

Add a Syllabus – Open a Discussion Forum – Make course available

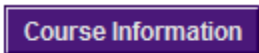
Add Syllabus

1. Login to Blackboard at blackboard.capital.edu with your capital credentials
2. Locate your course – note that current courses have a course ID that ends in 09FA and click on the link even though it will say unavailable next to the course.

Welcome, Bob

The screenshot shows the Blackboard dashboard for a user named Bob. On the left is a 'Tools' menu with links for Announcements, Calendar, Tasks, View Grades, Address Book, User Directory, and Personal Information. The main area contains several panels: 'My Announcements' (no announcements in the last 7 days), 'My Calendar' (no events in the last 7 days), 'My Courses' (listing 'ECOL_101_01_09FA: Ecology 101 (unavailable)' and 'ECOL_101_01_07U1: Ecology 101 (unavailable)', plus 'Courses in which you are enrolled' including 'Bb_Orientation: Faculty Bb Orientation'), and 'My Tasks' (no tasks due). A red box highlights the text '09FA = 2009 Fall Semester' with an arrow pointing to the '09FA' part of the first course ID in the 'My Courses' panel.

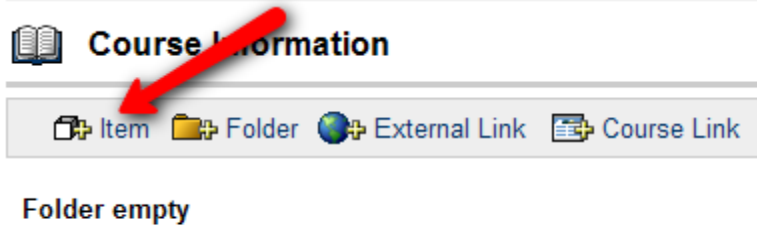
3. In the course click on the “Course Information” button (second button down)



4. Then click on “Edit View” in the upper right hand corner

The screenshot shows the 'Course Information' page for 'ECOLOGY 101 (ECOL_101_01_07U1)'. The left sidebar contains buttons for Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, and Discussion Board. The main content area shows 'Folder empty'. In the top right corner, there is a link labeled 'EDIT VIEW' with a red arrow pointing to it.

5. Click on the first icon on the left says "Item" with a plus sign next to it.



6. In section 1 enter a name and any descriptive text that you may want to add

1 Content Information

Name

Choose Color of Name

Text

Normal 3 Times New Roman B I U S x₂ x² [List icons]

[Rich text editor icons]

7. Scroll down to section 2 and click the "Browse" button and use the dialog box that opens to find your syllabus

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Name of Link to File

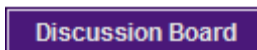
Special Action

8. Click Submit

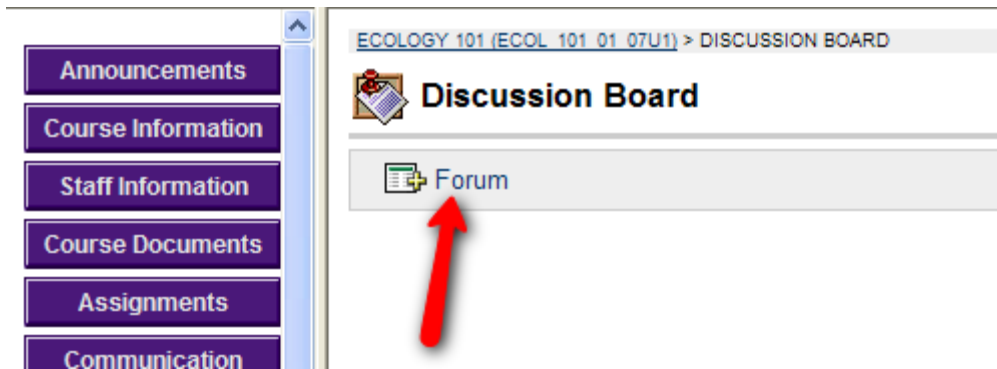


Open a Discussion Forum

1. While still in the course click on the "Discussion Board" button (seventh button down)



2. Click on the button that says "Forum" with the plus sign next to it



3. In section 1 you must give the Forum a name – this could be as simple as General
4. In section 3 review any of the settings that you may want to use

3 Forum Settings

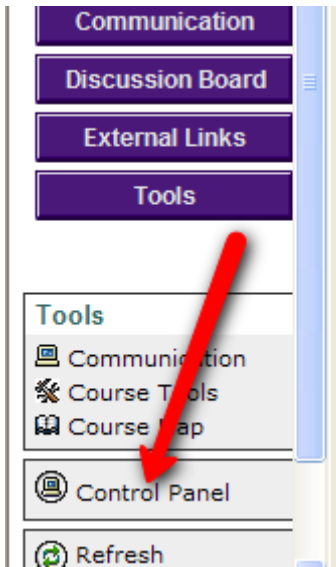
- Allow anonymous posts
- Allow author to remove own posts
 - All posts
 - Only posts with no replies
- Allow author to modify own published posts
- Allow post tagging
- Allow users to reply with quote
- Allow file attachments
- Allow members to create new threads
- Subscribe** Do not allow subscriptions
 - Allow members to subscribe to threads
 - Allow members to subscribe to forum
 - Include body of post in the email
 - Include link to post

- Allow members to rate posts
- Force moderation of posts
- Grade** No grading in forum
- Grade Forum: Points possible:
- Grade threads

5. Click Submit

Turning on the course

1. Click on Control Panel in the boxes on the left under the purple buttons



2. Go to "Settings" under Course Options

Content Areas	
Course Information	Assignments
Course Documents	External Links

Course Tools	
Announcements	Add Users by Role
Course Calendar	List All Users
Staff Information	Turnitin Assignments
Tasks	Turnitin Assignments by Groups
Send Email	SafeAssign
Discussion Board	Configure Wiki Tool
Collaboration	Assess Wikis
Digital Dropbox	Recycle Wikis
Glossary Manager	Configure Blog Tool
Messages	Recycle Blogs
Course Objectives	Manage Podcast

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

User Management	
List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	Early Warning System

Help	
Support	Contact System Administrator
Manual	Quick Tutorials

3. Click on "Course Availability" (Second link down)

- ▶ [Course Name and Description](#)
- ▶ [Course Availability](#)
- ▶ [Guest Access](#)
- ▶ [Course Duration](#)
- ▶ [Enrollment Options](#)
- ▶ [Categorize Course](#)
- ▶ [Course Entry Point](#)
- ▶ [Observer Access](#)
- ▶ [Set Language Pack](#)

4. Choose Yes

1 Set Availability

Make this course available to users?

Make Course Available: Yes No

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

5. Click Submit

Submit