Blackboard v9.1 for Faculty Accessing Your Course Syllabus

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

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.

Detailed Instructions

- 1. You may access your course syllabi through SOS. Begin by logging in at: <u>http://www.sanjac.edu/soslogin</u>
- 2. Select "Faculty Services"

3. Select "Syllabus Information"

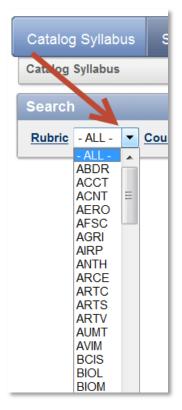
SJC ALERT MET My Information My Employee Information Faculty Services My Work



Term Selection CRN Selection Faculty Detail Schedule Faculty Schedule by Day and Time Detail Class List Summary Class List Final Grades Electronic Gradebook by Component Student Advising Menu View Student Email - Official and Other Faculty Enrollment Totals Course Syllabus Syllabus Information Certify Class Rosters

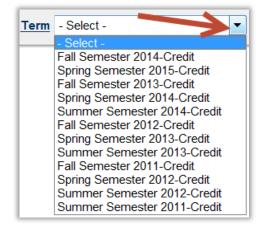


4. On the following screen, click on the drop-down menu next to "Rubric" and find your subject.



- Course Number ALL ▼ : - Alt - A
- 5. Next, click on the drop-down menu next to "Course Number" and select the appropiate number.

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





7.	Choose	"Go"
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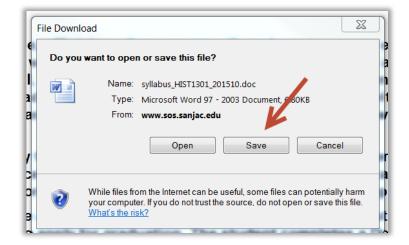
8. The syllabus appears under "Syllabus Report"; click on the pencil image.
9. The syllabus appears Syllabus Report HIST

MORE DETAILS	SUBJECT CODE	COURSE NUMBER	COURSE TITLE	LO LAST UPDATE
1	HIST	1301	United States History I	11-JUL-12
				1 - 1

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 <u>not</u> 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.

