

Syllabus Connect Blackboard Setup

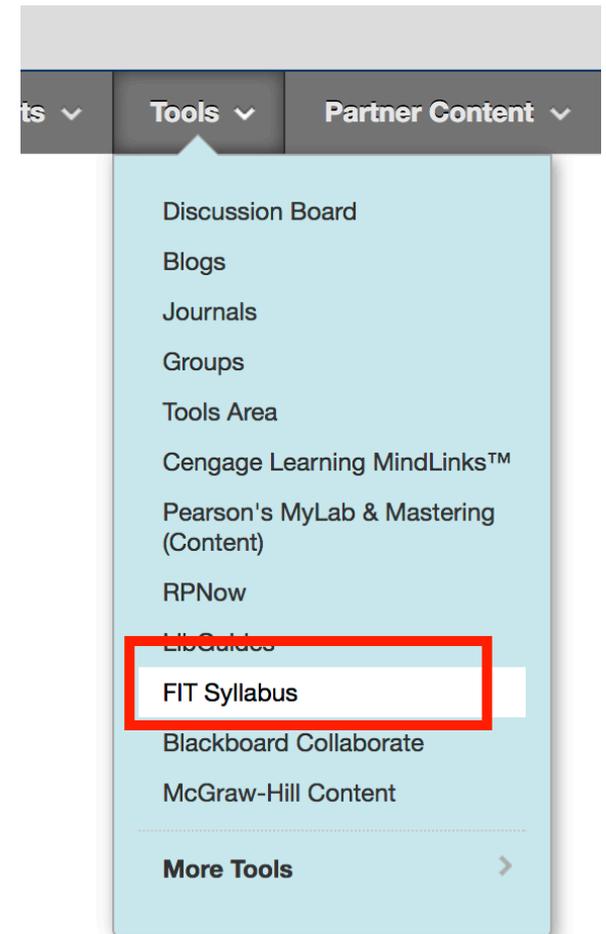
Placing your digital syllabus in
Blackboard

Setup Your Syllabus

- Syllabi can be linked and shared in Blackboard in several easy steps.
- Then, edit your syllabus to personalize your course.
- Several areas are protected from edits. The Header, Course Description, Learning Outcomes and Institutional Policies cannot be changes without permission from your department.

Go to Your Blackboard Course

- Select one course from the current semester.
- Open the course and click on **Content**. There you will see the tools Menu
- Click on FIT Syllabus



A Form Will Open

- Type in a title “Course Syllabus” or similar
- Click Submit. Done!

Create FIT Syllabus

** Indicates a required field.* Cancel Submit

INFORMATION

* Name

Color of Name Black

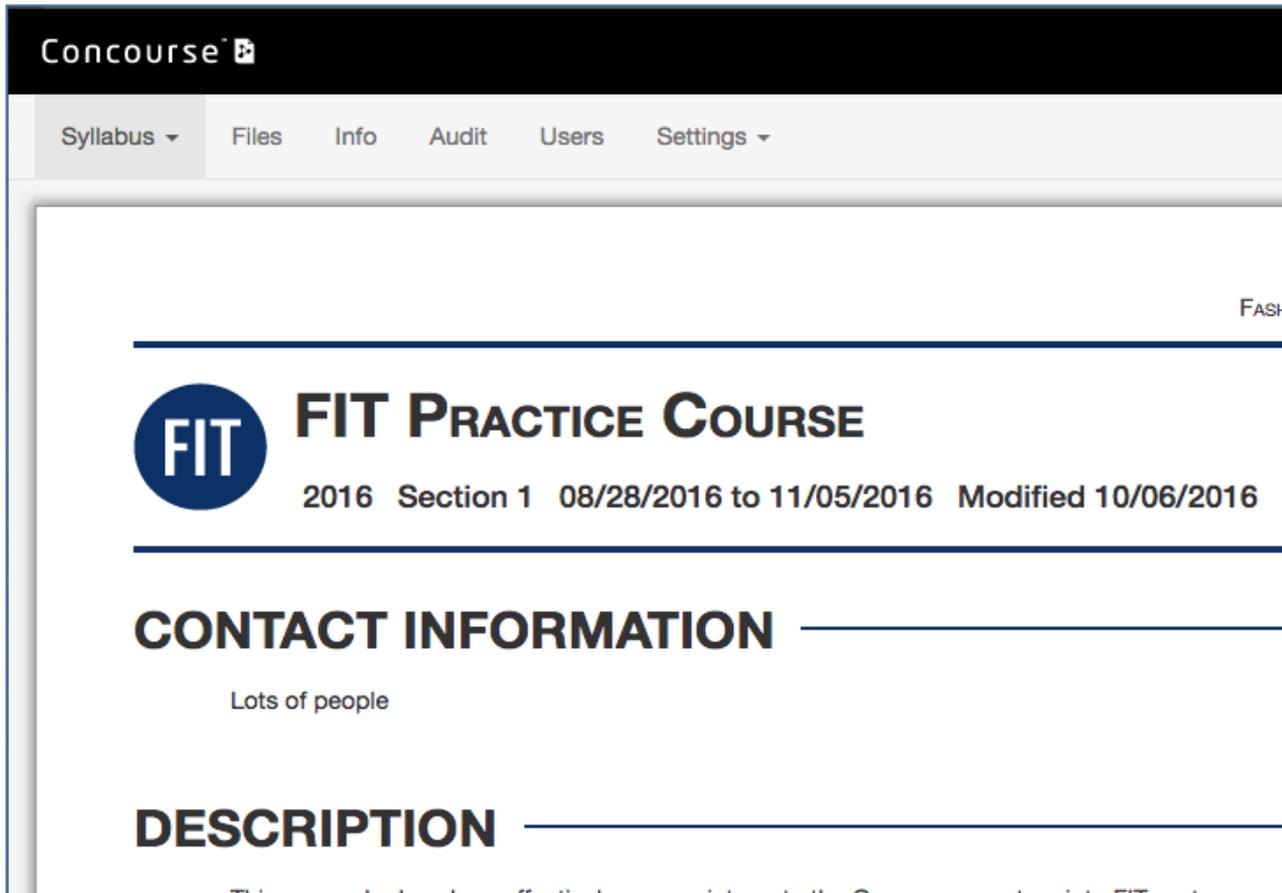
Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and other formatting tools.

