NEW – Link Syllabus in Blackboard (Updated 11/15/07)

After you have completed your syllabus in WebAdvisor, you may 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. If you do not know your section number, please check with your dean.

• IF YOUR 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 you need to make changes to your syllabus after linking it. From now on, 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.

1. Log Into Blackboard using your Blackboard username and password:

   My DBU

   Today's Verse

   Be exalted, O LORD, in your strength; we will sing and praise your might.
2. Click on your course link that goes with the syllabus you have completed in WebAdvisor. (If your class is cross listed, Blackboard will list your course with the Primary Course ID.)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2007 - CAED-3303-H1 - Experiential Learning - Hybrid Course</td>
<td>Instructor</td>
</tr>
<tr>
<td>Fall 2007 - HIED 6363-N1 - Distance Education Design and Administration - Online Course</td>
<td>Instructor</td>
</tr>
</tbody>
</table>

3. When your course opens, click on the **Control Panel** link on the menu bar.

4. Next, click on the **Syllabus** link.

5. When the screen appears to add content, click on the down arrow in the top right corner of the Blackboard page and choose **WebAdvisor Syllabus Link**. Then click **Go**.
6. A screen like the one below will appear with a text box for your syllabus title. The screen will list your **DBU ID** which should be filled out for you already. (If not, you may enter your DBU ID number which is the first (7) numbers on your DBU ID card, or you may contact Online Education at 214-333-6893 or online@dbu.edu during business hours for help.) Please do not select the dates for availability or check the boxes because your syllabus must be available for the entire semester. Your syllabus will be available when Online Education opens your course to the students at the beginning of each semester.

![Enter Syllabus Information](image1)

7. After you have titled your syllabus, click on **Submit** at the bottom of the page.

![Submit](image2)

8. 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 so it links to the most current copy at all times.** (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 at online@dbu.edu for help.)

![Syllabus](image3)