UAF Blackboard is the Learning Management System (LMS) that provides an online component for all courses at UAF. There is a full range of potential for using Blackboard to complement your instructional style; from the very basic to the very sophisticated!

For starters, post the course syllabus online!

**GET GOING – LOGIN TO BLACKBOARD**

- To login to Blackboard, launch your internet browser and go to [http://classes.uaf.edu](http://classes.uaf.edu). Enter your UA Username and password. The same UA Username and password used to login to Google Apps @UA. If you need help with UA Username or password, visit ELMO; [http://elmo.alaska.edu](http://elmo.alaska.edu).

**MAKE YOUR COURSE AVAILABLE TO STUDENTS**

- Before students can see the course, the instructor needs to make it available.
- Go to the Control Panel under the course menu. Click on Customization and select Properties. Under item 2 of the Properties page, set the Make Course Available option to Yes.
- Click the Submit button at the bottom to make your course available to your students.
ADD YOUR SYLLABUS

• Click on the course of interest, the click on Information in the course menu on the left hand side. The information page for that course appears, now, slide your mouse over the Build Content button, and select Item from the drop down menu.

![Build Content Image]

• In the Name field type ‘Syllabus’. Below the textbox, click on the Browse my Computer button, to attach your syllabus to the item.

![Browse my Computer Image]

• Then click Submit at the bottom of the page to add the new item called Syllabus to your course.

Congratulations, now your course has an online presence with a syllabus! For more information on how to add more content and further develop your online course materials, contact the OIT Support Center to schedule a training session.