

Copying and Editing a Syllabus

1. Navigate to the Syllabus Manager screen by either clicking the *Syllabus* link in any Blackboard course, or following this link: <https://www.actx.edu/syllabus/index.php>
2. Click *Log In* (AC Employees Only). You will use your normal log-in information.

The screenshot shows the top navigation bar of the Amarillo College website. It includes social media icons (Twitter, Facebook, LinkedIn, Instagram), utility links (Maps, Directory, ACConnect), a search bar (ENHANCED BY Google), and a navigation menu with items like 'Log In (AC Employees Only)' and 'GIVE TO AC'. Below the navigation bar is a green banner with menu items: 'ABOUT AC', 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'PAYING FOR COLLEGE', 'CONTINUING EDUCATION', and 'APPLY NOW'. The main content area features a meme on the left with the text 'WHAT IF I TOLD YOU THE ANSWER IS IN THE SYLLABUS?' and a 'Log In (AC Employees Only)' button on the right. A 'Catalog Year' dropdown menu is visible, and a 'CHAT WITH AC' button is on the far right.

The screenshot shows the login page of the Amarillo College website. It features the Amarillo College logo and navigation menu at the top. The main content area has a 'Catalog Year' dropdown menu and an 'ACNetID:' field. Below these is a 'Password:' field. At the bottom, there are two buttons: a red 'HELP' button with a question mark icon and a teal 'Login' button.

- In the *Search* field, type your department, (example: English, Government, Math), and the form will populate below. Click *Manage Syllabi*.

All Departments

SHOW 10 ROWS COPY EXCEL Search: Gov

Department	
Government	Courses Manage Syllabi

Showing 1 to 1 of 1 entries - filtered from 105 records

Previous 1 Next

- In the *Search* field, type your Last Name and the form will populate your previous syllabi below.

**If this is your first time to create a syllabus, check with your supervisor to see whose syllabus they would like for you to copy. Then you would type that instructor's name in this search field and continue as instructed.*

Manage Syllabi CREATE NEW SYLLABUS

SHOW 10 ROWS COPY EXCEL COLUMN VISIBILITY Search:

Course Name, Number and Section	Catalog Year	Semester	Instructor	Class Type	Visibility	Last Updated	
						If never updated, create date is shown.	

Manage Syllabi CREATE NEW SYLLABUS

SHOW 10 ROWS COPY EXCEL COLUMN VISIBILITY Search: Jones

Course Name, Number and Section	Catalog Year	Semester	Instructor	Class Type	Visibility	Last Updated	
						If never updated, create date is shown.	
GOVT-2306-008	2019-2020	Spring II	Jones	On Campus Course	Visible	03-19-2020	ACTION
GOVT-2305-001	2019-2020	Spring I	Jones	On Campus Course	Visible	01-16-2020	ACTION
GOVT-2306-013	2019-2020	Spring I	Jones	Hybrid	Visible	01-16-2020	ACTION

5. Using the *Action* dropdown menu, click *Copy Syllabus*

Manage Syllabi [CREATE NEW SYLLABUS](#)

SHOW 10 ROWS COPY EXCEL COLUMN VISIBILITY Search: Jones CHAT WITH AC

Course Name, Number and Section	Catalog Year	Semester	Instructor	Class Type	Visibility	Last Updated <small>If never updated, create date is shown.</small>	
GOVT-2306-008	2019-2020	Spring II	Reggie Jones	On Campus Course	Visible	03-19-2020	ACTION ▼
GOVT-2305-001	2019-2020	Spring I	Reggie Jones	On Campus Course	Visible	01-16-2020	🔍 View Syllabus
GOVT-2306-013	2019-2020	Spring I	Reggie Jones	Hybrid	Visible	01-16-2020	✎ Edit Syllabus Shell ✎ Edit Syllabus Contents 📄 Copy Syllabus

6. Use the dropdown menus to edit the Syllabus. ***ENSURE THAT YOU PICK VISIBLE IN THE VISIBILITY OPTION***

Create copy of 2019-2020 Texas Government Syllabus

Enter new course information below, then proceed to contents edit page. This syllabus can be copied to any of your departments.

