Editing Your syllabus

The only document that we are required to request from you is a syllabus. We will post the syllabus under the Course Information section of your website.

Although we try to retain some semblance of your syllabus layout, we do reformat the information to fit in the Blackboard program, and in such a way that you can directly access specific areas and update as needed.

If you need to update your syllabus after we've posted it for you:

Log in to your course and go to the Control Panel

1. Under Page Editors (upper left portion of the page) click Course Information.
2. To the right of the information you wish to modify, click Modify Item.
3. Make your edits as needed.
4. Click Submit when done.

For items that are highly formatted, you will see that the "HTML" button has been selected, and the Information box will contain HTML tags (< tags >). If you read between the tags, you can find the text and make edits. Do not let the tags intimidate you, but do be careful not to disturb them.