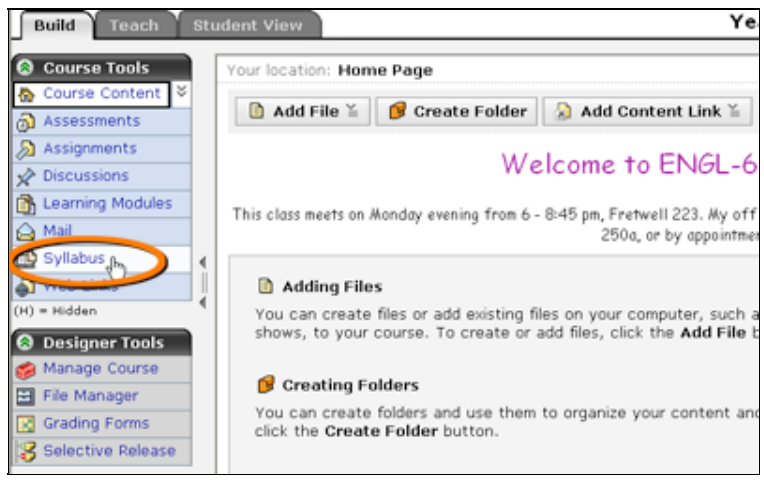
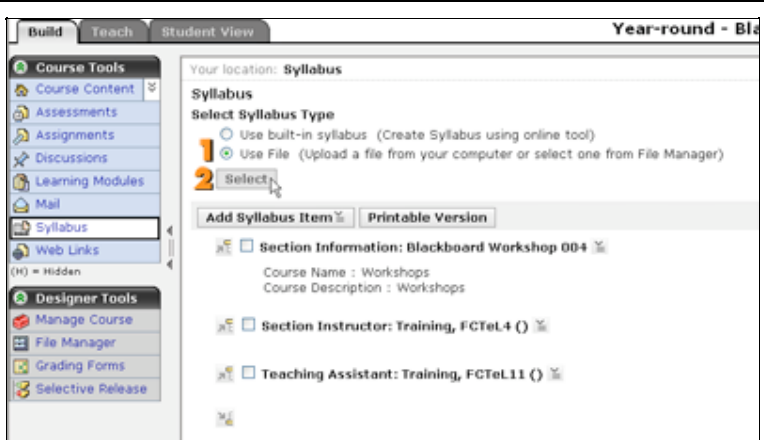
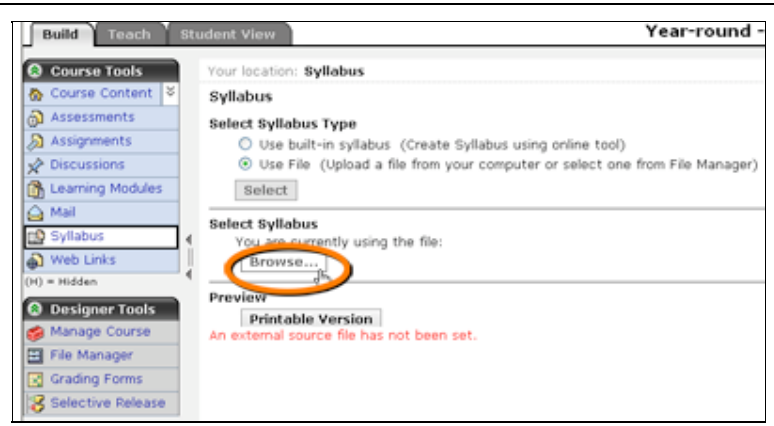


The Syllabus Tool provides a convenient way to build your syllabus online or upload your existing syllabus. This handout will walk you through uploading and linking to a document you already have on your computer.

<p><b>Step 1: Select the Syllabus Tool</b></p> <p>1. On the Build tab, in the “Course Tools” area, click the <b>Syllabus</b> link. The Syllabus screen is displayed.</p>	 <p>The screenshot shows the Blackboard Vista interface with the 'Build' tab selected. In the 'Course Tools' sidebar, the 'Syllabus' link is circled in orange. The main content area shows a 'Welcome to ENGL-6' message and options for 'Adding Files' and 'Creating Folders'.</p>
<p><b>Step 2: Select File Option</b></p> <p>If you already have a syllabus created in another application, it is possible to upload and “link” to it rather than type or copy and paste the information. It is strongly recommended that you use a web-ready format such as HTML, which can be created with the <b>Save as Web Page</b> command in Microsoft Word.</p> <p>1. In the “Select Syllabus Type” area, select <b>Use File (Choose a file from your computer or the File Manager)</b>. The screen changes to reflect the new selection.</p> <p>2. In the “Select Syllabus” area, click <b>Select</b>. The Syllabus screen updates.</p>	 <p>The screenshot shows the Blackboard Vista Syllabus tool interface. The 'Select Syllabus Type' section has 'Use File' selected. Below it, the 'Section Information' fields are visible, including 'Section Name: Workshops' and 'Section Instructor: Training, FCTeL4 ()'.</p>