Path: p Words:0

Click on the Syllabus Link

- Your course syllabus will open and be ready for you to **edit** as you choose.



Concourse

Syllabus ▾ Files Info Audit Users Settings ▾

FASH

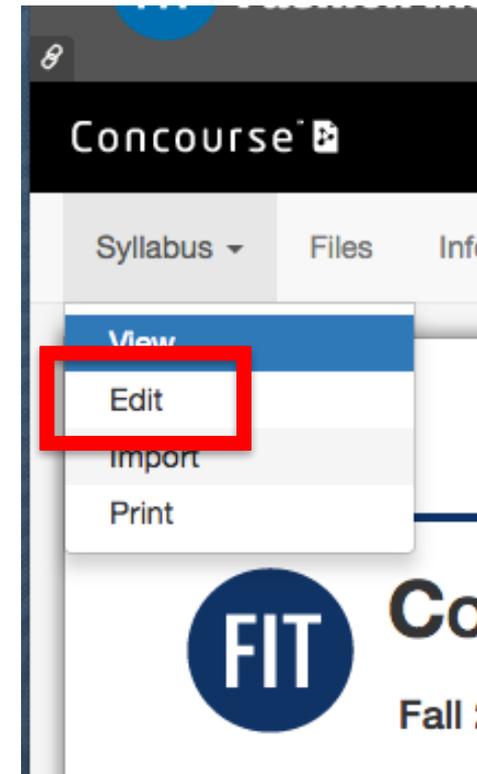
FIT **FIT PRACTICE COURSE**

2016 Section 1 08/28/2016 to 11/05/2016 Modified 10/06/2016

CONTACT INFORMATION

Lots of people

DESCRIPTION



Concourse

Syllabus ▾ Files Info

View

Edit

Import

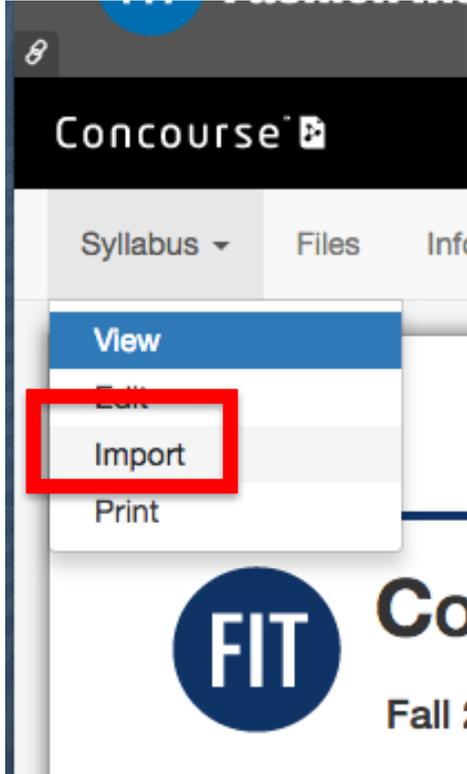
Print

FIT Co

Fall :

If you are teaching multiple sections...

- Complete one syllabus and then import it into the other course(s)



- Go to your course and click on **Import**
Search for the course you wish to copy content from **Click Import**
- Select the **item categories** you wish to import, Click **Next**
- Accept the confirmation. The selected items will be copied (in some cases, replacing) to your course.

How to get Help

- This is a new product that is fairly simple to use. You may want assistance the first time you use it. If so contact:
- Jeffrey Riman jeffrey_riman@fitnyc.edu
- 212-217-4063
- Most of the time one 30 minute session will be sufficient.