

FIT 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 of study.

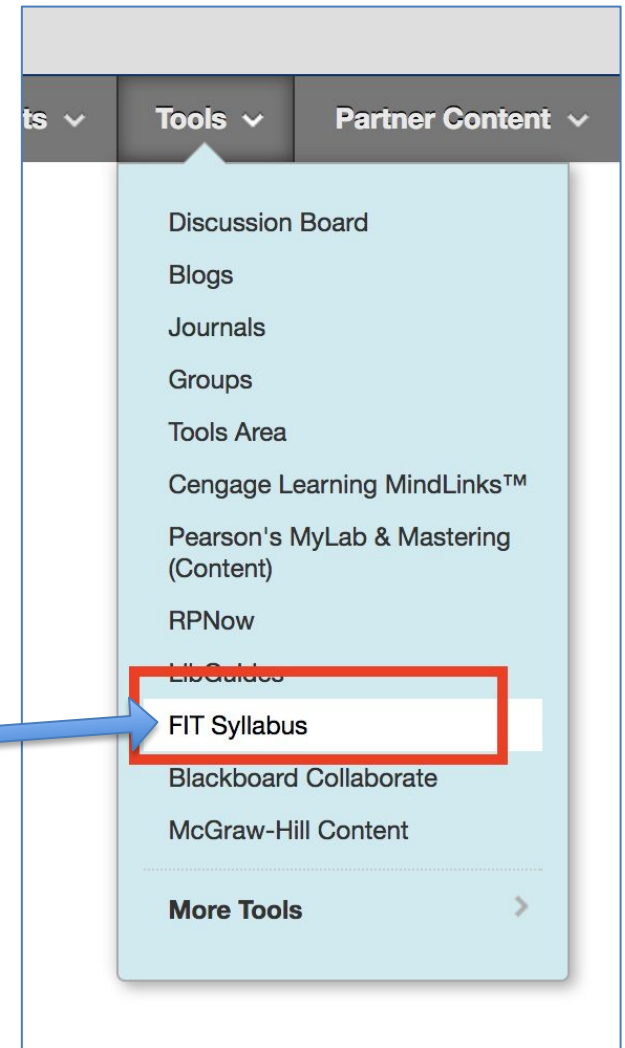
Setup Your Digital Syllabus

1. **Syllabi are easily located** in Blackboard.
2. **Basic knowledge of Blackboard is helpful.**
3. **Notice that**, Content such as the Header, Course Description, Outcomes and Institutional Policies cannot be changed. **If you see an error in these areas contact your department and check the original course of study.**
4. **The majority of the syllabus** can be edited.

The following pages guide you through the 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: *“Graph Design GD 142 Syllabus Fall 19”* 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

Paragraph Arial 3 (12pt)


Rich text editor toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, and other editing functions.

