Digital Syllabus Setup in Blackboard

Locate and edit your FIT digital Syllabus in Blackboard

Please note that this product is to be used to create a course syllabus, not a course study.

Setup Your Digital Syllabus

1. **Syllabi are easily located** in Blackboard.
2. **Basic knowledge of Blackboard is helpful.**
3. **The majority of the syllabus** can be edited.
4. **Notice that**, some areas been filled out. **Content** such as the Header, Course Description, and Institutional Policies cannot be changed. **If you see an error in these areas contact your department and check the original course of study.**

The following pages guide you through the process setup process.

Go to Your Blackboard Course

- Select any course you plan to teach next semester.

- Open the course.

- Click on **Content.** There you will see the **Tools** menu.

- Open the Tools menu and Click on **FIT Syllabus.**
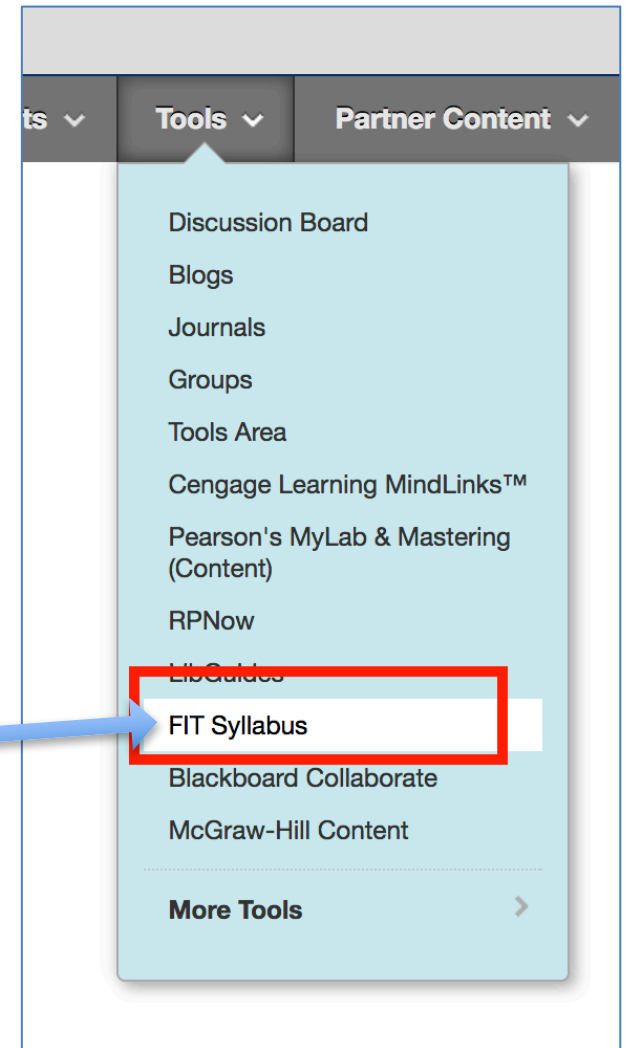
Create a Link to Your Syllabus

- Type in a title like: "Course Syllabus Fall 17" or similar.
Students will use this link to access the syllabus.

