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## Blackboard v9.1 for Faculty

### Accessing Your Course Syllabus

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This document describes, for faculty, how to access a course syllabus from SOS.

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#### Brief Instructions

After logging into SOS:

- Click the “Faculty Services”
- Select “Syllabus Information”
- Choose the correct subject, course number and semester.
- Press “Go”.
- Click on the pencil image under “Syllabus Report”.
- Scroll down and select “Export to Word”.
- Save the syllabus to your computer.
- Edit necessary syllabus information.

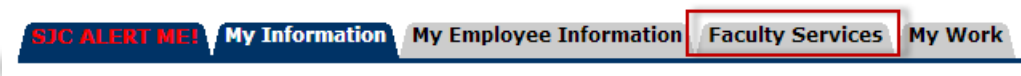
Process complete.

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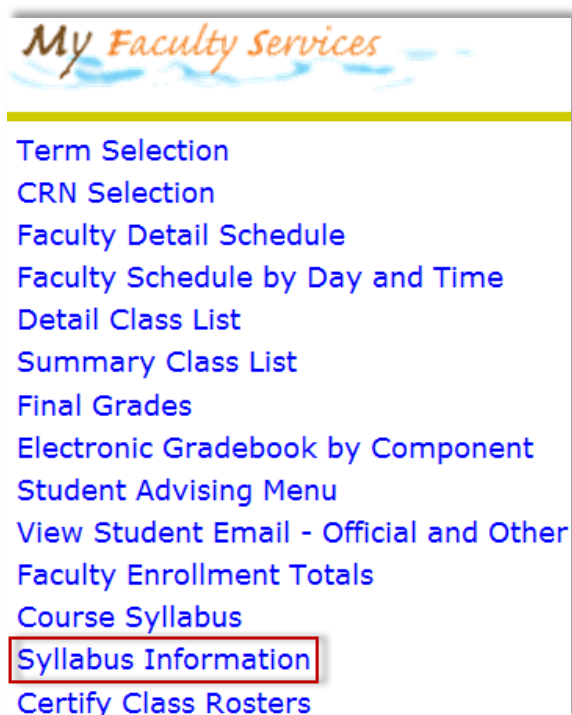
#### Detailed Instructions

1. You may access your course syllabi through SOS. Begin by logging in at: <http://www.sanjac.edu/soslogin>

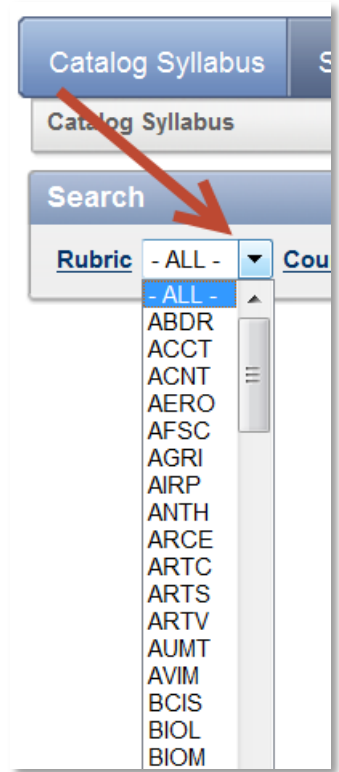
2. Select “Faculty Services”



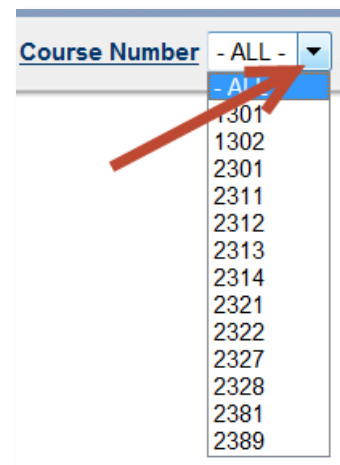
3. Select “Syllabus Information”



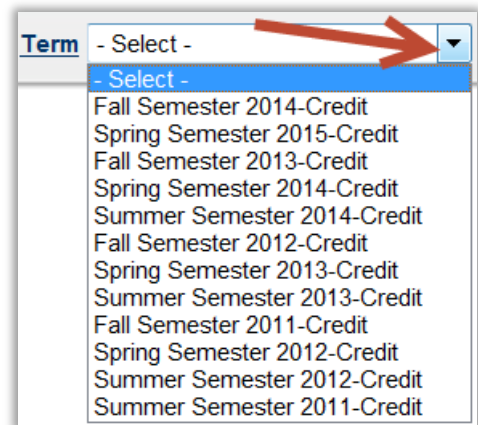
4. On the following screen, click on the drop-down menu next to “Rubric” and find your subject.



5. Next, click on the drop-down menu next to “Course Number” and select the appropriate number.




6. Click on the “Term” drop-down menu and choose the correct term.



7. Choose "Go"



8. The syllabus appears under "Syllabus Report"; click on the pencil image.

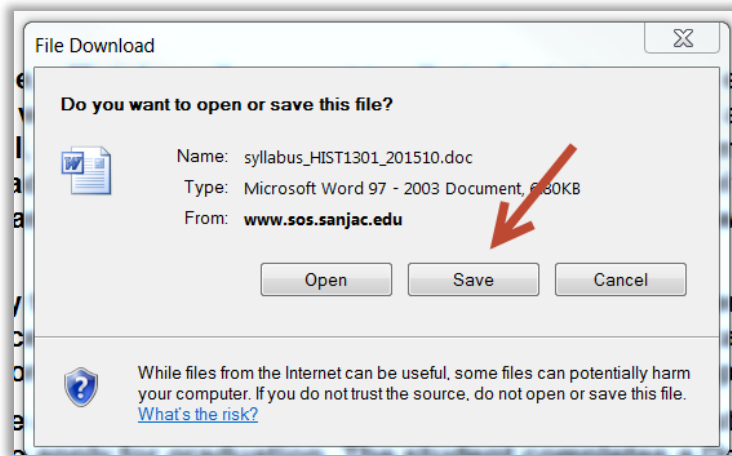
Syllabus Report				
MORE DETAILS	SUBJECT CODE ▲	COURSE NUMBER	COURSE TITLE	LO LAST UPDATE
	HIST	1301	United States History I	11-JUL-12

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9. A "Syllabi Detail" page appears; scroll down and click on "Export to Word".



10. Save the file to your computer.



11. After opening the saved file, fill in all areas of the syllabus where it states: **This information is provided by the individual instructor.**

Some areas of the syllabus are pre-filled with district-approved wording. This wording and format should **not** be changed. If you notice that the learning outcomes are incorrect, please contact your Division Operations Coordinator (DOC).

Any course information outside of the required district syllabus should be added to a separate first day handout.