

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.**

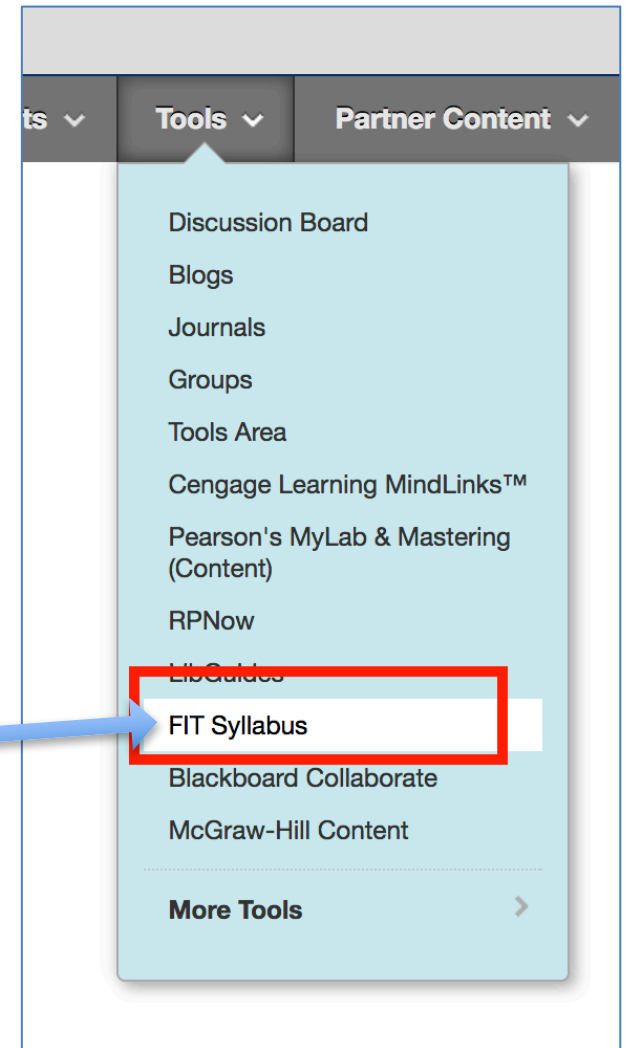
Setup Your Digital Syllabus

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.

Create FIT Syllabus

* Indicates a required field.

