

## LINK YOUR SYLLABUS TO A BLACKBOARD COURSE


### NOTES:

- Your syllabus should NOT be stored in your Blackboard course.
- A link in the Blackboard course menu should open the syllabus stored in the AC Syllabus Program.
- You DO NOT have to be logged into the AC Syllabus Manager Program for this activity to work correctly.

### *Get the Syllabus Link:*

1. Use Firefox or Chrome to access the AC Syllabus Manager program at [www.actx.edu/syllabus](http://www.actx.edu/syllabus)
2. Use the drop-down arrow to select the appropriate catalog year.
3. In the **Search** field (upper right corner of window) type your department.
4. Click the  button.
5. Locate the desired syllabus.
6. Click the  button corresponding to the desired syllabus.
7. Highlight the web address (upper left of window) for the web page containing the syllabus.
8. Copy the address highlighted in the previous step.

### ***Open the Blackboard Course***

1. Use Firefox or Chrome to login to your Blackboard course.  
**NOTE:** If the AC Syllabus Manager program is still open, it is suggested you simply open the Bb course in a new browser tab.
2. Make sure the **Editing Mode** is "ON". To do this look in the upper right corner of your Bb course. The Edit Mode icon should have a green dot on it. If it does not, simply click the button to activate the green dot.
3. Click the drop-down arrow located at the right side of the "Syllabus" or "Course Syllabus" link in the course menu at the left side of the screen.
4. Click **Web Link** from the resulting menu.
5. From the keyboard, press **CTRL+V** to paste the web address of the syllabus into the URL field.
6.  (see the note below)

**NOTE:** If the **SUBMIT** button does not work, press the left-arrow on the keyboard time and then click the **SUBMIT** button again.

7. Have the syllabus open in a new window:
  - a. Rest the mouse pointer on the **Course Syllabus** link in the Bb menu.
  - b. Click the drop-down arrow located at the right side of the link.
  - c. If an option is present to "**Set Link to Open in New Window**" click that option. If it is not present, just press the ESCAPE on the keyboard to ignore it.
8. Click the **Course Syllabus** link in the Bb menu to test it.