

Adding a Syllabus to a Blackboard Ultra Course

Per the Faculty Appendix, all faculty are required to upload a current syllabus to their sections in Blackboard and make their sections available to students.

Faculty must upload a syllabus to each semester course section's SYLLABUS content area. This consistency in course design ensures that students can easily locate syllabi and that the college's analytic reports correctly count the presence of syllabi in active sections.

Creating a Syllabus

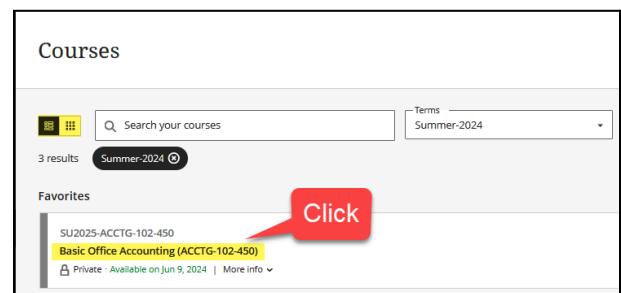
Faculty should use the latest version of the [Center for Teaching Excellence's Syllabus Template](#) approved to develop syllabi for their courses. The templates are available through Google Docs; you may [download a template as a Word file](#) or [copy it into Google Docs](#) for editing.

Logging into Blackboard

In a web browser, go to Blackboard.matc.edu. [Log into Blackboard](#) with your MATC email address, password and DUO. To resolve a login problem, contact the Help Desk at 414-297-6541.

Accessing Your Sections

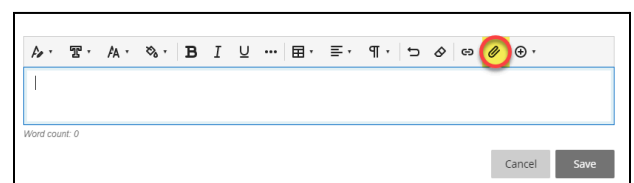
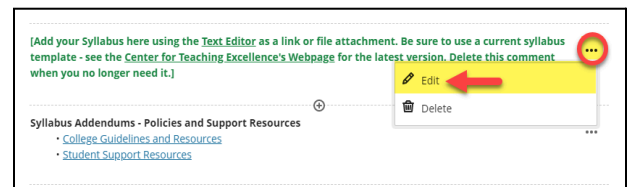
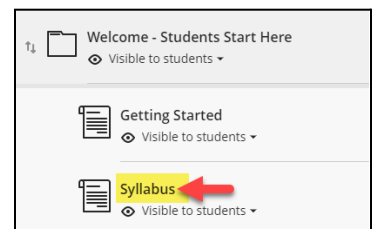
When logged into Blackboard, click the **Courses** link in the base navigation. This page will list all of your assigned sections. Sections that are marked as "Private" are unavailable to students, but the instructor can access them. Click on a section's name or icon to access the section. If you have trouble finding a course, see our [Guide to Searching and Editing the Courses Page](#).



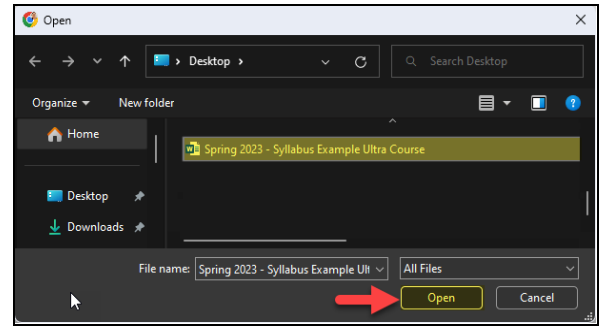
Uploading Your Syllabus to an Ultra Course

Follow these instructions exactly to ensure that your syllabus can be found by students and college auditing processes.

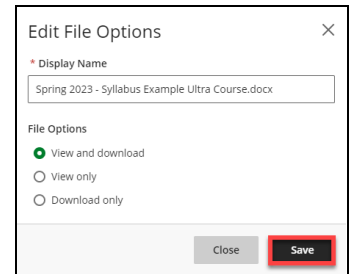
1. When viewing a course as the instructor, click the **STUDENTS START HERE** folder. Then, click on the **SYLLABUS** link.
2. You will be taken to the Syllabus document page. Click on the ... icon and select **EDIT**.
3. In the text editor that appears, **remove the template placeholder text**. If desired, you may add your own instructions for students in the text editor. Then, click the **ATTACHMENT** paperclip icon.



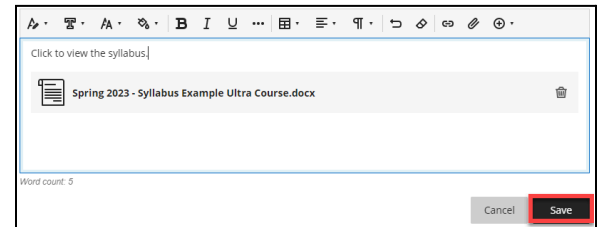
4. In the **FILE UPLOAD** box that appears, locate and select your file from where it is located on your computer or storage media. Then, click the **OPEN** button.



5. The file will upload to the page. In the **EDIT FILE OPTIONS** prompt that appears, keep the suggested setting, **VIEW AND DOWNLOAD**. Click the **SAVE** button.

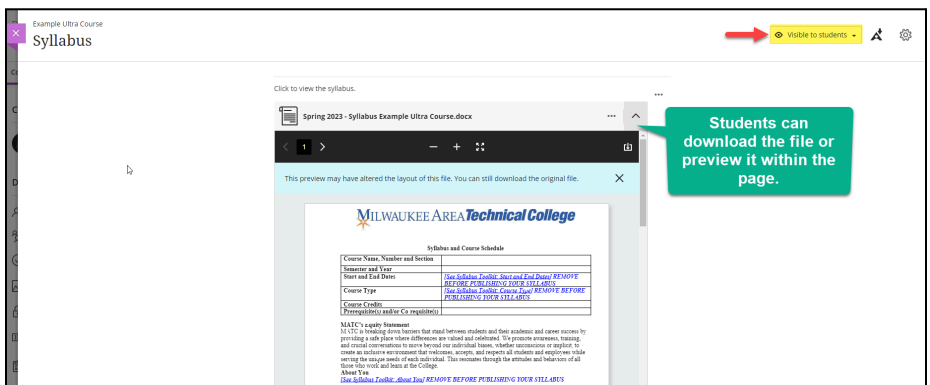


6. The file will appear as though embedded within the text editor. Then, click the **SAVE** button.



7. The Syllabus page will display your file attachment on the page. As a final step, locate the page availability setting in the right corner of the page and make sure that it is set to **VISIBLE TO STUDENTS**.

Please note - Students will be able to download the file or view it directly on the page through the arrow button.



8. Once your course is ready to release to students, [make the course available to students](#).