Cancel **Submit**

INFORMATION

* Name

Color of Name Black

Description

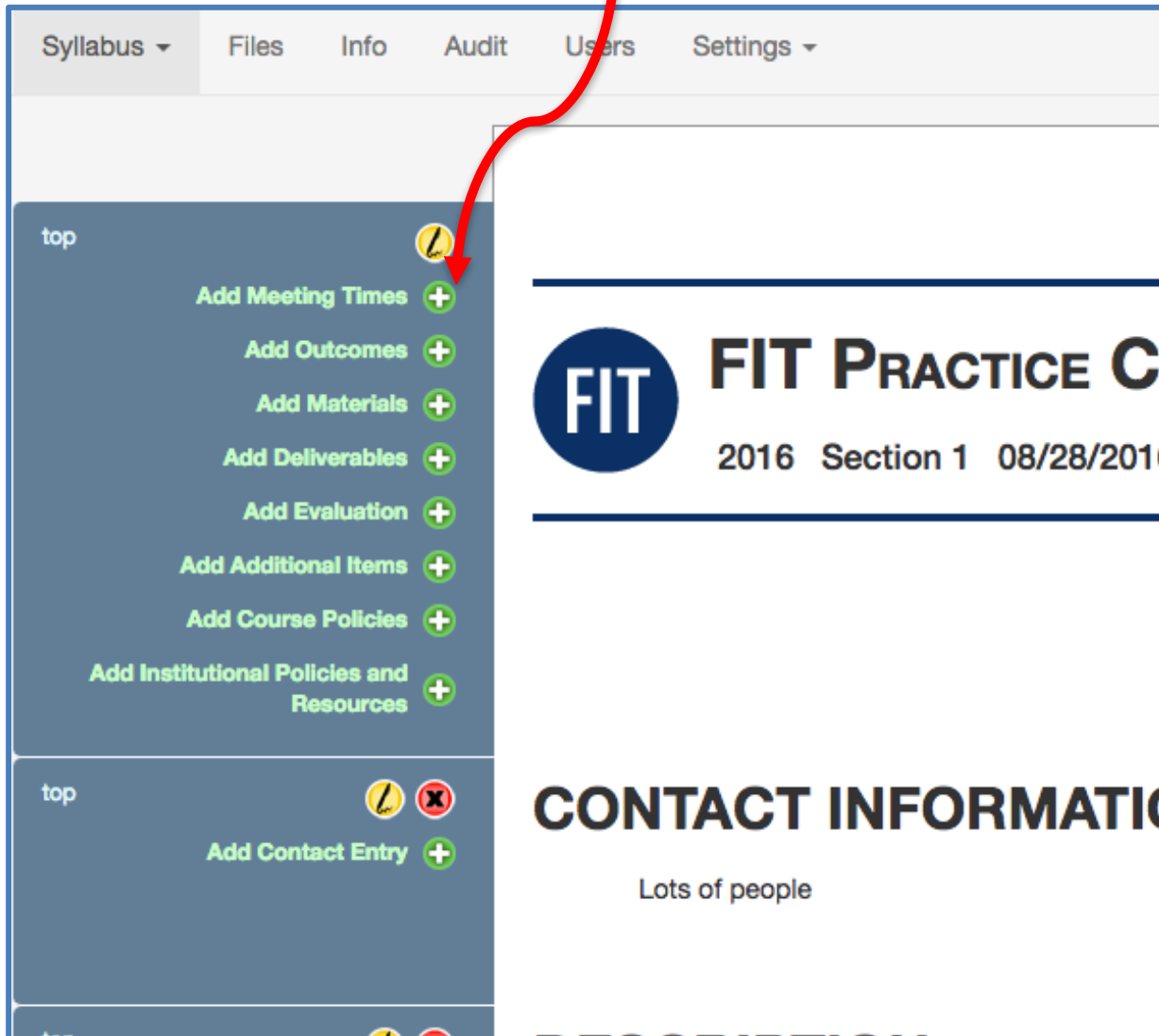
Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and a table grid.

HTML CSS

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.

The screenshot displays the Concourse web interface. At the top, the 'Concourse' logo is visible. Below it, a navigation bar contains several menu items: 'Syllabus', 'Info', 'Audit', 'Users', and 'Settings'. The 'Syllabus' menu item is highlighted with a red box and a red circle containing the number '1'. A dropdown menu is open from the 'Syllabus' menu, showing options: 'View', 'Edit', 'Import', and 'Print'. The 'Edit' option is highlighted with a red box and a red circle containing the number '2'. Below the navigation bar, the main content area shows the course details for 'FIT PRACTICE COURSE', including the FIT logo, course title, section information (2016 Section 1), dates (08/28/2016 to 11/05/2016), and a modification date (10/06/2016). Below this, there are sections for 'CONTACT INFORMATION' and 'DESCRIPTION', each with a horizontal line indicating a link to more details.

Edit Panel: Add Content by Clicking on the symbol



The screenshot displays a course management interface. At the top, there is a navigation bar with tabs: Syllabus, Files, Info, Audit, Users, and Settings. Below this is a main content area. On the left side, there is a dark blue sidebar (the edit panel) with a 'top' link and a yellow warning icon. The sidebar contains several options, each with a green plus symbol: 'Add Meeting Times', 'Add Outcomes', 'Add Materials', 'Add Deliverables', 'Add Evaluation', 'Add Additional Items', 'Add Course Policies', and 'Add Institutional Policies and Resources'. At the bottom of the sidebar, there is another 'top' link, a yellow warning icon, a red 'x' icon, and the option 'Add Contact Entry' with a green plus symbol. A red arrow originates from a green plus symbol in the main title 'FIT PRACTICE C...' and points to the 'Add Meeting Times' option in the sidebar. The main content area on the right shows the course title 'FIT PRACTICE C...', the year '2016', 'Section 1', and the date '08/28/2016'. Below this, there is a section titled 'CONTACT INFORMATION' with the text 'Lots of people' underneath.

