

Syllabus

To Upload a Syllabus saved in an MS Word file:

1. In the Build tab, go to the Course Tools menu and click on the Syllabus tool.
2. Under Select Syllabus Type, choose the Use File option and click Select.

The screenshot displays the Blackboard Vista 8.0.1 interface. At the top left, the UMassOnline logo is visible. The top right corner contains links for "My UMassOnline", "Accessibility", "Help", and "Log out". The main navigation tabs are "Build", "Teach", and "Student View". The current page title is "PILOT_COURSES - LucyBorgheiinck".

The left sidebar shows the "Course Tools" menu, with "Syllabus" highlighted. A red arrow points to the "Syllabus" option in the menu. Below the "Course Tools" menu is the "Designer Tools" section, which includes "Manage Course", "File Manager", "Grading Forms", and "Selective Release".

The main content area shows the "Syllabus" tool interface. The "Your location" is "Syllabus". Under "Select Syllabus Type", there are two radio button options: "Use built-in syllabus (Create Syllabus using online tool)" and "Use File (Upload a file from your computer or select one from File Manager)". A red arrow points to the "Use File" option. Below these options is a "Select" button.

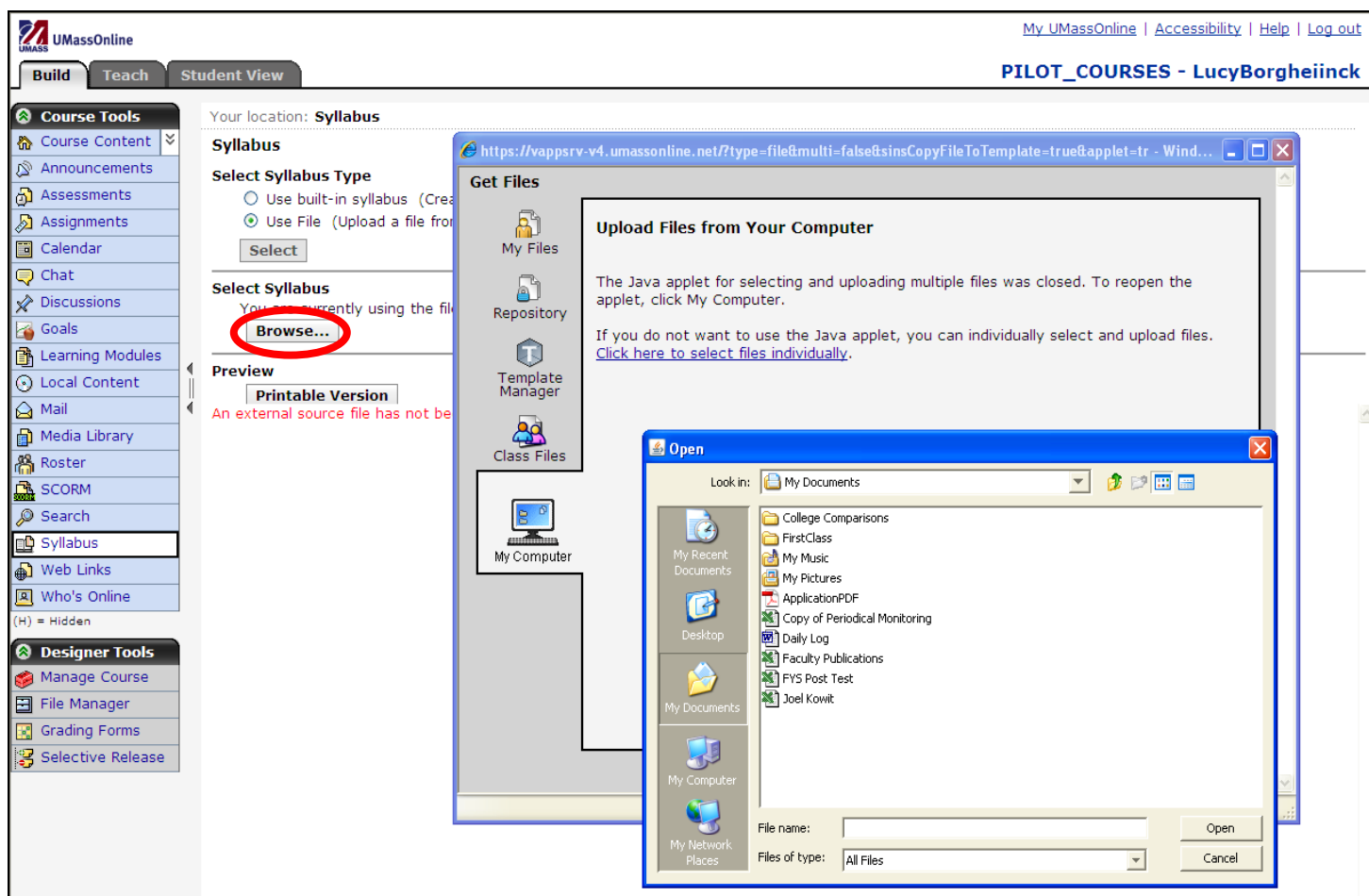
Below the "Select" button are two tabs: "Add Syllabus Item" and "Printable Version". The "Add Syllabus Item" tab is active, showing a list of syllabus items:

- Section Information: LucyBorgheiinck**
Course Name : PILOT_COURSES
- Section Instructor: Lucy Borgheiinck**
E-mail : borghelu@emmanuel.edu
- Policies**
Introduction : the laws about copying other people's work are very strict, please read this section carefully.
Additional information : it is illegal to give yourself credit for a piece of writing that someone else has written.
- Course Requirements**
Introduction : These are my expectations for all poetry students.
Requirements : Please do not miss more than 2-3 classes. There will be a Midterm Exam in class. In place of the Final Exam you will be submitting a research paper via WebCT. There will also be several smaller assignments explained during class, expect these about every other week.