* Catalog Year:
Select a Year

* Select Department:
* Select Course:
* Course Section:
pick a section

* Semester:
pick a semester

* Class Type:
pick a class type

* Visibility:
pick a visibility option

7. Once ALL the dropdown items have been completed, click **CONTINUE TO SYLLABUS CONTENTS**

* Course Section:
015

* Semester:
Fall

* Class Type:
On Campus Course

* Visibility:
Visible

 [CONTINUE TO SYLLABUS CONTENTS](#)

8. You will now be taken to your NEW Syllabus. Scroll down the page. You are able to edit any items in a **GRAY BOX**. Click anywhere inside the Gray Box and the editing options will appear.

Instructor [Richard Stephenson](#)

E-Mail 

Phone

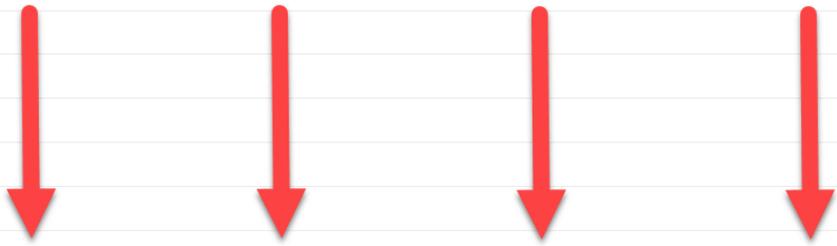
Office Hours

Office Location

Catalog Year 2020-2021

Semester Fall

Disability



Department Expectations

Syllabus contents edited below. Click on content to create editor

Class Type: On Campus Course

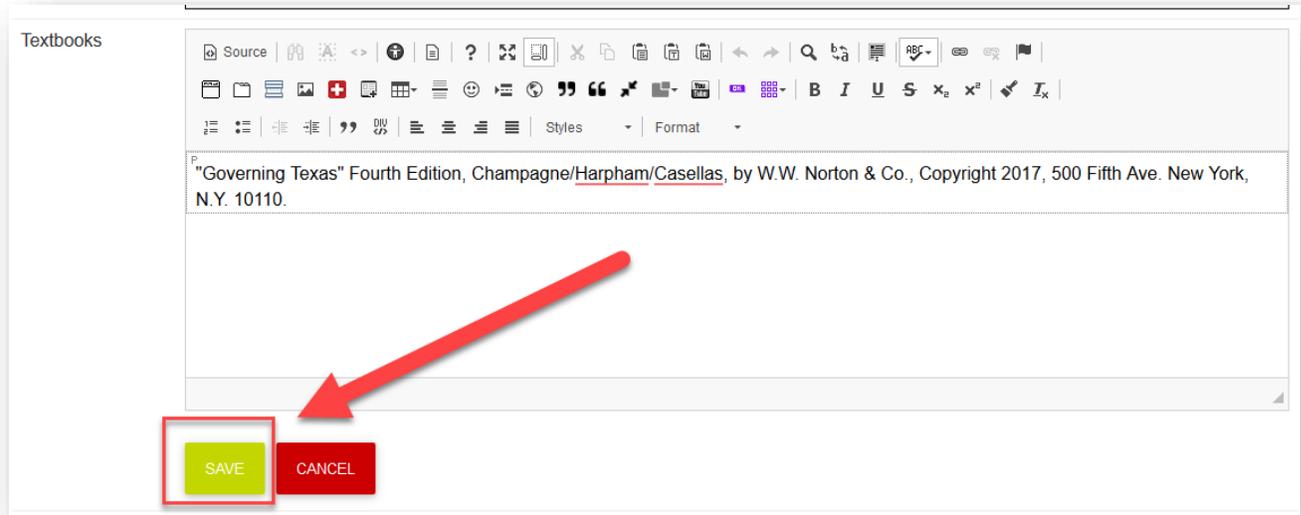
Visibility: Visible

Textbooks: "Governing Texas" Fourth Edition, Champagne/Harpham/Casellas, by W.W. Norton & Co., Copyright 2017, 500 Fifth Ave. New York, N.Y. 10110.

Supplies: Note taking paper, ink pens, No. 2 pencils, printing paper, access to the internet with a printer.

Student Performance: **Upon successful completion of this course, students will:**

9. **ENSURE THAT YOU SAVE EACH SECTION BEFORE MOVING ON.** There is NO save button at the end of the page, changes must be saved at each section.