For each editable area, enter the content in the notes area and click save.

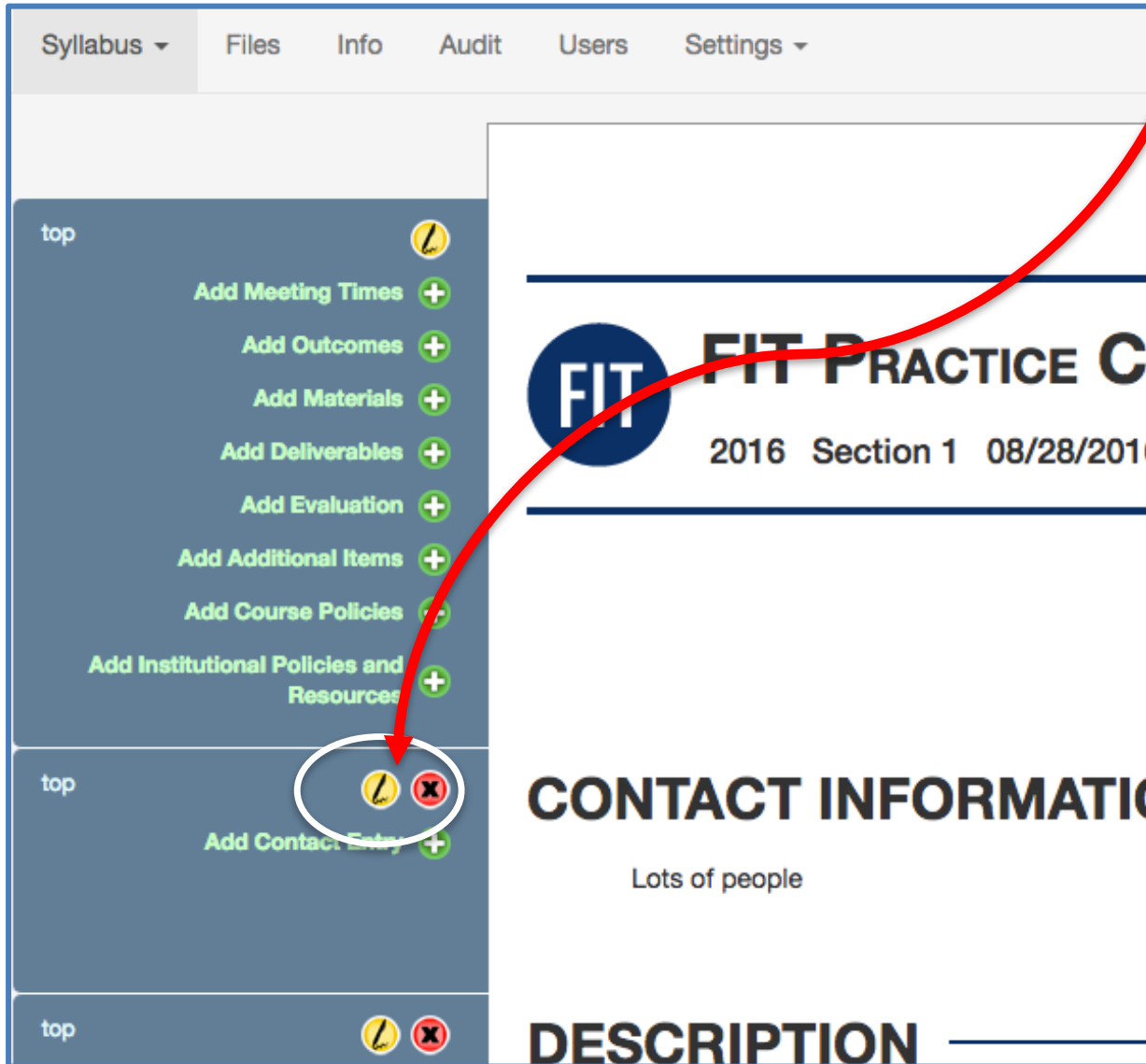
The screenshot displays the 'Edit Item: Material' interface. At the top, there is a title bar with 'Edit Item: Material' and a close button. Below this is a light blue information box containing an information icon and the text: 'This notes field is for entering general information regarding course materials. 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.'