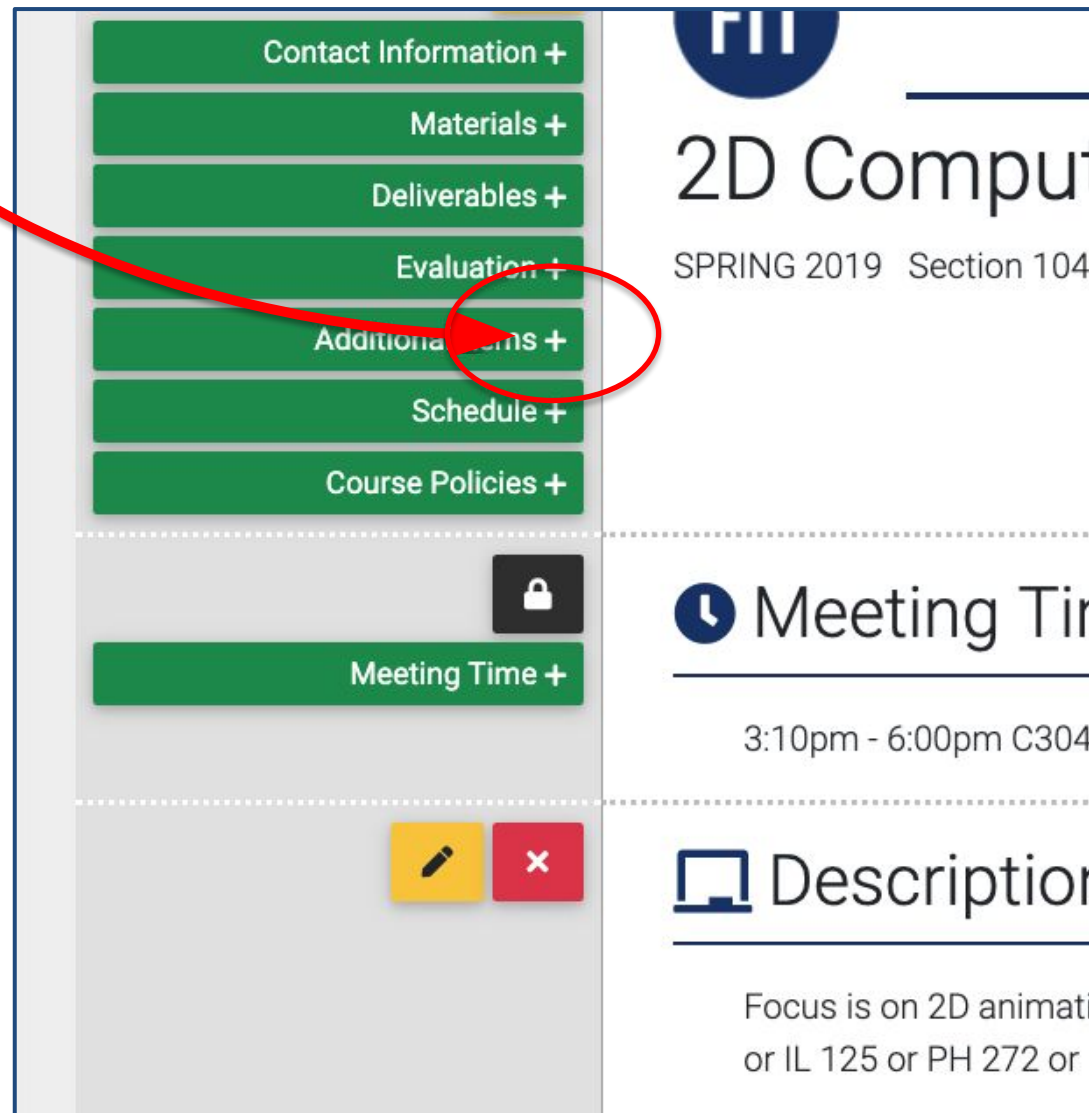
Click on the Syllabus Link You Just Created

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 navigation bar includes the 'Concourse' logo and a menu with 'Syllabus', 'Info', 'Audit', 'Users', and 'Settings'. A red box highlights the 'Syllabus' link, with a red circle containing the number '1' next to it. Below the navigation bar, the course details for 'FIT PRACTICE COURSE' are shown, including the FIT logo, course title, and dates. A section titled 'CONTACT INFORMATION' is visible with the text 'Lots of people'. Below that, the 'DESCRIPTION' section is partially visible. On the right side, a dropdown menu is open for the 'Syllabus' link, showing options: 'View', 'Edit', 'Import', and 'Print'. A red box highlights the 'Edit' option, with a red circle containing the number '2' next to it.


Edit Panel: Add Content by Clicking on the  symbol next to the category you want.

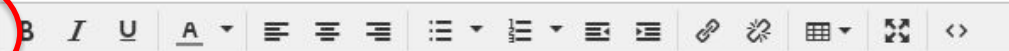


The screenshot shows a course edit interface. On the left is a sidebar with several green buttons, each with a white plus sign: 'Contact Information +', 'Materials +', 'Deliverables +', 'Evaluation +', 'Additional Items +', 'Schedule +', and 'Course Policies +'. Below these is a grey button with a lock icon and the text 'Meeting Time +'. At the bottom of the sidebar are two small buttons: a yellow one with a pencil icon and a red one with a close 'x' icon. On the right is the main content area. At the top is the 'FII' logo. Below it is the course title '2D Computer' and the section 'SPRING 2019 Section 104'. A 'Meeting Time' section shows a clock icon and the text '3:10pm - 6:00pm C304'. A 'Description' section shows a computer monitor icon and the text 'Focus is on 2D animation or IL 125 or PH 272 or'. A red arrow originates from the plus symbol in the text above and points to the 'Additional Items +' button in the sidebar.

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


Edit Item: Material ✕

 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.