- Click Submit. Your syllabus is now ready to edit.
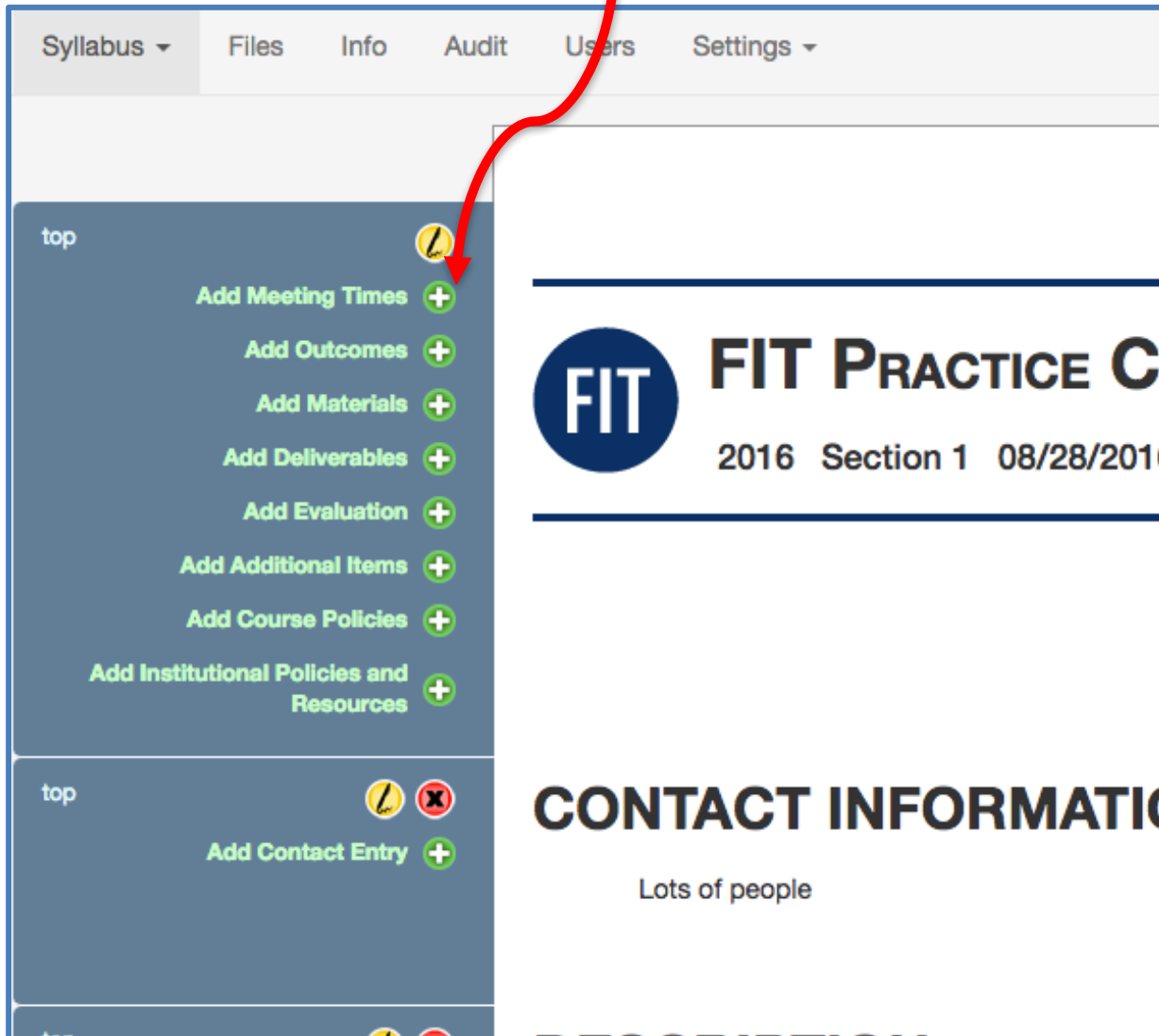
Click on the Syllabus Link You Just Created

Your course syllabus will open and is ready to be **edited**. ① Click on **Syllabus**, ② Click **Edit** to begin.