The main editing area is divided into three sections. The top section is the 'Notes' field, which is circled in red. It features a rich text editor toolbar with icons for bold (B), italic (I), underline (U), text color (A), bullet points, numbered list, link, unlink, table, and a right arrow. Below the toolbar is a large empty text area.

The middle section is labeled 'Files' and contains a dropdown menu with the text '- Select file -' and an 'Attach' button.

The bottom section is labeled 'Comments (only shown in editor)'. It also features a rich text editor toolbar with icons for bold (B), italic (I), underline (U), text color (A), bullet points, numbered list, link, unlink, table, and a right arrow. Below the toolbar is a large empty text area.

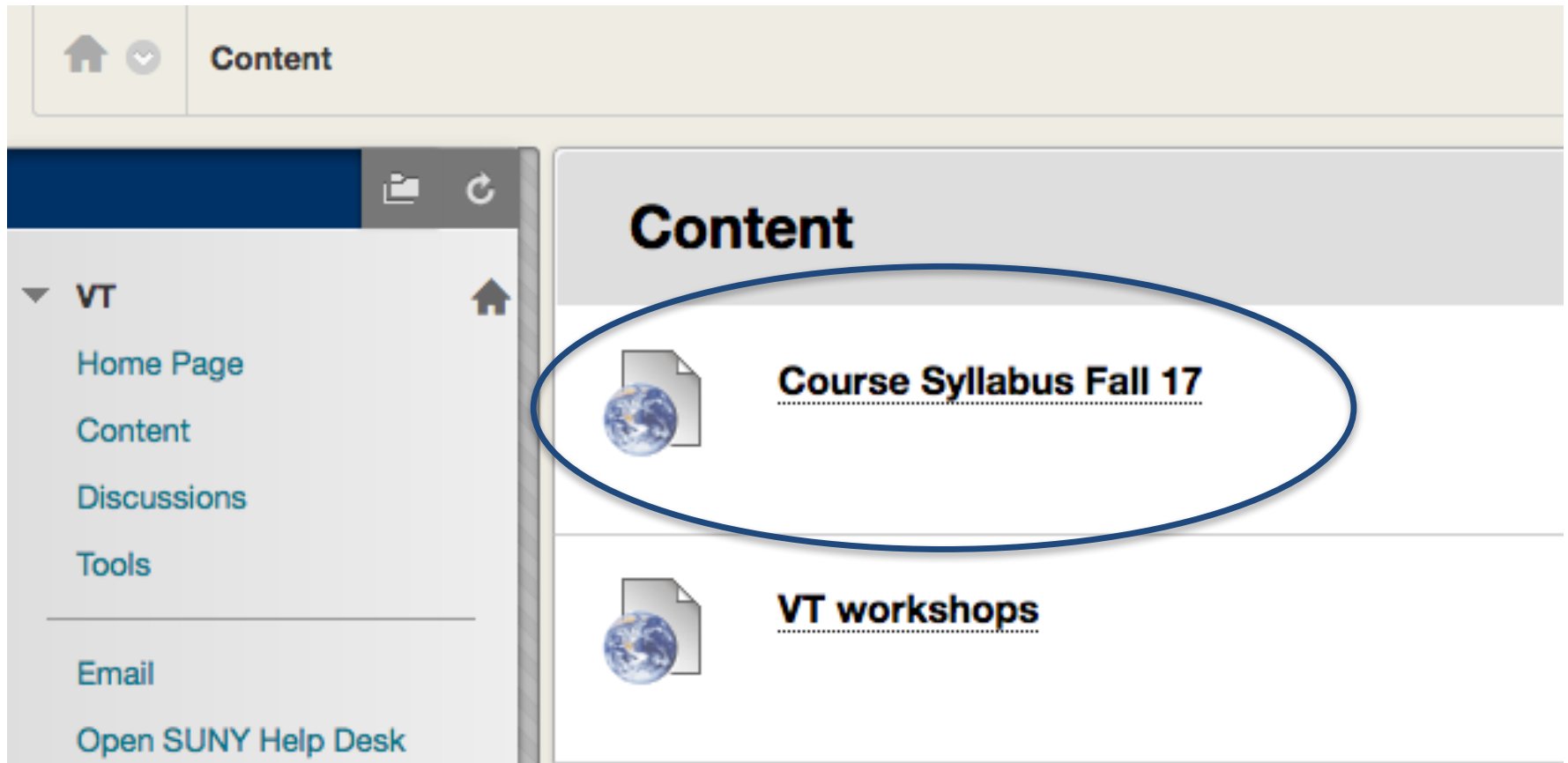
To edit click on the yellow edit button 



The screenshot displays a course management interface. At the top, there is a navigation bar with tabs for Syllabus, Files, Info, Audit, Users, and Settings. The main content area is divided into sections. The first section is titled "FIT PRACTICE COURSE" and includes the text "2016 Section 1 08/28/2016". Below this is a section titled "CONTACT INFORMATION" with the text "Lots of people". The final section is titled "DESCRIPTION".

On the left side, there is a sidebar with several options, each with a green plus icon: "Add Meeting Times", "Add Outcomes", "Add Materials", "Add Deliverables", "Add Evaluation", "Add Additional Items", "Add Course Policies", and "Add Institutional Policies and Resources". At the bottom of the sidebar, there is an option "Add Contact Entry" with a green plus icon. A red arrow points from a yellow edit button icon in the top right corner of the image to the yellow edit button icon next to the "Add Contact Entry" option in the sidebar. Another red arrow points from the same yellow edit button icon in the top right corner to the yellow edit button icon next to the "Add Contact Entry" option in the sidebar.