Notes 

Files ⇅ **Attach**

Comments
(only shown in editor)



To edit your entry click on the edit button

The image shows a screenshot of a course management interface. At the top, there is a navigation bar with the following items: Syllabus (with a dropdown arrow), Files, Info, Audit, Users, and Settings (with a dropdown arrow). Below this, the interface is split into two main sections. On the left is a sidebar with several green buttons, each with a white plus sign: Contact Information +, Materials +, Deliverables +, Evaluation +, Additional Items +, Schedule +, and Course Policies +. At the bottom of the sidebar is a lock icon and a Meeting Time + button. On the right is the main content area. It features a blue circular logo with the letters 'FIT' in white. Below the logo, the text '2D Comput' is visible, followed by 'SPRING 2019 Section 104'. Further down, there is a clock icon and the text 'Meeting Time', with '3:10pm - 6:00pm C304' below it. A red circle highlights a yellow square edit button (with a black pencil icon) located in the top right corner of the sidebar. A red arrow points from this button to another yellow square edit button (with a black pencil icon) located in the top right corner of the main content area.

To Add Grading Information (Weight and Grading Information): Click on Evaluation

Contact Information +

Materials +

Deliverables +

Evaluation +

Additional Items +

Enter a simple sentence like: "This is how you will be graded". **click save**

Edit Item: Evaluation



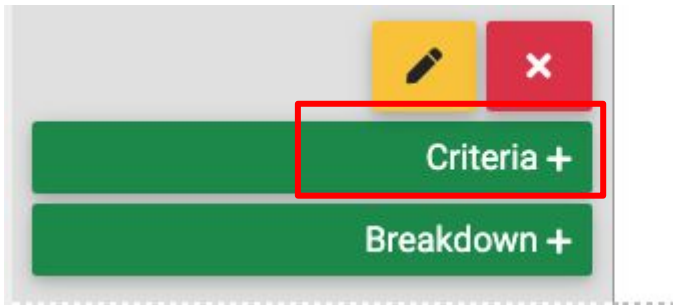
This notes field is for entering general information regarding course evaluation. To add specific information, press save and then add the item that best suits your needs. You can always return here to edit general information at any time.

Notes

B *I* U A [List icons] [Link icon] [Grid icon] [Fullscreen icon] [Close icon]

This is how you will be graded

To Add Course Weighting Details: Click on Criteria




Enter a simple sentence like: "This is how your grade is weighted" **click save**

Edit Item: Evaluation Criterion



This notes field is for entering general information regarding evaluation criteria. 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.

Notes



This is how your grade is weighted

To Add Course Weighting Details: Click on Criterion



Criterion +

Enter the category and percentage weight.
click save

Edit Item: Evaluation Criterion Entry

Type (e.g. Exams)

Weight (e.g. 20%)

Topic

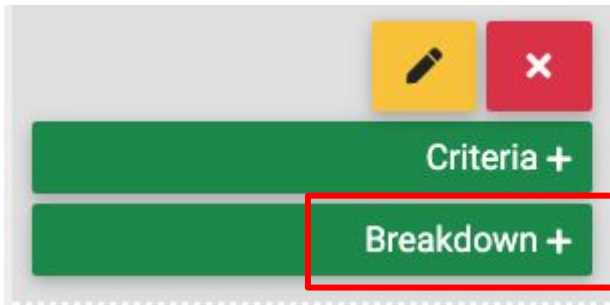
Notes

B *I* U A

There will be 5 quizzes which comprise 25 of your grade.

Repeat this step until with
all the Criterion that will
add up to 100% **click save**
as you complete each
entry

To Add Course Grading Percentages and Letter Equivalents: Click on Criteria



Enter a simple sentence like: "This is how your grade is weighted." **Click save.**

Edit Item: Evaluation Breakdown



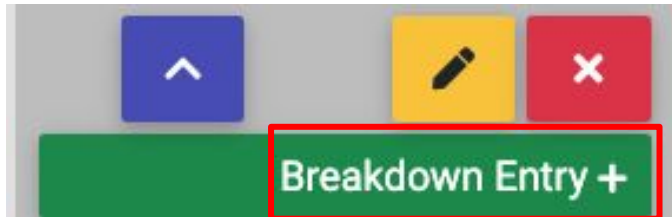
This notes field is for entering general information regarding specific information, press save and then add the item that b always return here to edit general information at any time.

Notes



Grade percentages and letter equivalents.