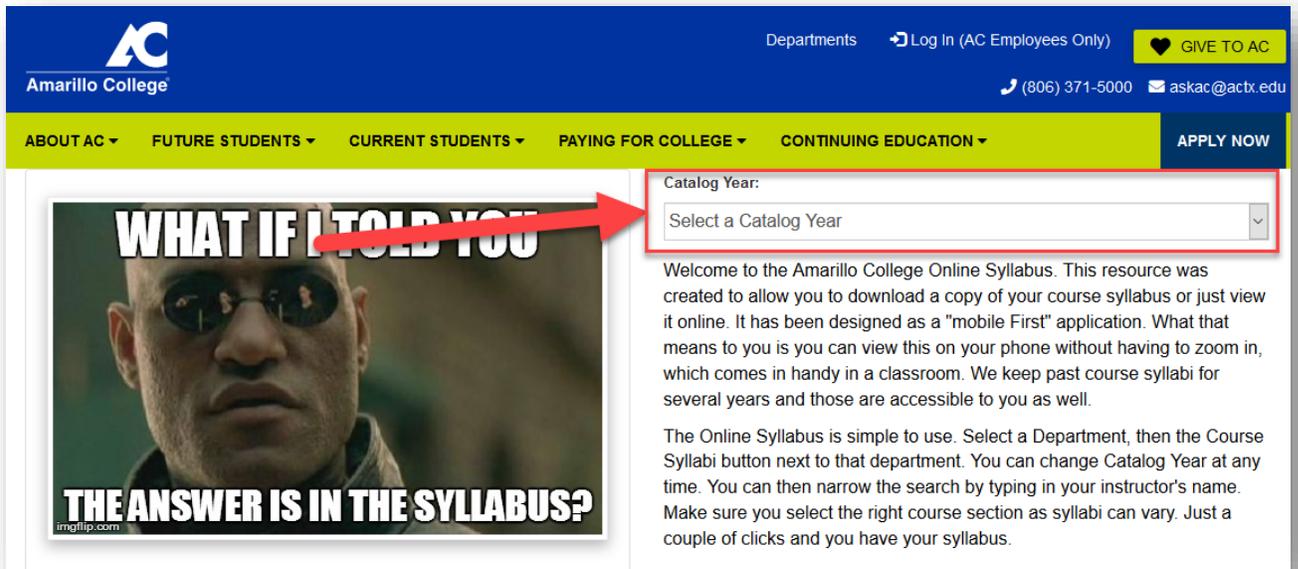


10. When you have finished editing your information and are satisfied with the finished Syllabus, scroll back to the top of the screen and click *Log Out*.



11. You will now need to navigate to your Syllabus (while you are LOGGED OUT). **The reason for this is so that students will be able to access the Syllabus once the URL is linked to your course.*

Select the *Catalog Year* from the dropdown menu.



The screenshot shows the Amarillo College website header with navigation links: ABOUT AC, FUTURE STUDENTS, CURRENT STUDENTS, PAYING FOR COLLEGE, CONTINUING EDUCATION, and APPLY NOW. A red arrow points from a meme image on the left to a dropdown menu labeled "Catalog Year:" with the text "Select a Catalog Year".

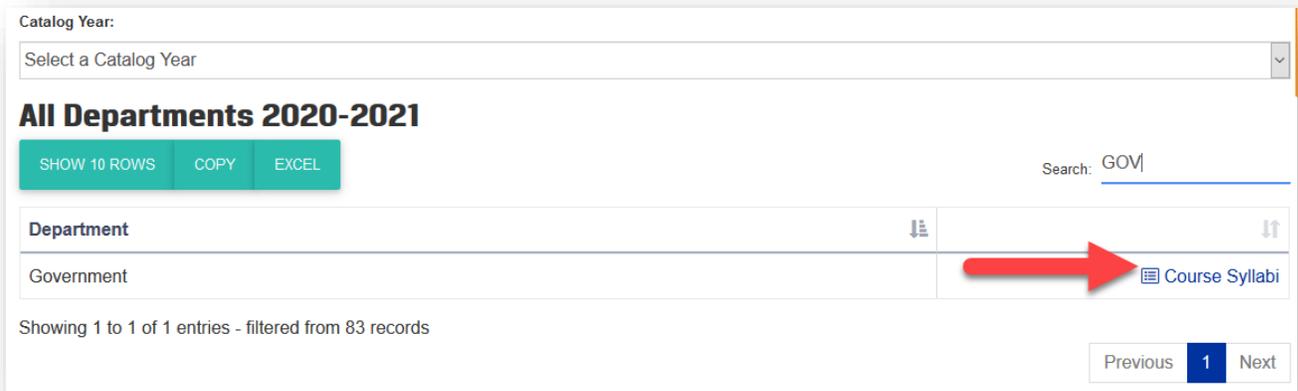
WHAT IF I TOLD YOU
THE ANSWER IS IN THE SYLLABUS?