Edit Panel: Add Content by Clicking on the ⊕ symbol

For each editable area, enter the content in the notes area and click save.
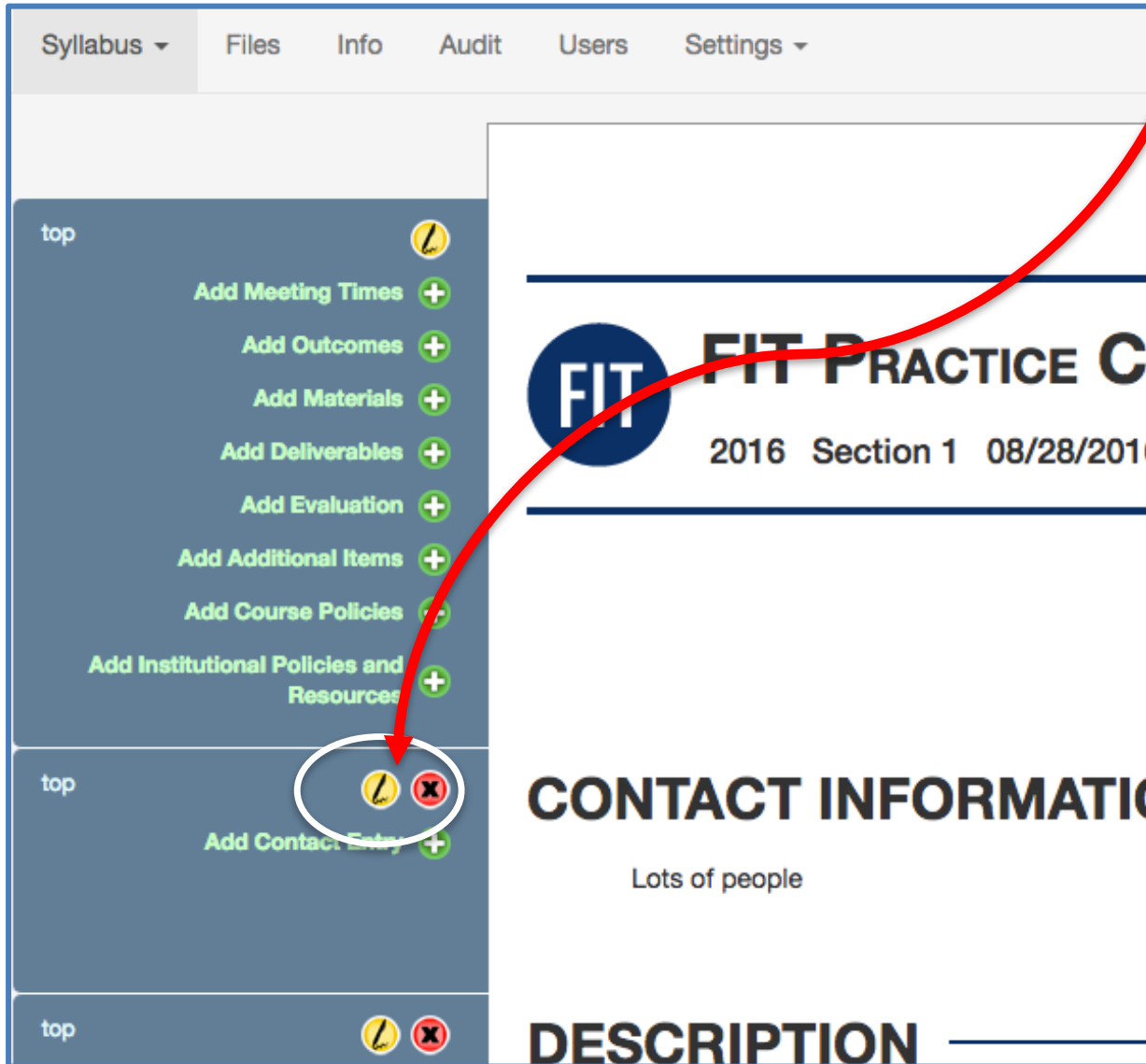
Edit Item: Material

> This notes field is for entering general information regarding course materials. To add specific information, press save and then add the item that best suits your needs. You can always return here to edit general information at any time.

Notes

Files   - Select file -   Attach

Comments
(only shown in editor)

To edit click on the yellow edit button

The Course Syllabus appears to students using Blackboard as a link.