Add Grading Percentages and Letter Equivalents: Click on Breakdown Entry

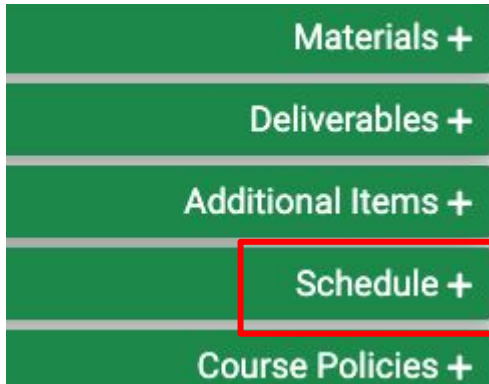


Enter the letter grade, percentage equivalent and a brief explanation. **Click save** and repeat until all your grades are listed

Edit Item: Evaluation Breakdown Entry

Grade	<input type="text" value="A"/>	(e.g. A+)
Range	<input type="text" value="95% -100%"/>	(e.g. 95 to 100)
Notes	<p>B <i>I</i> <u>U</u> <u>A</u> </p> <p>For work of exceptional quality!</p>	

To Add the Course Schedule: Click on Schedule



Enter a simple sentence like: “This schedule is an outline subject to change.” (your choice)

Edit Item: Schedule



This notes field is for entering general information regarding the course schedule. 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.

Notes



This Schedule is an outline that may change over the semester. Please follow the assignments and due dates listed in Blackboard.

To Add Each Week: Click on Schedule Entry +

Schedule Entry +

Enter the week and date Then add a title for the topic of the week and a description of what is planned.

Type

(e.g. Lab)

When

(e.g. Week #3)

Include Date and Times

Location

Topic

Notes

B *I* U A

Please come to class prepared to discuss your past experiences and

Repeat for each week and save as you go.



Schedule Entry +

Enter the week and date Then add a title for the topic of the week and a description of what is planned.



