

Blackboard First Time User Guide

Add Syllabus & Turn On Course



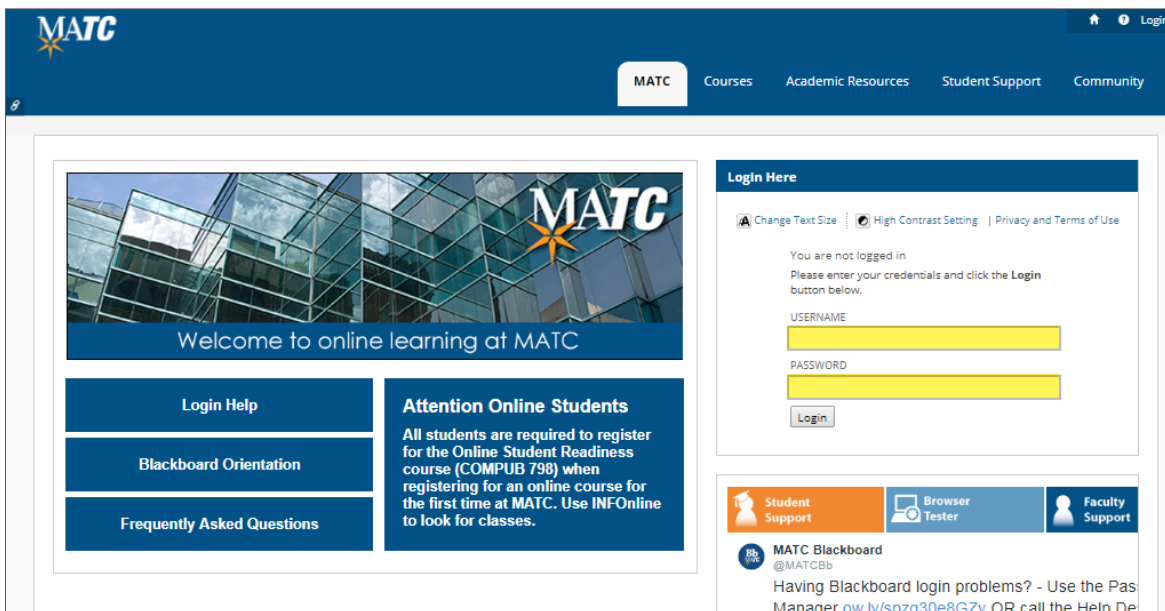
Getting Started

WHERE DO I ACCESS BLACKBOARD?

You may access Blackboard through the quick link on the MATC homepage, the Blackboard module when you are logged into the [myMATC Portal](#), or by typing this URL in your browser's address bar: **Blackboard.matc.edu**.

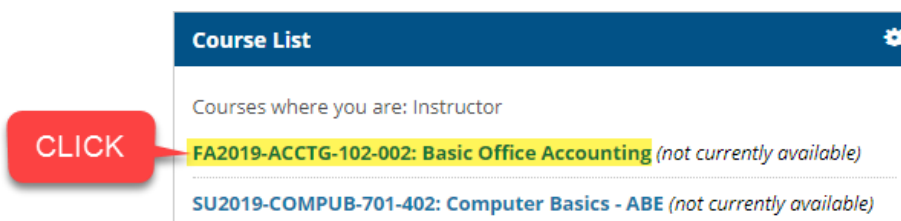
WHAT IS MY LOGIN INFORMATION?

On the MATC homepage, you will log in with your **MATC network username and password**. This will be the same login credentials you use to access the MATC Portal, MATC Gmail, and MATC computer workstations.



HOW DO I ACCESS MY COURSE?

After you log in, you will be taken to the “Employee” page. In the “Course List” module, you will see a list of courses to which you are assigned. To access a course, click on a course link.



Please Note: Courses that are labeled as “unavailable” just mean that you have not turned the course’s availability to students on yet. You the instructor can still access the course and turn on its availability!

HOW DO I UPLOAD MY SYLLABUS?

1. **When viewing your course**, make sure your course's **EDIT MODE** is turned on. This allows you to add and modify content in your course. Next, in your course menu, click the **SYLLABUS** button.

The screenshot shows a course page for 'FA2019-ACCTG-102-002 Basic Office Accounting'. The course is currently unavailable to students. In the top right corner, the 'Edit Mode' is set to 'ON'. In the left-hand course menu, the 'Syllabus' button is highlighted. A red callout bubble points to the 'Syllabus' button with the text 'Click to view Syllabus page.' Another red callout bubble points to the 'Edit Mode: ON' toggle with the text 'Click to turn Edit Mode on/off'.

