

First Time Guide to Adding a Syllabus to Blackboard



Getting Started

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 through the processes described in this tutorial.

Creating a Syllabus

Faculty should use an [approved syllabus template](#) when developing 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.

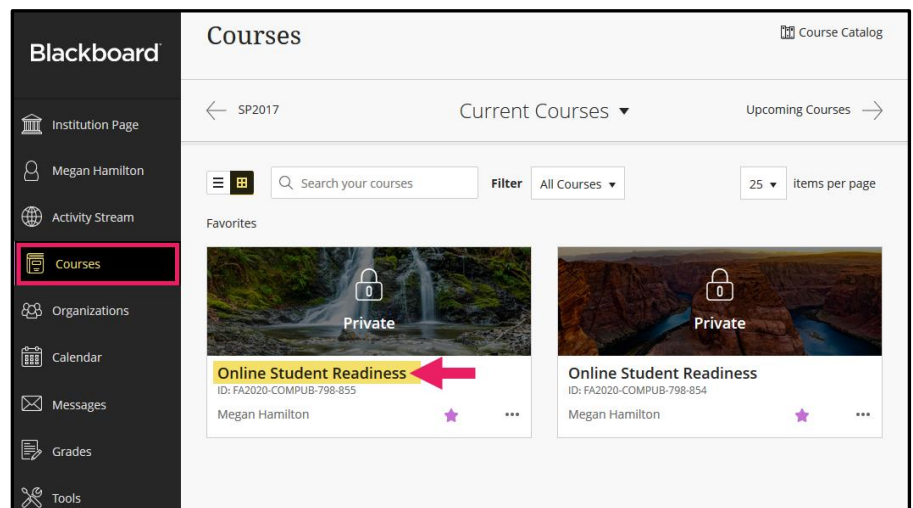
Logging into Blackboard

Go to [Blackboard.matc.edu](https://blackboard.matc.edu) and log in with your **MATC network username and password**. To resolve a login problem, contact the Help Desk at 414-297-6541.

Accessing Your Courses

When logged into Blackboard, click the **Courses** link in the base navigation. The Courses page displays links to courses to which you are assigned. Courses that are marked as "Private" are unavailable to students, but the instructor can access them.

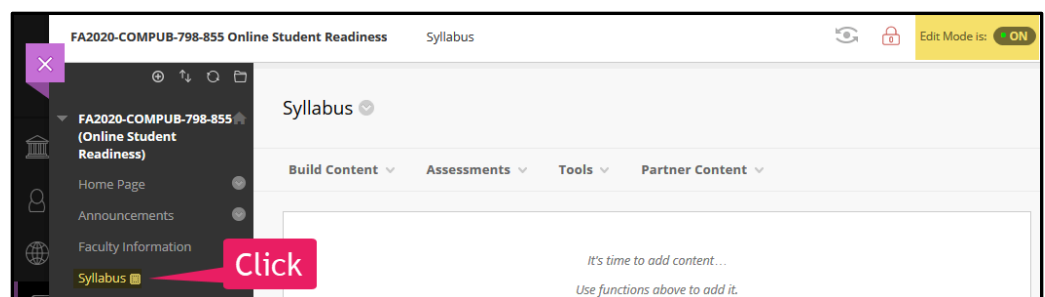
If you have trouble finding a course, see our [Guide to Searching and Editing the Courses Page](#).



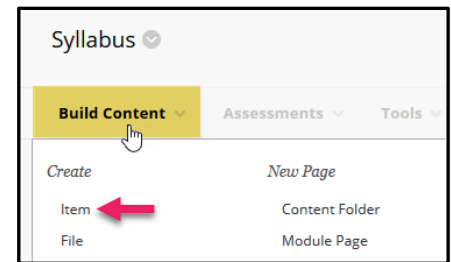
Uploading Your Syllabus to a Course Section

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

1. **When viewing a course**, make sure that **EDIT MODE** is turned **ON**. Then, click the **SYLLABUS** link in your course menu.

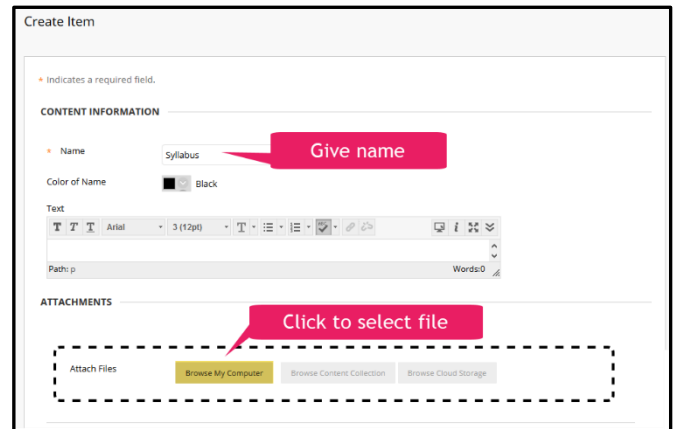


- You will be taken to your **SYLLABUS CONTENT AREA**. Roll your mouse over the **BUILD CONTENT** button. In the menu that appears, click **ITEM**.



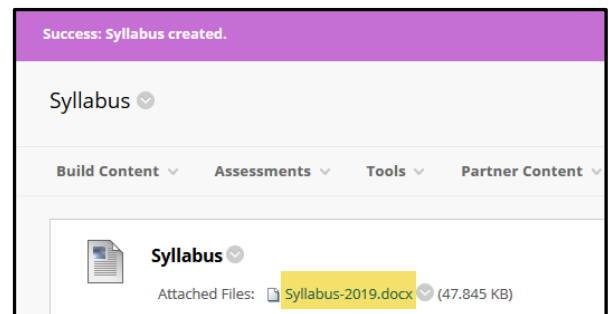
- On the **CREATE ITEM** page, under **CONTENT INFORMATION**, give the item a name. If desired, you may add instructions in the provided text box.

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





- 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.

- Lastly, 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.




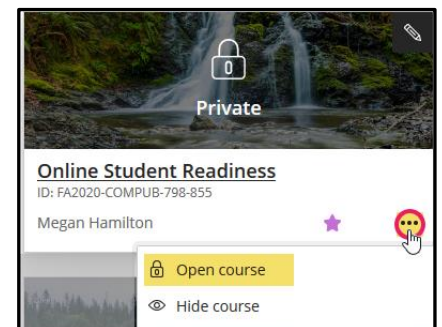
Making a Course Available

From Inside a Course

When viewing the syllabus page in a course, you will see a padlock icon in the top-right corner of the screen. Click on the  padlock to unlock it  and make the course available.

From the Courses Page

If you are on the **Courses** page in Blackboard's base navigation, click the **More Options** icon  next to a course and select **Open Course** from the drop-down menu that appears.



From the Quickly Course Tools

To streamline course management, click the **Tools** link in Blackboard's base navigation. Then, select [Quickly Course Tools](#). In Quickly's **Course Availability** panel, click the **on/off** buttons to toggle availability on.