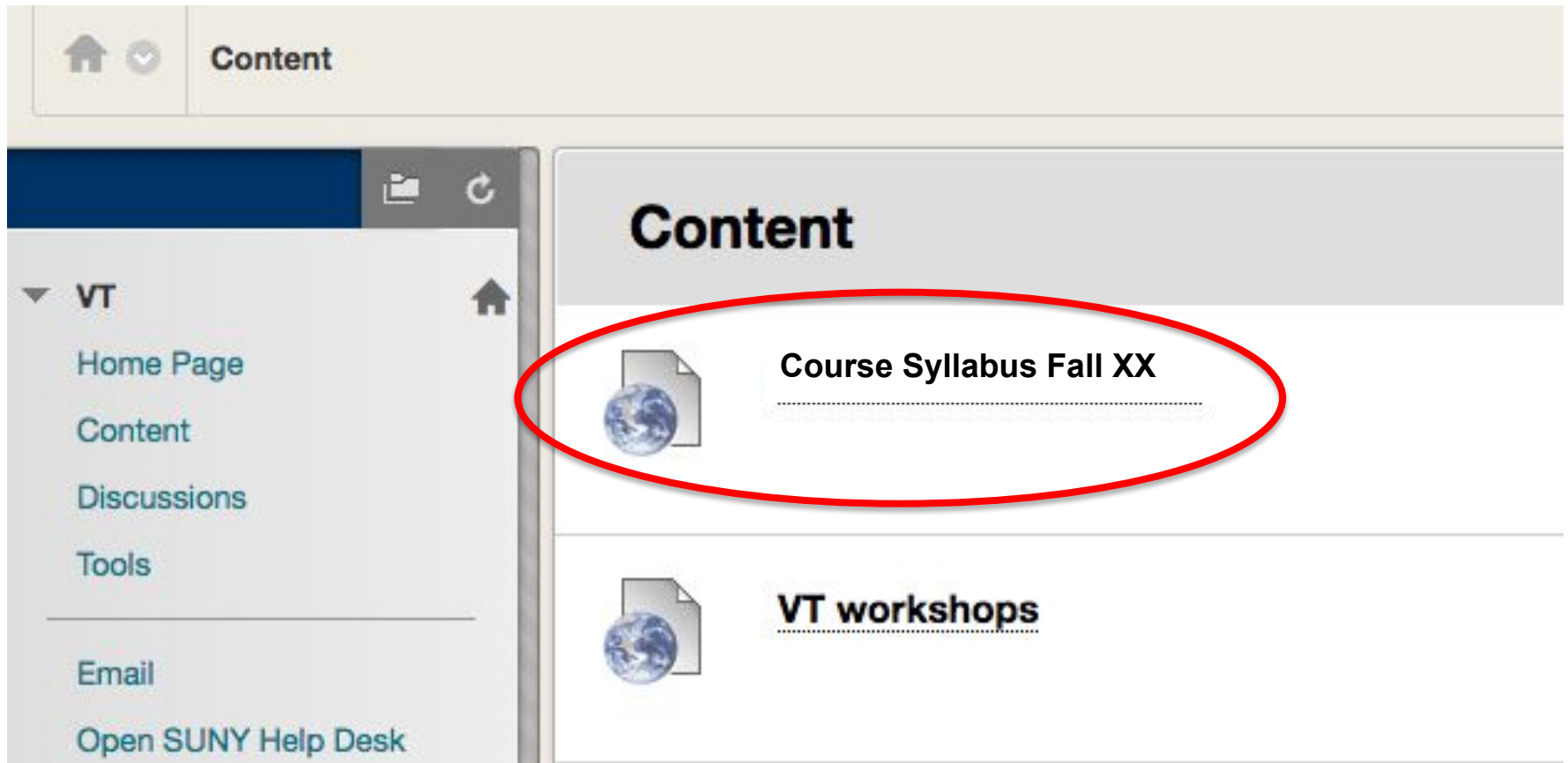
Schedule Entry +

This Schedule is an outline that may change over the semester. Please follow the as

When	Topic	Notes
Week One	Review of the Syllabus and Course	Please come to class prep



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

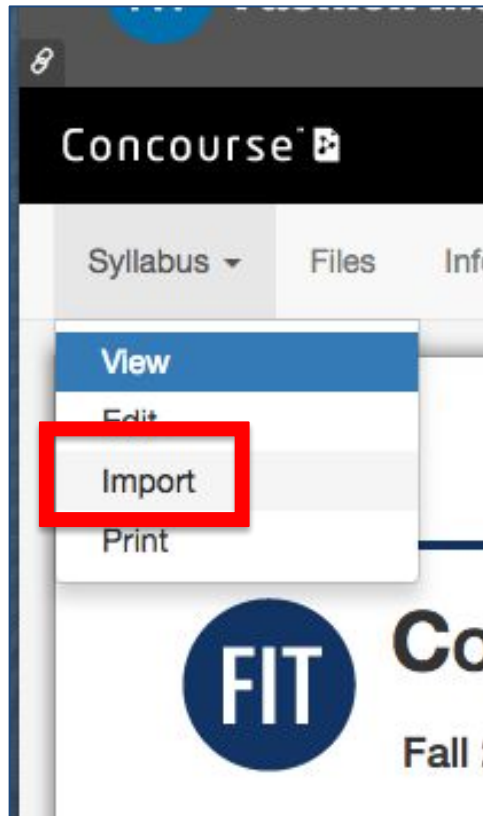


INSTRUCTIONS FOR FACULTY TEACHING MULTIPLE SECTIONS OF THE SAME COURSE

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 (Left):**
 - Search bar: "FM-423" (Step 1 arrow points here)
 - Search button: "Search"
 - Keyword Mode: "All words"
 - Course Title: "Fashion Planning & Allocation"
 - Subject: "Fashion Planning & Allocation"
 - Number: "FM-423"
- Results Panel (Right):**
 - Header: "Results"
 - Table of results with "Import" buttons (Step 2 arrow points to the first "Import" button):

Course Title	Section
Fashion Planning & Allocation	Section 1
Fashion Planning & Allocation	Section 701
Fashion Planning & Allocation	Section BL1
Fashion Planning & Allocation	Section Day
Fashion Planning & Allocation	Section Evening
Fashion Planning & Allocation	Section 1

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.

View Your New Syllabus to Review and Edit as Needed

Syllabus ▾ Files Info Audit Users Settings ▾ FIT

 Fashion Ins

2D Computer Animation CG-213

SPRING 2019 Section 104 2 Credits 01/28/2019 to 05/22/2019 Modified 02/21/2019

Meeting Times

3:10pm - 6:00pm C304 Mon

Description

Focus is on 2D animation, design, compositing, and production issues using Adobe Photoshop and After Effects applications. Prerequisite: IL 125 or PH 272 or CD 251

Outcomes

Upon completion of this course, students will be able to: 1. Learn basic 2D animation skills. 2. Understand how to apply and animate mattes and transfer modes for compositing, and to apply effects to enhance and impact the visual design of compositions. 3. Interpret student work as well as professional examples of animation and composited motion graphics for ideas, inspiration and guidance. 4. Apply best practices and workflow strategies when working with different types of assets including files from Industry Standard programs such as

Key Points

- During the first few weeks of the semester course syllabi are updated daily to include changes in location and enrollement.
- 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 training, contact:

Jeffrey Riman 212-217-4063 jeffrey_riman@fitnyc.edu

- For problems email: support@campusconcourse.com
- Additional Resources can be found at this link.

<https://support.campusconcourse.com/hc/en-us/articles/360025904694-Editors>