

Creating and Uploading Your Syllabus to Blackboard

Use the Template to Create Syllabus

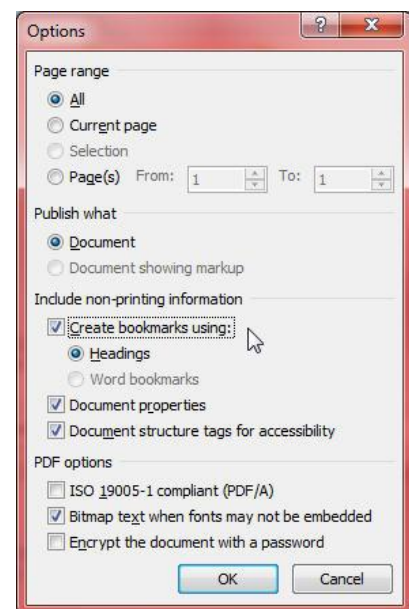
1. Download the Syllabus template.
2. Open the Syllabus template in Word and immediately **Save As** a Word document.
 - Office Button
 - Save As
 - Rename the document
 - Make sure the 'Save As' type: is either Word Document or Word 97-03 Document
3. Create your syllabus using the Template as a guide. Be sure to delete the faculty notes and suggestions.

Add a Table of Contents to the Syllabus (if desired)

1. Place your cursor where you would like the Table of Contents (TOC) to begin.
2. From the **References tab** select **Table of Contents**.
3. Select the TOC design you would like to use. Word will generate the TOC for you based on your Headings.
4. If you make changes to the syllabus after your TOC, be sure to update.
 - Click on the TOC to select it
 - Select 'Update Table' (or **F9**)
 - Select either 'Update page numbers only' or 'Update entire table'
5. Save any changes you have made to the document.

Save Syllabus as an Accessible PDF

1. Once your syllabus is done, you will want to save it as an Accessible PDF.
2. Perform a **Save As** and select **PDF** as the '**Save As Type:**'
 - Rename if desired
 - In the **Options** area of the Save As dialog box – be sure to check:
 - Create bookmarks using: Headings
 - Document properties
 - Document structure tags for accessibility.
 - Save. This will begin the PDF creation process.
3. You can also download a free Add-In if you do not have Adobe Acrobat pro at www.microsoft.com/downloads/details.aspx?FamilyID=f1fc413c-6d89-4f15-991b-63b07ba5f2e5&displaylang=en



Upload Syllabus to Course on Blackboard 9.1

1. Login to Blackboard at blackboard.csufresno.edu and click on the course where you would like to upload your syllabus.
2. Make sure the Edit Mode: is **ON**
3. Select **Syllabus** on the **Course Menu**.
4. Click on **Build Content** and **Create Item** and type in the name of your Syllabus. Include the file type and relative information in the Description text area.
5. Browse for the file on your computer, Name the Link, select the Options and click **Submit**.