Catalog Year:
Select a Catalog Year

Welcome to the Amarillo College Online Syllabus. This resource was created to allow you to download a copy of your course syllabus or just view it online. It has been designed as a "mobile First" application. What that means to you is you can view this on your phone without having to zoom in, which comes in handy in a classroom. We keep past course syllabi for several years and those are accessible to you as well.

The Online Syllabus is simple to use. Select a Department, then the Course Syllabi button next to that department. You can change Catalog Year at any time. You can then narrow the search by typing in your instructor's name. Make sure you select the right course section as syllabi can vary. Just a couple of clicks and you have your syllabus.

12. In the *Search* filed, type your Department, the form will populate below. Click *Course Syllabi*



The screenshot shows the search results page for the Department 'GOV'. The search bar contains 'GOV'. The results table has one entry for 'Government' with a 'Course Syllabi' button next to it, indicated by a red arrow. The page also shows 'Showing 1 to 1 of 1 entries - filtered from 83 records' and navigation buttons for 'Previous', '1', and 'Next'.

Catalog Year:
Select a Catalog Year

All Departments 2020-2021

SHOW 10 ROWS COPY EXCEL

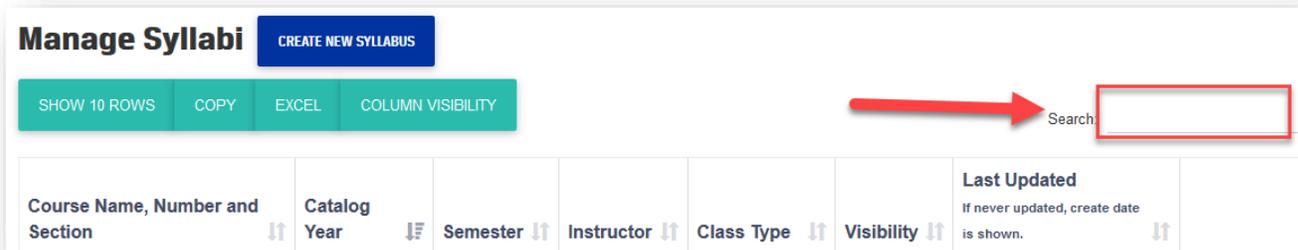
Search: GOV

Department	
Government	Course Syllabi

Showing 1 to 1 of 1 entries - filtered from 83 records

Previous 1 Next

13. In the *Search* filed, type your Last Name and the form will populate below.



The screenshot shows the 'Manage Syllabi' page. The search bar is highlighted with a red box and a red arrow pointing to it. The page includes a 'CREATE NEW SYLLABUS' button and a table with columns for Course Name, Number and Section, Catalog Year, Semester, Instructor, Class Type, Visibility, and Last Updated.

Manage Syllabi CREATE NEW SYLLABUS

SHOW 10 ROWS COPY EXCEL COLUMN VISIBILITY

Search:

Course Name, Number and Section	Catalog Year	Semester	Instructor	Class Type	Visibility	Last Updated
						If never updated, create date is shown.

14. Locate the Syllabus you just created and click the [+] sign beside your name

Government Department 2019-2020

[Return to department list](#)

SHOW 10 ROWS COPY EXCEL

Search: jones

Instructor	Course Title	Course Name, Number and Section	Semester	Class Type
		GOVT-2306-010	Fall I	On Campus Course
 Jones	United States Government	GOVT-2305-010	Fall I	Hybrid
 Jones	Texas Government	GOVT-2306-013	Spring I	Hybrid
 Jones	United States Government	GOVT-2305-001	Spring I	On Campus Course
 Jones	Texas Government	GOVT-2306-008	Spring II	On Campus Course