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

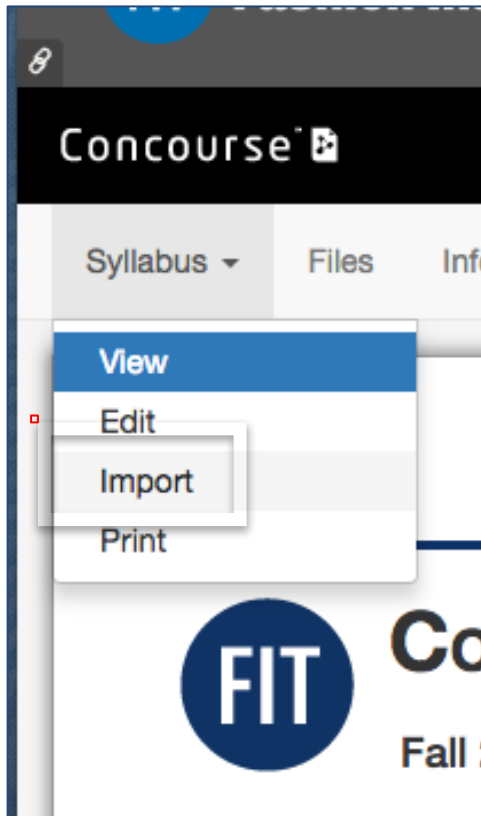


INSTRUCTIONS FOR FACULTY TEACHING MULTIPLE SECTIONS OF THE SAME COURSE

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

If you are teaching multiple sections of the same 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.

The screenshot displays a search interface with the following components:

- Search Panel:** Includes a search bar with the text "FM-423", a "Search" button, and a "Keyword Mode" dropdown set to "All words".
- Results Panel:** Lists search results for "Fashion Planning & Allocation" with various section identifiers. Each result has an "Import" button.

Red callouts and arrows indicate the steps: **1** points to the search bar, and **2** points to the "Import" button for the first result.

Subject	Number
Fashion Planning & Allocation	FM-423
Fashion Planning & Allocation	FM-423
Fashion Planning & Allocation	FM-423
Fashion Planning & Allocation	FM-423 - Section 702
Fashion Planning & Allocation	FM-423 - BL1
Fashion Planning & Allocation	FM-423 - Section

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 syllabus, the entire item (including its children) will be replaced and cannot be undone. Therefore be extremely careful when importing items that will 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

Syllabus ▾ Files Info Audit Users Settings ▾ FIT Prac

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 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