit Item: Schedule**

- **Notes**

  This Schedule is an outline that may change over the semester. Please follow the assignments and due dates listed in Blackboard.
To Add Each Week: Click on Schedule Entry +

Enter the week and date Then add a title for the topic of the week and a description of what is planned.

Type: 
(e.g. Lab)

When: 
Week One
(e.g. Week #3)

Include Date and Times

Location

Topic
Review of the Syllabus and Course

Notes
Please come to class prepared to discuss your past experiences and ....
Repeat for each week and save as you go.

Enter the week and date. Then add a title for the topic of the week and a description of what is planned.
The Course Syllabus appears to students using Blackboard as a link.
INSTRUCTIONS FOR FACULTY TEACHING MULTIPLE SECTIONS OF THE SAME COURSE

Import allows you to copy the areas you customized into another section.
If you are teaching multiple sections of the same course

• Complete one syllabus and then import it into the other section(s)

• Click on **Import**.

• Go to the **next course section**. (the same course). Create a syllabus link (as explained in this tutorial).

• Then Click on **Syllabus**.
Using the search tool.

1. Locate the course you wish to copy content from.

2. Click **Import** to select it.
Select the Items You Want to Copy and Click NEXT

Which syllabus items would you like to import?

From: Fashion Planning & Allocation
To: FIT Practice Course

- [ ] Meeting Times
- [x] Contact Information
- [x] Description
- [x] Outcomes
- [ ] Materials
- [ ] Evaluation
- [ ] Institutional Policies and Resources

Import Guidelines

General
Item importing works at the category level (e.g. Contact Information, Description, etc.). The item must be visible on the source syllabus and editable on the destination syllabus to complete the action.

Caution: If an item category already exists on the destination syllabus, the entire item (including its children) will be replaced and cannot be undone. Therefore be extremely careful when importing items that will overwrite existing syllabus content.

Permissions
If the item selected for import already exists on the destination syllabus, permissions will match that of the existing item. If the item is new to the destination syllabus, it will inherit the permissions of main syllabus item.

Templates
The import feature is not available in template courses. Items can be imported from templates, but they will not be linked, simply copied.
2D Computer Animation  CG-213

SPRING 2019  Section 104  2 Credits  01/28/2019 to 05/22/2019  Modified 02/21/2019

Meeting Times

3:10pm - 6:00pm C304 Mon

Description

Focus is on 2D animation, design, compositing, and production issues using Adobe Photoshop and After Effects applications. Pre or IL 125 or PH 272 or CD 251

Outcomes

Upon completion of this course, students will be able to: 1. Learn basic 2D animation skills. 2. Understand how to apply and animate mattes and transfer modes for compositing, and to apply effects to enhance and impact the visual design of compositions. 3. Integrate student work as well as professional examples of animation and composited motion graphics for ideas, inspiration and guidance practices and workflow strategies when working with different assets including files from Industry Standard programs such as...
Key Points

• During the first few weeks of the semester course syllabi are updated daily to include changes in location and enrollment.

• If you were assigned a course that was cancelled, the course syllabus remains (without the roster).

• As each new semester approaches course syllabi will be available in your new Blackboard course shells.
How to get Help

• This digital syllabus tool is new product that is fairly simple to use. If you need training, contact:
  Jeffrey Riman 212-217-4063 jeffrey_riman@fitnyc.edu

• For problems email: support@campusconcourse.com

• Additional Resources can be found at this link.
  https://support.campusconcourse.com/hc/en-us/articles/360025904694-Editors