Fashion Institute of Technology
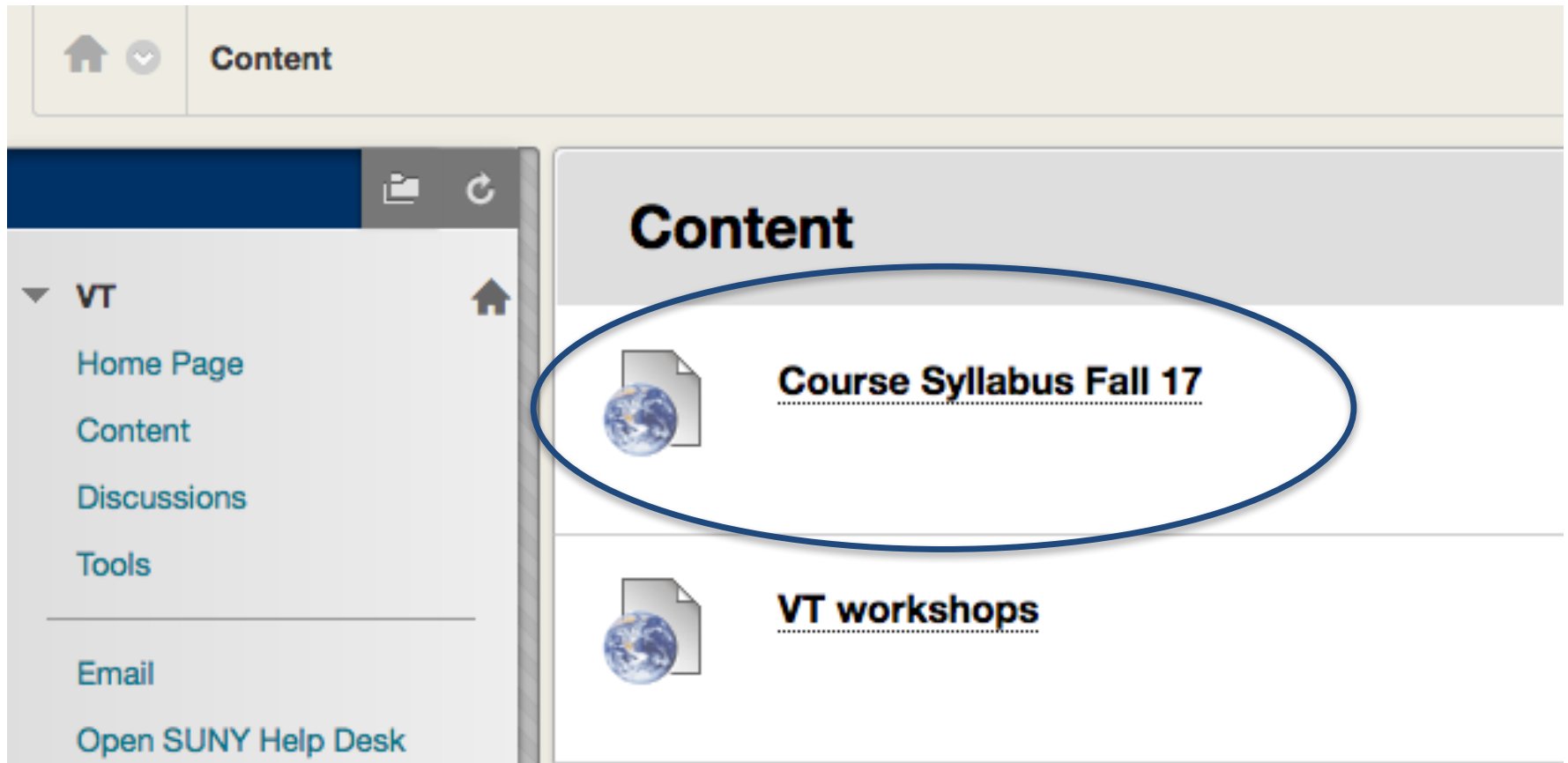
INSTRUCTIONS FOR FACULTY TEACHING MULTIPLE SECTIONS OF THE SAME COURSE

Import allows you to copy the areas you customized into another section.

