

Updating Syllabus and Course Schedule Instructions

Purpose: **Updating Syllabus and Course Schedule** walks through the process of inserting or replacing these documents within your online course.

Note* Example **Course Syllabus and **Course Schedule** documents may be found under the **Build** category on the **Framework Resources** page of the **Online Teaching** website (<http://www.kent.edu/onlineteaching/framework-resources>).*

*These instructions reference the **Kent State Online Template**. If you are not using this template for your course and would like more information, please review the **Getting Started** section on **The Framework Build** page of the **Online Teaching** website (<http://www.kent.edu/onlineteaching/build>).*

Updating Syllabus and Course Schedule

Needed to Complete:

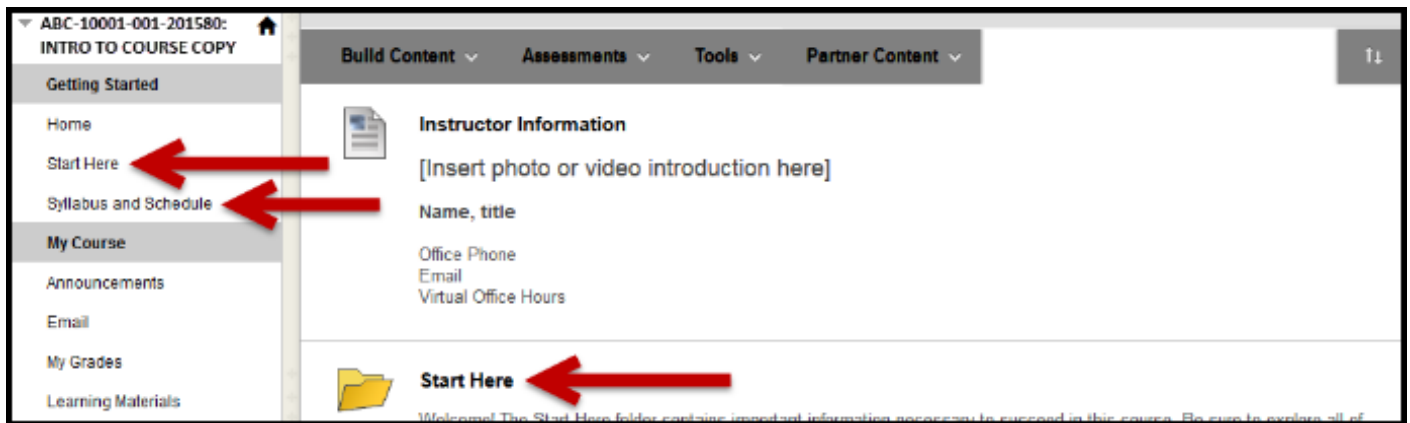
To complete “Updating Syllabus and Course Schedule”, you will need to:

- Be logged into **Blackboard Learn**
- Be in the course that needs the an updated **Syllabus** and/or **Course Schedule**
- Be enrolled as an **Instructor**, **Teaching Assistant**, or **Course Builder** in the course
- Have the updated **Syllabus** and **Course Schedule** documents saved as PDFs

Step 1: Navigate to Syllabus and Course Schedule Item

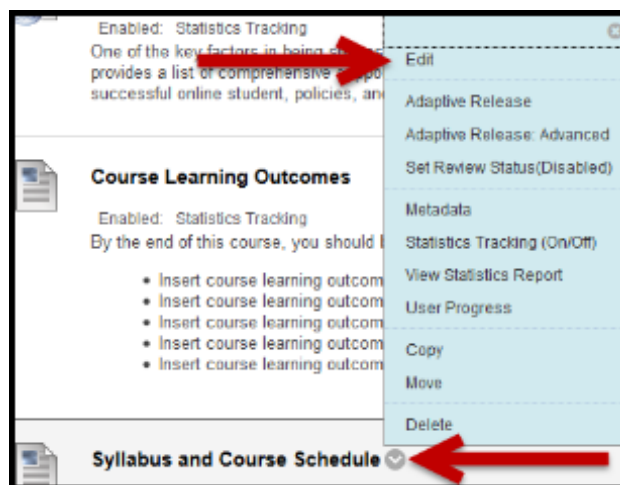
Navigate to the location in your course where the **Syllabus and Course Schedule** item is located in your course. In the **Kent State Online Template**, this item can be found on the left-hand navigation menu by clicking the **Start Here** or **Syllabus and Schedule** links or by clicking the **Start Here** folder on the **Home** page.

Note* If you do not have a **Syllabus and Course Schedule item, you can create one by clicking the **Build Content** menu at the top of the page on which you would like it to appear. Choose **Item** and continue to **Step 3** for suggested information to enter and file attachment instructions. Newly created **Items** appear at the bottom of the page. Drag-and-drop the item to move it to the top of the page.*



