

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!

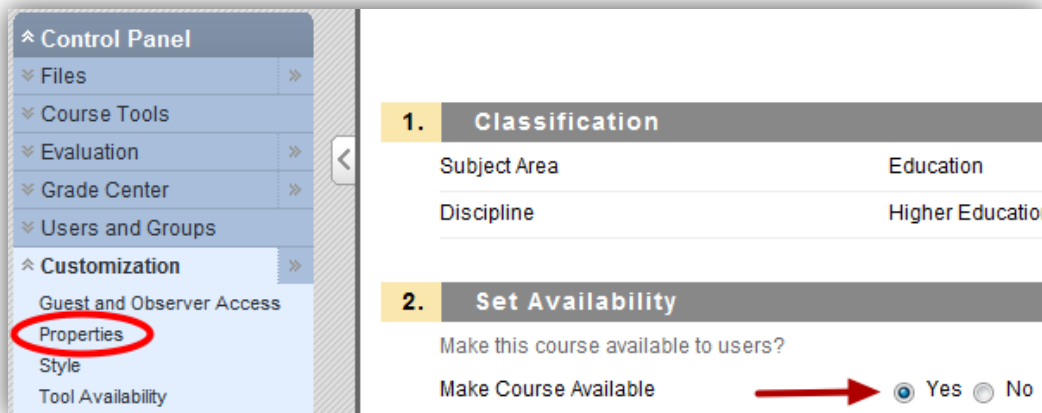
For starters, post the course syllabus online!

GET GOING – LOGIN TO BLACKBOARD

- To login to Blackboard, launch your internet browser and go to <http://classes.uaf.edu>. 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>.

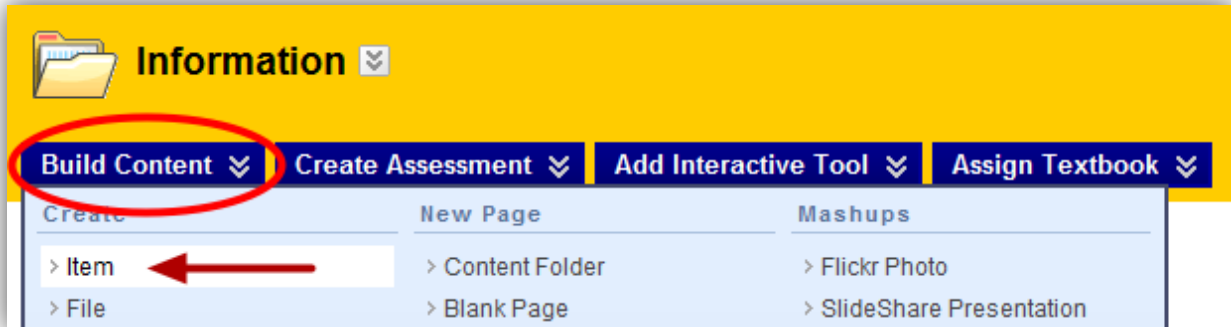
MAKE YOUR COURSE AVAILABLE TO STUDENTS

- 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.

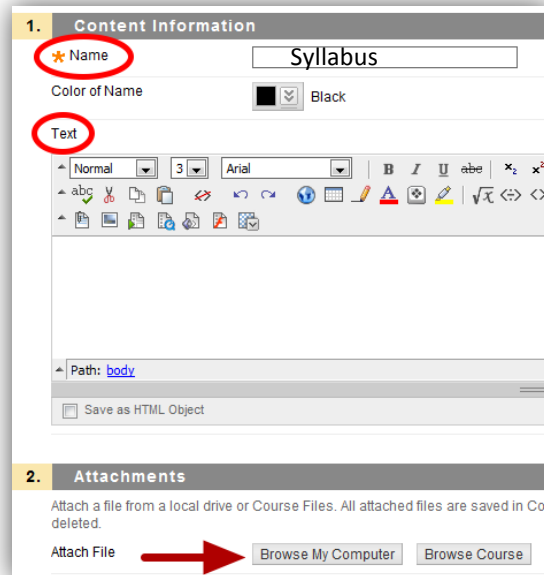


ADD YOUR SYLLABUS

- Click on the course of interest, then 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.



- In the **Name** field type 'Syllabus'. Below the textbox, click on the **Browse my Computer** button, to attach your syllabus to the item.



- 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.