Showing 1 to 5 of 5 entries - filtered from 82 records

Previous 1 Next

15. Click Syllabus

Instructor	Course Title	Course Name, Number and Section	Semester	Class Type
 Jones	Texas Government	GOVT-2306-010	Fall I	On Campus Course
	 Syllabus			

16. This opens up your new Syllabus. Scroll through it to the end and ensure that everything looks as it should.

Amarillo College

Departments Log In (AC Employees Only) GIVE TO AC

(806) 371-5000 askac@actx.edu

ABOUT AC FUTURE STUDENTS CURRENT STUDENTS PAYING FOR COLLEGE CONTINUING EDUCATION APPLY NOW

Catalog Year: Select a Catalog Year

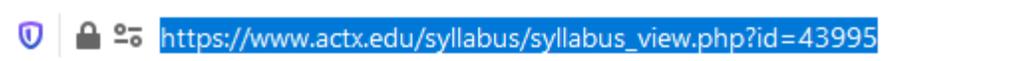
Texas Government Syllabus

[Return to Syllabus List](#)

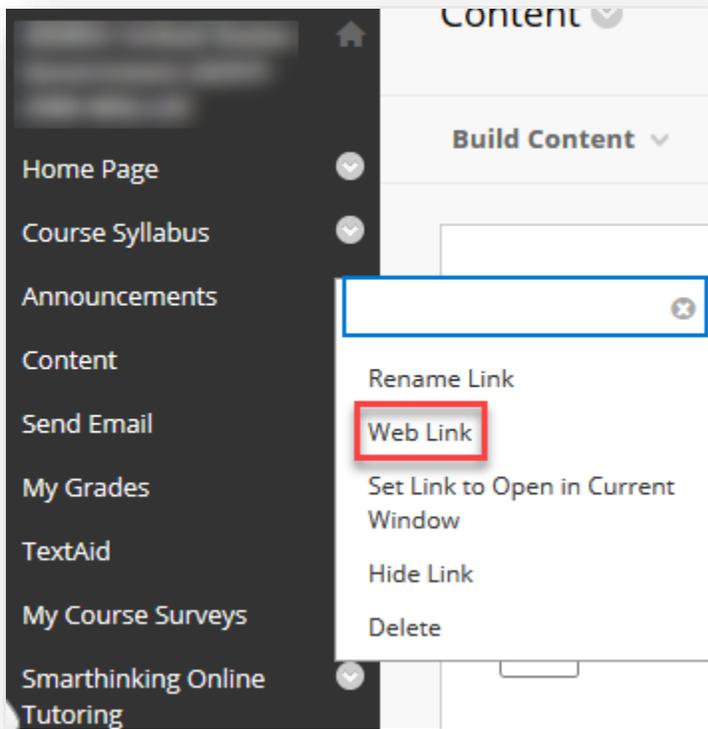
Instructor Information

Instructor		E-Mail	
Phone		Office Location	
Office Hours	By appointment only. I do not have campus office hours.		

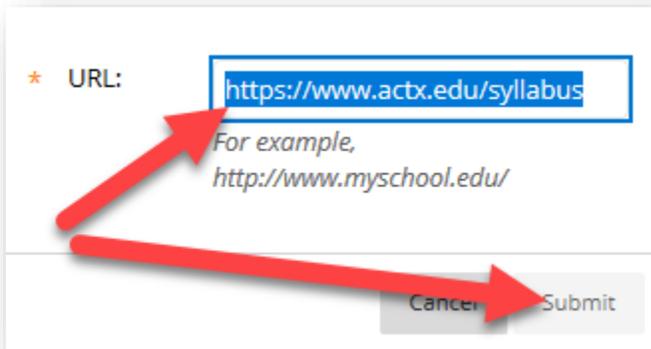
17. At the top of the screen, copy the URL from the address bar

 https://www.actx.edu/syllabus/syllabus_view.php?id=43995

18. BACK IN BLACKBOARD, in your current course, use the dropdown menu beside the Syllabus link in the menu. Click on *Web Link*



19. In the pop-up box, DELETE the text highlighted in blue. PASTE the URL you copied from the Syllabus Manager and click *Submit*.



20. Your new Syllabus is now linked to your course. Click on the Syllabus link and you will be taken to your new Syllabus.

If you have any questions about linking your syllabus to your Blackboard course, please contact the Center for Teaching and Learning at ctlhelp@actx.edu.