Questions? Contact the Library (617) 735-9927
Ask for Blackboard Vista 8.0.1 support.

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- Under Select Syllabus, click Browse. The pop-up window will allow you to find the file on your computer or in your Blackboard Vista 8.0.1 My Files. In My Files select the file you want to use and click OK at the bottom of the screen. In My Computer, just click on the file itself and it will upload.



Designer Note: Your uploaded file will open in a new MS Word window. To stay within Blackboard Vista 8.0.1 and to maintain the Blackboard Vista 8.0.1 “look”, enable the “HTML Creator” and cut and paste your MS Word syllabus file into Blackboard Vista 8.0.1. This may require making some minor formatting adjustments, but will maintain a more cohesive course environment within Blackboard Vista 8.0.1.

To cut-and-paste a syllabus, follow this path:

Click Syllabus

- Built-in Syllabus
- Add Syllabus Item
- Custom HTML
- Enable HTML Creator

Now paste your MS Word file and make any necessary formatting changes.

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To Build a Syllabus with the Syllabus Tool

If you haven't already written a syllabus, or if you wish to cut and paste your file, you can do so now.

1. In the Build tab, click on the Syllabus tool in the Course Tools menu.
2. Under Select Syllabus Type, choose the Use built-in Syllabus option and click Select.
3. Click on Add Syllabus Item and choose the item from the drop-down menu. For example: Policies.

UMassOnline

My UMassOnline | Accessibility | Help | Log out

Build Teach Student View

PILOT_COURSES - LucyBorgheiinck

Your location: Syllabus

Syllabus

Select Syllabus Type

Use built-in syllabus (Create Syllabus using online tool)

Use File (Upload a file from your computer or select one from File Manager)

Select

Add Syllabus Item Printable Version

ActionLinks for this Item Borgheiinck

Course Requirements : PILOT_COURSES

Custom HTML

Goals

Lesson ructor: Lucy Borgheiinck

Other helu@emmanuel.edu

Policies

Resources

Introduction : the laws about copying other people's work are very strict, please read this section carefully.
Additional information : it is illegal to give yourself credit for a piece of writing that someone else has written.

Course Requirements

Introduction : These are my expectations for all poetry students.
Requirements : Please do not miss more than 2-3 classes. There will be a Midterm Exam in class. In place of the Final Exam you will be submitting a research paper via WebCT. There will also be several smaller assignments explained during class, expect these about every other week.

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4. Type a Heading for this section of the syllabus. Then type a short description in the Introduction box, and add specific requirements in the Requirements box.

5. **Remember to click Save after creating each Syllabus Item.**

Note: Goals can be uploaded to your syllabus as you build it in Blackboard Vista 8.0.1.

You will see the items you've added in a list beneath the "Add Syllabus Item" button.

The screenshot displays the Blackboard Vista 8.0.1 interface for creating a syllabus. The top navigation bar includes 'Build', 'Teach', and 'Student View' tabs, with 'Build' selected. The course name is 'PILOT_COURSES - LucyBorgheiinck'. The left sidebar contains 'Course Tools' (Course Content, Announcements, Assessments, Assignments, Calendar, Chat, Discussions, Goals, Learning Modules, Local Content, Mail, Media Library, Roster, SCORM, Search, Syllabus, Web Links, Who's Online) and 'Designer Tools' (Manage Course, File Manager, Grading Forms, Selective Release). The main content area is titled 'Syllabus' and shows the 'Your location: Syllabus' path. Under 'Syllabus', there is a 'Select Syllabus Type' section with two radio buttons: 'Use built-in syllabus (Create Syllabus using online tool)' (selected) and 'Use File (Upload a file from your computer or select one from File Manager)'. Below this is a 'Select' button. A horizontal bar contains 'Add Syllabus Item' and 'Printable Version' buttons. A list of syllabus items is shown below, each with a trash icon and a dropdown arrow. The items are: 'Section Information: LucyBorgheiinck' (Course Name: PILOT_COURSES), 'Section Instructor: Lucy Borgheiinck' (E-mail: borghelu@emmanuel.edu), 'Policies' (Introduction: the laws about copying other people's work are very strict, please read this section carefully. Additional information: it is illegal to give yourself credit for a piece of writing that someone else has written.), and 'Course Requirements' (Introduction: These are my expectations for all poetry students. Requirements: Please do not miss more than 2-3 classes. There will be a Midterm Exam in class. In place of the Final Exam you will be submitting a research paper via WebCT. There will also be several smaller assignments explained during class, expect these about every other week.). The 'Policies' and 'Course Requirements' items are circled in red.

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