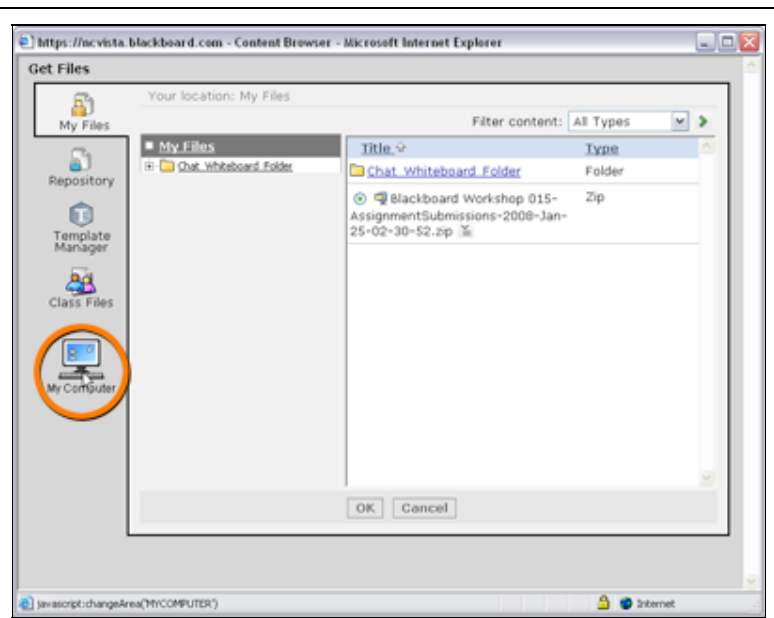
### Step 3: Select Browse

1. In the “Select Syllabus Type” area, click **Browse**. The Get Files dialog box is displayed.



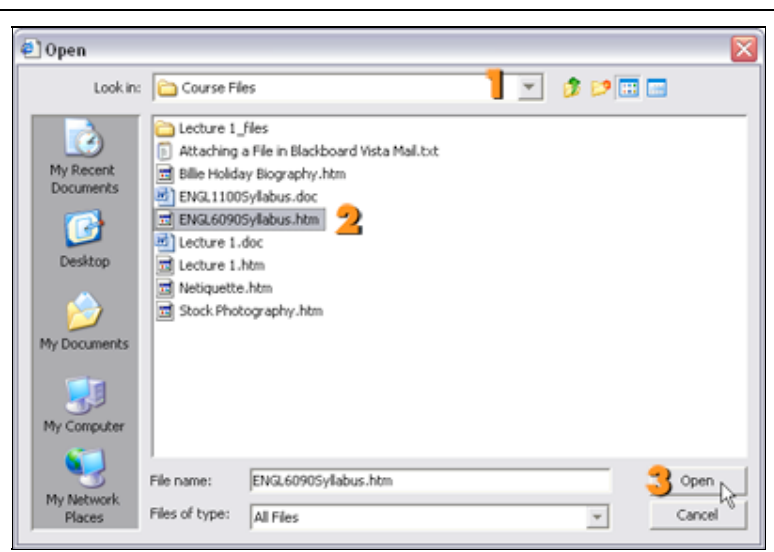
### Step 4: Specify the Hard Drive

1. Click the **My Computer** icon. The Open dialog box is displayed.



### Step 5: Navigate To and Select the File

1. In the “Look in” drop-down list, navigate to the folder where the file is stored.
2. In the file list, select the file.
3. Click **Open**. The File Browser window is displayed.
4. A progress box is displayed (not illustrated).
5. If the File Download dialog box is displayed, click **Cancel** (not illustrated).



## Step 6: Syllabus is Added

1. The syllabus file you selected is displayed in the "Preview" area.

The screenshot displays a course management interface with three tabs: "Build", "Teach", and "Student View". The "Build" tab is active. On the left, there are two toolbars: "Course Tools" and "Designer Tools". The "Course Tools" toolbar includes "Course Content", "Assessments", "Assignments", "Discussions", "Learning Modules", "Mail", "Syllabus", and "Web Links". The "Designer Tools" toolbar includes "Manage Course", "File Manager", "Grading Forms", and "Selective Release". The "Syllabus" tool is selected in the "Course Tools" toolbar. The main content area shows the "Syllabus" configuration page. At the top, it indicates the location: "UNC Charlotte > Syllabus". Below this, there is a "Syllabus" section with a "Select Syllabus Type" section. This section has two radio buttons: "Use built-in syllabus (Create Syllabus using online tool)" and "Use File (Upload a file from your computer or select on)". The "Use File" option is selected. Below the radio buttons is a "Select" button. Underneath, there is a "Select Syllabus" section with the text "You are currently using the file: /ENGL6090Syllabus.htm" and a "Browse..." button. At the bottom of the configuration area, there is a "Preview" section with a "Printable Version" button. Below the "Preview" section is the "Instructor Information" section, which contains the following details:

<b>Names</b>	Lorraine Stanton, Sam Eneman, Debbie Mowry, Ron L
<b>Email</b>	dsupp@email.uncc.edu
<b>Hours</b>	8am - 8pm Monday - Thursday 8am - 4 pm Friday 1pm - 5 pm Saturday and Sunday
<b>Phone</b>	1-877-396-8462

Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte