

Guide for Instructors

- Setting up your Syllabus link in Brightspace (BrS)
- Editing and submitting your syllabus content



YORK College

Step 0: [Skip if n/a]

If you already had your Syllabus in Bb and have migrated materials to BrS, DO THIS:

The screenshot shows the York College Blackboard interface. The top navigation bar includes 'Content', 'Announcements', 'Assignments', and 'Discussions'. The 'Content' tab is selected and highlighted with a red box. A red dashed arrow points from the 'Content' tab to the 'Syllabus & Course Schedule' item in the left sidebar, which is also highlighted with a red box. In the main content area, the 'Syllabus' section is visible. A red dashed arrow points from the 'Syllabus & Course Schedule' item to a dropdown menu icon (a square with a downward arrow) in the 'Syllabus' section, which is highlighted with a red box. A context menu is open over this icon, listing various actions: 'View Topic', 'Edit Properties in Place', 'Hide from Users', 'Change File', 'Submit Feedback', 'Move To', 'Edit Metadata', and 'Delete Topic'. The 'Delete Topic' option is highlighted with a blue background and a white arrow points from it to the 'Delete Topic' dialog box on the right. The dialog box has a title 'Delete Topic' and a close button (X). It contains the text: 'Choose whether to remove from the Content view only or permanently delete from the course.' There are two radio button options: 'Remove the topic from Content but keep the associated file or activity in the course.' (unselected) and 'Permanently delete both the topic from Content and the associated file or activity from the course.' (selected). Below these options is a warning icon and text: 'All associated files and activities will be deleted from the course where the necessary permissions exist. This is irreversible.' At the bottom of the dialog are two buttons: 'Delete' (highlighted with a red box) and 'Cancel'.

Content Announcements Assignments Discussions

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Syllabus

Add dates and times

Add a description

Upload / Create

eSyllabus

File

Add a sub-module...

View Topic

Edit Properties in Place

Hide from Users

Change File

Submit Feedback

Move To

Edit Metadata

Delete Topic

Delete Topic

Choose whether to remove from the Content view only or permanently delete from the course.

☐ Remove the topic from Content but keep the associated file or activity in the course.

☒ Permanently delete both the topic from Content and the associated file or activity from the course.

All associated files and activities will be deleted from the course where the necessary permissions exist. This is irreversible.

Delete Cancel

Step 2: Adding your BrS Syllabus link to your BrS Course

The screenshot shows the York College CTLET Test Course 1 interface. The top navigation bar is red and contains the following links: Content, Announcements, Assignments, Discussions, Quizzes, Class Progress, Quick Eval, and Gradebook. The 'Content' link is highlighted with a black box. Below the navigation bar, the left sidebar contains a search bar and a list of course sections: Overview, Bookmarks, Course Schedule, Table of Contents, Week 1, and Syllabus & Course Schedule. The 'Syllabus & Course Schedule' section is highlighted with a red box. A dashed red arrow points from the 'Content' link to the 'Syllabus & Course Schedule' section. The main content area is titled 'Syllabus & Course Schedule' and contains the following text: 'Add dates and restrictions...', 'Add a description...', 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. The 'Existing Activities' dropdown menu is open, showing a list of options: Add Cengage Content, Assignments, Checklist, Discussions, External Learning Tools, and Labster US. The 'External Learning Tools' option is highlighted with a blue background and a hand cursor. An orange arrow points from the 'External Learning Tools' option to a table entry labeled 'Simple Syllabus - York'.

YORK College CTLET Test Course 1

Content Announcements Assignments Discussions Quizzes Class Progress Quick Eval Gradebook

Search Topics

Overview

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Week 1

Syllabus & Course Schedule

Add a module...

Syllabus & Course Schedule

Add dates and restrictions...

Add a description...

Upload / Create Existing Activities Bulk Edit

Add a sub-module...

Add Cengage Content

Assignments

Checklist

Discussions

External Learning Tools

Labster US

Simple Syllabus - York

Simple Syllabus - York

STEP 3: Change Name and Description

Syllabus & Course Schedule ▾

Add dates and restrictions...

Add a description...

Upload / Create ▾

Existing Activities ▾

Bulk Edit

Simple Syllabus - York ▾

External Learning Tool

Simple Syllabus - York

"Bulk Edit" view

Done Editing

eSyllabus+yourcoursenam ▾ → **Title Name**

External Learning Tool

Edit title for Syllabus+yourcoursename

Add dates and restrictions...

Simple Syllabus - York → **Description**

*Don't worry: When a student clicks on the link and your syllabus is not ready yet, they will see the message that "your professor is still working on your syllabus."

- Under the "Bulk Edit" tab, click in the Title box to name your syllabus, for example "eSyllabus+yourcoursename," then press ENTER/RETURN.
- Click in the Description box to edit or delete the default "Simple Syllabus-York" description, then press ENTER/RETURN.
- Press "Done Editing" to confirm the changes.

Step 4: GO FAST or GO FAST BY GOING SLOW

Below is a screenshot of the landing page when you click on your BrS syllabus link. Instructions for completing components and for publishing your syllabus are provided as you go.

The screenshot shows a web interface for creating a syllabus. At the top, there's a header "READ THIS FIRST! (Help Text for Instructors)" with a red checkmark icon and a "display name" label. Below this is a toolbar with various icons for text formatting (bold, italic, underline, subscript, superscript, font size, color, background color, text color, text alignment, list, indent, quote) and other functions (link, image, video, table, emoji, link, undo, redo, print, help). The main content area has the title "GO FAST or GO FAST BY GOING SLOW" and the subtitle "GO FAST (at your own risk 😊)". Below this is a paragraph: "Click on 'Click' at the bottom of this page then on each link in the pop-up to complete required components." A pop-up window is overlaid on the page, showing the same header and title, but with a red "Warning" message: "This syllabus cannot be submitted until the following required components are completed." The warning lists several required components: Office Hours and Instructor Contact Information, Schedule, Where to Find Your Grades, Online Meeting Platform, Assignments, Readings, Grading Breakdown, and Required Textbook(s). At the bottom of the pop-up, there are buttons for "Submit", "Preview", and "Close", and a red error message: "Syllabus cannot be submitted until required components are completed. Click for more information". A blue arrow points from the "Click" button in the main content area to the "Click for more information" link in the pop-up. Below the pop-up, the text "GO FAST BY GOING SLOW --LEARN MORE & INSTRUCTIONS 😎" is visible.

READ THIS FIRST! (Help Text for Instructors) ☒ display name

? Optional ? Visible

B i U x₂ x² A 15pt A [color] [background color] [text color] [text alignment] [list] [indent] [quote]

GO FAST or GO FAST BY GOING SLOW

GO FAST (at your own risk 😊)

Click on "Click" at the bottom of this page then on each link in the pop-up to complete required components.

Warning ✕

This syllabus cannot be submitted until the following required components are completed.

- [Office Hours and Instructor Contact Information](#)
- [Schedule](#)
- [Where to Find Your Grades, Online Meeting Platform, Assignments, Readings...](#)
- [Grading Breakdown](#)
- [Required Textbook\(s\)](#)

Submit Preview Close

Syllabus cannot be submitted until required components are completed. Click for more information

GO FAST BY GOING SLOW --LEARN MORE & INSTRUCTIONS 😎



Want to learn
more?
View **GUIDE** by
Simple Syllabus
HERE

Use your York College credentials to login
<https://simplesyllabus.zendesk.com/hc/en-us/categories/16740554765325-FAQ-Instructors>

NEED ASSISTANCE? Contact us at lmshelp@york.cuny.edu