Step 2: Access Edit Item

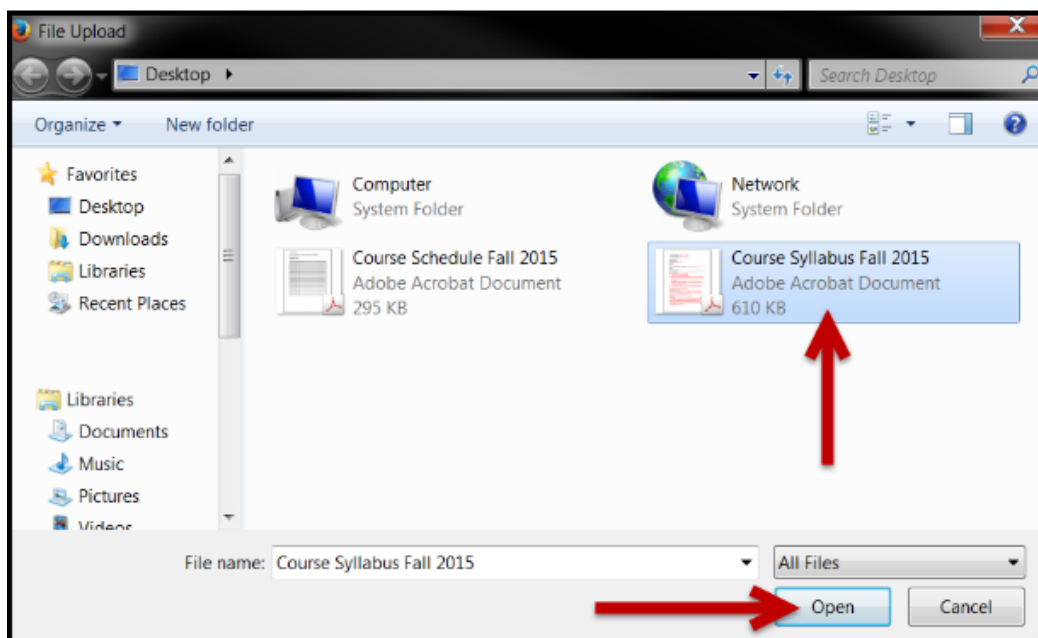
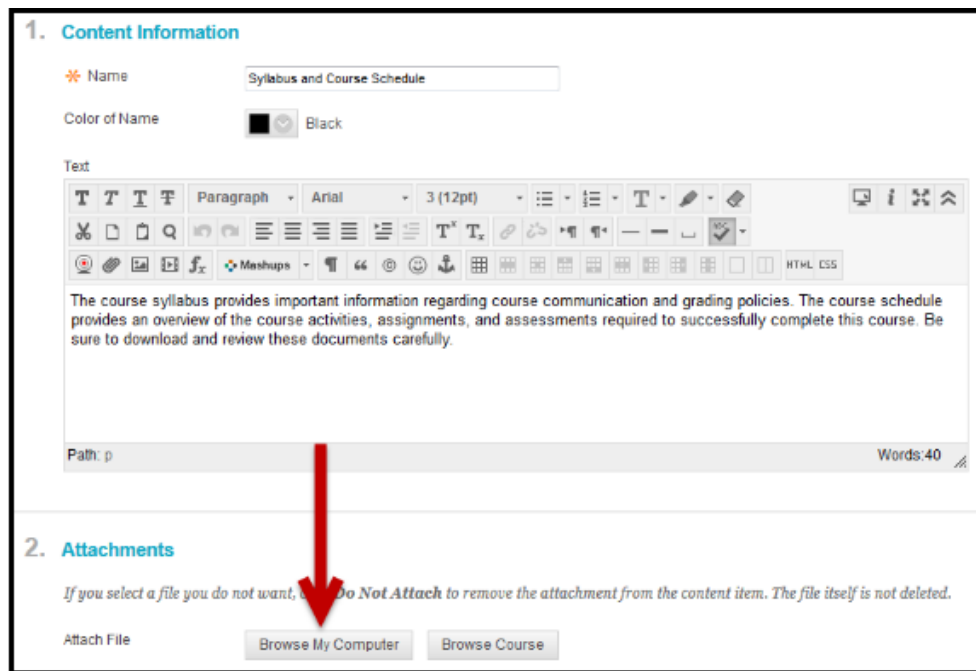
Click the drop-down arrow that appears to the right of **Syllabus and Course Schedule** and click **Edit**.



Step 3: Browse for and Attach Updated Files

Under **2. Attachments**, click the **Browse My Computer** button, locate one of the updated files, and click the **Open** button. Repeat for the second file.

**Note* Text under 1. Content Information may be entered or adjusted in this step.*



Step 4: Remove Outdated Files

Still under **2. Attachments**, click the **Mark for removal** link next to each outdated file.

Note* If you upload an incorrect file, click the **Do not attach link to keep it from being attached.*


2. Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

Attached files

File Name	Link Title	File Action
Course Syllabus Spring 2015.pdf	Course Syllabus Spring 2015	Create a link to this file Mark for removal
Course Schedule Spring 2015.pdf	Course Schedule Spring 201	Create a link to this file Mark for removal
Course Syllabus Fall 2015.pdf	Course Syllabus Fall 2015.pc	Create a link to this file Do not attach



Step 5: Skip Section 3

3. Standard Options should already have the recommended settings, with both options set to "Yes" and no "Date and Time Restrictions" set. If it does not, you can adjust them to match in this Step.

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

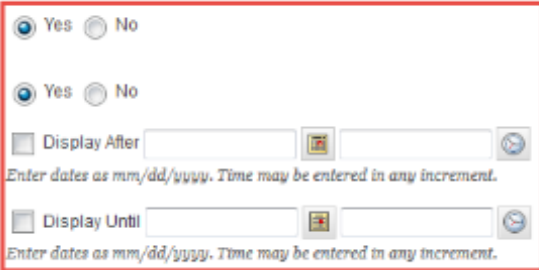
Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



Step 6: Submit Changes

Under **4. Submit**, click the **Submit** button.

4. Submit

*Click **Submit** to proceed. Click **Cancel** to go back.*

