Adding a New Syllabus Faculty Handout
(Blackboard 9.1.11 - Updated 8/12/14)

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Adding a New Syllabus to Blackboard

Complete your syllabus in WebAdvisor, and utilize the Open Blackboard in a new window link on the View/Print Syllabus page or open Blackboard at http://online.dbu.edu.

Things to Know Before Getting Started:

• Your syllabus in WebAdvisor must have a section number listed with the course number in order for the syllabus to display correctly in Blackboard. Section numbers are available from your dean.

• IF THE CLASS IS CROSS-LISTED, your syllabus in WebAdvisor must list the Primary Course ID letters and number either in the Course Number field or in the Cross Listings field in order for your syllabus to be linked in Blackboard.

  Example: COMA 4319 is cross-listed with MANA 4319. COMA 4319 is the Primary Course ID; therefore COMA 4319 has to be listed in one of the two fields in WebAdvisor when you create your syllabus. If you are not sure what the Primary Course ID is for your class, look at your course link inside of Blackboard. In Blackboard, the course link for MANA 4319 will be listed as COMA 4319. If you are still unsure, contact Online Education.

• It is not required to keep WebAdvisor open to link your syllabus in Blackboard, but it is recommended in the event changes need to be made to your syllabus after linking it. ANY changes made to your syllabus during the semester should be made in WebAdvisor. Those changes will automatically be reflected in the linked copy of your syllabus in Blackboard.

Adding a Syllabus

1. Click on the course link that matches the syllabus you have completed in WebAdvisor. (The Model Course link is shown here as an example.)
2. Click on the Syllabus link on the Course Menu.
3. Click on the down arrows in the box labeled **Tools**, and select **WebAdvisor Syllabus Link**.

A screen like the one below will appear with a text box for your syllabus **Title**. The screen will list your **DBU Id Number** which should auto fill. (If not, you will enter your **DBU Id Number** which is the first (7) numbers on your DBU ID card, or you may contact us at 214-333-6893 or **profhelp@dbu.edu** during business hours.) **Please Note:** Your syllabus will be available when Online Education opens your course to the students at the beginning of each semester.

4. **Title** your syllabus and click on **Submit**.
5. When successfully linked, the link to the syllabus will then appear on your Blackboard Syllabus page. When a student clicks on this link, it will open the syllabus stored in WebAdvisor. Remember; **only make changes in WebAdvisor as it links to the most current copy.** *(Please Note: When you click on the syllabus link, if an error message appears instead of your syllabus, please make sure that your course’s section number on your syllabus in WebAdvisor matches the section number on your Blackboard course shell. If the syllabus still doesn’t display, contact Online Education at 214-333-6893 or profhelp@dbu.edu.)*