If you are teaching multiple sections of <u>the same</u> course

- Complete one syllabus and then import it into the other section(s)
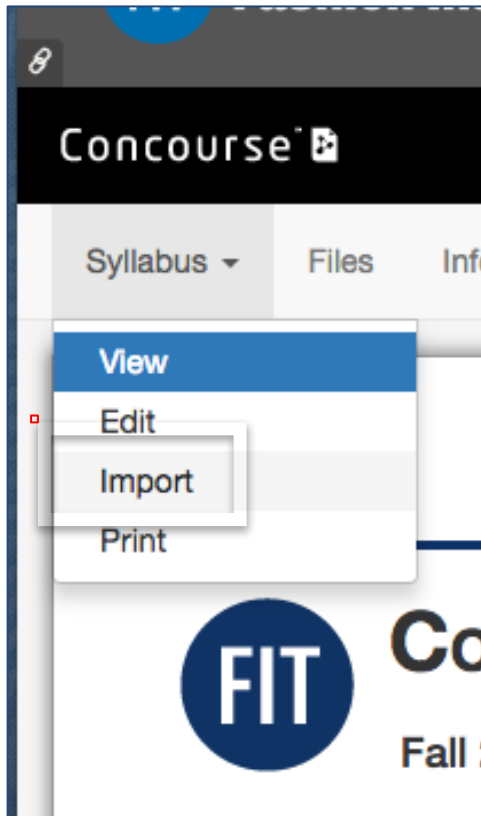
- Click on **Import.**
- Go to the **next course section. (**the same course). Create a syllabus link (as explained in this tutorial).
- Then Click on **Syllabus**.

Using the search tool. **(1)** locate the course
you wish to copy content from.
(2) Click **Import** to select it.

Select the Items You Want to Copy and Click NEXT

Which syllabus items would you like to import?

From ➡ **To**

Fashion Planning & Allocation

FIT Practice Course

- ☐ Meeting Times
- ☑ Contact Information
- ☑ Description
- ☑ Outcomes
- ☐ Materials
- ☐ Evaluation
- ☑ Schedule
- ☐ Institutional Policies and Resources

Next

Import Guidelines

General

Item importing works at the category level (e.g. Contact Information, Description, etc.). The item must be visible on the source syllabus and editable on the destination syllabus to complete the action.

Caution: If an item category already exists on the destination syllabu the entire item (including its children) will be replaced and cannot be undone. Therefore be extremely careful when importing items that w overwrite existing syllabus content.

Permissions

If the item selected for import already exists on the destination syllabus permissions will match that of the existing item. If the item is new to the destination syllabus, it will inherit the permissions of main syllabus item

Templates

The import feature is not available in template courses. Items can be imported from templates, but they will not be linked, simply copied.

Open Your New Section Syllabus to Review and Edit as Needed

FASHION INSTITUTE OF TECHNOLOGY

FIT PRACTICE COURSE

2016   Section 1   08/28/2016 to 11/05/2016   Modified 05/05/2017

CONTACT INFORMATION

Add your contact information

DESCRIPTION

This is the capstone course for students in the Buying & Planning specialization. Students assume the role of fashion merchandise store planner/allocator for a multi-unit retail organization. Using advanced MS Office Excel skills students enhance and hone their Excel skills. In Excel, they analyze their assigned business and forecast future needs.

Students also come to understand that they will transfer many Excel-based functions as they learn to navigate and utilize JDA Allocation to distribute inventory. In addition, students work in cross-functional teams to develop planning & allocation strategies to minimize inventory and maximize sales and profit. Focus is on post-season analysis along with pre-season planning and in-season reflection in the context of inventory, sales, turnover, etc.

Students will develop an Excel buying/planning portfolio throughout the semester to showcase their Excel skills and provide them with tangible evidence to exemplify their knowledge and understanding of buying/planning for internship opportunities and job placement.

Key Points

- During the first few weeks of the semester course syllabi are updated daily.

- If you were assigned a course that was cancelled, the course syllabus remains (without the roster).

- As each new semester approaches course syllabi will be be available in your new Blackboard course shells.

How to get Help

- This digital syllabus tool is new product that is fairly simple to use. If you need assistance, contact: Jeffrey Riman 212-217-4063 jeffrey_riman@fitnyc.edu

- **For content related questions** in an non-editable area email syllabus_help@fitnyc.edu