

## Course Outlines and COMMS

Once a course outline has been approved by the appropriate Chair (or Chair Designate) a confirmation email is sent to the course outline writer and Coordinator. This email will contain the final version of the course outline in PDF format. The PDF version will need to be saved to a local drive before being posted to Bb and sent to all section instructors OR posted to a shared drive where all section instructors will have access.

## Adding Documents to Blackboard

This tip sheet will help you post a document (or file) to Blackboard which users can then access/download as needed.

Files can be posted to Blackboard in any format; however, it is important to know if the end user (i.e. student) has the required software to access the file. If you want the end user to actively use the file, then post your materials in formats such as Word, PowerPoint, Excel, etc. If the file is only for viewing and/or printing, then post your material as a PDF file.

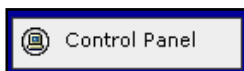
It is recommended that you also post a link to Adobe Acrobat for the user to download the free PDF viewer (<http://www.adobe.com/>).

**NOTE:** To add a course outline to a Blackboard (Bb) course, you must be enrolled in the course as an instructor, course builder or teaching assistant. If you do not have one of these roles, you will not be able to add content.

## Posting Your Course Outline

**NOTE:** Course outlines should be posted in PDF format to ensure that they cannot be modified after they are posted. Changes to a course outline must be approved by the Chair or Academic Manager responsible for the course.

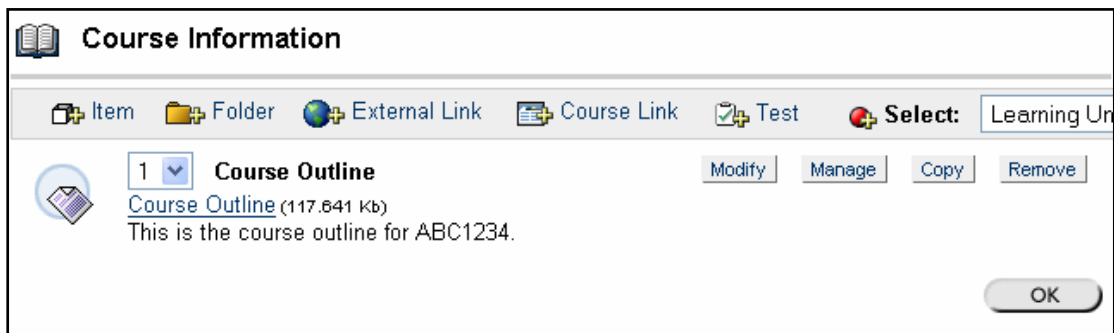
1. Log into Blackboard and select the course for which you are adding a course outline.
2. Click **Control Panel** on the left hand side (*if you do not see the Control Panel, you are not enrolled in the course with the appropriate access, see above*).



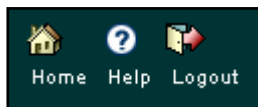
3. Under the heading **Content Areas** click on **Course Information**.
4. Click **Add Item**.



5. Complete the fields as required; at a minimum complete the following:
- Name** – enter the name of the item i.e. “Course Outline”
  - Text** – enter a brief description i.e. “This is the course outline for ABC1234.” Add other text as appropriate.
  - Attach Local File** – click **Browse** to search for the appropriate pdf on your computer (or shared College drive)
  - Name of Link to File** – “Course Outline”
  - Make Content Available** – select the radio button for “yes”
  - Click **Submit** at the bottom of the page
  - Your next screen should say **Success** as the title and **Added: Course Outline** for a description; click **OK**
  - Click **OK** to return to content areas or select another option to add (item, folder, external link, etc.); if there are other documents in this content area, you can use the drop down number box to re-order your items (and list the course outline first)



- To edit the text or files you have added to the entry, click **modify**.
- Be sure to **Logout** of Blackboard.



## Suggestions for posting files other than a Course Outline

- When posting other documents or files, you may use features such as **Choose Color of Name** to differentiate between files or **Choose Date and Time Restrictions** if you want the file to be accessible for a limited time
- Files related to the week-to-week activities of the course should be posted in related areas i.e. Assignments, Course Documents, etc.
- When posting multiple files you can choose to group files into folders i.e. Assignment 1, Assignment 2, Chapter 1, Unit 1, etc.

## Other Resources

For more information about developing online courses, visit the **Professor's Resource Site** at <http://www.algonquincollege.com/its/profres/>

For information about workshops related to Blackboard, teaching and course development, visit the **Professional Development** web site at <http://www.algonquincollege.com/employee-pd/>