2. You will be taken to your **SYLLABUS CONTENT AREA**. Roll your mouse over the **BUILD CONTENT** button. In the menu that appears, click **ITEM**.

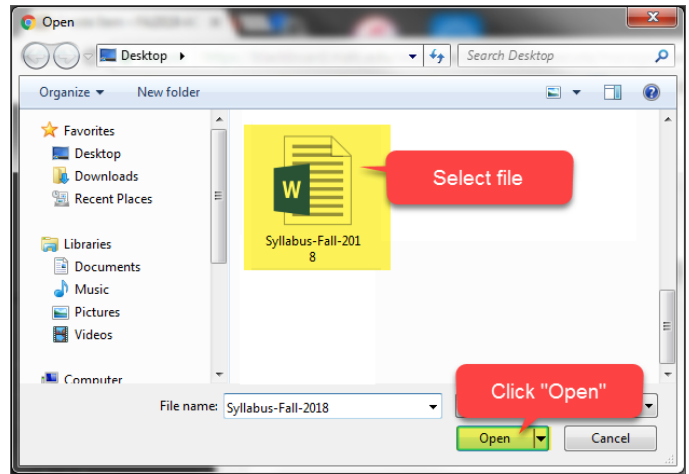
The screenshot shows the 'Syllabus' content area. The 'Build Content' button is highlighted, and a dropdown menu is open. The 'Item' option is highlighted with a red arrow. Other options in the menu include 'File', 'Assessments', 'Tools', and 'New Page'. Under 'New Page', there are options for 'Content Folder' and 'Module Page'.

3. On the **CREATE ITEM** page, under **CONTENT INFORMATION**, give the item a name. If desired, you may add instructions to direct your students in the provided text box.

Under **ATTACHMENTS**, click the **BROWSE MY COMPUTER** button.

The screenshot shows the 'Create Item' page. Under the 'CONTENT INFORMATION' section, the 'Name' field is highlighted with a red callout bubble that says 'Give item a name'. The name 'Syllabus' is entered in the field. Below the name field, there is a 'Color of Name' dropdown set to 'Black'. There is also a 'Text' editor with a toolbar and a 'Path' field. Under the 'ATTACHMENTS' section, the 'Attach Files' area is highlighted with a dashed box, and the 'Browse My Computer' button is highlighted with a red callout bubble that says 'Click to select file'.

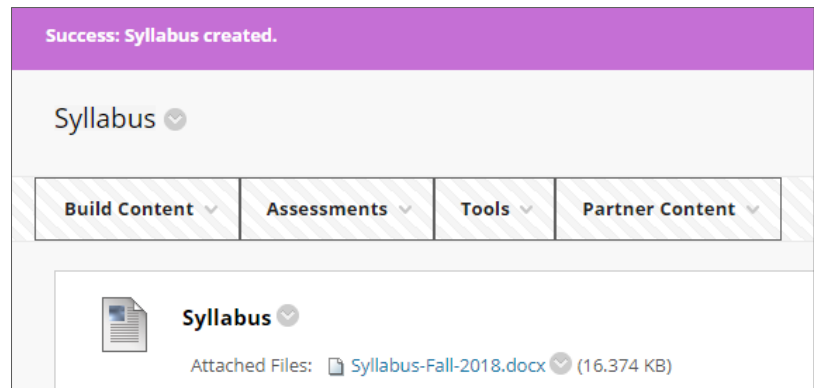
- In the **FILE UPLOAD** box that appears, locate and select your file from where it is located on your computer or storage media. Then, click the **OPEN** button.



- Your file will appear in the **ATTACHED FILES** list. Briefly review the file name to make sure that this is the correct file.

Attached files			
File Name	Link Title	File Action	Item's Alignments
Syllabus-Fall-2018.docx	Syllabus-Fall-2018.docx	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

- When you are done, scroll down to the bottom of the page and click the **SUBMIT** button.
- The item will be added to the content area and display a link that students can click to download and view your file.



HOW DO I MAKE MY COURSE AVAILABLE TO STUDENTS?

The course must be available for students to view the syllabus. Click the red padlock icon that appears in right-corner of the course to make the course available. The padlock icon will change to indicate that the course is open.

